

Memorandum of Understanding

between

**South Western Sydney
Local Health District**

and

Wollondilly Shire Council

(Health in Planning Partnership)

1 October 2018 – 30 September 2021



Health
South Western Sydney
Local Health District



South Western Sydney Local Health District
Locked Bag 7008
Liverpool BC NSW 1871

ABN: 46 738 965 845

Wollondilly Shire Council
PO Box 21
Picton NSW 2571

ABN: 93 723 245 808

INTRODUCTION

The South Western Sydney Local Health District (SWSLHD) and Wollondilly Shire Council (WSC) have developed a strong working relationship over an extended period of time through the Wollondilly Health Alliance. This Memorandum of Understanding (MOU) documents and formalises a partnership between Population Health SWSLHD and WSC.

Each agency enters into this agreement with a spirit of goodwill and a commitment to effective communication, cooperation and partnership as well as an obligation to a continuous improvement in the relationship between the organisations.

RATIONALE

Population Health SWSLHD and WSC have agreed to develop a Health in Planning Partnership reflecting the shared vision of *"working together to improve the health and wellbeing of the community of Wollondilly"*.

Each organisation recognises that benefits arise from the relationship as well as a result of joint projects. Acknowledgement of the community benefit of mutual support, exchange of information and knowledge and cooperation between the agencies is also made.

The Health in Planning Partnership will provide a structure and opportunities for:

- joint planning
- joint resourcing
- development of collaborative initiatives
- sharing of information
- identifying and utilising opportunities to gather data on emerging health trends and issues
- adding value to initiatives or issues

PARTNERSHIP PURPOSE

To improve the health of the community of Wollondilly Shire by maintaining the partnership between Wollondilly Shire Council and Population Health SWSLHD.

Objective

The Health in Planning Partnership will build on existing relationships between Population Health SWSLHD and the Wollondilly Shire Council. The priority area for the term of this MOU is ***to develop and implement an integrated approach to addressing health in Council planning processes.*** The principal approach to

pursuing this objective is to jointly fund a Senior Strategic Health Planner for the 3 year duration of this MOU.

GUIDING PRINCIPLES

1. Population Health SWSLHD is the principal adviser on the health status of the community of the Wollondilly Shire.
2. Wollondilly Shire Council is the local government authority of the Wollondilly Shire, principally concerned with the wellbeing of its residents.
3. The Partnership will operate within the Wollondilly Shire, working with all key stakeholders – community, development industry, government agencies, NGOs, Wollondilly Shire Council, the Wollondilly Health Alliance and Population Health SWSLHD.
4. Although this Partnership focuses on the needs of the community within the Wollondilly Shire, it will also be mindful of policies, services, issue and outcomes on a regional/area basis.
5. The Partners will actively examine opportunities for the pooling of resources to undertake joint projects which align with the strategic directions and plans of both organisations.
6. The Partners will work towards developing processes of information exchange, which optimise health outcomes for the community.
7. The Partners will have collaborative input and involvement in each other's planning processes, and the implementation of related review/evaluation processes.
8. While each Partner strives to cooperate and share information in a trusting environment, each organisation has legislative and other requirements which may preclude some information or actions from being undertaken. The autonomy of each organisation is respected.
9. Nothing in this MOU shall limit or over rule any obligation or duty of either party of the agreement imposed or granted by any legislation.

PARTNERSHIP MODEL & FRAMEWORK

The Health in Planning Partnership model and operational framework is shown and described below:



1. The Health in Planning Partnership will operate within a structure comprising a newly formed Partnership Steering Group (PSG) and the existing Health in Planning Working Group (HiPWG) which reports to the Wollondilly Health Alliance.
2. The HiPWG has identified the need to work collaboratively on strategies to incorporate health considerations into Council planning processes. The HiPWG will:
 - a. Provide strategic oversight to the Health in Planning Partnership.
 - b. Identify key projects and relevant strategies to address core issues.
 - c. Negotiate and engage with key staff across the partner agencies to inform the development of a Health in Planning Partnership Work Plan
 - d. Work to assist delivering other measurable outcomes for the Health in Planning Partnership.
 - e. Undertake appropriate evaluation activities to measure the effectiveness of the strategies undertaken and report back the Wollondilly Health Alliance.
3. The PSG will:
 - a. Develop the Health in Planning Partnership Work Plan
 - b. Provide appropriate project management support to assist in delivery of the Health in Planning Partnership Work Plan
 - c. Provide support and advice regarding the management and evaluation of the Senior Strategic Health Planner position.
4. Membership of the PSG will comprise:
 - a. Manager Business and Collaboration – SWSLHD
 - b. Manager Healthy Places – SWSLHD
 - c. Manager Sustainable Growth – WSC
 - d. Manager Community Outcomes – WSC
 - e. Senior Strategic Health Planner

TIME FRAME, RESOURCES AND KEY ACTIONS

This Agreement covers the period from 1 October 2018 – 30 September 2021.

1. The Partners have made a financial commitment to jointly fund the total cost of employment of a Senior Strategic Health Planner for up to 35 hours per week.

2. SWSLHD will contribute 50% of the cost of employing the Senior Strategic Health Planner (up to a maximum of \$50,000 per year over the 3 year term of this MOU).
3. WSC will fund the remaining cost of the position.
4. WSC will manage the financial resources of the Partnership.
5. The Partners will contribute in-kind support as appropriate through participation in the HiPWG and the PSG.
6. Wollondilly Shire Council will conduct a recruitment process and employ the Senior Strategic Health Planner. All management and organisational and physical resources necessary for the position will be provided by WSC.
7. The Senior Strategic Health Planner will work in the Population Health office at Liverpool Hospital at least one day per week to ensure effective communication and collaboration.
8. A 'Health in Planning Partnership Work Plan' will be developed (and reviewed and refined as necessary) by the PSG. The Work Plan will reflect key strategic directions of the HiPWG and will be used to guide the work and priorities of the Senior Strategic Health Planner.
9. The Work Plan should (ideally) be developed prior to the commencement of the Senior Strategic Health Planner position, although it is recognised that it may still be under development at the time of commencement.
10. Should additional work arise beyond the scope of the Work Plan, it should be discussed by the PSG (with referral to the HiPWG if considered necessary or relevant).

COMMUNICATION BETWEEN PARTNERS

This agreement acknowledges the existence of a number of communication channels between the partner organisations. The model and operational framework shown and described above allows communication on a number of levels for each organisation, and assist in strengthening planning, cooperation and collaboration on the issues addressed by the partnership.

In addition to structured meetings, communication between Population Health SWSLHD and WSC staff also occurs on an ad hoc basis. These interactions are encouraged as they provide the basis for cooperative strategies to be developed and implemented for service coordination and to generally enhance working relationships between the two organisations.

MECHANISMS FOR RESOLVING ISSUES

Where disagreement or conflict arises between staff of the two organisations, this should be resolved at a local level (where appropriate) and in a way that does not involve any third parties in the conflict.

Where the conflict has highlighted issues/ policies/ practices that cannot be resolved by workers or local managers, the matter in question can be referred to the Director Population Health (SWSLHD) and Chief Executive Officer (Council).

FINANCIAL SCHEDULE

This MOU covers the period from 1 October 2018 – 30 September 2021.

An invoice will be issued by Council in November of each year over the 3 year term of this MOU for SWSLHD's contribution for a 12 month period. (i.e. \$50% of the cost of employing the Senior Strategic Health Planner but only up to a maximum of \$50,000 per year).

The Partners agree to consider ongoing financial commitments to further the model at the end of the agreed partnership period.

REVIEW AND RENEGOTIATION OF PARTNERSHIP

Review of the Partnership will occur throughout the term of this MOU and the continuation of the Partnership will be considered. Either party may terminate this MOU at the end of a financial year by giving preferably six months and no less than three months written notice.

CONTACT STAFF

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South West Sydney Local Health District

Manager Healthy Places
Population Health
South West Sydney Local Health District

Stephen Gardiner
Manager Sustainable Growth
Wollondilly Shire Council

Peter Wright
Manager Community Outcomes
Wollondilly Shire Council

SIGNATORIES

The signatories below agree to implement the Partnership Plan and adhere to the principles of this Agreement.

Signed for and on behalf of SWSLHD



Amanda Larkin
Chief Executive
SWSLHD

1 / 11 / 18
Date

Signed for and on behalf of WSC



Ally Dench
Acting Chief Executive Officer
Wollondilly Shire Council

19 / 9 / 18
Date