

# Member Memorandum of Understanding



<b>Adopted</b>	January 2018
<b>Review Date</b>	April 2020
<b>Reference Documents</b>	Memorandum of Understanding, Oct 2013
<b>Supporting Documents</b>	<ol style="list-style-type: none"><li>1. OEPCP Strategy 2020: 2017-2020 OEPCP Strategic Plan</li><li>2. Member Memorandum of Understanding: Application for Membership</li><li>3. Executive Committee Terms of Reference</li></ol>

## 1. Purpose

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- 1.1 The purpose of the Memorandum of Understanding (MoU) is to provide a shared understanding between the signatories and confirm their participation and commitment to an improved primary health and community care sector for the Outer East.

## 2. Strategic Direction: 2017-2020 (Strategy 2020)

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### 2.1 Vision:

A resilient, healthy and equitable community

### 2.2 Our Purpose

To build an innovative, inclusive and reflective partnership that plans, collaborates and advocates with the community to improve health and wellbeing and reduce inequities.

### 2.3 Our Values

We recognise health as a state of physical, mental, social and spiritual wellbeing

We work together with trust and respect

We encourage active participation and resources sharing

We are committed to addressing inequalities

We empower individuals and community

## 3. Overview

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- 3.1 This MOU provides a common understanding and statement of intent for members of the OEPCP to work collaboratively in the development, planning and implementation of systems and processes that will improve service provision and promote health in the Outer East. The structure of the OEPCP



will be a non-incorporated alliance open to health and community support providers in the Outer East.

- 3.2 The OEPCP will operate as an inclusive forum for municipal, regional and statewide service providers committed to the development of best practice primary care, community health and support services, strategic planning and partnership development across a range of health and community sectors.
- 3.3 The parties do not intend that this MoU will create a legal relationship between them.

## 4. Guiding Principles

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- 4.1 The OEPCP is committed to:
- Building strong partnerships
  - Aligning activities and measures
  - Activating public will and mobilising resources

## 5. Areas of Priority

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- 5.1 The OEPCP 6 key areas of priority for the 2017-2020 strategic planning cycle are:
- System integration
  - Prevention: reducing alcohol related harm, healthy eating/food security, and prevention of violence against women
  - Capacity building and workforce development.
  - Access and equity
  - Communication, engagement, learning, connecting and sharing and
  - Qualitative research
- 5.2 This does not exclude other priorities that may arise during the strategic planning cycle.

## 6. Membership: Entry Arrangements

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- 6.1 There is no financial commitment required to join the OEPCP.
- 6.2 All new requests for membership, will be assessed by the Executive Committee against the application criteria (refer below) and a recommendation made to the OEPCP membership regarding endorsement of a new member.
- 6.3 Applications must be received in writing using the *Application for Membership* form.
- 6.4 Assessment criteria:
- Organisation vision and mission aligns with principles expressed in OEPCP Strategic Plan
  - Commitment to partnership and collaboration
  - Service relevance
  - Level of service provision within the Outer East
  - Commitment to consumer engagement and co-design principles



- Linkages with other relevant agencies

6.5 Member endorsement will be via majority vote of the OEPCP Executive committee in person or electronically.

## 7. Membership Benefits

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7.1 Each member organisation:

- can nominate to sit on the OEPCP Executive Committee (refer to OEPCP Executive Committee Terms of Reference)
- can nominate as the lead organisation to manage the OEPCP financial resources and/or to employ and manage OEPCP staff
- can vote to endorse the OEPCP Strategic Plan and review the annual budget
- will be offered priority attendance to OEPCP events, training and forums subsidised by the OEPCP and where numbers are limited
- can participate in program specific committees and activities and working groups
- can access OEPCP services including, newsletters, information updates, committee minutes and agendas

## 8. Exit Arrangements

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8.1 An OEPCP member organisation can choose to exit the OEPCP at any stage with two (2) month's written notice.

## 9. Operating Protocols

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The operating protocols for the OEPCP and its members are:

- 9.1 Members of the OEPCP commit to attend meetings (as appropriate) and to participate fully, respectfully and proactively. Delegates are encouraged to attend when the member representative is unavailable. Participation by members, is critical to the OEPCP's success and therefore there is an expectation that participation in OEPCP activities is prioritised.
- 9.2 All parties will openly share research, opinions and ideas within the limits of organisational appropriateness.
- 9.3 Concerns and hesitations will be raised and openly discussed.
- 9.4 The OEPCP will proceed on the basis of consensus.
- 9.5 Where required, a formal process for the investigation and resolution of disputes will be used, based on the principles of equity and justice.
- 9.6 Public statements of the OEPCP will be agreed between the parties.
- 9.7 As far as possible parties will ensure continuity of membership and regular attendance at all OEPCP meetings.



- 9.8 The work of the OEPCP will not impede any normal operations or sovereignty of the participating parties.
- 9.9 An expectation that member agencies will be committed to the implementation of OEPCP decisions and will not unreasonably exclude themselves from agreed actions of the OEPCP (see Section 12 – Management of Differences).
- 9.10 Information gained through the OEPCP will not be used for commercial or competitive advantage.
- 9.11 Engagement in relevant regional approaches to joint OEPCP and Inner East Primary Care Partnership (IEPCP) activity.

## 10. Governance

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- 10.1 The OEPCP is a planning and strategic body and as such does not operate an ongoing income/expenditure account and does not have capital infrastructure.
- 10.2 A member organisation or organisations of the OEPCP will be nominated as lead organisation/s for the purpose of providing:
- Contract management
  - Financial acquittal
  - Employment and management of OEPCP staff and all related matters
  - Lead contact and legal entity status for the OEPCP
- 10.3 The lead organisation/s will not be held responsible for actions or in-actions of the member organisations of the OEPCP.
- 10.4 Individual projects being undertaken by the OEPCP (eg PCP initiatives) will have their own discreet budgets, which must be monitored, implemented and acquitted as per the requirements of specific Service Agreements between the funding body and the auspice organisation appointed by the OEPCP.
- 10.5 All members are eligible to elect to join the OEPCP Executive Committee (refer to: OEPCP Executive Committee Terms of Reference).

## 11. Communication

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- 11.1 The OEPCP is committed to actively consulting and involving all relevant stakeholders in the development and implementation of new initiatives. The following mechanisms are in place to facilitate this:
- A regular electronic newsletter distributed widely to member organisations
  - Member organisations are informed in writing by the Executive Officer of key developments on behalf of the Executive Committee
  - It is the responsibility of the nominated contact person within each member organisation to disseminate information to the appropriate persons within their organisation
  - Reports on progress of working groups and OEPCP projects are made available to member organisations through the OEPCP website



## 12. Acknowledgments

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12.1 In signing the Memorandum of Understanding it is acknowledged that:

- EACH has been endorsed as the financial auspice the OEPCP and employer of OEPCP staff and is responsible for general governance activities associated with the body unless the OEPCP determines otherwise
- No member organisation is diminishing its own sovereignty or legal status
- Each member organisation is a legal entity with its own accountability requirements, policies, practices, standards and culture
- No member organisation shall be held liable for the actions or inactions of another member organisation
- There are no membership fees or charges for organisations, which are part of the OEPCP.

## 13. Statement of Limitation

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13.1 The OEPCP will:

- Not act in a manner that undermines or contradicts the purpose or brief of specific organisations
- Ensure ethical and transparent organisational management

## 14. Management of Differences

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14.1 The OEPCP will operate as a forum in which members are encouraged to openly express and discuss their concerns.

14.2 The OEPCP recognises and values the diversity of its members and seeks to anticipate and resolve differences in this spirit.

14.3 If after application of the above consultative measures consensus cannot be achieved then the parties to the dispute will formally notify the Chair of the OEPCP of a dispute in progress. Within seven (7) days of notification the Chair will convene a meeting of the responsible parties to resolve or reach agreement on an appropriate course of action. This may involve the introduction of an appointed mediator as required. Resolution through this process will be accepted as final.

## 15. MOU Validity

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15.1 This memorandum will be valid for a maximum of two (2) years, in line with the strategic planning cycle.

15.2 Existing members will be required to sign the updated MoU in line with the new strategic planning cycle.



## 16. Memorandum of Understanding Signatory

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<b>Name of signatory</b>	
<b>Position</b>	
<b>Organisation</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Witness Name and Date</b>	

<b>Name of key contact</b> (if different to signatory)	
<b>Position</b>	



## Application for Membership

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The Outer East Primary Care Partnership (OEPCP) is committed to a health and community support sector that delivers best practice in service planning and delivery to ensure efficient, coordinated and consumer focused services.

Through local and sub regional planning mechanisms and protocols, residents of the Knox, Maroondah and Yarra Ranges municipalities will have access to high quality, responsive and integrated health and community support services. Our aim is to improve and sustain the health, wellbeing and quality of life of residents in the Outer East.

Please read the Member Memorandum of Understanding before submitting this application.

## Applicant Details

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<b>Organisation</b>		<b>Auspice (if applicable)</b>	
<b>Contact Name</b>		<b>Phone</b>	
<b>Address</b>		<b>Email</b>	
Please list or attach your organisations Vision and or Mission Statements			
Please comment on your organisations commitment to Partnerships and Collaboration			
Please list your organisations core services			



Please list your core target groups/service users	
Please list the geographic areas in which your services are delivered	
Please comment on your organisations commitment to consumer engagement and co-design principles	
Please list key Health and Community Support Agencies with which you have a networking relationships	

<b>Signature</b>	
<b>Date</b>	

On completion, this form is to be submitted either by email or post to the Executive Officer of the OEPCP as detailed below:

Jacky Close  
 Executive Officer  
 Outer East Primary Care Partnership  
 Email to: Jacky.close@oeppc.org.au  
 Post to: PO Box 156  
 Ringwood VIC  
 3134

