



# Terms of Reference

## Western Intake Network Group (WING)

*Last Updated December 2016*

### Purpose

The Western Intake Network Group (WING) provides a forum for workers from intake and access services across a range of health and community sectors in Melbourne's western region to network\*, learn, share and work together in a spirit of collaboration and respect.

### Objectives

- Identify and respond to emerging intake and access challenges.
- Identify and respond to possible intake and access support training needs and opportunities.
- Foster networking and sharing of information and resources in an atmosphere of respect and collaboration.
- Contribute to the implementation of best practice in the Western region.

### Background

Intake workers who met at the HealthWest forum in 2011 identified the need for an intake focused networking group. WING was established and is supported by HealthWest members across Melbourne's western region. WING has evolved over 5 years and continues to diversify and strengthen.

### Membership & attendance

Workers from intake and access services across a range of health and community sectors in Melbourne's western region to network are welcome to be part of this network. HealthWest maintains a distribution list for all correspondence. Registration of attendance is via the HealthWest website.

### Meetings and Communications

Meetings will be held mid-year to reflect on current progress and practices, and end-of-year to evaluate the year past and plan for the year ahead. Other required communication can be mediated via GoogleGroups.

### Roles and responsibilities

WING is coordinated by a leadership group which is made up of workers dedicated to identifying gaps and supporting the needs of their peers working in intake and access services. The WING Leadership Group will:

- Provide leadership to the network
- Coordinate and chair forums

HealthWest provides administrative support to the Leadership Group and network.

### Governance and Decision Making

The WING Leadership group provide leadership to the network. They have been recruited through an Expression of Interest process. HealthWest with assistance from the leadership group oversees the development of WING.

### Meetings

Meetings are held quarterly.

### Review

The Leadership Group TOR will be reviewed by the leadership group annually.

*\* Including the local government areas of Brimbank, Maribyrnong, Wyndham, Melton, Hobsons Bay and surrounds.*

