

Partnership Agreement

liveWELL CQ Partnership

2019-2020

*Working together to achieve better social and health outcomes for
Central Queensland: tackling the big issues*

Endorsed 7th February 2019

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1. Purpose of the Agreement

The community health, human services and community care organisations and the government agencies members that comprise the liveWELL CQ Partnership, have agreed to work collaboratively to enact transformational change for improved health and wellbeing outcomes for the people of Central Queensland.

2. Definitions

Guests	Invited to the partnership meetings; without voting rights.
liveWELL CQ Partners	Partnership Agreement signatories: with voting rights.
Project Officer	Supports the Partners: without voting rights.
Proxies	Authorised representatives of Partners: with voting rights.

3. Scope and Duration

The liveWELL CQ Partners will use the Central Queensland Hospital and Health Service region as its geographical boundary. This agreement will guide the liveWELL CQ collaboration for the period beginning 1 January 2019 and ending 1 January 2020.

The partners will work together to undertake a minimum of 3 initiatives annually that meet one of the partnerships following four objectives.

Advocate	Identify issues of shared concern, consider solutions and advocate as a group, for change through the various levels of government.
Act	Identify gaps in the health and human services sector and work collaboratively develop shared responses.
Amend	Work together to remove barriers preventing the health and human services sector functioning as efficiently and seamlessly as possible.
Assist	Support other initiatives that seek to improve the health and wellbeing of people in Central Queensland.

Appendix A outlines the template Partnership Agreement Acceptance statement; whilst the liveWELL CQ partners that are current signatories are listed in Appendix B. The Partnership Agreement, and performance of the collaborative partnership, will be reviewed every twelve months.

4. Partnership Values

- Applying honesty, integrity and respect consistently in the activities of liveWELL CQ and within the partnership itself.
- Working within the partnering values of equity, transparency and mutual benefit.
- Partnering collectively to build capacity for the Central Queensland health and human services sector to identify, work together and solve problems facing our community.
- Valuing and actively pursuing diversity of partnerships and culture.

5. Accountability and Problem Solving

5.1 Roles and Responsibilities

5.1.1 Collective impact

For the liveWELL CQ partnership to continue to have a collective impact, it requires the right people in the room with the knowledge, influence and ability to identify the big issues and advocate and implement change within their organisations and within the community. Consequently, the following are priority considerations in developing and maintaining the partnership:

- All liveWELL CQ partners, and their nominated proxies, are positioned at executive and senior management levels within their organisations.
- Any staff changes involving either representatives or their proxy's, must be at the same, or more senior level.

5.1.2 Obligations

General obligations of the liveWELL CQ Partners includes the following:

- Members commit to providing communication and leadership within their own organisations in relationship to communicating the role and activities of the liveWELL CQ.
- All parties will contribute to strategic planning and decision-making, bringing the best knowledge and skills they, their organisation and networks have to extend.
- Parties will participate in evaluation and review of liveWELL CQ's activities, and the broader initiatives in which it engages.
- All parties will ensure organisational attendance (may be by teleconference) at liveWELL CQ meetings, including nominating one or two proxies.

Guests and potential partners are welcome to participate in meetings. However, along with the project officer, they will not have voting rights.

5.2 Conduct of Members

In meetings of liveWELL CQ, and when otherwise involved in the business and activities of liveWELL CQ, to the best of their abilities liveWELL CQ partners are to:

- act properly, honestly and in accordance with an open and transparent process;
- perform their functions impartially and in the best interests of the local and broader communities;
- be respectful to fellow members; and
- refrain from any form of conduct which may cause any reasonable person unwarranted offence or embarrassment; and
- the Chairperson should bring any breach of these requirements to the attention of the member.

5.3 Disclosing Conflicts of Interest and Dispute Resolution

Members must disclose any direct or indirect personal or material interest when an issue is being considered or about to be considered by the Partnership. Consideration is then to be given as to whether this interest will conflict with the proper performance of the member's duties. This disclosure is to occur as soon as practicable upon the member becoming aware of the possible conflict of interest. This possible conflict of interest must be recorded in the minutes of the meeting.

Unless other members otherwise directs, the member must not be present when the partnership considers the issue; or take part in a decision of the partnership on the issue. Whilst a decision may be taken allowing the member to remain and take part in discussions on the issue, the member is not to be present or influence the partnership when the partnership is coming to this position. If any areas of potential dispute arise, the issue will be referred to a panel of members established for such purpose.

5.4 Financial Structure:

Funding to support liveWELL CQ activities is based on confidential, voluntary contributions by the current signatories of the partnership and are payable each financial year.

- The estimated cost in funding the initiative will be determined by the signatories in April each year.
- The liveWELL CQ Partners agree that Central Queensland Rural Health (CQRH) will serve as lead agency for the purposes of seeking, receiving and managing funding for collaborative activities.
- CQRH agrees that all applications for funding will be approved through the collaboration joint decision making process.

CQRH further agrees that if proposals for collaborative funding are only partially funded, the liveWELL CQ partners will determine priorities for the use of funds awarded.

6. Procedural Guidelines

6.1 Chair, Secretariat and Project Officer

Appointment of a Chair

A chairperson will be appointed by consensus of the members annually. The Chair may be reappointed if this is the consensus view of the membership.

Secretariat

Secretariat services will be undertaken by the organisation who employs the current chair of liveWELL CQ, unless otherwise agreed.

Project Officer

Project support will be undertaken by the organisation who employs the current chair of liveWELL CQ, unless otherwise agreed. Generally, this person will also undertake the secretariat services.

6.2 Quorum

- Chair or nominee plus half the organisational members for matters of substance.
- A quorum may be obtained by telephone or email consultations where necessary to meet urgent timeframes.
- Matters of an ongoing administrative or support nature, e.g. approval of minutes, do not require a quorum.
- All parties will ensure organisational attendance (may be by teleconference) at liveWELL CQ meetings; nomination of one or two proxies are required.

6.3 Frequency/Length of Meetings

Meetings will be bi-monthly (6 times a year) for up to 2.5 hours (including 15 minutes networking time). Meetings may be extended by agreement, for example annual strategic planning. The venue and chairing of meetings will be rotated through members in order that all members can contribute. Working groups focussing on liveWELL CQ objectives will be held in alternate months to the meetings.

6.4 Meeting Papers

Meeting Papers will be distributed at least five (5) days prior to the meeting.

6.4.1 Agenda

The agenda will be structured to enable partnership members to identify points for decision at any meeting and register their views if they are unable to attend. Matters of an ongoing administrative or support nature, e.g. approval of minutes, do not require a quorum.

6.4.2 Minutes

The Secretariat is responsible for ensuring the minutes of the partnership's meetings are taken, proof read and distributed to all members according to appropriate timelines.

The minutes shall record issues raised and actions to be undertaken, who is responsible for taking those actions and by when. If a member so requests, the minutes shall also record that member's differing views on any matter. The minutes should not be considered a verbatim record of the meetings discussions. Minutes will be distributed within two (2) weeks of each meeting.

6.5 Meeting Procedures

Meetings of the partnership will follow standard "good practice" which includes, but is not limited to:

- the meeting starting at the scheduled time;
- remaining focused on the task at hand;
- having open and frank discussions;
- ensuring that each member has an equitable opportunity to express their view on a particular issue; and
- the chairperson bringing the meeting to order, should a member attempt to dominate or derail consideration of an agenda item.

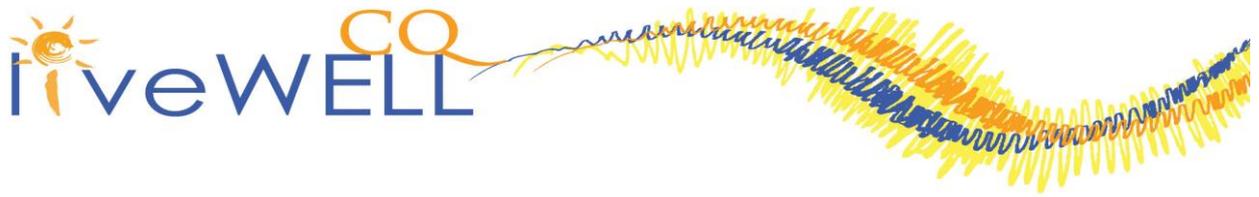
7. Evaluation of Partnership

7.1 Membership Reviews

Organisations make a commitment to the liveWELL CQ partnership by agreement to this Partnership Agreement. A review of membership by an organisation will be triggered when an organisation (the primary representative or their proxy) is absent without notice at three (3) consecutive meetings or fails to attend 75 per cent of meetings over any given 12 month period. Both organisational circumstances and the operations of the partnership will be considered in this review. The Chair and all current partners will take responsibility for contacting lapsed members regarding their involvement in liveWELL CQ.

7.2 Partnership Review

A yearly review of the Partnership will be conducted in December each year. The liveWELL CQ partners are committed to open communication with each other with regard to strengths and limitations in the collaboration and will work together to address weaknesses and to improve outcomes.



Appendix A. Template- Partnership Agreement page

Partnership Agreement

Approved for sign off by **liveWELL CQ Members 7 February 2019.**

Our Organisation agrees to the terms of this agreement and will in good faith seek to participate as a member of liveWELL CQ in the manner outlined in this Partnership Agreement.

REVIEW OF THE PARTNERSHIP AGREEMENT:

Members will review this agreement annually to determine whether the Agreement will be altered or continue beyond its termination date (31 December 2019). Any alteration to the Agreement will be made by mutual agreement of the members.

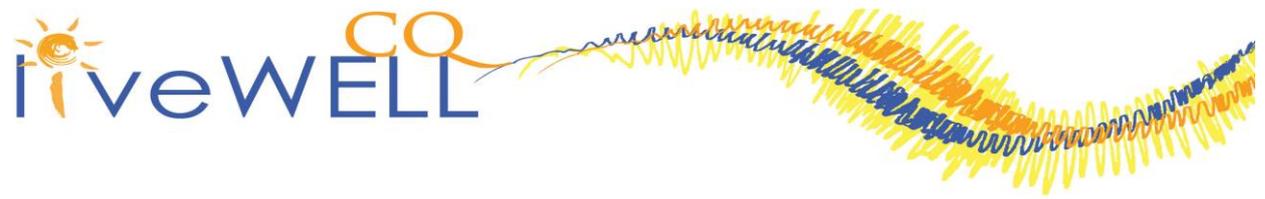
For and on behalf of [INSERT ORGANISATION]:

INSERT NAME

Signature

INSERT POSITION

Date



Appendix B Current Committee Members and Proxies
Current signatories and proxies to this Partnership Agreement.

To be completed after signing