

Adelaide PHN Membership

Who we are

Established and funded by the Federal Government, Adelaide Primary Health Network (PHN) is a not-for-profit organisation.

It is one of 31 PHNs operating across Australia, and one of two in South Australia.

Working closely with the wider Adelaide community and benefitting from the experience and knowledge of primary health care providers, it's the job of Adelaide PHN to ensure the health system better meets people's needs.

Specifically, Adelaide PHN is tasked to:

- Increase the efficiency and effectiveness of health services for people, particularly those at risk of poor health outcomes; and
- Improve coordination of care to ensure people receive the right care in the right place at the right time

How we work

Adelaide PHN does not deliver health services but works by commissioning and integrating innovative health services and activities to respond to the needs of our community.

We work to our priorities

Adelaide PHN's work is framed around the following national priorities:

- Aboriginal and Torres Strait Islander health
- Aged care
- Mental health
- Alcohol and other drugs
- Digital health
- Health workforce
- Population health

The following local priority populations are also considered and reflected across our work: Children and youth, Palliative care, Disability, Culturally and Linguistically Diverse communities.

These priorities are informed by the Commonwealth Department of Health's key priorities and performance indicators for all PHNs, as well as the findings of our annual needs assessment process.

Governance & Membership

Collaboration and partnership are at the heart of Adelaide PHN.

We are a membership-based organisation and benefit from the experience and knowledge of our membership groups.

Adelaide PHN membership contributes to the understanding of our region through consultation and our annual needs assessment process. We work alongside both those experiencing and delivering primary health care across our region. Through our commissioning and integration activities we partner with government, private and non-government organisations. These partnerships support us to address barriers, foster connectivity and support access to timely and responsive health services and systems.

To ensure ongoing engagement and integration, Adelaide PHN has reviewed our membership model (Figure 1), which now consists of:

- Board of Directors
- Regional Clinical Council
- Regional Community Advisory Councils (CAC)
- Aboriginal and Torres Strait Islander (and hereafter Aboriginal) CAC
- Network Leadership Group (NLG)

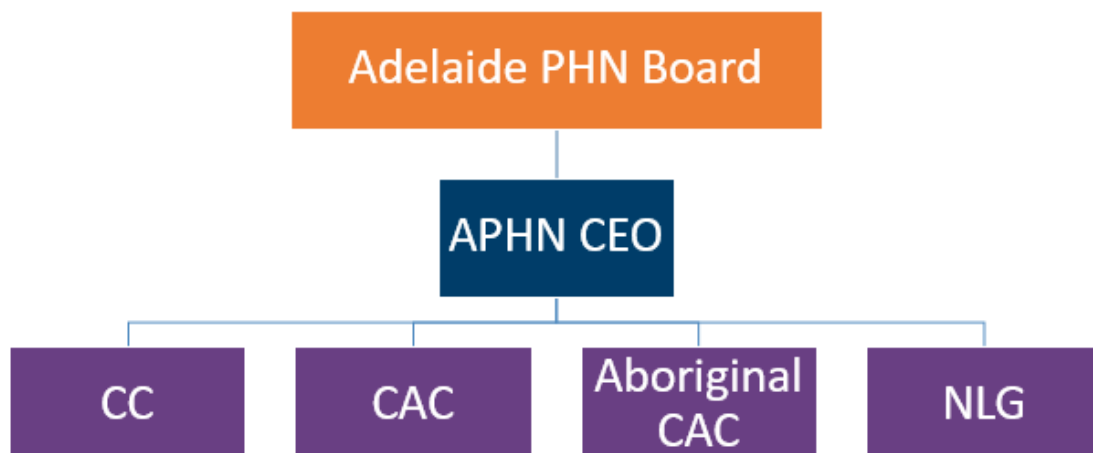


Figure 1 Adelaide PHN Membership Model

Community Advisory Councils (CAC)

Community Advisory Councils (CAC) enable broad representation of the Adelaide PHN community, and contribute to aligning community perspective, lived experience and care expectations with the work of the Adelaide PHN. This helps ensure Adelaide PHN understanding of needs, opportunities and issues are person centred, and locally relevant to the community's experience and expectations.

Aboriginal Community Advisory Council (Aboriginal CAC)

The Aboriginal CAC provides advice to the Adelaide PHN Board. The Aboriginal CAC supports Adelaide PHN to understand locally relevant Aboriginal community perspectives in relation to their unique health needs including access to primary health services and service gaps.

Clinical Councils (CC)

Clinical Councils provide Adelaide PHN with insights into clinical issues relevant to the needs of local communities in the Adelaide metropolitan area.

They provide intelligence on local health conditions and disease trends and assist in identifying opportunities to improve the efficiency and effectiveness of health care services. Considering barriers to access and providing input into population health planning are also areas of interest.

The Adelaide PHN Clinical Councils comprise a mix of health professionals including GPs, allied health, primary health care nurses, hospital administration, pharmacists and Local Health Network (LHN) representatives.

Network Leadership Group

The NLG supports a whole of community and stakeholder approach and enables input and feedback to Adelaide PHN. NLG members are leaders, connectors, influencers or subject matter experts in their field, across the Adelaide PHN priority areas.

Terms of Reference

Network Leadership Group (NLG)

Role and Purpose

The Network Leadership Group supports a whole of community and stakeholder approach and enables input and feedback to Adelaide PHN. NLG members are leaders, connectors, influencers or subject matter experts in their field, across the Adelaide PHN priority areas.

Their roles are to support Adelaide PHN to understand need, opportunities and issues relevant to the Adelaide PHN priority health areas and primary health care. They will do this by representing their priority areas and draw on their experiences, expertise and existing networks to provide the broadest understanding of needs in the Adelaide PHN.

It is not the role of the NLG to advise on operational matters of the Adelaide PHN.

Network Leads are:

- Leaders or subject matter experts in the respective Adelaide PHN priority areas with regard to primary health care
- Recognised connectors and influencers
- Have access to and can draw upon an extensive network to contribute to understanding and addressing needs

Member Responsibilities

- Support the work of Adelaide PHN by, keeping up to date and sharing information with their networks and broader community, and providing feedback about PHN activities
- Contribute to and help gather and facilitate insight into the Adelaide PHNs understanding of need, opportunities and issues relating to the Adelaide PHN priority areas
- Champion and assist the Adelaide PHN to identify opportunities for partnership to support collaboration and integration between and within networks and sectors
- Work collaboratively with other members and respective Adelaide PHN staff

Proxies

There is no provision for proxies should members be unable to attend meetings

Adelaide PHN Responsibilities

- Provide administrative support
- Work with the Group to identify and implement strategies to achieve the role and purpose
- Support the effective operation of the Group

Chairperson

A Chairperson will be elected annually by the members of the Network Leadership Group, with election for the position being held in the first meeting of the financial year.

The Chairperson is expected to attend the AGM for the purposes of the Member Elected Board Person.

Network Leadership Group Appointment

Nominees will be required to meet a set of selection criteria to ensure they are able to effectively represent their respective priority area, and the needs of the NLG the broad interests of that area. Nominee information will be circulated to Network members within the relevant interest areas who will vote on their preferred leads.

Leadership Group representatives will hold the position for two years.

Meetings and Attendance

Members are expected to attend a minimum of 3 out of 4 meetings in a financial year. Where possible, access to teleconferencing can be provided.

New members will be oriented to the NLG prior to the first meeting they attend. A member may participate in a meeting by electronic means (teleconference or videoconferencing).

NLG members are expected to:

- Maintain productive working relationships with other members of the NLG, their networks and relevant staff of Adelaide PHN
- Adequately prepare for, regularly attend and actively participate in meetings
- Complete or contribute towards any agreed actions of activities arising from meetings
- Behave in a respectful and courteous manner

A quorum of half the number of current members of a group, plus one, is required for regular scheduled meetings to proceed, if there is an appropriate representation of members.

The online platform Confluence is provided to facilitate discussion and consultation outside of meetings.

Resignation or Dismissal of a Member

Network Leads may resign by written notice to the Chair at any time. The Adelaide PHN Board may revoke membership of any member at any time, for failure to comply with the Terms of Reference, behaving in a disrespectful or unprofessional manner or any lawful instruction by the Chair.

Remuneration

Sitting fees and reimbursements in line with the *Adelaide PHN Sitting Fee and Reimbursement Policy*.

Decision Making

For the Network Leadership Group to make recommendations or decisions, consensus of the group must be reached. All members will be given sufficient opportunity to object to or support proposed actions and given fair opportunity to provide feedback. Once members agree on a decision, it is carried.

When requested to vote, the Chairperson will be supported by the Adelaide PHN to coordinate their group's collective vote.

Declaration of Interest

Health Priority Network Leads must declare to the Chair, any interest, potential or apparent conflict of interest in matters that might be considered by the group.

Minutes and Agendas

The Adelaide PHN will provide administrative support, including the timely preparation of meeting minutes and agendas.

Member Elected Director

Adelaide PHN has up to 3 Member Elected positions on the Board, elected for a 3-year term, via a staggered, rotational election system. As terms expire, membership nominations and voting occurs, with final endorsement of a new Member Elected Director at the Annual General Meeting (AGM) held in October of that year.

Key points to this process include:

- There is a maximum of one nomination from each membership group (Clinical Council, Community Advisory Council, Aboriginal Community Advisory Council and Network Leadership Group). There will be a total of 4 nominations per membership election
- The decision to nominate a member (or not) must be reached by consensus decision within the group
- Nominations will then be screened for eligibility by Nominations Subcommittee, using the skills matrix.
- The NLG has 2 votes in the election. These votes must be reached by consensus decision.

Members must have attended at least 3 out of 4 meetings in a financial year to be eligible to participate in the voting process.

Terms of Reference Review

The Terms of Reference for the NLG will be reviewed bi-annually.

Last reviewed April 2020.

Reference Documents

- Sitting fee and reimbursement policy