



**'HealthWest Partnership'
A strategic initiative of WestBay Alliance
and Brimbank Melton PCP**

PARTNERING AGREEMENT

THIS PARTNERING AGREEMENT made BETWEEN the parties named and described in Schedule A. This document is limited to organisations that operate within the five local government areas described in Schedule B.

AGREEMENT

DEFINITIONS

1. In this Agreement: -
 - 1.1. **"PCP"** means the Primary Care Partnership.
 - 1.2. **"Department"** means the Victorian Government Department of Health & Human Services.
 - 1.3. **"Partnership"** means the title given to the group working together on the project.
 - 1.4. **"Contact Agency"** means the organisation(s) who received funding on behalf of the PCP from funding bodies for the agreed project.
 - 1.5. **"Management Group"** means the management group of the Partnership responsible for overseeing the operational activities.
 - 1.6. **"Leadership Group"** means the nominated senior representative from each member organisation
 - 1.7. **"Members"** means those organisations described in Schedule A as HealthWest Partnership members and any members who are subsequently admitted to the partnership, who remain as members and have signed the Partnering Agreement.

STATUS

2. This Agreement is binding on the parties who have agreed to work together, as detailed in schedule A, in a formal manner and provides a framework for

organisations to have confidence to work together on achieving agreed joined aims, but without effecting the status or independence of their own organisations.

PURPOSES

3. The purpose of the Partnership is to:
 - 3.1. Maintain and enhance the existing Primary Care funding from funding bodies for the existing Primary Care Partnerships.
 - 3.2. Develop an inclusive and strong membership base to maximise the involvement of organisations in the western region of Melbourne.
 - 3.3. Develop opportunities for cooperative work on projects aimed to improve or enhance the delivery of services to the communities in the west.
 - 3.4. Develop a framework for bidding for additional funding or resources.
 - 3.5. Develop a strategic planning and advocacy structure for the west, to strengthen the PCP processes and to provide links to other planning processes operating in the catchments, including the Municipal Public Health and Wellbeing Plans and Metropolitan Health Service Plans.

INDEPENDENCE

4. The parties acknowledge that the members retain their full organisational independence despite being members of the Partnership, on the understanding the members who agree to act cooperatively through the Partnership process commit to meeting the shared objectives of the Partnership while members.

PARTNERSHIP PERIOD

5. The Partnership will commence on the date hereof and continue until the happening of the first of any of the following events: -
 - 5.1. An agreement by the parties to disband the Partnership.
 - 5.2. The termination by funding bodies of, or completion of the PCP Project and no other funding being available to sustain the Partnership.
 - 5.3. The reduction in membership of the Partnership to less than five member organisations.

CONTACT AGENCY(S)

6. The parties acknowledge that from time to time one or more member organisations will act as the contact agency to funding bodies on behalf of the Partnership for agreed project(s) or program(s).
7. The Contact Agency will enter into and sign appropriate Funding and Service Agreements (FASA) with funding bodies as agents for the HealthWest Partnership.
8. The Contact Agency will only act as an agent for the Partnership on the instructions as authorised by the HealthWest Management Group and the contact agency will be indemnified by the Partnership for any liability occurring in acting on behalf of the Partnership members.

MEMBERS

9. Members of the Partnership are specified in Schedule A as amended.
10. HealthWest Partnership membership benefits are outlined in Schedule D
11. Applications for new membership must be made through the HealthWest website to the Chair and will be considered by the Management Group before membership is confirmed.
12. To be eligible to be considered for membership the following requirements must be met:
 - 12.1. A member must have read and understood the HealthWest membership overview (see Schedule D).
 - 12.2. Nominate a senior representative to be a member of the Leadership Group
 - 12.3. Sign a member statement of role and conduct (see Schedule E).
13. Applications for new membership will have a decision made by the Management Group within two months of application.
14. The Management Group will be given one week notice of a new application and will admit new members only by a two-thirds majority of those members present at a duly constituted Management Group meeting.
15. Any member may, after giving one month's notice, withdraw from the Partnership.
16. If a member fails to meet its obligations to the partnership the Management Group will review its participation in the partnership. The dispute resolution may be used in this circumstance. In extreme circumstance the member may be asked to withdraw from the partnership.
17. The importance of representation from small service providers is acknowledged and the Partnership will encourage and facilitate the membership of these organisations.
18. All members have equal rights in the Partnership and in participating in its processes.
19. Any five members can call a general meeting of the Partnership.

LEADERSHIP GROUP

20. The Leadership Group shall include a senior representative from all members listed in Schedule A.
21. The Leadership Group shall meet at least twice a year.
22. The Leadership Group's major focus is to:
 - 22.1. Develop and achieve the purposes of the Partnership.
 - 22.2. Strengthen the membership of the Partnership and include key stakeholders to maximise involvement of relevant organisations.

- 22.3. Identify opportunities to improve and enhance delivery of services in the west and where agreed, to implement specific projects.
- 22.4. Facilitate an agreed process for strategic planning and advocacy for the west.
- 22.5. Report back to the Partnership on the implementation of the strategic plan.
- 22.6. The Leadership Group will establish Committees as it considers appropriate. Each Committee will be chaired by a member organisation who will also act as the conduit to report back to the Leadership Group on the operations of the Committee, once established.

MANAGEMENT GROUP

- 23. The operational affairs of the Partnership will be managed by a Management Group, comprised of representatives of member organisations elected by the membership.
 - 23.1. If a Management Group member resigns, the group will accept an alternate nomination from the member organisation. If the member organisation does not nominate an alternate individual, a vacancy will exist and where practical a casual appointment would be considered from a member organisation until the next Management Group elections.
 - 23.2. Management Group members will be elected for a term of two years.
 - 23.3. Nominations for election to the Management Group will be called for in May for commencement of the term in June of the same year.
 - 23.4. All nominees sign an agreement regarding role and conduct (see Schedule F) that should reach the Executive Officer by the advised closing date for nomination.
- 24. The Management Group shall have the right to co-opt non-voting members to advise on its operations.
- 25. The Management Group shall have the authority to:
 - 25.1. Implement the agreed strategic actions and outcomes as described by the Leadership Group.
 - 25.2. Carry out the day to day management of the Partnership, through delegation to the Executive Officer, in accordance with the Business Rules in Schedule C.
 - 25.3. Agree to appoint and oversee the role of Contact Agency(s) with funding bodies.
 - 25.4. Change Contact Agency if the Contact Agency is not fulfilling its obligations to the Partnership outlined in the Service Agreement between HealthWest and the Contact Agency.
 - 25.5. Administer the finances of the Partnership.
 - 25.6. Oversee the Partnership's processes and procedures of operation.
 - 25.7. Inform the Members regularly on the affairs of the Partnership.

INSURANCE

26. The Department of Health & Human Services has secured insurance coverage with the Victorian Managed Insurance Authority, which is the insurer of the healthcare agencies program, for all members of declared alliances for PCP funded activities as specified in the relevant service agreement.

Additional risk to the insurance contract has been assessed as minimal given that these activities are of a strategic planning and coordination nature. The activities covered are service coordination, integrated health promotion, integrated chronic disease management and other activities specified in the Funding and Service Agreement and/or PCP Strategic Plan. The PCP Insurance Program provides cover for; Industrial Special Risks, Public & Product Liability, Directors & Officers Liability, Professional Indemnity and Personal Accident.

FINANCIAL

27. All monies received or expended by the Partnership will be properly recorded and accounted for by the Contact Agency(s) and consolidated in a report for the Partnership.
28. The accounts of the Partnership will be audited and open for inspection by the full members.
29. It is envisaged that funding for service delivery will continue through the members and not through the Partnership, except as agreed by the Partnership for nominated projects, with the support of member organisations.
30. The Partnership shall receive any other funds deemed appropriate to be channelled through the contact agency(s) to advance agreed Partnership business.

ASSETS

31. The assets and liabilities of the members, unless specifically agreed otherwise, will remain with the members and will not belong to the Partnership.
32. The Partnership may acquire its own assets and liabilities which will be shared equally between the HealthWest Partnership members on dissolution.

INTELLECTUAL PROPERTY

33. The Partnership will own the intellectual property assets, if any, subject to the terms and conditions of any relevant funding agreement or the FASA.

PROBITY

34. The members will ensure that they and their staff comply with the proper standards of probity and do not improperly or unfairly obtain any financial or other advantage from their position or information at their disposal and do not misuse any such information.

INFORMATION

35. Members are responsible for the accuracy of information provided by them to the Partnership and other members.

DIRECTIONS FROM DEPARTMENT

36. The Partnership will conduct its activities in accordance with the terms and conditions of the Agreement(s) between funding bodies and the Contact Agency(s).
37. The Partnership will conduct its activities in accordance with any directions given to it by funding bodies or other funding agency, which they are properly entitled to issue.

DISPUTE RESOLUTION

38. The parties agree that:
 - 38.1. If a dispute arises, either party may give written notice to the other party of the dispute and provide details of it.
 - 38.2. The parties must meet within seven (7) days of the notice being given.
 - 38.3. At the meeting the parties will endeavour to resolve the dispute by negotiation, but if they are unable to resolve the dispute then the parties agree to refer the dispute to the Chair provided the Chair is not a party to the dispute. If it is, the dispute will be referred to mediation.
 - 38.4. The Chair will provide all parties to the dispute with an opportunity to present their position and it will then give to the parties the recommendations of the Chair for the resolution of the dispute. If those recommendations are not accepted by the parties to the dispute it will be referred to mediation.

MEDIATION

39. Where any dispute between the parties is to be referred to, or the parties agree to refer any dispute to, mediation the following provisions apply:
 - 39.1. Either party may, by notice to the other detailing the dispute, request the appointment of a mediator.
 - 39.2. If the parties cannot agree on the appointment of a mediator within fourteen (14) days of the notice then a mediator will be appointed by an independent body.
 - 39.3. The parties will cooperate with the mediator in the conduct of the mediation.

CHANGE OF CONTACT AGENCY

40. Should any one of Contact Agency(s) resign as the Contact Agency, then:
 - 40.1. The Contact Agency that resigns will conduct an audit of the assets of the PCP.

- 40.2. The Contact Agency that resigns will transfer those assets identified in the audit at an agreed date to an agency appointed by the Board to be the new Contact Agency for the project.
- 40.3. The Management Group will elect a new Contact Agency from among its members.

VARIATION AND REVIEW OF THE PARTNERING AGREEMENT

41. Any variations to this Partnering Agreement shall only occur and be effective with the consent of all parties.
42. The Partnering Agreement will be subject to biennial review by the Board.

Schedule A

HEALTHWEST PARTNERSHIP MEMBERS

ABN

AMES	49 056 993 913
Arthritis Australia	67 002 598 954
Australian Multicultural Community Services	69 022 519 263
Australian Vietnamese Women's Association	69 724 826 405
Baker IDI Heart and Diabetes Institute	98 131 762 948
Break Thru People Solutions	18 097 919 607
BreastScreen	54 505 206 361
Brimbank City Council	35 915 117 478
Brotherhood of St Laurence	24 603 467 024
Care Connect	23 094 121 810
Carers Victoria	12 533 636 427
cohealth	57 167 212 302
Community West Vic	75 989 153 699
Diabetes Victoria	71 005 239 510
Djerriwarrh Health Services	83 271 740 698
Foundation House	52 783 974 656
GP Foundation Ltd (formerly PivotWest)	58 062 105 944
Health Issues Centre	96 599 565 577
Hobsons Bay City Council	24 936 107 898
Home Instead Senior Care	48 829 449 647
IPC Health	68 846 923 225
LeadWest	81 125 171 459
Macedonian Community Welfare Association (MCWA)	32 429 763 569
Maltese Community Council of Australia	66 736 475 892
Maribyrnong City Council	86 517 839 961
Mecawacare	59 004 927 244
Melbourne Primary Care Network	93 153 323 436
Melton City Council	22 862 073 889
Mercy Health & Aged Care Inc	77 191 901 062
Migrant Resource Centre North West Region	94 440 426 277
MIND Australia	22 005 063 589
MS Australia	66 004 942 287
Neami National	52 105 082 460
New Hope Foundation	97 929 588 990
North Western Mental Health (Melbourne Health)	73 802 706 972
Odyssey House	11 005 583 960
Reclink Australia	53 046 843 443
Royal District Nursing Service	49 052 188 717
The Gathering Place Health Service Ltd	63 821 052 542

SpiritWest Foundation – Western Bulldogs Football Club	26 160 537 459
Stanlake Cancer Centre	59 600 183 220
The Asthma Foundation	16 873 513 650
Tweddle Child & Family Health Service	38 630 063 750
Vision Australia	67 108 391 831
Western Health	61 166 735 672
Women’s Health West	24 036 234 159
Wyndham City Council	38 393 903 860
Yarraville Community Centre	69 827 568 560

Schedule B

LOCAL GOVERNMENT AREAS

Brimbank

Melton

Hobsons Bay

Wyndham

Maribyrnong

Schedule C

BUSINESS RULES FOR CONTACT AGENCY

Business Rules

Any member who accepts the role of Contact Agency agrees to administer funds for the Partnership according to the following business rules, having regard to the funding conditions contained within any funding and service agreement(s), however titled, signed on behalf of the Partnership with Department of Health & Human Services or other funding authority.

The Contact Agency shall;

- Receive and promptly receipt all income and record the amount within its account as belonging to the Partnership.
- Invest funds belonging to the Partnership in approved trustee investment accounts than ensure the absolute security of those funds.
- Deposit all interest from invested funds in the accounts of the Partnership.
- Make payment and authorise expenditure in accordance with budgets endorsed by the Management Group and requested by the Executive Officer, as detailed in approved minutes.
- Enter in contracts or agreements, which have been approved in advance by the Management Group.
- Not commit expenditure outside the agreed budget.
- Keep proper records of all accounts, payments and receipts in accordance with relevant accounting standards and normal business practices of the Contact agency.
- Provide regular financial reports as agreed with the Management Group detailing the current status of funds held on behalf of the Partnership.
- Ensure that accounts are audited for each accounting period and provide those reports in a timely manner to meet Department of Health & Human Services reporting guidelines or other funders.
- Ensure all purchases are properly recorded as belonging to the Partnership and all assets are clearly identified as assets of the Partnership and so recorded in the accounts of the Partnership.

Schedule D

MEMBERSHIP OVERVIEW

HealthWest is a voluntary alliance of health and wellbeing organisations in the western suburbs of Melbourne.

It is a not for profit organisation that identifies local priorities for action and advocacy using a broad definition of health. This definition acknowledges that things like your income, educational background, literacy level and social connections can be just as important as medical care when you are sick.

Ensuring a focus on health promotion as well as illness prevention requires coordinated effort to change social, economic, cultural and physical environments which in turn requires a broad range of partners to achieve this.

The work we do involves finding better ways to utilise resources already in the system through coordination and integration as well as advocating for resources for identified gaps.

The primary role of the Partnership is building capacity and this takes place at a number of levels:

- at a catchment level, through strategic advocacy where we hope to improve the capacity of all partners to respond to the needs of the local community they serve by identifying shared priorities;
- at an organisational level, through the development of joined up service improvement initiatives; and
- at an individual level with both service providers and members of the community through skill development, information and support.

Membership of HealthWest provides great networking opportunities but should not be seen simply as a marketing opportunity. Instead, regular involvement in Partnership activities is expected and an ability to participate in a way that benefits our community as a whole.

Membership offers the following benefits:

- opportunities for involvement in a range of joint projects;
- support for activities within the agreed partnership priorities;
- voting rights in HealthWest Management Group elections; and
- participation at HealthWest Leadership Forums.

Schedule E

MEMBER STATEMENT OF ROLE AND CONDUCT

Role Description

People applying for selection as Member of the organisation are expected to have a demonstrated commitment to health and wellbeing issues and the philosophy and values of the Partnership.

Role of the Membership

- be available as a resource for the Partnership to:
 - provide feedback about Partnership services;
 - contribute to community participation activities.
- be an advocate in the community for the Partnership; and
- participate in activities determined in the Partnering Agreement e.g. nomination and election of Management Group Members, attendance at Leadership Forums and voting for/against resolutions.

Responsibilities

- participate in activities in a manner which acknowledges the Partnership's philosophy and values and is respectful of diversity and the views of others; and
- undertake to notify the Management Group if they resign, become bankrupt or become a person whose property is liable to be dealt with in any way under the Acts relating to mental health or being a corporation become insolvent, is dissolved or otherwise ceases to exist, is found guilty of professional misconduct or has had their membership of any professional association terminated.
- Comply with its obligations, if any, under the Privacy Act 1988 (Cth), Health Records Act 2001 (Vic)

I, _____, have read the Member Statement of Role

and Conduct and agree to adhere to the requirements therein.

Signed by:

Printed Name:

Date:

In the Presence of:

Date:

Schedule F

MANAGEMENT GROUP MEMBER'S ROLE DESCRIPTION AND CODE OF CONDUCT

Introduction

Management Group members are expected to act in good faith, honestly and in the best interests of HealthWest Partnership, exercise reasonable skill, care and diligence in the performance of duties. Management Group members are expected to uphold HealthWest Partnership's Code of Conduct and the Management Code of Conduct.

The Management Group may establish time limited committees in order to fulfil their duties and the strategic directions of the organisation.

Responsibilities of Management Group Members

Governance

Management Group members have a number of responsibilities, some of which pertain to individual members and some relating to the Management Group collectively or to specific office bearer roles. These include:

- Acquire an understanding of the business of HealthWest Partnership.
- Keep informed about the continuing activities of HealthWest Partnership.
- Keep full accurate records of its meetings and committees.
- Be familiar with the Partnering Agreement of HealthWest Partnership and to review and maintain the Agreement.
- Participate in activities in relationship to HealthWest Partnership Membership, recruitment and selection.
- Maintain appropriate levels of communication with the Membership.
- Develop and regularly review the duties and responsibilities of the Executive Officer including the Management Group's expectation in relationship to reporting mechanisms.
- Monitor the performance of the Executive Officer through the performance development and review process.
- Provide a forum for internal review if requested by an employee to senior management after all internal processes are exhausted.
- Develop a plan for the Management Group's succession and for recruiting appropriately qualified members.
- Participate in ongoing education activities.
- Declare potential conflicts of interest.
- Develop and monitor structures and systems to ensure Management Group responsibilities are met.
- Participate actively in committees.
- Elect the Office Bearers of the Management Group every two years.

Strategic Planning

- Together with the Leadership Group establish and regularly review the vision, goals and values of HealthWest Partnership.
- Review HealthWest Partnership's Strategy Plan and strategic goals and monitor progress towards these being met.

- Participate in the assessment of the Management Group and its members regarding its effectiveness annually and sets goals for the coming year.
- To ensure HealthWest Partnership takes an active role in local, regional and state health planning and positions itself strategically within the health sector.
- To establish strategic links and foster partnerships with other organisations.

Financial

- Monitor the annual budget and long term financial viability of HealthWest Partnership.
- To approve the operational and financial delegations of HealthWest Partnership.

Risk Management

- Monitor the overall performance of HealthWest Partnership with regard to quality assurance and effective, ethical management practices.
- Overseeing and monitoring the assessment and management of risks across HealthWest Partnership

Officer Bearer Roles

Responsibilities of Management Group Chair

- Chair Board meetings
- Provides leadership to the Management Group in its policy making, strategic and financial planning
- Help guide and mediate governing body actions in relation to organisational priorities and governance concerns
- Oversees the selection of Management Group members, ensuring an appropriate mix of skills, personalities and gender balance (succession planning)
- Builds the team to work together
- Leads the evaluation of the Executive Officer's performance
- Appoints committees and their chairperson
- Acts as a partner with the Executive Officer in achieving the vision.

Responsibilities of Deputy Management Group Chair

- One Deputy Chair will be elected to support the Chair in their role and to deputise in the absence of the Chair.

Responsibilities of Contact Agency

- Oversees the finances of HealthWest Partnership.
- Advises the Management Group on fiscal matters.
- Ensure compliance with appropriate laws

Responsibilities of Committee Chair

- Determines the scope of the committee's work in accordance with the wishes of the Management Group and the Executive Officer
- Oversees the logistics of the committee meetings, assigns responsibilities, sets agendas, runs the meeting, ensures minutes are recorded.
- Reports to the Management Group on the committee's decisions and recommendations.

Delegated Authority

The HealthWest Partnership Management Group is responsible for ensuring that there are appropriate policies in place, to manage the business and finances in an efficient manner, supported by an effective framework of internal controls. One element of this framework is the formal delegation of expenditure and management authority from the Management Group to the Executive Officer.

Policy

1. The HealthWest Management Group has overall responsibility for determining the delegations for each authority level within HealthWest. Operational management of all aspects of internal control systems including financial delegations are delegated to the Executive Officer.
2. The Management Group must ensure that the Executive Officer is fully aware of the budget and reporting limits within which they operate.
3. Internal systems will be in place to ensure the Executive Officer does not authorise expenditure outside their delegation.

The following table outlines all delegation authority levels.

Category	Comments	Delegated Authority
Recruitment	Recruit to approved positions	Executive Officer
Industrial Relations	Disciplinary warnings (all levels) including final warning and termination.	Executive Officer in discussion with HR of contact agency.
	Demotion or transfer, for disciplinary reasons. Board to be informed of outcome.	Executive Officer in discussion with HR of contact agency.
Management	Staff supervision	Executive Officer
	Performance Plans/Appraisals	Executive Officer
	Review of Position Descriptions	Executive Officer
	Professional Development (Staff)	Executive Officer
PCP Business	Report to DHHS	Executive Officer
	Meeting structures to support work	Executive Officer
Letters and Circulars for Signature	Letters to Members	Executive Officer
	Letters to DHHS/Minister	Chair in consultation with Executive Officer
	Circulars to all Members	Executive Officer
	Mass Mail Out	Executive Officer
	Other Letters	Executive Officer
Finance	Purchasing within endorsed program budget over \$10,000	Management Group
	Engagement of external consultant up to \$10,000	Executive Officer
Communication	Media Liaison	Executive Officer in consultation with Chair
	Website	Executive Officer
Funding Grants Approval to Members	Up to \$25,000	Executive Officer
	Greater than \$25,000	Management Group

Management Group Code of Conduct

Consistent with the prescribed governance responsibilities, the code is a touchstone whereby each Management Group member continually commits to operating within and supporting a framework of mutually shared values and conduct concerning members formal and informal activities associated with HealthWest Partnership business. This includes dealing with HealthWest Partnership members, the community and staff.

The Management Group operates under a code of conduct which recognises that strong ethical values must be at the heart of member and member performance. Under this code the Management Group expects to:

- Be committed to the highest standards of integrity.
- Be honest and open with each other at all times.
- Ensure Partnership decisions will be democratically determined.
- Ensure, to the maximum extent possible, that they do not engage in any other activities that may lead to a conflict of interest with his or her duties to HealthWest Partnership.
- To ensure the best interest of HealthWest Partnership is upheld.
- Openness, show respect for alternative and divergent points of view, provide transparency in dealing and acting in a collegial manner.
- Develop an understanding of the businesses of HealthWest Partnership.
- Be diligent and continuously strive to improve the Management Group's operation.

In the event that a member (including Management Group members) wishes to make a complaint in respect of a possible breach of the code of conduct, it should be made in writing to the Chair, who shall make arrangements within 14 days of notification to the Management Group member who is alleged to have breached the code of conduct, and if necessary make arrangements for an independent mediator to attempt to resolve the issue.

Protocols

Partnership Records of Business

HealthWest Partnership will keep a master copy of all records that are generated by the Management Group and its Committees in the course of HealthWest Partnership business.

The Management Group is responsible for the accuracy of the minutes of meetings which are confirmed at subsequent meetings.

Corrupt conduct and maladministration

Members of the Management Group must investigate and appropriately report instances of suspected corruption, maladministration and serious or substantial wastes of public resources by other members of the Management Group, the EO, or other senior staff of HealthWest Partnership in so far as those actions relate to HealthWest Partnership.

Conflicts of Interest

Any member of the Management Group who has a personal interest or conflict of interest in or with respect to any matter under consideration by the Management Group and who proposes to speak in any discussion to take part in any decision on that matter must first disclose his or her interest to the Management Group and all interests so disclosed must be recorded in the minutes of the meeting. If the Chair deems it appropriate, the Management Group member concerned will absent himself/herself from all or part of the Management Group discussion on the matter.

Confidentiality

Management Group members agree that all material received is treated with confidentiality. That information communicated or published in connection to HealthWest Partnership is in agreement with HealthWest Partnership.

Once a Management Group member has resigned from the Management Group of HealthWest Partnership, he/she should not use confidential information obtained during his/her time on the Management Group for personal or professional advantage or to disadvantage or potentially disadvantage the HealthWest Partnership in commercial or other relationships. Current and former Management Group members can list their membership of the Management Group and its Committees in relevant personal and professional documentation.

Fiduciary Duties

All members of the Management Group are expected to represent the Management Group and HealthWest Partnership in a positive manner at all times, which includes actively supporting the policies of the Management Group when carrying out day to day activities.

Where public statements are requested or required to be provided on behalf of the HealthWest Partnership or the Management Group, representation will be provided by the Management Group Chair. The Executive Officer (or approved delegate) will act as the designated representative to provide public statements regarding the HealthWest Partnership for Partnership operations.

Management Group’s Role Description and Code of Conduct

I have read the Management Group Member’s Role Description and Code of Conduct and protocols and agree to the requirements of the role.

Signed by: _____

Date: _____

In the Presence of: _____

Date: _____

Schedule G

MEMBER ACCEPTANCE OF PARTNERING AGREEMENT

Each Party agrees to be bound by the Partnering Agreement

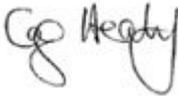
Signed for and on behalf of:

Signature:	
Dated:	
Full Name:	
Title:	
Organisation:	
Office Address:	
ABN:	
Phone:	

HEALTHWEST ACCEPTANCE OF PARTNERING AGREEMENT

Each Party agrees to be bound by the Partnering Agreement

Signed for and on behalf of:

Signature:	
Dated:	
Full Name:	Caz Healy
Title:	Chair
Organisation:	HealthWest Partnership
Office Address:	Level 1, 37 Albert Street Footscray VIC 3011
Phone:	03 93969500