Bellarine Community Health

With you for life

EXPRESSION OF INTEREST IN JOINING BELLARINE COMMUNITY HEALTH BOARD OF DIRECTORS:

This document contains:

Expression of Interest form for Director

Position Description

Declaration of Private interests

BCH Expression of Interest for Director

The Expression of Interest for position of Director and Declaration forms will assist BCH in the preparation of a list of potential Directors.

Name of Candidate:	
Address:	
Telephone:	**Work:** **Mob:**
Email:	
Qualifications:	 *Please provide a copy of your qualifications (Certificate; Diploma; Degree; Doctorate, etc)*
Area of Expertise (mark appropriate boxes)	☐ Aged Care ☐ Disability Services (lived / clinical / managerial experience) ☐ Clinical and/or nursing or allied health experience ☐ Strategic financial management, risk and audit ☐ Corporate & Regulatory Governance ☐ Law / Governance / Compliance ☐ Knowledge of / commitment to the community ☐ Stakeholder Engagement ☐ Fundraising / Philanthropy ☐ Capital Project Management ☐ Advocacy / Government Relations ☐ Other (please specify) ______________________
Current Status (BoM/CEO/Senior Exec) **and Duration**	
Professional Background	
Honorary Appointments	
Community activities and interests (indicate level of participation)	
Expression of Interest Statement: (please make a brief statement in support of your EoI. This statement is not to exceed 500 words)	

By signing this Expression of Interest 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.

It is a Commonwealth Government requirement that any director who is appointed will need to apply for a Director ID.

Signature: **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 and meets the standards of a Director as set by the company from time to time."*

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 -> Support Us -> Become a Member

Preference is for completed documents to be emailed to:
Kate Hughes, Executive Assistant, 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

The completed and submitted Expression of Interest is valid for a period of 3 years.

For more information about Bellarine Community Health visit our website: www.bch.org.au

	Position Description **Board Director**

Excerpt from the Bellarine Community Health (BCH) Strategic Plan 2026-2030:

Strategic Performance Framework

1. **Seamless Access & Integrated Care**
    - Reduction in wait times across priority service streams
    - Increased access to services targeting preventable hospitalisation conditions
    - Improved client and referrer experience with service navigation

2. **Our People & Culture**
    - Increased staff engagement
    - Reduced burnout indicators
    - Improved retention

3. **Operational Excellence & Capability**
    - Reduced process inefficiency
    - Optimise and embed the utilisation of existing digital platforms
    - Demonstrate improvements in cross-team collaboration

4. **Connected Community and Impact**
    - Growth in membership and participation
    - Increased community awareness
    - Growth in number of collaborative initiatives with local partner

5. **Future Sustainability & Disciplined Growth**
    - Improved financial operating position and revenue diversification
    - Growth in philanthropy and volunteers
    - Progress in environmental sustainability initiatives aligned to operational efficiency

Our Commitment

We are committed to:

- Providing safe, high-quality care for our community
- Supporting our staff to be healthy, valued and supported
- Improving the experience of clients and families accessing our services
- Working in partnership with others to deliver the best possible care across the Bellarine
- Managing our services responsibly so BCH remains strong and sustainable into the future

This plan is focused on what matters most: good care, good people, and a stronger, connected community.

Position Information

Position Objective:	• 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.

	• 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.
Key Accountabilities:	The Board of Directors is accountable to the Community and Members for ensuring that BCH: • is effectively and efficiently managed • provides high-quality care and service delivery • meets the needs of the community, and • meets financial and non-financial performance targets.
Duties and Responsibilities	• The Board is accountable as a company limited by guarantee for the quality performance and culture of BCH • 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. • Board Members must have a commitment to understanding the organisation and the environment in which it operates.
Relationship with chief Executive Officer	• 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. • 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. • The Board establishes annual and ongoing performance expectations for the Chief Executive Officer and regularly monitors performance culminating in an annual performance review.
Relationship with Service Staff	• The Board has no managerial relationship with the company's staff, unless requested by the CEO.
Strategic Direction and Monitoring of Achievements	• 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. • 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.
Risk Management and Compliance	• The Board is responsible for integrating risk management and compliance into the company's strategic planning process • The Board is responsible for monitoring and reviewing the effectiveness and currency of financial and operational risk management, compliance and reporting systems. • 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

Governance Policies	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: • CEO Linkage Policy • Board Decision Making Policy • Board Code of Conduct • Stipend and Expenses Policy • Board Induction and Orientation Policy
Board Meetings	• Board and Sub-committee meetings will be held in accordance with the company's Constitution. • The Board will meet as often as is required to effectively carry out its governance responsibilities. • The determination of meeting agendas is the responsibility of the Board Chair and Chief Executive Officer. • Any Board member may request an item for discussion be placed on the agenda. • All Board Members must make every reasonable effort to; prepare for; attend; and fully participate in all Board meetings and decision making.

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
- 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 Personnel

Board Directors are considered Key Personnel, as defined in the *Aged Care Act 2024* and the *NDIS Act 2013*. They are staff who:

- Are responsible for making executive decisions
- Have authority, influence or responsibility for planning, directing or controlling the activities of BCH
- Are responsible for the day-to-day operations of BCH

Members of Key Personnel are required to make an attestation at the time of commencement and annually thereafter declaring that:

1. There is / is not (delete as appropriate) an aged care banning order currently or previously in force against me.
2. There is / is not (delete as appropriate) an NDIS banning order currently or previously in force against me.
3. I have / have not (delete as appropriate) been convicted of an indictable offence.
4. A civil penalty order has / has not (delete as appropriate) been made against me.
5. I am / am not (delete as appropriate) an insolvent under administration or have been in the past.
6. I am / am not (delete as appropriate) the subject of adverse findings or enforcement action by any Commonwealth, State, or Territory body or authority listed under section 13(1)(g) of the Act.
7. I have / have not (delete as appropriate) been the subject of any findings or judgments relating to fraud, misrepresentation, or dishonesty in any administrative, civil or criminal proceedings.
8. I am / am not (delete as appropriate) currently party to proceedings listed in 2(g) above that may result in such findings.
9. I am / am not (delete as appropriate) disqualified from managing corporations under Part 2D.6 of the Corporations Act 2001.

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.

Other significant sources of income: 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	
Office holder: 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.	
Shareholdings and other business interests: 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	
Trusts: Please provide the name and nature of the operations of: • any trust of which you are a beneficiary; • the name of the trustee or any trust of which you are a trustee; or • 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.	
Real Estate: 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.	

Agreements: 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.	
Other interests: 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.	
Bankruptcy: Have you been the subject of an order under the *Bankruptcy Act 1966,* If so, provide details.	
Indictable offences: 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.	
Director/Management duties: 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.	
Corporations Law: Have you ever been found guilty of any offence or contravened any civil penalty provision under the *Corporations Act (Cth) 2001* or any of its predecessors or the *Associations Incorporation Act 1981 (Vic)?* If so, provide details.	
Litigation: Are you currently a party in any capacity to any litigation or any such threatened proceedings, either criminal or civil? If so provide details.	

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 EoI process.

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

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

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