

Health Promotion Network

Part of the Safety Risk Management & Injury Management Coalition for Key Agencies

Charter – Health Promotion Network (HPN)

Terms of Reference 2018

Context

The HPN is a community of practice for practitioners within the Treasury Managed Fund (TMF) Scheme that have an interest or ownership of health and wellbeing programs.

The operation of the HPN 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 health and wellbeing programs and continuous improvement within the NSW Public Sector.

The HPN will:

- Share knowledge, ideas and lessons learned to enhance health and wellbeing programs
- 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 across the NSW public sector
- Add value to the sector through collaboratively generating and disseminating ongoing improvements to risk management
- Through the Sponsor and central agency members who may be invited to the HPN, provide input into and enable sector wide consultation on whole of government health and wellbeing 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 for a sector-wide view

Benefits for the individual

- Access to resources and information
- Networking with 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 of risk management professionals and improved outcomes for risk management practice in the sector
- Leverage knowledge to accelerate the delivery of risk management solutions
- Improve the ability to respond to health and wellbeing risks and the management of these issues.
- Contribute to building whole of government capability and improve service delivery outcomes

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Operating Guidelines

1. Objective and Purpose

- 1.1 Provide a forum where members can engage, share information and improve health and wellbeing programs through forums and networking opportunities
- 1.2 Identify efficiencies in service delivery and development and service sharing opportunities e.g. group specification, tendering, procurement, delivery
- 1.3 Provide 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.
- 1.4 Identify and promote sustainable, best practice and innovative health and wellbeing programs and solutions for the NSW Public Sector
- 1.5 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 policy
 - Promote health and wellbeing 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

The HPN 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 HPN. Representatives should be at an operational level or have influence on the health and wellbeing programs within 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).

- 2.1 The HPN may establish working parties to address specific issues. The working parties will:
 - Be made up of interested members, with invitations to non-members if relevant;
 - Follow the terms of reference established by the Network; and
 - Provide meeting minutes and report back to the Network.

3. Roles and responsibilities

- 3.1 The HPN supported by Suncorp Risk Services is responsible for the content and administration of quarterly meetings.
- 3.2 HPN members shall rotate responsibility to host and chair quarterly meetings.

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- 3.3 HPN members to coordinate, develop and account for information sharing portals e.g. programs, experiences, resources (Register of Health Program)
- 3.4 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.
- 3.5 Suncorp Risk Services will provide logistical support to the Network including development of the quarterly meeting agenda in consultation with HPN 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 HPN 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 HPN 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.
- 5.5 Contact details (with permission) may be circulated for networking within the group outside of the quarterly meetings

6. Quorum

To ensure that the HPN operates effectively and decisions can be made in a timely manner, a quorum will be set at 6 attending members, including the Chair.

7. Relationship to other TMF Communities of Practice

The HPN shall work constructively, where possible, with other Communities of Practice to enhance injury management across the broader public sector.

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8. Amendments to the Terms of Reference

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

9. Communication

The HPN will actively communicate between members and more broadly with other 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 HPN 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 HPN will be conducted annually in consultation with HPN members and the sponsoring agency. The purpose of the review is to evaluate the value and operation of the Network and plan for continuous improvement in the delivery of its charter. The review will also be designed to assure the sponsor that the HPN is meeting its stated objectives and purpose.