

Community Council – Expression of Interest

Expressions of Interest sought for representative to join the North Western Melbourne Primary Health Network (NWMPHN) Community Council.

NWMPHN is seeking someone to join its Community Council, a key advisory body that provides the organisation with insight and guidance into the unique needs of the region, and principles and mechanisms for engaging consumers, carers and local communities.

The Council's members reflect different voices, backgrounds and beliefs, and play an integral role in directing our work and community participation.

The person we seek must live in one of the 13 local government areas that comprise the NWMPHN catchment. These are Brimbank, Darebin, Hume, Hobsons Bay, Maribyrnong, Melbourne, Melton, Merri-bek, Moonee Valley, Wyndham, Yarra and parts of Macedon Ranges and Moorabool. [See this map for more detail.](#)

What is NWMPHN?

There are 31 primary health networks across Australia. They are key parts of the Australian Government's national health reforms and focus on researching and reforming primary health care, including general practice, allied health and community health.


Primary health networks are committed to:

- improving the patient journey through developing integrated and coordinated services;
- providing support to clinicians and service providers to increase the capacity of general practice and primary care, and improve patient care and population health;
- identifying the health needs of local areas, and commissioning and supporting the development of locally focused, effective and responsive services;
- facilitating implementation and successful performance of primary health care initiatives;
- being efficient and accountable with strong governance and effective management.

NWMPHN is one of the largest and most active primary health networks in the country. Its catchment covers 3,200 square kilometres, and is home to 1.9 million people who collectively speak more than 200 languages.

It is run by Melbourne Primary Care Network Limited (MPCN), an independent, locally run, not for profit organisation dedicated to improving primary health care.

The role of Community Council



The Community Council comprises 12 members, drawn from the catchment. It provides advice and support to NWMPHN. This assists the organisation in two important ways.

1. Shaping a robust and sustainable framework for clinical engagement across the NWMPHN catchment, particularly in the context of a commissioning environment.

This will include providing clinical insight and direction on the unique needs of the region, as well as reviewing principles and mechanisms for engaging local health and care providers across general practice, community, hospital, and other health care settings.

2. Providing a focal point for regional practitioner engagement and advocacy to support NWMPHN's objectives and work across the commissioning cycle.

This includes giving advice in relation to:

- population health priorities
- planning service and system improvements
- improving the quality of care
- facilitating effective primary health care provision
- reducing avoidable hospital presentations and admissions
- efficient use of existing health resources
- championing clinical care pathways
- improving health outcomes and the health care experience.

NWMPHN is committed to ensuring that the Council contains representatives with a diverse mix of skills and expertise. Also important is connection and understanding with relevant stakeholders, community members and groups in catchment.

NWMPHN's capability and diversity matrix guides the recruitment of members.

In undertaking its duties, the Community Council will:

- support NWMPHN's commissioning work through the development of engagement principles and mechanisms that are cost effective and locally relevant;
- provide advice in areas that align with NWMPHN's objectives, including in response to ad hoc issues-based requests;
- work in tandem with our other key advisory body, the Clinical Council.


Community Council also provides advice and support between meetings to ensure NWMPHN is kept abreast of emerging priorities at the frontline, and to ensure its activities are informed by the realities faced by clinicians and communities across the region.

What's involved in Community Council membership?

The Council meets four times a year to respond to issues, provide clinical insight and direction, and discuss health practitioner engagement. Members are required to attend at least three of these.

Members are recruited for a two-year term, with the opportunity to extend to four. This is a remunerated position. See details below.

Community Council members must:

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- Participate in four meetings per year, via teleconference or in person. These may be scheduled after-hours to maximise participation, and will not normally run for more than two hours. (Circumstances might occasionally arise requiring a joint meeting of the clinical and community councils, and these will sometimes run longer.)
 - Optimise contributions by preparing or reviewing material prior to meetings.
 - Respond to requests to review documents or provide feedback to NWMPHN between and in addition to scheduled meetings, if required.
 - Contribute to an annual review of the councils, including participating in or providing feedback for relevant planning activities.
 - Respond to invitations to voluntarily participate in workshops, seminars, or other activities during or outside business hours.

Essential personal attributes of Community Council members

The person NWMPHN seeks must be:

- **committed** to the purpose for which NWMPHN was established and operates, and to its ongoing success;
- **an effective listener and communicator** able to hear and respectfully consider varying viewpoints, and develop clear arguments in response;
- **able to ask constructive questions;**
- **an active contributor**, bringing information and ideas to meetings, making a genuine and significant contribution to NWMPHN.

Remuneration

- All members are remunerated for their attendance in accordance with the NWMPHN Stakeholder Reimbursement Policy [Stakeholder Reimbursement Policy](#).
- If members are otherwise salaried or remunerated for their time on the Council by other organisations, then no further remuneration from the NWMPHN shall apply. Prospective members are required to declare this when responding to the EOI.

How can you be involved?

If you are interested in joining the Community Council, please complete and return the attached application form.

Questions

Please contact councils@nwmpnhn.org.au or call Bianca Bell or Naomi Baldwin on 9347 1188.



EXPRESSION OF INTEREST: Application for the NWMPHN Community Council

Please return to councils@nwmpnhn.org.au
Applications close 6 September 2024

Name:		
Role:		
Organisation:		
Contact Details:	Phone:	Email:
Expression of Interest Questions		
1. Why do you want to be a member of the NWMPHN Community Council?		
2. What value would you add to the Community Council? Please detail key knowledge, experience and skills you will bring. You may attach additional details, such as a resume.		
3. Are you confident you will be able to fulfill the role and commitments as outlined in the PD, including attending minimum 75% of meetings per year and preparation in advance of meetings? If not, please outline any concerns you might have around being able to fulfill the role and commitments.		
4. Please outline any current or previous board, stakeholder, advisory committees or other similar appointments.		
5. Please list any other information which would support your application		



Please include details of two referees.

Name:

Role:

Contact details

Name:

Role:

Contact details:

Declaration

I declare that I am willing to meet all commitments required for membership of the Community Council

Signed: _____

Name: _____

Date: _____