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**NOTICE OF THE 25<sup>th</sup> ANNUAL GENERAL MEETING  
OF VICTORIAN HOSPITALS' INDUSTRIAL ASSOCIATION  
TO BE HELD IN THE VHIA BOARD ROOM  
88 MARIBYRNONG STREET, FOOTSCRAY  
ON FRIDAY, 11 OCTOBER 2019 AT 2.30PM**

*Form 22(c) in accordance with The Rules of the Association*

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## **AGENDA**

1. **ATTENDANCE**      *(15 members required to form a quorum)*
  
2. **APOLOGIES**
  
3. **MINUTES OF 24<sup>th</sup> ANNUAL GENERAL MEETING TO BE ACCEPTED**      Attached
  
4. **PRESIDENT'S REPORT TO BE RECEIVED**      Attached
  
5. **CHIEF EXECUTIVE OFFICER'S REPORT TO BE RECEIVED**      Attached
  
6. **AUDITOR'S REPORT TO BE RECEIVED**
  
7. **GENERAL PURPOSE FINANCIAL REPORT FOR 2018-2019**  

The Financial Report was previously circulated to members and posted on the VHIA website on 20 September 2019.
  
8. **DECLARATION OF ELECTION**      Attached
  
9. **APPOINTMENT OF AUDITOR**
  
10. **OTHER BUSINESS**
  
11. **CLOSING**



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**PROXY NOMINATIONS for the  
25<sup>th</sup> ANNUAL GENERAL MEETING OF  
VICTORIAN HOSPITALS' INDUSTRIAL ASSOCIATION**  
*Form 22(c) in accordance with The Rules of the Association*

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**– Attachment 1**

	<b>Name</b>	<b>Organisation</b>	<b>Proxy (to)</b>	<b>Organisation</b>
1				
2				
3				
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12				



**MINUTES OF THE 24<sup>th</sup> ANNUAL GENERAL MEETING  
OF THE VICTORIAN HOSPITALS' INDUSTRIAL ASSOCIATION  
HELD IN THE VHIA TRAINING ROOM  
88 MARIBYRNONG STREET, FOOTSCRAY ON  
FRIDAY, 12 OCTOBER 2018 AT 2.30PM  
Form 22(c) in accordance with The Rules of the Association**

## MINUTES

**1. IN ATTENDANCE (15 members required to form a quorum)**

	Name	Organisation	Proxy (to)	Organisation
1	Peter Faulkner	Bendigo Health (Acting Chair)		
2	Mark Garwood	The Royal Women's Hospital		
3	Zoltan Kokai	Eastern Health		
4	Cheyne Chalmers	Monash Health		
5	Graeme Mitchell	South West Healthcare		
6	Amanda Murphy	Connect Health & Community		
7	Sean Curtain	Alfred Health		
8	Michelle Fenwick	Northern Health		
9	Jacque Phillips	Numurkah District Health		
10	Ben Maw	Cohuna District Hospital		
11	Fiona Shank	Northeast Health Wangaratta		
12	Sue Medson	Gippsland Lakes Community Health		
	Gary Henry	Returning Officer		
	Stuart McCullough	VHIA		
	Tim Nagle	VHIA		
	Lisa Iacobucci	VHIA		

## Proxies

	Name	Organisation	Proxy (to)	Organisation
16	Nigel Fidgeon	Merri Health	Amanda Murphy	Connect Health & Community
17	Janine Holland	Benalla Health	Chair	VHIA
18	Meryn Pease	Orbost Regional Health	Stuart McCullough	VHIA
19	Robyn Reeves	Ballarat Community Health	Stuart McCullough	VHIA
20	Felicity Topp	Peninsula Health	Chair	VHIA
21	Mark Petty	RVEEH	Chair	VHIA
22	Dan Weeks	West Gippsland Healthcare Group	Chair	VHIA
23	David Plunkett	Eastern Health	Chair	VHIA
24	Libby Fifis	Stawell Regional Health	Chair	VHIA
25	Angela Nolan	St Vincent's Hospital	Chair	VHIA
26	Sue Shilbury	Austin Health	Chair	VHIA
27	Andrew Saunders	Edenhope & District Memorial Hospital	Chair	VHIA
28	Elaine Mallows	Yarrawonga Health	Chair	VHIA
29	Mandy Hutchinson	Northern District Community Health	Peter Faulkner	Bendigo Health
30	Andrew Stripp	Monash Health	Cheyne Chalmers	Monash Health
31				

A quorum was confirmed and the meeting proceeded.

## **2. APOLOGIES**

Apologies were received from following members:

Mr D Fraser	Ballarat Health Service
Ms R Hayles	Bairnsdale Regional Health Service
Ms R Lorian	Primary Care Connect
Ms D Stuart	Central Bayside Community Health Service
Mr N Fidgeon	Merri Health
Mr S Cornelissen	Mercy Health
Ms F Topp	Peninsula Health
Mr S Dawson	Bellarine Community Health
Mr P Muncaster	Barwon Health
Mr D Ferrie	Star Health
Ms S Matthews	The Royal Women's Hospital
Ms A Nolan	St Vincent's Hospital
Ms S Shilbury	Austin Health
Mr R Harrison	Western Health
Ms E Mallows	Yarrawonga Health
Mr L Rhode	Gateway Health
Ms J Child	Bass Coast Health
Mr A Stripp	Monash Health

The Acting President, Mr Peter Faulkner, welcomed members and VHIA staff to the 24<sup>th</sup> Annual General Meeting of the VHIA.

He acknowledged the attendance of Mr Gary Henry, Returning Officer, his fellow Board members and the VHIA Executive Team.

## **3. MINUTES OF 20th ANNUAL GENERAL MEETING TO BE ACCEPTED**

The Minutes of the 23<sup>rd</sup> Annual General Meeting held on 13 October 2017 were **CONFIRMED** as a true and correct record.

Moved: Dr M Garwood Seconded: Mr P Muncaster

## **4. PRESIDENT'S REPORT TO BE RECEIVED**

The President's Report was received as read.

The Acting President reported that VHIA had developed a Strategic Plan and that this was a priority for the Board and it was timely for VHIA to consider both where the organisation had made progress and where there was still progress to be made.

He noted that a key activity that had occurred was the Member Needs Analysis which had provided helpful and positive feedback for some changes that have been taking place within the organisation, particularly in terms of regular and reliable engagement, the series of Regional and Rural Forums, the monthly IR meetings with all members and the weekly Podcasts.

He confirmed that was a clear message from members regarding the systems and processes associated with enterprise bargaining and a desire for a more transparent approach. He reported that the VHIA team was currently developing a bargaining framework that will be provided to members in early 2019 and that the development of that framework will form an essential part of VHIA's preparations for bargaining later in 2019.

The Acting President spoke to 2018 seeing the conclusion of a bargaining round that began back in 2016 and the proposed changes to Nurse and Midwife to Patient ratios. Although the Bill was not ultimately passed by the Victorian Parliament in its current term, VHIA provided detailed feedback and, once in the public domain, ensured members were informed as to the nature and types of changes proposed.

He reported that later in 2018, VHIA will conduct a Gap Analysis to identify workforce reform issues which remain one of the most significant challenges facing VHIA members. In undertaking this work, it is hoped that VHIA will engage more effectively with the workforce challenges faced by health services and community health employers.

He confirmed that VHIA will be reintroducing the 'Know Your Agreements' training in the coming year following feedback from members seeking the return of this training.

The Acting President acknowledged the appointment of Ms Michelle Fenwick, Northern Health, Ms Jacque Phillips, Numurkah District Health Service and Ms Jan Child, Bass Coats Health to the VHIA Board in 2018 and their participation on a number of Board subcommittees.

On behalf of the Board, he thanked departing Board members, Ms Vikki Poxon and Mr Zoltan Kokai for their commitment and contribution to the organisation. In particular, he acknowledged the substantial contribution of Mr Kokai, who leaves the Board after nine years, and considered his stewardship of the organisation's finances as invaluable.

In conclusion, he thanked the members that make up VHIA. He also thanked the CEO, Mr Stuart McCullough, his Executive team and the staff of VHIA for their contribution and Mr Dale Fraser for the leadership as President.

The meeting **RESOLVED** to receive the President's Report.

Moved: Ms M Fenwick Seconded: Dr M Garwood

## **5. CHIEF EXECUTIVE OFFICER'S REPORT TO BE RECEIVED**

The CEO's Report was received as read.

The CEO welcomed all attendees to the meeting.

He reported that VHIA was coming to the end of a bargaining process that commenced in 2016. During the past two years significant changes had been made with respect to how bargaining is conducted. Some of these changes are straightforward, such as developing consistent products to support implementation, implementation guides, enterprise agreement forums and developing specific materials for placement on the VHIA website. Other changes were more significant, such as the provision of 'real time' updates through the VHIA Community App.

The CEO reported that the 'real time' updates were provided both for the doctors' bargaining and throughout the community health bargaining. The provision of that content has in turn directly affected participation levels on that platform. More people accessed the App and signed up for updates for the doctors' EBA than for any other occupational group. Community Health members are, as a group, the most active on the VHIA Community App which has been driven by content throughout the bargaining.

He reported that the provision of 'real time' will be a fundamental part of bargaining from this point on and it is just under a year when the bargaining is scheduled to commence for the public sector. Between now and then, VHIA will continue to encourage members to utilise this platform as part of the process to make the bargaining experience far more immediate than it has ever been before.

The CEO reported that one of the key outcomes over the past year has been with respect to consistency. In 2017 he reported to the Annual General Meeting on the additional activities that VHIA has introduced. These included ER/IR Directors meetings for all parts of the membership, Rural and Regional Forums twice annually, Podcasts and Reference Group meetings. All of these activities have been maintained and that consistency has established reliable, predictable engagement opportunities for VHIA members.

Over the last 12 months there were just under 600-member attendances at the monthly ER/IR Directors meetings. Two years ago that number would have been 1/3<sup>rd</sup> of that figure. In addition, enterprise agreement Forums were conducted for the doctors and the medical scientists and approximately 200 members attended the Regional and Rural Forums this year with more than half of Regional and Rural health services represented. Industry meetings for 2018, of which there are approximately 350, are now published in a calendar in the Monthly IR Update Report. VHIA Podcasts have had 5,000 views in the preceding 12 months. These activities have resulted in thousands of additional contacts between VHIA and its members compared to two years ago.

The CEO reiterated that the importance of these activities is not simply that they occur, but that they are now established and accepted as part of the VHIA ordinary service offering. They are regarded as the way VHIA does business which is a sign of progress.

He stated that there was still considerable work to be done with respect to enterprise bargaining processes. The four stages of bargaining have been discussed with members as a means of making the bargaining process an exercise of continuous improvement. Several key agreements are currently in the 'Review' phase and between now and the next bargaining round VHIA's key priority is to develop and publish a bargaining framework, including policies.

This will make the bargaining process less mysterious, with members knowing how to get the information they want and how to participate in the bargaining process.

The CEO thanked the Board for its stewardship, advice and support. He thanked the Executive Team of VHIA, Mr Tim Nagle, Mr Robert Bell and Ms Lisa Iacobucci for their support and the VHIA Staff who have been instrumental in implementing the changes that have occurred over the past two years. He also thanked the VHIA members for their interest, participation and support.

The meeting **RESOLVED** to receive the CEO's Report.

Moved: Mr G Mitchell Seconded: Ms M Fenwick

## **6. AUDITOR'S REPORT TO BE RECEIVED**

In the absence of the Finance Manager, the CEO reported that VHIA has had a successful year, recording a surplus of just over \$318K. In addition, the VHIA office building was revalued upwards by \$467K by a certified valuer on 25 May 2018.

Members' equity is now just shy of \$4M and it is expected this benchmark will be breached this financial year.

This strong result enables VHIA to continue to provide a greater depth and range of services for the benefit of members.

The CEO confirmed that a comprehensive and unqualified Auditor's Report had been received and that there were no issues to be brought to the Board.

Moved: Mr P Faulkner Seconded: Mr P Muncaster

## **7. GENERAL PURPOSE FINANCIAL REPORT FOR 2017-18**

The CEO reported that the General Purpose Financial Report for 2017-18 was circulated to members and posted on the VHIA website on 24 August 2018 and are available for viewing or downloading.

The meeting **RESOLVED** to accept the 2017-18 Annual Financial Report.

Moved: Mr P Faulkner Seconded: Ms C Chalmers

## **8. DECLARATION OF ELECTION**

The VHIA Returning Officer, Mr Gary Henry, declared the following results for the 2018 Call for Nominations to the VHIA Board:

### **Division 1 (4 positions)**

#### **Candidates**

- |                    |                         |                        |
|--------------------|-------------------------|------------------------|
| • Sean Curtain     | (Re-elected until 2020) | Alfred Health          |
| • Mark Garwood     | (Re-elected until 2020) | Royal Women's Hospital |
| • Michelle Fenwick | (Elected until 2020)    | Northern Health        |
| • Vacancy          |                         |                        |

### **Division 2 (2 positions)**

#### **Candidates**

- |                   |                         |                       |
|-------------------|-------------------------|-----------------------|
| • Graeme Mitchell | (Re-elected until 2020) | South West Healthcare |
| • Peter Faulkner  | (Re-elected until 2020) | Bendigo Health        |

### **Division 3 (1 position)**

#### **Candidate**

- |               |                         |                                   |
|---------------|-------------------------|-----------------------------------|
| • Vicki Poxon | (Re-elected until 2020) | Beaufort & Skipton Health Service |
|---------------|-------------------------|-----------------------------------|

### **Division 4 (1 position)**

- |                 |                         |                            |
|-----------------|-------------------------|----------------------------|
| • Amanda Murphy | (re-elected until 2020) | Connect Health & Community |
|-----------------|-------------------------|----------------------------|

The meeting **ENDORSED** the re-election of the aforementioned Board candidates.

Moved: Ms C Chalmers Seconded: Mr P Muncaster



**9. APPOINTMENT OF AUDITOR**

At the 2017 Annual General Meeting, the meeting resolved that VHIA would go to the market for a tender process for the appointment of the Auditors.

During the year, the Board appointed Mr Andrew Wehrens, of Nexia Melbourne Audit Pty Ltd (Nexia) for a term of three-years for 2017-18, 2018-19 and 2019-20.

The meeting **ENDORSED** the appointment of Nexia as the VHIA Auditors for the three-year period as reported..

Moved: Mr P Muncaster Seconded: Ms M Fenwick

**10. OTHER BUSINESS**

There was no other business.

**11. CLOSING**

In closing, the Acting Chairman extended his thanks to the Board members for their contribution, commitment and effort over the course of the year. He also thanked Ms Iacobucci for her expertise in providing support to the functioning of the Board over the years.

There being no further business, the meeting closed at 2.50pm



**PRESIDENT'S REPORT**

**ANNUAL GENERAL MEETING OF MEMBERS**

**Friday, 11 October 2019**

In the past year VHIA has continued to make progress. This progress has been most evident in a more 'system-driven' approach to the organisation's activities, including the management of member queries and the VHIA Enterprise Bargaining Framework.

This has been part of an on-going effort to improve VHIA's service levels and the value-proposition to members. Further changes will occur in the coming year including a new website (with an enhanced search function) and the return of 'Know Your Agreements' training.

The Board has been busy this year, with a range of subcommittees operating. These include the Finance, Risk and Audit Committee, the Workplace Relations (IR) Strategy Committee and the Member Engagement Committee. The Member Engagement Committee has been supported by additional volunteers to oversee and provide feedback as VHIA has implemented changes arising from the 2018 'Needs Analysis' project.

2019 is the final year of our current strategic plan. That plan had three key objectives:

- To support our members to achieve their service delivery goals through services and support that meet their needs,
- To contribute to improvements in the IR system in which our members operate, and
- To be a high-performing, sustainable, member-driven organisation.

The current strategic plan has provided a framework to develop and improve VHIA. There is a desire on the part of the VHIA Board and the organisation to take that work further.

One of the key remaining challenges for us concerns workforce. It's acknowledged that much more work needs to be done on workforce so that health services and community health centres can meet the emerging and future health needs of their communities. IR often involves resistance to change which, in turn, stifles innovation. The enduring challenge for VHIA is how to ensure that IR doesn't act as an obstacle to evidence-based change and reform.

Being an active leader in Victoria's health workforce need and capabilities will be a key focus of VHIA's next strategic plan in 2020.

I'd like to acknowledge the work of VHIA Board members and thank departing Board members, Jan Child and Vicki Poxon, for their contribution. In particular, I want to acknowledge the contribution of Perry Muncaster who is retiring from his role at Barwon Health and, as a result, leaving our Board after five years. As not only a Board member but the chair of several subcommittees (including the IR Subcommittee), Perry has done much to support the changes at VHIA and his leadership and wise counsel will be missed both here at VHIA and more broadly across the sector.

Lastly, I'd like to thank the members for their contribution to VHIA. To those who attended a meeting, submitted feedback or sat on one of our committees, your participation makes all the difference. We look forward to your continued involvement as we enter the upcoming bargaining round.

A handwritten signature in blue ink, appearing to read 'Dale Fraser', with a large loop at the top and a horizontal stroke at the bottom.

**Dale Fraser**  
**President**



**CHIEF EXECUTIVE OFFICER'S REPORT  
ANNUAL GENERAL MEETING OF MEMBERS**

**Friday, 11 October 2019**

As I prepare this report, I'm also preparing for VHIA's next round of Rural and Regional Forums. By the end of September, we'll have done 30 Rural and Regional Forums in the past three years. These events are not only a great opportunity for us to catch up with members to hear about the issues affecting them; they're a reminder that the changes we introduced three years ago are now embedded and an expected part of how we do things.

The Rural and Regional Forums are just one example of how we've changed.

In 2018/19, VHIA hosted over 300 meetings. This is a marked shift from our previous approach. These meetings were with Reference Groups (including the Payroll Reference Group), unions and HR/IR Managers. Consistent, predictable meetings have been the key to increasing member engagement.

It's our third year of producing podcasts. To date, these have had more than 14,740 views and in March we recorded our 100<sup>th</sup> episode. The podcasts are part of a shift to create more content that is available on demand – they're available to members at any time and any place. As we move through the next round of bargaining, podcasts will play an important role in the 'Implementation' of each new agreement.

In the past year, the VHIA Community App was replaced by the VHIA Yammer Network. Yammer is where members will find 'meeting by meeting' updates during bargaining. Whilst this won't replace traditional Bulletins, it will provide members more information, more regularly. By using this platform, we are seeking to make the bargaining process more transparent and increase the opportunities for participation.

'Participation' is a key theme for our Enterprise Agreement Reference Groups also. These are now conducted using the 'GoToMeeting', meaning that these groups can meet more frequently during bargaining and reduce disruption for participants. It also removes a barrier for participation for our rural and regional members.

Our upcoming challenges for 2019/20 can be reduced to a single word: bargaining.

The development and implementation of the 'Four Stages of Bargaining' means that we have been preparing for the upcoming bargaining round for a number of years. The publication of the Enterprise Bargaining Framework means that there is both a greater visibility as to how bargaining will be conducted and a basis to improve the bargaining process over time.

But for all the preparation, there is no doubt that the coming bargaining round will be challenging. Health services and community health centres are experiencing significant pressures. We can expect that calls for fiscal sustainability will be tested by some. There is a pressing need to promote a longer-term approach to bargaining; one that genuinely engages with workforce issues rather than deferring these to some undetermined, distant future. Our challenge will be to make sure that message is heard.

2019/20 will be a challenging year but, more than ever, we look forward to working closely with members.

A handwritten signature in black ink, appearing to read "Stuart McCullough". The signature is fluid and cursive, with a large loop at the end.

**Stuart McCullough**  
**Chief Executive Officer**



**VICTORIAN HOSPITALS' INDUSTRIAL ASSOCIATION  
SEPTEMBER 2019 - DECLARATION OF RESULTS**

**CALL FOR BOARD NOMINATIONS**

Results of the **CALL FOR NOMINATIONS** of the following offices conducted under the Rules of the organisation:

**Division 1 (3 positions)**

**Candidates**

- |                   |                         |                  |
|-------------------|-------------------------|------------------|
| • CHEYNE CHALMERS | (Re-elected until 2021) | Monash Health    |
| • FELICITY TOPP   | (Re-elected until 2021) | Peninsula Health |
| • PERRY MUNCASTER | (Re-elected until 2021) | Barwon Health    |

*Correctly completed Nomination Forms were received prior to the closing date of 6 September 2019 from the above nominees.*

As the number of nominations received did not exceed the number of offices to be filled, the abovenamed candidates have been elected.

**Division 2 (1 position)**

**Candidate**

- |               |                         |                 |
|---------------|-------------------------|-----------------|
| • DALE FRASER | (Re-elected until 2021) | Ballarat Health |
|---------------|-------------------------|-----------------|

*A correctly completed Nomination Form was received prior to the closing date of 6 September 2019 from the above nominee.*

As the number of nominations received did not exceed the number of offices to be filled, the abovenamed candidate has been elected.

**Division 3 (2 positions)**

**Candidates**

- |                   |                         |                           |
|-------------------|-------------------------|---------------------------|
| • JACQUE PHILLIPS | (Re-elected until 2021) | NCN Health                |
| • MARA RICHARDS   | (Elected until 2021)    | Robinvale District Health |
| • WARD STEET      |                         |                           |

*A correctly completed Nomination Form was received prior to the closing date of 6 September 2019 from the above nominees.*

As the number of nominations received exceeded the number of offices to be filled, in accordance with the VHIA Rules 16 (e) (ii) an election was taken by secret ballot which consisted of a ballot of financial members as at 30 September 2019, consistent with (g) *the role of voters for any ballot shall close seven (7) days before the day before the day on which nominations for the election close.*

The Ballot having been conducted in accordance with the VHIA Rules, I declare **Ms Jacque Phillips** and **Ms Mara Richards** duly elected.

**Division 4 (0 vacancy)**

There was no vacancy for which the Term of Office expired in 2019.

**Gary TJ Henry**  
**Returning Officer**