



**THIS NOMINATION KIT CONTAINS:**

**Nomination for Director**

**Position Description**

**Declaration of Private interests**

## BCH Nomination for Director

The nomination for position of Director and Nominee Declaration forms will assist BCH in the preparation of a list of candidates.

<b>Name of Candidate:</b>	
<b>Address:</b>	
<b>Telephone:</b>	<b>Work:</b> <b>Mob:</b>
<b>Email:</b>	
<b>Qualifications:</b>	
	<i>Please provide a copy of your qualifications (Certificate; Diploma; Degree; Doctorate, etc)</i>
<b>Area of Expertise</b> (mark appropriate boxes)	<input type="checkbox"/> Strategic Planning, Business Development, Policy Development <input type="checkbox"/> Organisation Performance Monitoring & Analysis, Quality Management <input type="checkbox"/> Knowledge/commitment to the community <input type="checkbox"/> Health Industry Governance <input type="checkbox"/> Corporate & Regulatory Governance <input type="checkbox"/> Law <input type="checkbox"/> Strategic Human Resources <input type="checkbox"/> Capital Project Management <input type="checkbox"/> Risk Management <input type="checkbox"/> Public Relations, Stakeholder Management, Strategic Marketing <input type="checkbox"/> Finance / Audit <input type="checkbox"/> Aged Care & Disability Services <input type="checkbox"/> Clinical Governance <input type="checkbox"/> Advocacy <input type="checkbox"/> Other (please specify)
<b>Current Status</b> (BoM/CEO/Senior Exec) <b>Duration</b>	
<b>Professional Background</b>	
<b>Honorary Appointments</b>	
<b>Community activities and interests</b> (indicate level of participation)	
<b>Nomination Statement*:</b> (nominees may make a brief statement in support of their nomination. This statement is not to exceed 200 words and must only include	

statements in relation to the application)	
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**Photograph & \*Nomination Statement**

Nominees are requested to include a passport sized photograph with their nomination, sent in jpeg format by email to the Executive Assistant, Kate Hughes email: [kate.hughes@bch.org.au](mailto:kate.hughes@bch.org.au). The photograph and the Nomination Statement will be used in material for voting purposes by members.

By signing this nomination form, I acknowledge that I will be required to provide a completed Declaration of Private Interests, and grant permission for the conduct of probity checks, which will consist of:

- a criminal record check Australia wide by Victoria Police
- a check of the Australian Securities and Investment Commission (ASIC) Register of persons prohibited/disqualified by ASIC under the provisions of the Corporations Act 2001
- a check of the Insolvency and Trustee Service Australia (ITSA) National Personal Insolvency Index which contains information about proceedings and administrations under the Bankruptcy Act 1996.

**Signature of nominee:**

**Date:**

**NOTE:**

In accordance with Section 11.2 of the Bellarine Community Health Constitution, “A person is only eligible for appointment as a Director of the Company if the person is a Financial Member and remains so throughout their term as a Director of the Company.”

*If you are not currently a Financial Member, please complete a BCH Membership Application Form via the BCH website by clicking [here](#).*

Or visiting the website directly - [www.bch.org.au](http://www.bch.org.au) -> Support Us -> Become a Member

**Preference is for completed documents to be emailed to:  
Kate Hughes, Executive Assistant, [kate.hughes@bch.org.au](mailto:kate.hughes@bch.org.au)**

**Documents can be mailed to PO Box 26 Point Lonsdale VIC 3225  
Alternatively deliver in a secure envelope to 2 Nelson Road, Point Lonsdale Vic 3225**

	<h2 style="margin: 0;">Position Description</h2> <h3 style="margin: 0;">Board Director</h3>
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### Mission Statement

**Bellarine Community Health (BCH) – Strategic Directions 2022 -2025**

**PURPOSE STATEMENT**

We deliver high quality services and programs that improve the health and wellbeing of our community

**GUIDING PRINCIPLES**

- We strive to become a sustainable organisation with a strategic mindset
- We value and support our staff, clients, and volunteers
- We work with our community to design services and programs to meet their needs
- We act at all times in the interests of the organisation and the community
- We are guided by best practice actions – always

**STRATEGIC PRIORITIES**

- To engage with our community across all ages, groups and cultures so we are always responsive
- To build awareness of our organisation and our services so we are recognised as the preferred health provider to our community
- To be a sustainable health service responsive to our growing community
- To nurture a positive workplace culture

BCH is the largest healthcare provider on the Bellarine Peninsula with sites in five locations:

- Drysdale (2 sites)
- Ocean Grove (+ one under construction)
- Portarlington
- Point Lonsdale

BCH delivers and promotes health and wellbeing programs. BCH provides a range of services including allied health, community and palliative care nursing; mental health; in home care, health promotion and dental.

### Position Information

<p><b>Position Objective:</b></p>	<ul style="list-style-type: none"> <li>• To participate in the governance of BCH in accordance with the Constitution and Board Charter, so that the company achieves its aims and objectives while acting ethically, prudently and in accordance with the law.</li> <li>• To develop and monitor governance policies and develop a clear strategic direction that together provide boundaries and delineation of roles for the Board and Chief Executive Officer functions.</li> </ul>
<p><b>Key Accountabilities:</b></p>	<p>The Board of Directors is accountable to the Community and Members for ensuring that BCH:</p> <ul style="list-style-type: none"> <li>• is effectively and efficiently managed;</li> <li>• provides high quality care and service delivery</li> </ul>

	<ul style="list-style-type: none"> <li>meets the needs of the community, and</li> <li>meets financial and non-financial performance targets.</li> </ul>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>The Board is accountable as a company limited by guarantee for the quality performance and culture of BCH</li> <li>The Board acts to ensure that the company makes every reasonable effort to realise the requirements and expectations of key stakeholders, members, clients and the community.</li> <li>Board Members must have a commitment to understanding the organisation and the environment in which it operates.</li> </ul>
<b>Relationship with chief Executive Officer</b>	<ul style="list-style-type: none"> <li>The Board of Directors appoints the Chief Executive Officer, who reports and is directly accountable to the Board of Directors. The Chief Executive Officer is delegated to appoint all other staff.</li> <li>The Board has established a Board Charter that defines the role of the Board, the Chairperson and Chief Executive Officer. In addition the Company's Constitution and Instrument of Delegation make clear the limits of authority granted to the Chief Executive Officer. The Charter, Constitution and Instrument of Delegation are reviewed regularly by the Board.</li> <li>The Board establishes annual and ongoing performance expectations for the Chief Executive Officer, and regularly monitors performance culminating in an annual performance review.</li> </ul>
<b>Relationship with Service Staff</b>	<ul style="list-style-type: none"> <li>The Board has no managerial relationship with the company's staff, unless requested by the CEO.</li> </ul>
<b>Strategic Direction and Monitoring of Achievements</b>	<ul style="list-style-type: none"> <li>The Board is responsible for providing 'strategic leadership' for the organisation by establishing a Strategic Plan and Annual Business Plan that clearly detail the strategies in place to achieve the company's objectives and performance targets.</li> <li>The Board is responsible for monitoring the company's achievements in key performance areas, including financial performance, clinical/non-clinical risk management, compliance and service development.</li> </ul>
<b>Risk Management and Compliance</b>	<ul style="list-style-type: none"> <li>The Board is responsible for integrating risk management and compliance into the company's strategic planning process</li> <li>The Board is responsible for monitoring and reviewing the effectiveness and currency of financial and operational risk management, compliance and reporting systems.</li> <li>The Board must ensure that the company operates within the establishing legislation, within any delegations and within any rules and procedures relating to the use of public funds</li> </ul>
<b>Governance Policies</b>	<ul style="list-style-type: none"> <li>The Board will develop governance policies as the means of providing Board level 'administrative leadership' to the company. Governance policies will cover the following areas of Board responsibility: <ul style="list-style-type: none"> <li>Human Resources</li> <li>Workplace Health &amp; Safety</li> <li>Risk</li> <li>Clinical Governance</li> <li>Quality</li> <li>Cultural Diversity &amp; Inclusion</li> <li>Finance</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Community Engagement</li> <li>• The Board may require the Chief Executive Officer to develop certain operational policies; however the Board will not itself develop these policies.</li> </ul>
<b>Board Meetings</b>	<ul style="list-style-type: none"> <li>• Board and Sub-committee meetings will be held in accordance with the company's Constitution.</li> <li>• The Board will meet as often as is required to effectively carry out its governance responsibilities.</li> <li>• The determination of meeting agendas is the responsibility of the Board Chair and Chief Executive Officer.</li> <li>• Any Board member may request an item for discussion be placed on the agenda.</li> <li>• All Board Members must make every reasonable effort to; prepare for; attend; and fully participate in all Board meetings and decision making.</li> </ul>

**Major Accountabilities**

**Code of Conduct**

Directors on the Board of an entity such as BCH are bound by the Corporations Act 2001. As such they must adhere to Board of Directors Code of Conduct and BCH Code of Conduct.

**Conflict of Interest**

Board Members of BCH have an obligation to:

- avoid any conflict with any private personal, professional, business, employment or other interest of the director, including as a consumer of BCH services;
- ensure any private personal or business dealings with BCH avoid any conflict of interest and not engage in self-dealing or any conduct of private business or personal services between any Board of Directors and BCH except as procedurally controlled to assure openness, competitive opportunity and equal access to information;
- not use their position to obtain BCH employment for themselves, their family members or close associates;
- not attempt to exercise individual authority over BCH except as explicitly set forth in Board of Directors policies;
- not attribute to BCH, any view or policy that has not been explicitly decided by the Board of Directors, when dealing with the media or the public;
- disclose any involvement with other organisations, vendors or other associations that may produce a conflict;
- recognise their lack of authority, except when explicitly authorised by the Board or CEO, when interacting with the CEO or with staff;
- respect the confidentiality appropriate to issues of a sensitive nature;
- avoid conflict of interest with respect to their fiduciary responsibility; and
- absent themselves without comment from not only the vote but also from the deliberation when the Board of Directors is to decide upon an issue about which a member has a conflict of interest.

Board Members must assess private and personal interests and determine whether they conflict or potentially conflict with their duties as Board Members. In accordance with the company's Conflict of Interest policy, Board Members are required to complete a 'Declaration of Interests' form on appointment and this is to be updated annually as part of their Board Performance Evaluation process. In addition, Board Members must complete a 'Conflict of Interest Declaration' should an actual, perceived or potential conflict of interest arise in the course of their duties as Board member.

**Board Performance Assessment**

- The Board Charter details the annual Board Performance Assessment process.
- Board members must be prepared to continuously assess their role, that of the Board, and the company, as well as have a collective commitment to Quality Improvement
- The Board will undertake an Annual Board Assessment, including individual and Board performance assessment
- Governance development and education opportunities will be made available to the Board as a whole and to individual members.
- All new Board members will be provided with a thorough induction program.

**Key Skills, Qualities and Experience**

<b>Essential</b>	<p>Every Board member has an important role to play and it is important that the Board has the right mix of members with appropriate skills to effectively govern the company.</p> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Law</li> <li>• Knowledge of /Commitment to the Community</li> <li>• Finance/Audit</li> <li>• Clinical governance</li> <li>• Capital management</li> <li>• Corporate management</li> <li>• Risk management</li> <li>• Human resources</li> <li>• Strategic information technology</li> <li>• Users' perspective</li> <li>• Marketing &amp; Communication</li> <li>• Partnerships</li> <li>• Sales &amp; marketing</li> <li>• Aged &amp; disability services</li> <li>• Drug &amp; alcohol</li> <li>• Corporate governance</li> <li>• Project management</li> <li>• Clinical experience</li> <li>• Counselling services</li> <li>• Strategic planning</li> </ul> <p><b>Qualities</b></p> <ul style="list-style-type: none"> <li>• Integrity and standing in the community</li> <li>• Demonstrated honesty</li> <li>• Tolerance of different views</li> <li>• Ability to listen, analyse, think clearly and work well with others</li> <li>• Willingness to attend meetings, ask questions and take responsibility.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Networking and dealing with stakeholders</li> <li>• Working in a Community organisation</li> <li>• Performing at high levels in relevant fields of expertise</li> <li>• Previous experience as a Committee Member or Board Chair</li> </ul>

*Bellarine Community Health is an Equal Opportunity Employer and diversity in the workforce is valued and encouraged. Applications from people with disabilities, aboriginal or culturally diverse backgrounds are encouraged to apply.*

**For more information about Bellarine Community Health visit our web-site: [www.bch.org.au](http://www.bch.org.au)**

## DECLARATION OF PRIVATE INTERESTS

(Please write your answers in block capitals.)

I,

*(Insert full name)*

am a potential appointee to the **Bellarine Community Health Board of Directors**

and declare my private interests as at *(insert date)*

and consent to the Bellarine Community Health collecting and using this information on a confidential basis as described in this form.

<p><b>Other significant sources of income:</b> Please provide details of income from other than your main source of employment income relating to contracts, office held in return for payment or other reward or a trade, vocation or profession engaged in by you</p>	
<p><b>Office holder:</b> Please provide the name of any company, trustee company, or incorporated associations or other entity in which you hold office, whether it is a public or private body and the name of the office held by you.</p>	
<p><b>Shareholdings and other business interests:</b> Do you or a member of your family have shareholdings, investments or other business interests which could reasonably raise an expectation of a conflict of interest? Give the name and nature of operations of the company, partnership, association or other entity, and the nature of the interest</p>	
<p><b>Trusts:</b> Please provide the name and nature of the operations of:</p> <ul style="list-style-type: none"> <li>• any trust of which you are a beneficiary;</li> <li>• the name of the trustee or any trust of which you are a trustee; or</li> <li>• any trustee company of which you are a director and in which a member of your immediate family is a beneficiary of which you are aware, which could reasonably raise an expectation of conflict of interest, or a material interference with your public duties.</li> </ul>	
<p><b>Real Estate:</b> To your knowledge, please provide details of the location and purpose of any real estate owned by you (including your residence) or a member of your family, which could reasonably raise an expectation of conflict of interest, or a material interference with your public duties.</p>	



<p><b>Agreements:</b> Please provide details of any contract, agreement or understanding entered into by you or a family member, of which you are aware, that gives rise to an obligation or an expectation of reward, such as an agreement about future employment once the appointment term is completed. Only provide information which could reasonably raise an expectation of conflict of interest or a material interest with your public duties.</p>	
<p><b>Other interests:</b> Please provide details of any other significant financial or other interest held or accruing to you or a member of your family, of which you are aware, which could reasonably raise an expectation of a conflict of interest or material interference with your public duties.  Examples of a substantial financial or other interest include:  being a principal or key employee of a material professional adviser supplying services; and interests in contracts, trusts or other business arrangements not already covered.</p>	
<p><b>Bankruptcy:</b> Have you been the subject of an order under the <i>Bankruptcy Act 1966</i>, If so, provide details.</p>	
<p><b>Indictable offences:</b> Have you been found guilty of any indictable offence, including fraud? If so, provide details except where the offence is covered by the prescribed spent convictions scheme.</p>	
<p><b>Director/Management duties:</b> Have you ever been disqualified from acting as a Director or acting in the management of a company or incorporated association? If so, provide details.</p>	
<p><b>Corporations Law:</b> Have you ever been found guilty of any offence or contravened any civil penalty provision under the <i>Corporations Act (Cth) 2001</i> or any of its predecessors or the <i>Associations Incorporation Act 1981 (Vic)</i>? If so, provide details.</p>	
<p><b>Litigation:</b> Are you currently a party in any capacity to any litigation or any such threatened proceedings, either criminal or civil? If so provide details.</p>	

BCH treats all personal information provided by an individual in support of an appointment application in accordance with the *Information Privacy Act 2000 (Vic)* and the *Public Records Act 1973 (Vic)*.

When you provide us with information about other individuals, we rely on you to make them aware that such information **will** or may be provided to us as part of the application process.

**If** all or part of the requested information is not provided this failure may impact on your application.

I declare that to the best of my knowledge, the information I have provided is true and correct. I undertake to advise the responsible Agency Head in writing if a conflict or potential conflict arises in the future and to stand down in any decision making process in which I may be compromised. If there is any change to the interests set out in this document I undertake to advise the responsible Agency Head of any alterations or additions to my declaration as soon as practicable.

**Signature of Declarant:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Witness:** \_\_\_\_\_

**Name (please print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Preference is for completed documents to be emailed to:  
Kate Hughes, Executive Assistant, [kate.hughes@bch.org.au](mailto:kate.hughes@bch.org.au)**

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