

Memorandum of Understanding

between

**South Western Sydney
Local Health District**

and

Wollondilly Shire Council

(Health in Planning Partnership)

January 2022 – January 2025



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. This MOU effectively constitutes a further three year extension of an original MOU which operated from 1 October 2018 to 30 September 2021.

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 continue working collaboratively through 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 through the results 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 provides a structure and opportunities for:

- joint planning that drives health outcomes across Wollondilly Shire
- joint resourcing
- development of collaborative initiatives with SWSLHD and inter-departmental projects within Council
- 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 and wellbeing of the community of Wollondilly Shire by progressing the formal 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 objectives for the term of this MOU are to:

1. Develop and implement an integrated approach to embedding health and wellbeing principles and considerations into Council's strategic planning, policy development and program delivery.
2. Provide an avenue and foster increased awareness and knowledge of local strategic planning and the strategic planning framework to Population and Health SWSLHD.

The principal approach to pursuing this objective is to continue to jointly fund a Senior Strategic Health Planner for an additional three years.

The joint position will work on improving health and wellbeing in planning in Wollondilly through

1. Projects to embed health in council controls and guidelines
2. Contributing to submissions to ensure health considerations are embedded in policy, legislation, planning instruments and other relevant tools
3. Advocacy for Health in Planning
4. Sharing knowledge to increase capacity to embed health and wellbeing across council
5. Increase collaboration between WSC and SWSLHD

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, issues 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 overrule any obligation or duty of either Partner imposed or granted by any legislation.

TANGIBLE OUTCOMES AND DELIVERABLES

It is anticipated that WSC and SWSLHD will address or deliver the tangible outcomes listed in Schedule 1.

Given the ever changing nature of the planning system, legislative and policy framework, the incumbent of the position may be called upon and help address significant agreed health planning challenges to the agreement of both parties which may amend some of the anticipated outcomes.

PARTNERSHIP MODEL & FRAMEWORK

1. The Health in Planning Partnership operates within a structure comprising a Partnership Steering Group (PSG) and the existing Healthy Environments Working Group (HEWG).
2. The HEWG has identified the need to continue working collaboratively on strategies to incorporate health considerations into Council planning processes. The HEWG will continue to:
 - 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 including the deliverables in Schedule 1, or other identified key projects or actions.
 - d) Work to assist delivering other measurable outcomes for the Health in Planning Partnership.

3. The PSG will:

- a) Develop the Health in Planning Partnership Work Plan and oversee its implementation with the Senior Strategic Health Planner.
- 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 the commencement of the incumbent, earmarked for January 2022 until January 2025

- 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 \$50,000 per year over the term of this MOU which will be used to partly fund the employment of the Senior Strategic Health Planner. (Because the MOU extends for 3 years and 3 months a pro-rata additional payment of \$12,500 for the last 3 month period will also be required).
- 3. WSC will fund the remaining cost of the position.
- 4. WSC will manage the financial resources of the Partnership.
- 5. Any surplus funding which may arise (e.g. as a result of the Senior Strategic Health Planner position working on a part time basis) is to be held by Council and will be used as appropriate to support project work arising from this partnership. Both Organisations will approve the project funds expenditure.
- 6. The Partners will contribute in-kind support as appropriate through participation in the HEWG and the PSG.

7. 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.
8. The Senior Strategic Health Planner will work in the Population Health office at Liverpool Hospital at least one day per week (or equivalent) to ensure effective communication and collaboration, subject to Public Health Orders and Organisational requirements.
9. The Senior Strategic Health Planner may enter in to work from home arrangements, in line with the policies of Wollondilly Shire Council.
10. Should additional work arise beyond the scope of the Work Plan, it should be discussed by the PSG (with referral to the HEWG 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 the commencement of the incumbent, earmarked for January 2022 until January 2025.

SWSLHD will be invoiced by Council in accordance with the following schedule, or otherwise an alternate date agreed by both parties

February 2022	\$25,000 (GST included)
August 2022	\$25,000 (GST included)
February 2023	\$25,000 (GST included)
August 2023	\$25,000 (GST included)
February 2024	\$25,000 (GST included)
August 2024	\$25,000 (GST included)
February 2025	\$12,500 (GST included)
Total SWSLHD contribution over the term of this MOU	\$162,500 (GST included)

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

Maria Beer
 Manager Business and Collaboration
 Population Health
 South West Sydney Local Health
 District

Stephen Gardiner
 Manager Sustainable Growth
 Wollondilly Shire Council

Jennie Pry
 Manager Healthy Places
 Population Health
 South West Sydney Local Health
 District

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

24 / 1 / 2022
.....
Date

Signed for and on behalf of WSC


.....
Ben Taylor
Chief Executive Officer
Wollondilly Shire Council

08 / 02 / 22
.....
Date

Schedule 1 – Outcomes and Deliverable

Outcome Area	Deliverable	Target Dates
Projects to embed health in to strategic plans, policies and planning documents	A review of the Wollondilly DCP to embed health and wellbeing objectives, controls and/or considerations	Dec 2024
	Social and Health Impact Assessment (SaHIA) Policy and Guidelines in review	Dec 2024
	Input in to Growth Area Planning, Structure Planning, Neighbourhood Planning and the like	Ongoing
	Wilton Health and Wellbeing Strategy monitoring and implementation	Ongoing
	Wollondilly Community Strategic Plan Input	Dec 2022
Contributing to submissions to ensure health considerations are embedded in policy, legislation, planning instruments and other relevant tools	Response and review of planning material for the Greater Macarthur Growth Area, including the Technical Assurance Panel	Ongoing
	Response and review of relevant Policies, legislation, Environmental Planning Instruments and the like with input in submissions	Ongoing
Advocacy for Health in Planning	Finalisation of the Wilton Lived Experience Research	July 2022
	Continued oversight, involvement and delivery of the SAHIA working group to provide high quality advice on development matters referred for comment, both development applications and planning proposals.	Ongoing
	Identification of and research into influencing the social determinants of health and planning response and recommendations for local government, and for the LHD.	Ongoing
Sharing knowledge to increase capacity to embed health and	Council and Health staff participate in capacity building opportunities	Ongoing

Schedule 1 – Outcomes and Deliverable

wellbeing across council	Continued capacity and knowledge share with planning and building staff within Local Government.	Ongoing
Increase collaboration between WSC and SWSLHD	Ongoing participation and support to relevant joint working group(s)	Ongoing
	Workplan developed for the MOU that reflects the agreed joint priorities of the partners	Ongoing
	WSC and SWSLHD provide input into respective plans	Ongoing