



SOUTHERN MALLEE PRIMARY CARE PARTNERSHIP

LEADERSHIP TEAM TERMS OF REFERENCE

2019 - 2023

CONTEXT

The Terms of Reference have been developed as an outcome following the co-creation of the Southern Mallee Primary Care Partnership 2019 – 2023 Partnering Agreement on the 29th November 2018.

The Terms of Reference operationalise the governance arrangements as set out in the Southern Mallee Primary Care Partnership 2019 – 2023 Partnering Agreement.

CONTENTS

Context & Contents	2
Acknowledgement of Country	3
Southern Mallee Primary Care Partnership Member & Governance Structure	4
Membership	5
Leadership Team	7
Portfolio Roles	10
Supporting Documentation	10

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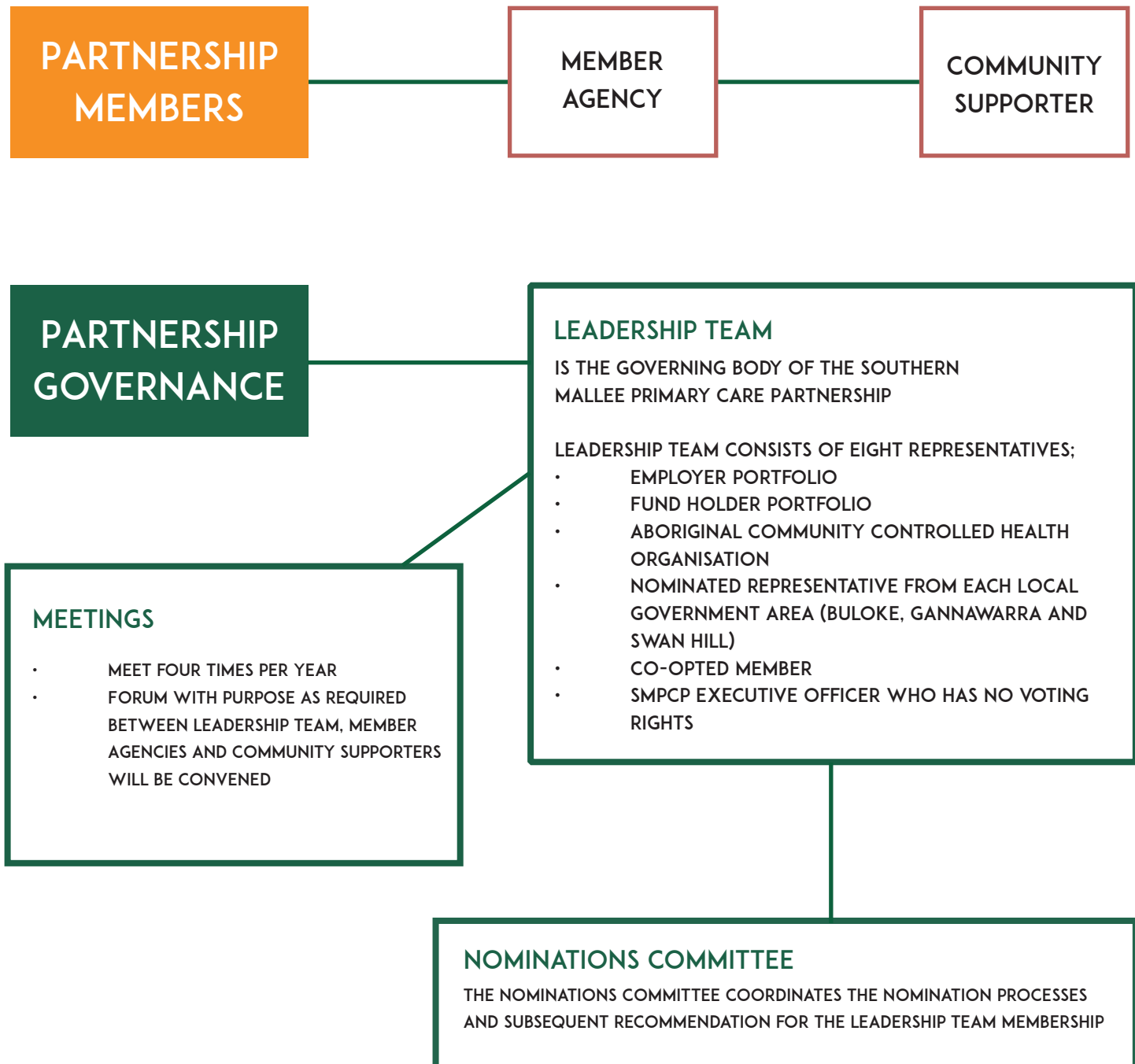
Narelle O'Donghue, Gannawarra Shire Council, Lyn Andrew Photography

ACKNOWLEDGEMENT OF COUNTRY

Southern Mallee Primary Care Partnership acknowledges the traditional owners on whose land we live and work and their neighbouring tribes for their rich culture and spiritual connection to country. We pay our respects to Elders past, present and emerging.



SOUTHERN MALLEE PRIMARY CARE PARTNERSHIP MEMBER & GOVERNANCE STRUCTURE



MEMBERSHIP

'MEMBER AGENCIES' AND 'COMMUNITY SUPPORTERS' ARE PARTIES TO THE SMPCP 2019 – 2023 PARTNERING AGREEMENT.

- Membership requires a commitment to the SMPCP Strategic Directions, Priorities and Principles
- Membership is voluntary with no joining fees
- Member Agencies and Community Supporters will sign the SMPCP 2019 – 2023 Partnering Agreement, provide their motivation and interest to be a part of the partnership (Partnership Objectives), what they bring to the partnership (Community, Health and Wellbeing Objectives) and appoint a person to represent them
- An agency who is not a member at the commencement date of the SMPCP Partnership Agreement may enter the partnership upon approval by the Leadership Team at either level at any time

MEMBER AGENCIES

A Member Agency is a full member of the SMPCP and is committed to the strategic priorities and directions of the partnership.

Roles and responsibilities of a Member Agency;

- Actively contributes to the SMPCP Strategic Direction and Strategic Plan development, implementation and evaluation
- Actively contributes to the SMPCP place based activity
- Contributes to maintaining and building the SMPCP 'Partnership'

Eligibility Requirements;

- Signatory to the SMPCP 2019 - 2023 Partnering Agreement
- Has geographic coverage and a desire to work in partnership to improve the wellbeing of the Southern Mallee communities

Entitlements;

- Can be nominated to participate on the Leadership Team
- Can express interest to be a Portfolio Holder
- Able to hold SMPCP brokerage funds
- Access to SMPCP information

COMMUNITY SUPPORTERS

A Community Supporter is committed to participating in the partnerships place based activity. Involvement across the social determinants of health is a partnership focus. A Community Supporter can be but not limited to; community groups, health, agriculture, justice and education sectors.

Roles and responsibilities of a Community Supporter;

- Actively contributes to the SMPCP place based activity
- Invited to participate in the SMPCP Strategic Plan development, implementation and evaluation.
- Contributes to maintaining and building the SMPCP 'Partnership'

Eligibility Requirements;

- Signatory to the SMPCP 2019 – 2023 Partnering Agreement
- Has geographic coverage and a desire to work in partnership to improve the wellbeing of the Southern Mallee communities

Entitlements;

- Can be nominated to participate on the Leadership Team as a Co-opted Member
- Access to SMPCP information

EXITING THE PARTNERSHIP

- A Member Agency or Community Supporter of the SMPCP may resign from the partnership by giving notice in writing to the SMPCP Executive Officer of the agencies intention to resign.
- The resigning organisation will cease to be a Member Agency or Community Supporter when the written notice is tabled at the next Leadership Team meeting.
- If required the SMPCP resolving differences process would be put into place.

LEADERSHIP TEAM

Leadership Team Composition

The Leadership Team will consist of eight representatives;

- Employer Portfolio
- Fund Holder Portfolio
- Aboriginal Community Controlled Health Organisation
- Nominated representative from each Local Government Area (Buloke, Gannawarra and Swan Hill)
- Co-opted Member
- SMPCP Executive Officer

- Individuals who have decision making capabilities are encouraged to participate; CEO/ Director/ Manager/Executive Officer
- SMPCP Chair and Deputy Chair will be elected on a bi-annual basis as per election process.
- The SMPCP Executive Officer will be secretary for the Leadership Team with no voting rights.

Leadership Team Duration of Appointment, Reappointment, Termination

- Leadership Team appointments are for a period of two years and are eligible for reappointment.
- Review of Leadership Team Member's performance occurs annually in June.
- The position of a Member of the Leadership Team becomes vacant if the Member;
 - o ceases to be an employee of a Member Agency; or
 - o resigns by notice in writing given to the SMPCP Executive Officer or
 - o fails to attend 50% of Meetings Annually.

LEADERSHIP TEAM RESPONSIBILITIES

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| <ul style="list-style-type: none"> • To be accountable for, and sign Funding and Service Agreements • To create, implement and evaluate SMPCP Strategic Direction and Strategic Plan • To develop and review a valid and agreed Instrument of Delegation • To create and annually review governance policies and procedures • To lead, present and participate in the SMPCP Forum • To advocate for Southern Mallee and place based issues when required | <ul style="list-style-type: none"> • To establish and monitor mutual responsibilities of the partnership • To recruit, appoint and provide supervision to the SMPCP Executive Officer • To develop and review Fund Holder and Employer portfolio agreements • To discuss specific agreed matters impacting on local issues consistent with the SMPCP Strategic Direction and SMPCP Strategic Plan • Conduit to own agency and LGA Partnership representing • Support the SMPCP Team as partnership brokers not implementers |
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NOMINATIONS COMMITTEE

The Nominations Committee coordinates the nomination processes and subsequent recommendation for the Leadership Team membership.

The Nominations Committee is formed from Leadership Team Members consisting of;

- Fund Holder Portfolio
- Employer Portfolio
- SMPCP Chair
- SMPCP Executive Officer (Returning Officer)

LEADERSHIP TEAM LOCAL GOVERNMENT AREA NOMINATION PROCESS

Each of the Local Government Area Partnerships (Buloke, Gannawarra and Swan Hill) will nominate one agency staff member to represent them on the Leadership Team. The LGA representatives are the conduit to the LGA Partnerships, who share place based practice, expertise and knowledge.

- Nominations for SMPCP Leadership Team will occur in April bi-annually.
- Nominations for the Local Government Area representative must be;
 - o made in writing, signed by two Local Government Area Partnership agencies from their area and accompanied by the written consent of the candidate; and
 - o delivered (electronic transmission) to the SMPCP Executive Officer for the Nominations Committee
- * If insufficient nominations are received to fill all vacancies on the Leadership Team, the candidates nominated will be deemed to be elected and further nominations will be sought from the Local Government Area Partnership.
- * If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated will be deemed to be elected.
- * If the number of nominations exceeds the number of vacancies to be filled, the Nominations Committee will convene whereby a membership vote/ballot will be held.
- * All votes will be collated by the SMPCP Executive Officer and outcome tabled at the next SMPCP Leadership Team meeting for endorsement.

LEADERSHIP TEAM CO-OPTED MEMBER PROCESS

A co-opted Member of the Leadership Team is defined as a Member Agency or Community Supporter of the partnership who contributes their skills, knowledge and experiences and has a specific area of expertise that relates to the SMPCP Strategic Direction and context to the social determinates of health.

- Co-opted Member is appointed by the Leadership Team. The Nominations Committee is convened when necessary to co-ordinate the recruitment process.

LEADERSHIP TEAM MEETINGS



CHAIR AND DEPUTY CHAIR

- The Chair and Deputy Chair will hold office for two years and be eligible for re-election.
- A person shall not be elected Chair for more than two consecutive terms
- In the event of a vacancy in the Chair or Deputy Chair, the Leadership Team will appoint one of its members to the Chair or Deputy Chair and the member appointed may continue in office up to and including the conclusion of the biannual election cycle (maximum of two terms).

CHAIR ROLE

Work collaboratively with the SMPCP Executive Officer to coordinate the Leadership Team Meetings

Represent the SMPCP externally as agreed by the SMPCP Leadership Team

Supervise the SMPCP Executive Officer

Convene and Chair the Leadership Team Meetings

Assist in dispute resolution and negotiations with and between members

The role of the Deputy Chair will be to deputise as above in the absence of the Chair (strongly recommend that the Deputy Chair represents an organisation located in another Local Government Area to the Chair)

CHAIR AND DEPUTY CHAIR ELECTION PROCESS

Elections for SMPCP Leadership Team Chair and Deputy Chair will occur at their meeting in June biannually.

- * Nominations of SMPCP Chair and Deputy Chair must be;
 - o made in writing,
 - o signed by two Leadership Team Members
 - o accompanied by the written consent of the candidate;
 - o and delivered to the SMPCP Executive Officer.
- * If insufficient nominations are received, the candidates nominated will be deemed to be elected and further nominations may be received at the June Leadership Team Meeting.
- * If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated will be deemed to be elected.
- * If the number of nominations exceeds the number of vacancies to be filled, a membership vote/ballot will be held.

All votes will be collated by the SMPCP Executive Officer and tabled at the next SMPCP Leadership Team meeting for endorsement.

PORTFOLIO ROLES

The Leadership Team will seek expressions of interest for Portfolio Roles 12 months prior to the end of a funding cycle of the SMPCP.

- The SMPCP and Portfolio agencies will have a signed portfolio agreement outlining the responsibilities, expectations and fee for service.
- Portfolio agencies are encouraged to provide 12 months' notice of their intention to discontinue such agreement.

Fund Holder Portfolio - Will receive funding on behalf of the SMPCP. The fund holder is accountable to the funding body and the Leadership Team.

Employer Portfolio - Will act as the Employing Agency for the SMPCP Team.

SUPPORTING DOCUMENTATION

The following documentation has been created to support the operations of the SMPCP and can be accessed at www.smpcp.com.au

- Member Agency Partnership Application and Signatory Form
- Community Supporter Partnership Application and Signatory Form
- Local Government Area Partnership Leadership Team Nomination Form
- Portfolio Holders Expression of Interest Form
- SMPCP Member Register