

Recover at Work Group

Charter – Return at Work Group (RaW)

Terms of Reference 2018

Context

The RaW Group is a community of practice for injury management managers and coordinators within the Treasury Managed Fund (TMF) Scheme.

The operation of the RaW Group 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 contemporary injury management practice and continuous improvement within the NSW Public Sector.

The RaW Group will:

- Share knowledge, ideas and lessons learned to enhance injury management practice
- 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 RaW Group, provide input into and enable sector wide consultation on whole of government RaW 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 increase the professionalism and quality of risk management practice in the sector
- Leverage knowledge to accelerate the delivery of risk management solutions
- Improve the ability to respond to injury management issues
- Provide a strategic forum and strengthen better practice
- Contribute to building the whole of government capability to improve service delivery outcomes

Operating Guidelines

1. Objective and Purpose

- 1.1 Provide a forum where members can engage, share information and improve RaW 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 Identify and promote sustainable, innovative and best practice risk and injury management solutions for the NSW Public Sector.
- 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 injury management 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 RaW Group 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 RaW Group. Representatives should be at a strategic injury management level 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).

- 2.2 A list of current RaW Group members and contact details will be kept up to date at each meeting.

3. Roles and responsibilities

- 3.1 RaW Group supported by Suncorp Risk Services is responsible for the content and administration of quarterly meetings.
- 3.2 RaW Group members shall rotate responsibility to host and chair quarterly meetings.
- 3.3 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 (morning tea) may be provided at the host's discretion.
- 3.4 Suncorp Risk Services shall provide logistical support to the group 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 Meetings will be held quarterly for approximately 2.5 hours. 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 RaW Group meeting shall 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 RaW Group 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 RaW Group shall work constructively, where possible, with other Communities of Practice to enhance injury management 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 RaW Group and Suncorp Risk Services and will be reviewed annually.

9. Communication

The RaW Group 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 group 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 RaW will be conducted annually in consultation with RaW Group 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 RaW Group is meeting its stated objectives and purpose.