



**Upper Hume**  
Primary Care Partnership

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# **Upper Hume Primary Care Partnership**

## **Partnership Agreement**

**2017-2021**

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**prevention, collaboration and people**



## **UHPCP Vision**

An integrated primary health system reflecting a collaborative approach, and delivering improved population health and well-being outcomes.

## **Background**

The Primary Care Partnerships (PCP) Strategy is a Victorian Government initiative, with 28 PCPs currently operating across the state.

Upper Hume Primary Care Partnership (UHPCP) is a network of health, hospital, community service organisations and includes health and community services, local government and other community and support organisations, as well as consumers and carers. The UHPCP catchment includes the local government areas of Indigo, Wodonga and Towong, and also extends across the border into Albury. UHPCP offers access to a comprehensive network with a broad range of partners to enable healthier communities.

The Upper Hume Primary Care Partnership:

- Is a voluntary alliance of partners providing services within the catchment
- Aims to improve the health and wellbeing of the local population by strengthening collaborative catchment planning and a population health approach, to improve equitable access.
- Locates its work in a social model of health recognising the social, economic, environmental and bio-medical influences on health and wellbeing;

## **Partners**

Any organisation providing primary health care and/or community care/support services within the UHPCP catchment, regardless of the State in which the service has its base, will be eligible for ordinary membership.

There will be no joining fee for an organisation to become a member of UHPCP. UHPCP Partners are required to:

- Be a legal entity, or be an individual representing a recognised consumer or carer group;
- Provide primary health care or community care/support services within the catchment, or be a consumer of such services;
- Be represented on collaborative activities developed in partnership with UHPCP, including participating on working groups and sub-committees.

Partnership is voluntary and any partner may, after providing written notice, withdraw from the Partnership. The written notice, addressed to the UHPCP Chairperson, will specify the date on which the party's withdrawal will be effective.

*Members will not identify the PCP as a justification for or supporter of any funding application or other submission without requesting and receiving approval for this from the UHPCP Executive Officer (EO)*

## **Purpose of the agreement**

- Establish the principles and practices that will guide the Partnership, and Partner agencies in respect of their involvement in Partnership activities;
- Establish protocols for the management and conduct of the Partnership;
- Affirm the commitment of partner organisations to collectively use best endeavours to achieve the strategic directions of the UHPCP.



## **Introduction to agreement**

This Partnership Agreement provides a common understanding and statement of intent. Participating as a member in UHPCP activities enables organisations to enhance relationships, reduce duplication of services, address gaps in service provision and achieve positive health and wellbeing outcomes for the local community.

## **Definitions**

Agreement – Upper Hume Primary Care Partnership: Partnership Agreement.

Partnership - Upper Hume Primary Care Partnership including those organisations represented by the signatory section of this Agreement.

Collaboration - Partnership formation that is characterised by mutual benefit, interdependence, and a formal commitment to working together for specific purposes.

Fund Holder - Partner organisation named on the Service Consortium Agreement with the Department of Health and Human Services (Victoria).

Funding and Service Agreement - Contractual funding agreement between the Department of Health and Human Services; the Fund Holder; Upper Hume Primary Care Partnership and any other party under which UHPCP agrees to provide funding to undertake an activity or project.

Strategic Plan – The document which outlines an agreed set of enablers, key strategies and principles to enhance the development of catchment planning within a population health approach and which addresses issues of equity and access, and results in the improved health and well-being of communities within the catchment.

## **Agreement review**

The Partnership Agreement will be reviewed by the UHPCP Executive at the end of each funding cycle or as required.

## **Agreement renewal or extension**

The Partnership Agreement will apply from the date of the signed Agreement and remain in force until the funded cycle ends. All previous Partnership Agreements shall lapse from the date that this Partnership agreement is signed.

## **Agreement termination**

The Agreement could be terminated if the Executive Committee believes the level of responsibilities required of UHPCP exceeds the capacity of this Agreement or the members, by unanimous written agreement, terminate this Agreement. The Agreement would be terminated if funding for Victorian PCPs is withdrawn.

## **Governance summary**

Executive Committee shall consist of membership as identified in the UHPCP Executive TOR.

Executive Members are vested with the delegated authority of all partnership members.

The Executive Committee will govern the process of identifying and mitigating risk for UHPCP.

Members will support the objectives and strategies as stated in the UHPCP Strategic Plan, through participation in forums and activities to achieve the desired deliverable outcomes.



## **Insurance and liability**

UHPCP will provide Department of Health and Human Services with the names of UHPCP members so that they may become a 'named insured' and be covered by Department of Health and Human Services insurance - Victorian Managed Insurance Association (VMIA), irrespective of any cross departmental funding.

This insurance provides cover for UHPCP signed partnership members for industrial special risks, public and product liability, directors and officers liability, professional indemnity and personal accident.

Any agency deemed to be working outside the scope of the Partnership Agreement(s) or associated projects/contracts may have insurance cover denied.

## **Confidentiality and privacy**

The signatories to this Agreement recognise and work in accordance with the Department of Health and Human Services (Victoria) Privacy Statement, Policy and Principles.

The Chair or Deputy Chairperson, as agreed, will represent PCP when making public statements on matters of policy or regarding Executive Committee decisions.

## **Intellectual property**

- Any intellectual property developed through PCP funding will be intellectual property of all UHPCP member agencies.
- All PCP initiatives and/or projects are to be identified as PCP projects and include branding with an approved PCP logo.
- Approval for use of the PCP logo is to be authorised by the UHPCP Executive Officer.

## **Conflict resolution**

In the event of a dispute the parties must meet and discuss the matter and attempt to resolve it as soon as possible.

If the parties are unable to resolve the dispute on their own, the parties may then agree to hold a meeting in the presence of a mediator.

This mediator must be agreed to by all parties and is unable to determine the dispute; as the role of a mediator is only to guide the parties toward settling the dispute for themselves.

All parties must be given a reasonable opportunity to be heard and ensure that natural justice is accorded to the parties during the mediation process.

## **Exiting the primary care partnership**

Any party to this Partnership Agreement may terminate its participation by giving 30 days written notice to the Executive Committee.

Member organisations shall be invited to meet at relevant forums to discuss the annual activities of the PCP.



MEMBERSHIP	ROLES/RESPONSIBILITIES	ELIGIBILITY REQUIREMENT	ENTITLEMENTS
Executive Membership	<ul style="list-style-type: none"> <li>• A member of the UHPCP Executive Committee as per the UHPCP Executive Terms of Reference.</li> <li>• Actively contribute to the key Strategic Priorities and direction of the PCP.</li> <li>• Accountable for the funding and the service agreement.</li> <li>• Actively contribute to the development and monitoring of the PCP Strategic Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Signatory to the PCP Partnership Agreement</li> <li>• Attend and participate at Executive meetings as per the UHPCP Executive Terms of Reference.</li> </ul>	<ul style="list-style-type: none"> <li>• Governance/Executive Group position</li> <li>• Strategic decision-making/influence - voting rights</li> <li>• Receive PCP support for relevant collaborative funding applications.</li> <li>• Access to PCP training and workforce development opportunities.</li> </ul>
Ordinary membership	<ul style="list-style-type: none"> <li>• Consulted and participate in dialogue/ discussion on local issues and problem-solving.</li> <li>• Participate in collaborative initiatives within the catchment.</li> <li>• Annual opportunity to contribute to the key Strategic Priorities and direction of the PCP.</li> <li>• Participate on working groups and sub-committees of the UHPCP.</li> </ul>	<ul style="list-style-type: none"> <li>• Signatories to the PCP Partnership Agreement.</li> <li>• Participate in collaborative partnership projects/ activities where relevant.</li> </ul>	<ul style="list-style-type: none"> <li>• Receive PCP support for relevant collaborative funding applications.</li> <li>• Access to PCP training and workforce development opportunities.</li> </ul>

## Membership signatories

The following organisation agrees to participate in this Partnership Agreement (June 2017-2021) and will actively commit their individual organisation to the charter of this document.

Please indicate the membership relevant to your organisation:

- Executive Member: Member of the Executive Committee
- Ordinary Member: Participate collaboratively in PCP initiatives

A copy of this page as provided, must be signed by the CEO (or equivalent authority) of the organisation applying for PCP membership. Original copies will be kept on file by Upper Hume Primary Care Partnership.

### Signed for and on behalf of:

Legal name of organisation:.....

Organisation address: .....

ABN:.....

Name:.....

Position:.....

Signature:.....

Date: .....

Name of CEO/Senior Manager(s) to be listed on the **Member Agency contact list**. This member will receive all information sent to Upper Hume PCP Member Agencies.

Name:.....

Position:.....

Email address:.....

Phone number:.....

**Please sign the signature page and return a copy to UHPCP.**

**Please email to: Executive Officer, UHPCP, [jenny.donnelly@upperhumepcp.com.au](mailto:jenny.donnelly@upperhumepcp.com.au)**