

# Victorian Aboriginal Community Controlled Health Organisation

## Ordinary Membership Application

'Ordinary Member' means an incorporated Aboriginal Community Controlled Health Service delivering services in Victoria deemed to have met the criteria for qualification for VACCHO Membership<sup>1</sup>.

### PART A: Criteria

#### Mandatory

To be an Ordinary Member of VACCHO, organisations must be an Aboriginal Community Controlled Health Service and delivering Primary Health Care Services.

*Please tick if applicable*

An Aboriginal Community Controlled Health Service is a service that is:

1. an incorporated Aboriginal organisation
2. initiated by a local Aboriginal community
3. based in a local Aboriginal community
4. governed by an Aboriginal body which is elected by the local Aboriginal community
5. delivering a holistic and culturally appropriate health service to the Community which controls it<sup>2</sup>.

**We meet all the above five criteria and confirm our organisation is an Aboriginal Community Controlled Health Service.**

#### AND

Primary health care, within the holistic health provision of an ACCHS, provides the sound structure to address all aspects of health care arising from social, emotional, and physical factors. In addition to provision of medical care, with its clinical services treating diseases and its management of chronic illness, it includes such services as environmental health, pharmaceuticals, counselling, preventative medicine, health education and promotion, rehabilitative services, antenatal and postnatal care, maternal childcare, programs, and necessary support services to address the effects of socio-somatic illness and other services provided in a holistic context mentioned in the schedule below<sup>3</sup>.

**We are delivering Primary Health Care services.**

1 VACCHO Rules as adopted AGM 22 November 2022 - Rule 3.1.1 (1)

2 VACCHO Rules as adopted AGM 22 November 2022 - Rule 1.2

3 Core Functions of Primary Health Care in Aboriginal Community Controlled Health Services (ACCHS) NACCHO Constitution - Schedule 5

# Ordinary Membership Application

## Core functions of Primary Health Care in ACCHS

*Please tick the services your Organisation currently provides*

The following list of core services are those which are provided, subject to adequate funding, in many ACCHS's and reflect the Aboriginal definition of holistic health:

*"Aboriginal health" means not just the physical well-being of an individual but refers to the social, emotional, and cultural well-being of the whole Community in which each individual is able to achieve their full potential as a human being thereby bringing about the total well-being of their Community. It is a whole of life view and includes the cyclical concept of life-death-life."*

### Mandatory

#### Medical Care Clinical Health Services

Services provided by Medical Practitioners and/or appropriately qualified Allied health professionals, trained Aboriginal Health Workers or qualified nursing staff using standard treatment procedures.

<sup>1</sup> Core Functions of Primary Health Care in Aboriginal Community Controlled Health Services (ACCHS) NACCHO Constitution – Schedule 5

*Please tick the services your clinical health staff currently provide*

Diagnostic and clinical care

Treatment of illness/disease

Management of chronic illness

Referral to secondary health care (inpatient hospital and other health residential facility) and tertiary health care (specialist services and care) when not available at the ACCHS

Dialysis services and endocrinology referral

Radiology services or referral

Sterilisation of equipment meeting Australian standards

Respiratory disease testing, services and referral  
Cardiovascular testing, services and referral

Outreach clinical health services to satellite clinics in communities without services

Clinical health services to prisons and institutions

Domiciliary health care

### Pharmaceutical Services

Prescription of medication and drugs

Pharmaceutical supplies

Pharmaceutical supply arrangements with hospital pharmacies or local pharmacists when not available at the ACCHS

# Ordinary Membership Application

## Preventative Care

- Population health promotional program Early intervention
- Otitis Media examination and testing
- Immunisation
- Health education and promotion
- Socially communicable disease control, manuals, and education programs
- Health protection supplies and distribution
- Antenatal instruction and classes
- Maternal and childcare (0-5 years)
- Diabetic screening, testing, and counselling
- Screening, individual and mass screening programs
- Vaccinations
- Infection Control
- Injury/accident prevention education
- Outreach health promotional programs
- Dietary and nutrition education

## Medical Records & Health Information System

- Up-to-date comprehensive Medical Record System
- Monitoring sheets and follow up files
- Health registers
- Health Information Data System
- Immunisation and vaccination registers

## Dental Health Services

### *Dental Clinical Services*

- Diagnostic and dental care
- Treatment of tooth decay/extraction
- Provision of dentures
- Orthodontic and specialist services
- Orthodontic and specialist services referral when not available at an ACCHS
- Sterilisation equipment meeting Australian Standards
- Outreach dental services to satellite clinics or communities without dental services

### *Preventative Dental Care*

- Dental health promotional program
- Early intervention
- Dental health education
- Dental health supplies and distribution

# Ordinary Membership Application

## *Dental Records and Information System*

Up-to-date comprehensive Dental Record System

Monitoring sheets and Follow up Files

Dental Health Registers

Health Information Data system

Social and emotional wellbeing services

Psychiatric services and care

Counselling and group activities

'Stolen Generations' counselling and Link up services and support

Cultural Promotion activities

Aboriginal traditional methods of healing

Clinic usage as venue for visiting specialists

Aged care services

Paediatric services

## **Health Related Services and Community Support Services**

Client follow up and support

Home and community care

Assistance with surgical aids

Podiatry services

ENT services

Ophthalmology services

Optometry services

Advocacy work e.g. Support letters for public housing issues

Homelessness support and temporary shelter services

Submission writing for community organisations

Advocacy/interpreting services

Community development work

School based activities

Transportation health services and community bus activities

Accommodation or assistance for visiting rural and remote patients

Meeting of patients travelling long distance by public transport

Deceased transportation and arrangements

Funeral Assistance

Youth activities and counselling

Satellite primary health services to remote outlying communities or towns without services

Support services for people in custody

Prison advocacy services

# Ordinary Membership Application

Welfare services and food assistance

Affordable and wholesome food provision

Finance assistance for medical supplies or prescriptions

Environmental health services

Substance misuse counselling, education and promotions

Detoxification services

Needle exchange services

Services for people with disabilities

Men's and women's business services

Family counselling services

Crisis intervention services

Audiometry services

Audiology services

Local or Regional Health Ethics Committee representation

Community and ACCHS research and data analysis

Formal in-service staff education and training

Community, Shire Council, Regional Area Health Service, Hospital Board committee representation

Liaison with mainstream and private health sectors to assist in access and equity to secondary and tertiary health care services for Aboriginal people

LGBTQIA+ services

What are the reasons your organisation is seeking membership with VACCHO?

Victorian Aboriginal Community Controlled Health Organisation

# Ordinary Membership Application

## PART B: Details of the Organisation

We the undersigned, as duly elected representatives of an Aboriginal Community Controlled Health Service, as defined in the VACCHO Rules; do hereby apply for Membership to the Victorian Aboriginal Community Controlled Health Organisation.

We enclose a copy of our Certificate of Incorporation together with the latest official copy of our registered Constitution, Strategic Plan and Annual Report.

We acknowledge that this application will be processed by the VACCHO Secretariat, and the Board shall determine whether to approve or reject the application.

Name of organisation

Address

Postal address

Signature

Date

Telephone

Fax

Website

Act of Incorporation

Date of Incorporation

CEO/Officer in  
charge name

Signature

Date

Email





Victorian Aboriginal Community Controlled Health Organisation

# Ordinary Membership Application

Management Committee or Board of Directors

Names of current Board Members

## Checklist - Please enclose the following with your application

Copy of Certificate of Incorporation

Copy of Organisation's Latest Registered Constitution

Annual Report

Strategic Plan

Completed application forms can be forwarded to the VACCHO Secretariat via email [jjmo@vaccho.com.au](mailto:jjmo@vaccho.com.au) or by mail, attention to Jim O'Shea, VACCHO - PO Box 1328 Collingwood.



17-23 Sackville Street, PO Box 1328, Collingwood VIC 3068  
T 03 9411 9411 E [enquiries@vaccho.org.au](mailto:enquiries@vaccho.org.au) [vaccho.org.au](http://vaccho.org.au)



# Ordinary Membership Application

## PART C: Process

### Membership

- (1) An incorporated Aboriginal Community Controlled Health Service delivering services in Victoria is eligible to be a Member of the Association.
- (2) An application for membership of the Association must -
  - (a) be made in writing and be in a form approved by the Board; and
  - (b) contain such information required to assess criteria for qualification as a Member as determined by the Board from time to time; and
  - (c) be lodged with the Secretary of the Association.
- 3) As soon as practicable after the receipt of an application, the Secretary must refer the application to the Board.
- 4) The Board shall determine whether to approve or reject the application. The Board's decision in this matter is final.
- (5) The Board, in deciding to approve or reject the application, shall be guided by the criteria referred to in Rule 3.1.1 (1) and 3.1.1 (2).
- (6) If the Board approves an application for membership, the Secretary must, as soon as practicable, notify the applicant in writing of the approval for membership.
- (7) The Secretary must, within 28 days after the approval of membership enter the applicant's name in the register of Members.
- (8) An applicant for membership becomes a Member and is entitled to exercise the rights of membership when its full corporate name is entered in the register of Members. The approval will be formally announced and the new Member welcomed at the next General Meeting or Members Forum whichever is first.
- (9) If the Board rejects an application, the Secretary must, as soon as practicable, notify the applicant in writing that the application has been rejected. An applicant so rejected may apply to be an Associate Member as provided for and encouraged under Rule 3.2.1 and may re-apply for membership of the Association after a period of one year from the date of the Board's application rejection.
- (10) An applicant who has had their application rejected by the Board may request to have their application put to the Members at the next General Meeting, at which Members by a majority of those Delegates entitled to vote and who are present at a General Meeting must determine whether to approve or reject the application.
  - (a) If the meeting approves an application for membership, Rules 3.5, 3.6, & 3.7 will apply.
  - (b) If the meeting rejects an application, the Secretary must, as soon as practicable, notify the applicant in writing that the application has been rejected. An applicant so rejected may apply to be an Associate Member as provided for and encouraged under Rule 3.2.1 and may re-apply for membership of the Association after a period of one year from the date of the General Meeting application rejection.



# Ordinary Membership Application

- (11) A right, privilege, or obligation of a Member -
- (a) is not capable of being transferred or transmitted to another person or organisation; and
  - (b) terminates upon the cessation of membership whether by dissolution, resignation or otherwise.
- (12) No entrance fee or annual subscription is payable by Members of the Association.

## Part D: Benefits of Ordinary Membership

- Ability for two delegates to attend VACCHO member meetings
- Right to vote (one delegate) at VACCHO member meetings, special general meetings, and annual general meetings.
- Ability for CEO to attend CEO network meetings at own expense;
- Input to VACCHO consultations;
- Links to VACCHO health programs and advisory bodies;
- Distribution of VACCHO newsletters, e-lets and publications;
- Access to VACCHO accreditation support and peer networking;
- Advocacy for sector wide capacity building projects
- Promotion of Membership
- Priority access to government subsidised training places and specific Aboriginal health workforce development programs;
- Guidance on cost effective training solutions and Assistance with grants processes related to training
- Inclusion on mailing lists for training opportunities/calendar;
- Discounted rates for fee for service training workshops.

# Ordinary Membership Application

## PART E: Rights, Obligations and Liabilities of Ordinary Members

### An Ordinary Member of VACCHO has the right:

- to receive notice of General Meetings and of proposed special resolutions in the manner and time prescribed by these Rules;
- to submit items of business for consideration at a General Meeting;
- to attend and be heard at General Meetings;
- to vote at a General Meeting;
- to have access to the minutes of General Meetings and other documents of the Association as provided under Rule 14.1; and
- to inspect the register of Members.

### An Ordinary Member is entitled to vote if:

- the Member is a Member other than an Associate Member or a Financial Member; and
- the Member's membership rights are not suspended for any reason.