**Information sheet for applicants for Board vacancy**

**Gippsland Health Network Limited, trading as Gippsland PHN**

## Introduction

Gippsland Health Network Limited, trading as Gippsland PHN, is part of a national network of 31 Primary Health Networks across Australia. The Gippsland PHN is a not for profit charity working at a regional and local level to achieve improved whole of system health care.

PHNs across the country are funded to work towards the objective of meeting the health needs of the most vulnerable people in the community or those at risk of the poorest health outcomes.

Gippsland PHN works closely with the primary health system to identify opportunities to improve health outcomes in Gippsland communities, through better coordination and support of health services and by commissioning new services to address identified health needs.

The PHN core functions: support to general practice, system integration, health planning and commissioning are designed to address identified national objectives and priority areas. These priorities frame the work of Gippsland PHN, guided also by community and clinical input to improve health outcomes.  Gippsland PHNs vision is for a measurably healthier Gippsland.

## Our programs and services

Gippsland PHN is responsible for identifying and addressing the primary health needs in Gippsland through strategic planning, commissioning services, supporting general practices and other health care providers and supporting the integration of local health care services.

The PHN Program has two objectives and seven priority areas for targeted work, outlined in Table 1.

**Table 1. National PHN program objectives and priority areas**

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| **National PHN Program Objectives** | **PHN priority areas for targeted work** |
| Increase the efficiency and effectiveness of medical services, particularly for patients at risk of poor health outcomes. | * Mental Health * Aboriginal and Torres Strait Islander Health * Population Health * Workforce * Digital Health * Aged Care * Alcohol and Other Drugs |
| Improve coordination of care to ensure patients receive the right care in the right place at the right time. |

Gippsland PHN has offices located in:

* Traralgon (Head office)
* Wonthaggi
* Bairnsdale

## Election of Directors

There are nine Gippsland PHN Board Directors. Nominations of Director candidates must be in the attached forms. The nomination and appointment process is overseen by a Director Independent Selection and Remuneration Committee and results will be declared at the Annual General Meeting on 16 November 2022.

In accordance with the Gippsland Health Network Limited Constitution, two Directors will be elected by Gippsland PHN members and one Director will be appointed by the Board.

Two retiring Directors are eligible to re-apply:

* Vacant (elected position)
* Dr Elisabeth Wearne (elected position)
* Ms Anne Peek (appointed position)

## Skills and expertise

The collective skills required of Directors can be broadly categorised as:

* Professional skills (skills directly relevant to performing the Board’s key functions);
* Sector skills (skills relevant to the sector or sector in which the organisation predominantly operates); and
* Diversity

Nominations will be shortlisted based on knowledge, expertise and experience in a range of the following areas:

* Financial acumen (preferably CA or CPA)
* Legal
* IT systems and/or data management experience
* Primary Health Care
* Thorough understanding and connection to Gippsland
* Key stakeholder relationships and management (including community)
* Ability to demonstrate professional behaviours commensurate with performance requirements for company directors
* Commitment to sound governance practices
* Experienced directors that are inclusive, strategic and familiar with board processes
* Candidates wishing to develop skills as a company director may also be considered.

Gippsland PHN values diversity and welcomes applications from all suitable candidates. The Board values diversity in areas such as gender, culture, skills, life experience, perspectives, and geography and encourages applications from Indigenous, disability and LGBTIQA+ communities.

All Board members are required to demonstrate high ethical standards, including preparedness to maintain organisational confidentiality and ability to work positively and respectfully with others as part of a team.

Candidates’ conflicts of interest, interactions and professional working relationships with Gippsland PHN will be taken into consideration as part of the assessment criteria.

## Term of Appointment

Term of appointment is for 3 years ending at the 2025 Annual General Meeting.

## Time commitment

It is important that applicants are aware of the time commitment involved in discharging duties of being a Director. This is estimated at 15-18 hours per month including meetings.

The Gippsland PHN Board meets during business hours once a month (currently third Wednesday from 9.00 am – 1.00 pm) and Directors are expected to make themselves familiar beforehand with Board documents. Additional half day Strategic Planning meetings are also held at least twice per year. Directors are required to participate in one or more Board committees which are usually held the same day as the Board meeting, or by videoconference, and to participate in the work required to be undertaken by these committees.

Directors are required to represent Gippsland PHN at nominated community and stakeholder events in addition to making themselves available to participate in governance activities i.e. strategic or business planning processes.

## Board Remuneration

Gippsland PHN provides remuneration to Board Directors according to the constitution. This remuneration is given as a stipend and Directors may also receive payment for some approved expenses.

## Declaration of Private Interests

Directors are required to complete a Declaration of Private Interests upon appointment. This provides for disclosure of private interests or other interests, which could conflict with the proper performance of Directors duties.

## COVID-19 Vaccination

Gippsland PHN has a mandatory COVID-19 vaccination policy for all Board, staff, volunteers and contractors within our organisation. All Board Directors will be required to provide evidence of vaccination status prior to commencement.

## Further information

Further information regarding Gippsland PHN can be found on our website: [www.gphn.org.au](http://www.gphn.org.au).

Board Directors are required to operate under the Gippsland Health Network Limited Constitution which can be found on our website: https://www.gphn.org.au/about-us/constitution/

## How to apply

Candidates must complete the following documentation and submit via email:

* Candidate details form for Gippsland Health Network Limited, trading as Gippsland PHN Board;
* Board Skills Matrix;
* Candidate nomination and consent to act as Director forms; and
* Brief Biography suitable for inclusion in ballot papers. This must be a **maximum of 400 words** and must not contain anything but text. Brief cover letter (no more than one page), highlighting any other relevant information that may assist the assessment committee in their determination of candidate suitability

Candidates may wish to attach a brief curriculum vitae (maximum 2 pages). Please ensure all information is succinct.

## Enquiries may be directed to:

Steve Morgan

Company Secretary

Email: [Company.Secretary@gphn.org.au](mailto:Company.Secretary@gphn.org.au)

Telephone: 5175 5444

## Applications should be marked confidential to:

Gippsland PHN Board Nomination

Attention: Company Secretary

Email: [Company.Secretary@gphn.org.au](mailto:Company.Secretary@gphn.org.au)

**Nominations close at 5.00 pm Wednesday 17 August 2022**

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