



# PHN Membership Application Information

## Information overview

Darling Downs and West Moreton Primary Health Network Limited, ACN 605 975 602 (PHN), is a company limited by guarantee and a registered charity. It is governed by a Board of Directors which is accountable to Company Members.

## Role of company members

Becoming a Member of Darling Downs and West Moreton PHN provides a unique opportunity to contribute to the primary health outcomes within the Darling Downs and West Moreton region. Members have an important voice in the vital issue of primary health and primary health planning in the Region. Members can raise issues of concern to stakeholders in their industry sector and ensure the PHN truly meets the needs of the communities it serves.

The responsibilities of the Members of Darling Downs and West Moreton PHN include holding the Board accountable for delivering on the purpose and objectives of the Company, and have a voice in the performance of the Company by passing resolutions, usually at a general meeting. They are acknowledged as being leaders in the primary health sector in the Region, and are an important component of the effective running of the PHN.

## Eligibility for membership

Membership is open to any organisation that meets the criteria and composition requirements outlined in the Membership Criteria, as governed by the Constitution and By-Laws, (see attached).

To be eligible for membership, an organisation must:

- a. be an organisation trading as a legal entity, including companies, associations or charitable organisations.
- b. have stated in their objects a role relating to primary healthcare, and/or prioritise issues of primary healthcare in their strategic and business plans. This may include professional bodies, healthcare providers, health education groups or health-related charities who meet the criteria outlined in the Membership Policy.
- c. have a footprint in the Darling Downs or West Moreton region.
- d. complete and lodge an application for membership in the time prescribed by the Board.
- e. pay the application fee prescribed by the Darling Downs and West Moreton PHN Constitution.
- f. be accepted to membership by resolution of the Board.

## Rights and responsibilities of membership

Company Members have the right to elect Directors of the Board, and to attend, speak and vote at General Meetings.

Members help the PHN fulfil its objects through their involvement and expertise. Members are expected to support the Company's governance, leadership and direction through election of the Board of Directors.

Membership of Darling Downs and West Moreton PHN can also give your organisation a better understanding of the workings of the PHN and primary health planning and delivery in the regions and communities served by the PHN. More information about the rights and responsibilities of Members is detailed in the Constitution.

The PHN is a registered charity and dedicated to improving the health outcomes in the Darling Downs and West Moreton Region. Joining as a Member is an exciting opportunity for like-minded organisations to be part of the planning and strategy of primary health in the Region, and allows organisations to have a voice in the running of the PHN.

## Member liability

The liability of the Members is limited. Every Member undertakes to contribute an application fee of \$1 per annum to the property of the Company in the event of the same being wound up while a Member, or within one year after ceasing to be a Member, for payment of the debts and liability of the Company.

## Annual membership

Membership of Darling Downs and West Moreton PHN is granted on an annual basis. Current members must renew each year in order for their membership to continue; the Company Secretary will contact each member to invite them to re-apply at renewal time.

## Applying for membership

To apply for membership of the PHN, organisations should complete and sign the application form, attach the documents requested in the form, and return it to:

The Company Secretary  
Darling Downs and West Moreton PHN  
Level 1, 162 Hume Street  
Toowoomba QLD 4350  
Email: [info@ddwmphn.com.au](mailto:info@ddwmphn.com.au)

## Definitions

The **Objects** of Darling Downs and West Moreton PHN, as outlined in the Constitution, means to be a charitable institution that works to:

- a. increase the efficiency and effectiveness of primary healthcare services for patients, particularly those at risk of poor health outcomes; and
- b. improve co-ordination of care to ensure patients receive the right care in the right place at the right time.

**Primary Healthcare** means socially appropriate, universally accessible, scientifically sound first level care provided by a suitably trained and qualified workforce supported by integrated referral systems and in a way that gives priority to those in most need, maximises community and individual self-reliance and participation, and involves collaboration with other sectors to improve the overall health of the individual or community.

It includes health promotion and education; illness prevention; care of the sick; advocacy; development of a healthy community, and as otherwise described by the Australian Primary Health Care Institute based on “WHO 2003 Primary Health Care – A Framework for Future Strategic Directions” (reference [www.anu.edu.au](http://www.anu.edu.au)).

**Region** as determined by the Commonwealth means the geographical area of Darling Downs including:

- Cherbourg
- Goondiwindi
- Kingaroy
- Dalby
- Miles
- South Burnett
- Southern Downs
- Toowoomba
- Western Downs.

And the geographical area of West Moreton including:

- Ipswich
- Lockyer Valley
- Scenic Rim
- Warwick
- Boonah
- Somerset
- Esk
- Lowood
- Kilcoy.