

SRM & IM Coalition

Safety Risk Management & Injury Management Coalition for Key TMF Agencies

Charter – Safety Risk Management and Injury Management Coalition (SRM&IM Coalition or Coalition)

Terms of Reference 2018

Context

The SRM&IM Coalition is a community of practice for work health safety (WHS) &IM practitioners within the Treasury Managed Fund (TMF) Scheme.

The SRM&IM Coalition is sponsored by icare Insurance for NSW and includes the provision of secretariat services by Suncorp Risk Services. Members are positioned to influence risk management strategy and practice within their Agency.

Our Mission

To promote, implement and integrate best practice safety risk management, injury prevention and continuous improvement within the NSW Public Sector.

The Coalition will:

- Share knowledge, ideas and lessons learned to enhance SRM&IM practices in individual member agencies
- Have access to events and resources that facilitate professional development and networking
- Provide a forum to solve problems more effectively through collaborating with members and other stakeholders from across the NSW public sector
- Through the Sponsor and central agency members who may be invited to the Coalition, provide input into and enable sector wide consultation on whole of government SRM&IM related policy, strategy and other related matters; and escalate matters /issues where relevant
- Receive periodic updates on focus areas and ideas generated from other communities of practice within the TMF where relevant and for consideration to a whole of government approach
- Determine and agree focus areas, key objectives and an overall program annually, assess and reprioritise as relevant and evaluate how these have been achieved.

Benefits for the individual

- Access to resources and information
- Networking with WHS risk management leaders and colleagues
- Opportunity to provide input to public sector strategies and policy through access to formal consultation channels

Benefits for the Workforce Sector

- Raise the profile and professionalism of WHS risk management professionals and improve outcomes for risk management practice in the sector
- Leverage knowledge to accelerate the delivery of risk management solutions
- Contribute to building capability of the sector to improve WHS risk management outcomes

Operating Guidelines

1. Objective and Purpose

- 1.1 Provide a forum where members can engage, share information and improve SRM&IM practices through forums and networking opportunities.
- 1.2 Provide and receive input when requested or relevant into sector wide consultation on whole of government risk management related policy and / or strategy and provide a forum where icare and Central Agencies (e.g. SIRA, SafeWork NSW, DPC, PSC and Treasury) can efficiently disseminate critical industry information.
- 1.3 Identify and promote sustainable, best practice and innovative SRM&IM solutions for the NSW Public Sector
- 1.4 Members to:
 - Share agency experiences
 - Learn from each other's solutions
 - Cooperate on joint initiatives where possible
 - Discuss and share strategies that support legislation and Public Sector strategy and related policy
 - Promote SRM&IM with public sector agencies
 - Share research and best practice ideas
 - Hear external speakers
 - Identify information that can be shared with the rest of the TMF

2. Membership

- 2.1 The Coalition is open to large agencies and departments within the Treasury Managed Fund (TMF) Scheme and membership is subject to review annually. Other agencies may nominate or be invited to join. Each member agency shall nominate one primary representative and one alternate as members of the Coalition. Representatives should be at a strategic management level of SRM&IM in their agency.

(Note: The Ministry of Health is allocated additional members to allow for local health district representation. These members represent all of Health and are responsible for sharing information and learning with the wider department. At the discretion of the Sponsor, agency representatives outside of larger agencies and departments within the TMF may be approved members on request and relevance of subject matter to their position and agency profile).

- 2.2 A list of current Coalition members and contact details will be kept up to date at each meeting.
- 2.3 Where the Coalition identifies project and advocacy activities the Coalition may establish working parties or sub groups to advance specific issues. It is the responsibility of the nominated project lead to report back to the member agencies in accordance with the project plan.

3. Roles and responsibilities

- 3.1 The Coalition supported by Suncorp Risk Services is responsible for the content and administration of quarterly meetings.
- 3.2 Coalition members shall rotate responsibility to host and chair quarterly meetings.
- 3.3 The hosting agency and chairperson shall ensure that agenda topics, speakers, venue and meeting/presentation equipment are coordinated. Light refreshments (afternoon tea) may be provided at the host's discretion.
- 3.4 Coalition members are responsible for sharing the content of meetings within their organisations.

- 3.5** Suncorp Risk Services will provide logistical support to the Coalition including development of the quarterly meeting agenda in consultation with Coalition members, circulation of agenda and minutes, ensuring host agencies and meeting venues are coordinated, assisting with sourcing information and resources and coordinating the annual evaluation survey and action plan.

4. Code of Conduct

At all times, members of the Coalition are expected to work within the following principles, which are:

- RSVP for all meetings
- Respect the views of others
- Abide by the terms of reference
- Seek at all times to work for common agreement
- Share information and knowledge
- Acknowledge original sources when using shared information
- Ensure confidentiality is maintained where required.

5. Meeting Structure

- 5.1** Meetings will be held quarterly for approximately 3 hours. Additional meetings may be called where it is deemed beneficial to do so.
- 5.2** The agenda will be distributed at least 7 days before each scheduled meeting and may include any specific presentation or topical information
- 5.3** The minutes from each Coalition meeting should be distributed within 14 days following the meeting.
- 5.4** Where topics or initiatives are identified to be in common with other Communities of Practice, additional networking and sharing opportunities may be arranged to occur at times outside of the meetings either by way of special joint meetings, teleconferences, email exchange or use of icare's website.

6. Quorum

To ensure that the Coalition operates effectively and decisions can be made in a timely manner, a quorum will be set at six attending members, including the Chair.

7. Relationship to other TMF Communities of Practice

The Coalition shall work constructively, where opportunities arise, with other Communities of Practice to enhance SRM&IM across the broader public sector.

8. Amendments to the Terms of Reference

The terms of reference and structural arrangements can be amended through consultation with the Coalition and Suncorp Risk Services and will be reviewed annually.

9. Communication

The Coalition will actively communicate between members and more broadly with the Communities of Practice within the TMF, using quarterly meeting updates, email exchange, maintenance of a database of information sharing, placement of resources and presentations on the icare website and quarterly updates to the sponsoring agency as required. The Coalition will promote gateways to connect people with common or complementary needs and more mature agencies with agencies that need assistance.

10. Review of Group

The role, purpose and effectiveness of the Coalition will be conducted annually in consultation with Coalition members and the sponsoring agency. The purpose of the review is to evaluate the value and operation of the group and plan for continuous improvement in the delivery of its charter. The review will also be designed to assure the sponsor that the Coalition is meeting its stated objectives and purpose.