



Health Benefits of Good Work (HBGW) Australian Signatories Steering Group Terms of Reference

**Ratified by Australian Signatories Steering Group (SSG) members, and
RACP AFOEM HBGW Executive Group on 12 March 2018**

1. Purpose of the Signatories Steering Group (Australian SSG)

The Australian SSG has been established to progress integration of the HBGW policy agenda – as set out in the RACP AFOEM Consensus and Position Statements – across stakeholder groups with a focus on industry sectors and government authorities.

2. Australian SSG composition

The Australian SSG is a signatory-led group of key stakeholders.

It has wide ranging representation across industry, government and geographical regions including:

- peak industry associations
- unions
- insurers
- national employers
- statutory authorities and industry regulators
- organisations with extended influence and capability to promote the HBGW message
- service providers
- medical colleges.

Only organisations that meet the following criteria are appointed to the Australian SSG:

- signatory to the RACP AFOEM Consensus Statement
- extensive sphere of influence across its industry and beyond
- demonstrable record of achievement in the HBGW space.

There is no fixed term. In the case of industry peak bodies, individuals representing member organisations can appoint individuals on a rotational basis.

Individuals representing member organisations must be:

- well regarded by their peers and influential within their own organisation
- fully supported in their SSG participation by their organisation
- able to appoint a delegate during leave, unplanned absences or extenuating business circumstances.

SSG Membership occurs through a nomination process and is approved by its Executive Committee. Individuals are appointed to SSG committees through an expression of interest process.

3. Australian SSG Governance

The Australian SSG is not an incorporated body. It is an industry representative group which sits external, yet is accountable, to the Royal Australasian College of Physicians (RACP).

Through its Chair, the SSG reports to the RACP AFOEM HBGW Executive Group. The Australasian Faculty of Occupational and Environmental Medicine (AFOEM) is responsible for setting the direction of the HBGW policy.

The RACP AFOEM HBGW Executive Group endorses SSG priorities to ensure alignment with AFOEM Policy. As a member of the RACP AFOEM HBGW Executive Group, the SSG chair delivers the Australian SSG Workplan for endorsement.

The Australian SSG Workplan annually describes the strategic direction of the SSG, along with deliverable, accountabilities and timeframes.

4. Roles and responsibilities of Australian SSG members

All member organisations pledge to actively participate in SSG activities and support communication channels to and from the SSG.

The Australian SSG allows for Associate Membership by individuals through a nomination and approval process.

All SSG members, regardless of level, are bound by these Terms of Reference.

Associate Membership is intended for those individuals who wish to participate in the work of the SSG without being able to bring with them the corporate resources and broad support that other SSG members can offer.

Members agree to contribute to:

	Member	Associate
Implementing strategies set by the RACP AFOEM HBGW Executive Group;	✓	✓
Facilitating growth of the HBGW Consensus Statement Signatory base;	✓	✓
Strengthening the HBGW evidence base and profiling best practice good work programs;	✓	

Sharing information and collaborating on HBGW initiatives;	✓	✓
Ongoing dialogue which champions improvements in employment practices across industry and in public policy around work and health;	✓	
Safeguarding the integrity of the HBGW initiative; and	✓	✓
Seeking approval from the RACP for any replication of its intellectual property.	✓	✓

Each SSG member is expected to regularly:

	Member	Associate
Canvass stakeholder views through informal and formal communication channels to further develop and progress the HBGW agenda;	✓	
Attend SSG meetings (minimum three/year) in person or via videoconference;	✓	✓
Circulate high level summaries of SSG meeting outcomes and activities to their stakeholder group; and	✓	
Participate in activities of their appointed committee.	✓	✓

5. Reporting

The Australian SSG is constituted as an external body to the RACP and acknowledges the AFOEM of the RACP remains custodian of the HBGW initiative.

Australian SSG activities are overseen and approved by the RACP AFOEM HBGW Executive Group.

The Australian SSG Chair:

- provides a direct reporting line to the AFOEM RACP HBGW Executive Group
- must seek approval for any replication of RACP's intellectual property
- is responsible for submitting the Australian SSG Workplan and associated activities to the RACP AFOEM HBGW Executive Group for endorsement.

6. Chairing

The Australian SSG formally appoints its Chair and Deputy Chair based on voting by its members.

All SSG members are required to vote and Associate Members are invited to vote. The election process is coordinated by a member of the RACP AFOEM HBGW Executive Group.

SSG Committee Chairs are appointed by the SSG Executive Committee.

7. Resourcing requirements

Resourcing of Australian SSG activities rests with its members. The RACP provides some administrative support and meeting facilities but does not provide funding to the Australian SSG.

Resources including administrative support, meeting facilities and venues, and funding for events are provided by members of the Australian SSG and its industry partners.

SSG member organisations may also be requested to contribute to specific activities on a cost-sharing and/or in-kind basis.

8. SSG Structure

The Australian SSG comprises four committees, namely Executive, Communications, Workplace Engagement & Advocacy and Forum:

- i. **Executive Committee** provides overall strategic direction, governance and support to the Australian SSG and:
 - is accountable for delivery of all SSG initiatives including reporting, resourcing, funding and approval
 - coordinates approval requests to the RACP regarding use of intellectual property, context and support required around specific initiatives
 - ensures alignment between SSG activities, roles and responsibilities
 - coordinates SSG meetings ensuring transparency in relation to work across the group and ability for members to contribute to initiatives
 - oversees SSG industry forums and events
 - administers requests relating to SSG funding, in-kind gestures and pledges of support for SSG activities.
- ii. **Workplace Engagement and Advocacy Committee** engages with organisations to support good work and maximise people's access to the HBGW. It champions integration of the HBGW policy agenda across industry and community by:
 - promoting the evidence base across society with key focus on employers, employees, unions and industry groups
 - driving improved adoption of HBGW practices across jurisdictions and industries
 - forming alliances and establishing networks to broaden awareness of the HBGW
 - engaging in industry events and opportunities to advocate for HBGW.
- iii. **Communication Committee** is responsible for overarching SSG communication strategy development and implementation. It:
 - assists the SSG and its subcommittees to build the HBGW brand
 - coordinates and ensures consistency across all SSG communication
 - liaises with the RACP, through the SSG Chair, on communication activities relating to the RACP website, signatory base and industry forums.

- iv. **Forum Committee** is responsible for development and implementation of the SSG's industry forum and event program. In consultation with the Executive Committee, it:
- determines forums' themes, presenters, venue and programs
 - coordinates sponsorship and in-kind pledges
 - liaises directly with the SSG Chair to confirm RACP/AFOEM resourcing presence and input
 - reports on outcomes and recommendations for future forums.

The Australian SSG is further supported by a group of subject matter experts who agree to provide their expertise and input to guide and influence SSG activities and approach.

It is the responsibility of each Committee Chair to:

- seek prior approval from the SSG Chair for projects, initiatives and use of intellectual property
- keep committee members apprised of communication, agreements and proposals to the Executive Committee.