

Outer Northern Refugee Health Network

Terms of Reference

BACKGROUND

Established in December 2015, the *Outer Northern Refugee Health Network (Network)* arose in response to the longstanding need for a planned partnership approach to the development of strategic action in addressing the complex whole-of person/family needs of local asylum seeker and refugee communities.

PURPOSE

The *Outer Northern Refugee Health Network* provides a regular forum to discuss whole-of-person refugee issues and identify and implement multi-sectoral strategies in order to improve the health and wellbeing of refugees and asylum seekers in the outer northern catchment of metropolitan Melbourne.

OBJECTIVES

- *Enhance the capacity and skill of health, wellbeing and social support providers to meet the needs of refugee and asylum seeker communities across the catchment*
- *Strategically identify and contribute to other adjoining services and planning platforms and responses to refugee health issues*
- *Inform and collaboratively support quality coordinated care for refugees in a range of health and wellbeing jurisdictions across the local catchment.*
- *Advise on best practice policy changes to issues that impact on the lived experience of refugee and asylum seeker communities*
- *Secure and maintain effective local partnerships in the co-design, delivery and evaluation of coordinated care services from Prevention through to Tertiary Care*
- *Assess needs/identify gaps in refugees and asylum seekers' health care provision in the catchment*
- *Evaluate outcomes of all strategies as listed in the Outer Northern Refugee Health Action Plan including partnership performance*

PARTNERSHIP PRINCIPLES

Successful partnership requires sustained cooperative effort and an accountable commitment to effective decision making, which is based on the following principles:

- *Improved overall health wellbeing outcomes for our refugee and asylum seeker community is the shared responsibility by all public and private service providers*
- *A shared focus on the importance of coordinated care for our communities at the individual and system level.*
- *Regular transparent communication and consultation*
- *An understanding and respect for each party's responsibilities and legitimacy in the whole care and support service system, especially as it relates to their respective strategic plans and funding agreements*
- *Working in a collaborative manner that is consistent with our own values, principles and objectives especially around trust, communication and respect.*

MEMBERSHIP:

Membership will comprise individuals and representatives of organizations that share the same purpose and objectives as defined by these terms of reference.

In practical terms, membership entails:

- *A strong understanding of the local asylum seeker and refugee communities and the experience of arrival and settlement locally*
- *An ability to represent informed views that reflect the diversity of the local community*
- *A willingness to contribute positively to the growth, maintenance and effectiveness of the Network*
- *A capacity to commit to the Network by ensuring each participating organisation is regularly represented by one person at each meeting.*
- *A willingness to celebrate the successes and achievements of asylum seeker and refugee communities*
- *A commitment to actively participate and contribute resources to the development of an Outer Northern Refugee Health Network Action Plan.*

MEMBERSHIP

Primary members:

The following organisations are required to ensure that at least one representative will attend each partnership meeting.

- AMES
- Arabic Welfare
- Austin Health
- Banyule City Council
- Brotherhood of St Laurence
- Cabrini Asylum Seeker and Refugee Health Hub
- City of Whittlesea
- Cohealth
- Department of Health and Human Services
- Department of Human Services
- Department of Human Services - Centrelink
- DPV Health
- Eastern Melbourne PHN
- Epping Community Services Hub
- Foundation House
- Hume City Council
- Lentara Uniting Care
- Life Without Barriers
- MIND Australia
- Mitchell Shire Council
- NEAMI
- Nexus Primary Health
- Nillumbik Shire Council
- North Western Area Mental Health
- North Western Melbourne PHN
- Northern Area Mental Health
- Northern Health
- Orygen Youth Health
- Royal Children's Hospital
- Spectrum Migrant Resource Centre
- St Vincent's Hospital
- Sunbury Community Health
- Victorian Refugee Health Network
- Whittlesea Community Connections
- Women's Health in the North
- Hume Whittlesea Primary Care Partnership (*Chair and Minute taker*)

Secondary members:

An invitation should be extended to the following organisations, who may elect to have one representative from their organisation attend the partnership meetings.

- *A representative from the Western Refugee Health Partnership*
- *Representatives from local government areas of Darebin*
- *Representatives from other organisations with expertise relevant to the topic under discussion.*

ROLES AND RESPONSIBILITIES

Title	Activity
Chair CEO Hume Whittlesea Primary Care Partnership	<ul style="list-style-type: none">• Chairs bimonthly meetings
Secretariat & Project Support Project Coordinator, Hume Whittlesea Primary Care Partnership	<ul style="list-style-type: none">• Secretariat support will comprise meeting scheduling; agenda / report coordination and distribution one week prior to meeting date; venue booking; minutes taking; and other tasks as required.• Project support will comprise planning and action Plan development and reporting.
Members	<ul style="list-style-type: none">• All other members commit to attendance and participation in meetings, working groups and to responding to emails and carrying out other work that is related to this meeting and the <i>Outer Northern Refugee Health Network Action Plan</i>. If a member is unable to attend for any reason, they agree to send another person from their organisation in their place.

MEETING FREQUENCY

The working group will meet bimonthly, for approximately two hours each meeting.

REPORTING

This group is not currently accountable to any other group. However, in the interest of sharing and collaboration, a representative from this partnership group will provide updates to the *Western Refugee Health Partnership* group and other relevant refugee networks.

Each member is responsible for reporting back to their own organisation as necessary.

Any agreed network working groups and subcommittees will be set up to work on issues as required may need to meet more regularly. They have a reporting responsibility to the Network.

REPORTING RESPONSIBILITIES

Minutes to be forwarded to members and relevant forums.

STORAGE OF MINUTES

Minutes will be securely stored by the *Hume Whittlesea Primary Care Partnership* (or any other approved alternate organisation) for the duration of the Network.

REVIEW OF TERMS OF REFERENCE:

To be reviewed at time to be specified by the Network.