**Information sheet for applicants for Board vacancy**

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

## Introduction

**Gippsland PHN’s vision and strategic purpose is for a measurably healthier Gippsland.**

Gippsland PHN is part of the National PHN Program. The Primary Health Networks Program (PHN Program) commenced in 2015 with the establishment of 31 Primary Health Networks (PHNs). Individual PHNs are responsible for identifying and addressing the primary health needs in their region through strategic planning, commissioning services, supporting general practices and other health care providers, and supporting the integration of local health care services.

The Gippsland PHN catchment covers a geographic area of 41,556 km² with a population of over 300,000

people. It comprises the Local Government Areas of Bass Coast, Baw Baw, East Gippsland, Latrobe, South Gippsland and Wellington.

The PHN Program has 11 areas of scope outlined in Figure 1.

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| **Core Funding**  | **Program Funding** |
| * Population Health
* Practice Support
* Digital Health
* Emergency Preparedness
 | * Mental Health and suicide prevention
* Alcohol and other drugs
* Health services in aged care
* Aboriginal and Torres Strait Islander Health
* Emergency response
* Medicare Urgent Care Clinics
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PHNs are expected to respond to the health needs of their region while being guided by the priority areas

for targeted work and National priorities as decided by the Government. PHNs receive funding from the

Australian Government for a range of activities and functions.

Figure 2 broadly describes activities across the three core functions:

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| **Coordinate**• PHNs collaborate and build connections with local stakeholders and healthcare providers• PHNs develop regional solutions or joint plans with LHNs that integrate and improve delivery of patient-centred care.• Strengthen care pathways in line with local and national needs and priorities. |
| **Commission**• Conduct needs assessments to identify and understand service gaps, key issues, set regional priorities and inform PHN activity.Strategically plan, co-design, implement, monitor and evaluate activities that address regional health and/or service needs.• Localise and deliver place-based approaches for the implementation of national programs.• Identify and deliver innovative solutions or models of care that address health gaps or inequalities |
| **Capacity-Strengthen****•** Support health providers to work to their full scope of practice and to deliver culturally safe, high-quality care.• Support service providers in thin and underserved markets.• Provide support and resources to local service providers, including general practice, that promotes the adoption anduse of digital health systems and resources.• Leverage data and analytics to optimise and drive continuous improvement activities. |

In addition, PHNs may deliver activities funded by State and Territory Governments or other funding bodies.

## 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 are overseen by a Director Independent Selection and Remuneration Committee and results will be declared at the Annual General Meeting on 19 November 2025.

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

Three retiring Directors are eligible to re-apply:

* Dr Elisabeth Wearne (elected)
* Ryan Brown (elected)
* Anna Hall (appointed)

## 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:

* Experience in legal, risk and compliance
* IT and cyber security
* Applicants from diverse backgrounds
* Gippsland health system knowledge and networks
* Thorough understanding of and strong connection to Gippsland
* Ability to demonstrate professional behaviours commensurate with performance requirements for company directors
* Commitment to sound governance practices
* 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 First Nations, 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 2028 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 and Strategic Risk meetings are also held at least twice per year. Directors are required to participate in one or more Board committees, 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, for example strategic planning and strategic risk workshops.

## 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. Directors are entitled to superannuation and salary sacrifice.

## 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.

## Vaccination

Gippsland PHN has a mandatory vaccination policy for all Board, staff, volunteers and contractors within our organisation. All Board Directors will be required to provide evidence of COVID-19 vaccination status prior to commencement. Directors are also required to provide evidence of annual influenza vaccinations while serving on the Board.

## 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 in full the following documentation and submit via email to the Company.Secretary@gphn.org.au:

1. Candidate details form for Gippsland Health Network Limited, trading as Gippsland PHN Board;
2. Board Skills Matrix;
3. Candidate nomination and consent to act as Director forms;
4. Brief Biography suitable for inclusion in ballot papers. This must be a **maximum of 400 words** and must not contain anything but text.
5. Brief cover letter, highlighting any other relevant information that may assist the assessment committee in their determination of candidate suitability.
6. A brief curriculum vitae, ensuring all information is succinct.

## Enquiries may be directed to:

Amanda Proposch

Company Secretary

Email: Company.Secretary@gphn.org.au

Telephone: 5175 5444

The information is available in alternative formats upon request.

## Applications should be marked confidential to:

Gippsland PHN Board Nomination

Attention: Company Secretary

Email: Company.Secretary@gphn.org.au

**Nominations close at 11.59 pm Sunday, 3 August 2025.**

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