

# IEPCP PARTNERSHIP APPLICATION AND BOARD MEMBER NOMINATION FORM

## Joining the Inner East Primary Care Partnership:

Any organisation wishing to work in partnership with the Inner East Primary Care Partnership may apply to be a signatory partner by completing the attached form. Acceptance to the partnership is subject to approval by the Inner East Primary Care Partnership Board. Partner organisations are eligible to nominate to be represented on the Board.

### 1. Partner Organisation Registration and Contact Details:

Please complete the following details including the name of the CEO or Senior Manager to be listed as the partner organisation representative on the Partner organisation Register and their contact details.

Name of Organisation applying for partnership: \_\_\_\_\_

#### Chief Executive Officer (CEO)

Name:	
Email:	
Telephone:	
Postal Address:	
Office Address:	

#### Nominated Representative (if not the CEO)

Name:	
Email:	
Telephone:	
Postal Address:	
Office Address:	

### 2. IEPCP Board member nomination: \_\_\_\_\_ (print name)

Supports the work of the Inner East Primary Care Partnership, and wishes to nominate a representative as a member of Inner East Primary Care Partnership Board

Signature of nominated representative:	Signature of CEO:

(print title): \_\_\_\_\_

### 3. Originals of signed and completed Partnership Form should be forwarded to:

- Executive Officer, Inner East Primary Care Partnership 3/43 Carrington Road, Box Hill Vic 3128
- Or via email to [info@iepcp.org.au](mailto:info@iepcp.org.au)

### 4. Application Endorsement: (office use)

This section confirms the acceptance of the partnership application and/or endorsement of nomination to the Board, following Board meeting approval.

#### Inner East PCP Executive Officer

Signature	
Date:	

Original copies of this Partnership Application will be kept on file in the Inner East Primary Care Partnership Office. A duplicate copy will be returned to the organisation applying when the process for entry has been completed.

## 1) Strategic Intent of Inner East Primary Care Partnership (IEPCP)

The IEPCP partnership's priority activities funded by the Department of Health and Human Services Victoria are:

- Prevention
- Family Violence
- System Integration.

## 2) Commitment of Partners to this Agreement

The Partners undertake:

- To cooperate with the IEPCP organisation in good faith consistent with the IEPCP strategic plan in order to meet the obligations of the IEPCP Funding Agreement;
- To comply with the IEPCP Partnership business rules;
- To use all reasonable endeavours to provide collaborative support to other IEPCP partners in the IEPCP strategic plan;

## 3) Meetings of the IEPCP Partners

### 3.1 Partnership Forum:

The IEPCP Board will determine the date, time and place of an Annual Partnership Forum, which constitutes a meeting of all partner agencies listed on the IEPCP Partner Agency Register, as signatories. The notice convening the Annual Partnership Forum will specify that the meeting is an "Annual Partnership Forum".

The ordinary business of a Forum will be to:

- Share learnings and showcase activities related to the key strategic priorities of the partnership;
- Provide information about the partnership's achievements against the Strategic Plan;
- Seek feedback on key issues and initiatives;

- Provide updates on the broader primary health policy environment as it relates to the business of the IEPCP;
- Identify opportunities for improvement in IEPCP partnership services and relationships.

### 3.2 Other Partnership meetings

Further partnership forums can be arranged by the Executive Officer and staff on topics arising from the Strategic Plan, targeting groups of partner agencies appropriate to the topic.

Other Partnership meetings may be held whenever the IEPCP Board and/or partners determine is required.

### 3.3 Presiding at the Annual Partnership forum

- The Chairperson, or in the Chairperson's absence, the Deputy Chairperson, will preside as Chairperson at the IEPCP partnership forum.
- If the Chairperson and the Deputy Chairperson are absent from a forum, or are unable to preside, a nominated IEPCP Board member will preside over the meeting.

### 3.4 Minutes of Partnership Forum

The Executive Officer of IEPCP must keep minutes of Partnership forums in a central file in the IEPCP office. Minutes and/or outcomes of forums are to be communicated to partners.