MIDAS Forum

Charter – MIDAS Forum

Terms of Reference 2018

Context

The MIDAS Forum is a community of practice for WHS&IM managers and coordinators within mid sized and small NSW Government agencies.

The operation of the MIDAS Forum is sponsored by icare Insurance for NSW and includes the provision of secretariat services. Members are positioned to influence risk management strategy and practice within an Agency.

Our Mission

To promote, implement and integrate contemporary safety risk management and injury management (SRM&IM) and health and wellbeing practice and continuous improvement within the NSW Public Sector.

The MIDAS Forum will:

- Share knowledge, ideas and lessons learned to enhance SRM&IM practices
- 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 SRM&IM
- Through the Sponsor and central agency members who may be invited to MIDAS, provide input into and enable sector wide consultation on whole of government SRM&IM and health and wellbeing practice 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
- 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 SRM&IM 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 increase the professionalism and quality of risk management practice in the sector
- Leverage knowledge to accelerate the delivery of SRM&IM solutions
- Improve the ability to respond to health and safety risk, injury management and related issues
- Provide a strategic forum and strengthen better practice
- Contribute to building the SRM&IM capability of the sector to improve service delivery

MIDAS Forum

Operating Guidelines

1. Objective and Purpose

1.1 Provide a forum where members can engage, share information and improve SRM&IM and health and wellbeing practices through forums and networking opportunities

1.2 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.

1.3 Provide a forum in which mid sized and small Agencies have the opportunity to engage with professional associations and organisations that could add value and provide different perspectives.

1.4 Provide a forum for 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 SRM&IM and 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

2.1 The MIDAS Forum is open to WHS&IM managers and coordinators in mid sized and small agencies within the Treasury Managed Fund (TMF) Scheme. The representative is responsible for the WHS&IM function within that Agency.

2.2 Membership is subject to review annually.

2.3 The MIDAS Forum may establish working parties to address specific issues. They will:

- Be made up of interested Forum members, with invitations to non-Forum members where relevant;
- Follow the terms of reference established by the Forum; and
- Provide meeting minutes and report back to the Forum.

3. Roles and responsibilities

3.1 Forum members, supported by Suncorp Risk Services and the Claims Service Providers, are responsible for the content and administration of quarterly meetings.

3.2 Forum members shall rotate responsibility to host and chair quarterly meetings.

3.3 Forum members to coordinate, develop and account for information sharing portals

3.4 The hosting agency/chairperson shall ensure that agenda topics, speakers, venue and meeting/presentation equipment are coordinated in liaison with Suncorp Risk Services. Light refreshments (afternoon tea) may be provided at the host's discretion.

3.5 MIDAS members are responsible for sharing the content of meetings within their organisations.

3.6 Suncorp Risk Services shall provide logistical support to the Forum including the circulation of agenda and minutes ensuring host agencies and meeting venues are coordinated and assisting with sourcing relevant information and speakers / presentations. Suncorp Risk Services will coordinate invitations to members.

4. Code of Conduct

At all times members of the group 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 Forum meetings will be held quarterly for approximately 3 hours, or as required. Additional meetings may be called where it is deemed beneficial to do so.

5.2 Suncorp Risk Services will distribute the agenda at least 7 days before the scheduled meeting

5.3 The minutes from each MIDAS Forum 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 MIDAS Forum operates effectively and decisions can be made in a timely manner, a quorum will be set at ten attending members, including the Chair.

7. Relationship to other TMF Communities of Practice

MIDAS 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 Forum and Suncorp Risk Services and will be reviewed annually.

9. Communication

The MIDAS Forum 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 Forum 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 MIDAS Forum will be conducted annually in consultation with Forum 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 MIDAS Forum is meeting its stated objectives and purpose.