



## Environmental Health Project - 4-JORVTL9

2024-2025

### Activity Work Plan

| Task                                                                                                                                                                                                                                                                                        | Output(s)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Deliverable(s)                                                                                                                                                                                                                                                                                                                                                                                      | Performance Measure(s)                                                                                                                                                                                                                                                                                                                                                                                                   | Timeline for Completion of Task                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| Provide comprehensive Aboriginal and Torres Strait Islander environmental health information, via the Environmental Health Portal, on the HealthInfoNet website to support the work of FNEHPs and anyone working or studying in Aboriginal and Torres Strait Islander environmental health. | <p>Continually update the environmental health information on the Environmental Health Portal.</p> <p>Health information searched, updated, curated, expanded and categorised to the Environmental health topic on the HealthInfoNet's online bibliography.</p> <p>The bibliography includes:</p> <ul style="list-style-type: none"> <li>• Publications</li> <li>• Policies</li> <li>• Resources (health promotion and health practice)</li> </ul> <p>and other added information:</p> <ul style="list-style-type: none"> <li>• Programs</li> <li>• Organisations</li> <li>• Workforce information (events, courses, funding and jobs).</li> </ul> <p>Knowledge exchange Products (KEPs)</p> | <p>New entries on environmental health of publications and resources added in the HealthInfoNet's online bibliography and other information added about programs, organisations and workforce information (events, courses, funding and jobs).</p> <p>Practical factsheets, using simple/plain language, which are accessible to FNEHPs to use with clients as well as by residents themselves.</p> | <p>The number of new entries of publications and resources for environmental health in the HealthInfoNet's online bibliography and the number of new entries for programs, organisations and workforce information (events, courses, funding and jobs).</p> <p>Online publication of factsheets on the Environmental Health Portal and promotion of these throughout the sector via the newsletter and social media.</p> | <p>Ongoing throughout the reporting period.</p> <p>By 30 June 2025.</p> |

| Task                                                                                                                                                                                                                                                    | Output(s)                                                                                                                                                                     | Deliverable(s)                                                                                                       | Performance Measure(s)                                                                                                                                                       | Timeline for Completion of Task          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
|                                                                                                                                                                                                                                                         | Audits of existing information on the Environmental Health Portal, located on the HealthInfoNet website, to ensure the information is accurate and free of broken links.      | The 'Water', 'Healthy Communities', 'Healthy Living Practices' and 'Climate Change' subtopics will be fully audited. | The 'Water', 'Healthy Communities', 'Healthy Living Practices' and 'Climate Change' subtopics will be fully audited and reported in the performance reports.                 | By 30 June 2025.                         |
| Enhance the useability and relatability of the HealthInfoNet website which includes the Environmental Health Portal.                                                                                                                                    | Provision of a technologically advanced, best-practice web resource for delivery of the comprehensive Aboriginal and Torres Strait Islander environmental health information. | A state-of-the-art web resource to be publicly available for a minimum of 95% of the time.                           | The percentage of time that the HealthInfoNet website is publicly available.<br><br>Usage statistics for the Environmental Health Portal reported in the performance report. | Ongoing throughout the reporting period. |
| Facilitate promotion and knowledge exchange (KE) of environmental health information through the regular use of social media such as: <ul style="list-style-type: none"> <li>Facebook</li> <li>Twitter</li> <li>LinkedIn</li> <li>Instagram.</li> </ul> | Production and dissemination of environmental health information via social media; Facebook, Twitter, LinkedIn and Instagram.                                                 | Social media posts on environmental health for Facebook, Twitter, LinkedIn and Instagram.                            | The number of social media posts, followers, impressions engagements and click-throughs.                                                                                     | Ongoing throughout the reporting period. |
| Compile regular updates, of recent and emerging key information on environmental health, for users and other subscribers via the Environmental health newsletter.                                                                                       | Regular compilation of recent research, and other information relevant to environmental health, for distribution via the Environmental health newsletter.                     | At least six issues of newsletters produced for environmental health.                                                | The number of newsletters on environmental health produced annually and the number of subscribers.                                                                           | By 30 June 2025.                         |
| Engage with key stakeholders to inform the HealthInfoNet's KE activities and to ensure the health workforce is fully aware of, and                                                                                                                      | Continued engagement with the workforce and other stakeholders, at an                                                                                                         | One conference cafe and/or presentation in the year.                                                                 | One conference cafe and/or presentation held in the year.                                                                                                                    | By 30 June 2025.                         |

| Task                                                                                                                            | Output(s)                                                                                                                                                                                                                                              | Deliverable(s)                      | Performance Measure(s)        | Timeline for Completion of Task |
|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------|---------------------------------|
| confident accessing, environmental health information via the Environmental Health Portal on the Health <i>InfoNet</i> website. | <p>environmental health conference, workshop or seminar.</p> <p>Engagement with the Expert Reference Panel on Aboriginal and Torres Strait Islander Environmental Health (ERPATSIEH) under the Environmental Health Standing Committee (enHealth).</p> | One online meeting during the year. | One meeting held in the year. | By 30 June 2025.                |

## Risk management

The Health*InfoNet* operates within ECU's comprehensive governance framework. This assists the Health*InfoNet*'s operations in terms of human resources, finance, contracts and risk management. The Health*InfoNet* receives research-related support from ECU's Research Services team.

## Potential risks

There are five main risks to the Health*InfoNet*'s operations:

- cultural appropriateness
- quality control
- financial
- staffing
- information technology.

## Cultural appropriateness

For over 26 years the Health*InfoNet* has been guided by an Advisory Board that includes the CEOs of many peak Aboriginal and Torres Strait Islander peak health bodies including NATSIHWA, IAHA, CATSINaM and NAACHO. The Advisory Board provides strong cultural governance and oversight. The Health*InfoNet* also engages in periodic consultation with the Expert Reference Panel on Aboriginal and Torres Strait Islander Environmental Health (ERPATSIEH). There are also strong relationships and partnerships with key stakeholders & peak bodies in the sector which ensures the Health*InfoNet* remains well known and utilised. Recent user survey data shows that there are very high levels of trust and satisfaction from users. The Health*InfoNet* was also rated as culturally appropriate and safe.

## Quality control

All information and materials specially prepared for inclusion on the web resource are subject to documented quality control mechanisms. Maintaining the quality of the information on the web resource is dealt with in two ways:

(1) for some substantial documents, such as narrative reviews of specific health topics, formal double blind peer review is undertaken (the *HealthInfoNet*'s honorary Consultants and other experts can provide this service both formally and informally); all other *HealthInfoNet*'s original publications, including the Overview, are subject to post publication peer review. All substantial documents including those that do not require external peer review, and those of a sensitive nature, are checked by the Director.

(2) for less substantial documents and information, quality control is performed internally. The *HealthInfoNet* has inclusion criteria for information added to the website which are strictly observed. It also has developed standard formats for the various types of information to be added to the web resource, and all new additions are subjected to a 'second-setting' process that means that all additions developed by a staff member are checked by at least one other person.

## Financial

As noted above, the *HealthInfoNet* operates within ECU's comprehensive governance framework, and works closely in its financial operations with ECU's Finance and Business Services Centre. In particular, the *HealthInfoNet*'s Business Manager works closely with ECU's Business Unit Finance team in budgeting and monitoring income and expenditure. The *HealthInfoNet*'s financial statements are authorised by ECU's Finance and Business Services' Finance Manager.

## Staffing

Because of the specialised nature of the *HealthInfoNet*'s operations, there are also staffing-related risks. The specialised nature of its works means that there is quite a long orientation/training period before new *HealthInfoNet* staff, particularly those working in the research and IT areas, are fully aware of the complexities and procedures of the operations. These complexities are documented in a formal procedure manual. This has greatly assisted the orientation/training process, meaning that researchers become productive more quickly. Even then, the *HealthInfoNet* still has some risk with staff turnover, particularly with research and IT staff. Any greater-than-normal turnover would have an impact on the *HealthInfoNet*'s productivity. Specialised products, such as reviews, are most vulnerable to these risks.

## Information technology

With the *HealthInfoNet*'s products being almost exclusively disseminated via the Internet, there is always a risk with the computer and network systems feeding into the Internet. As is the case with finances, the *HealthInfoNet* is protected to a large degree against these risks by operating within the ECU environment. The *HealthInfoNet* websites are run on an externally hosted virtual server which was procured by ECU IT. Daily backups are run by *HealthInfoNet*, in addition to the regular backups run by the hosting provider. The *HealthInfoNet* backups are stored externally on the Amazon S3 storage system. ECU IT regularly scan the websites for vulnerabilities and provides a report to *HealthInfoNet* with any areas of concern highlighted. Within the scope of capability, these vulnerabilities are addressed. The *HealthInfoNet*'s IT staff are responsible for the specially developed database and related structures but can call on ECU IT staff, or the services of the hosting company, for assistance and/or advice if needed.

## Budget environmental health activities

A large proportion of funding, under this agreement, will be used to employ the staff necessary to consolidate, expand and promote the current *HealthInfoNet*'s Environmental Health Portal. Salary costs, which are based on the ECU current Enterprise Bargaining Agreement (EBA) and anticipated future agreements, include mandatory on-costs (including superannuation, payroll tax, workers compensation, severance pay and leave payments). The salary costs provide for salary increases set out under the relevant EBA.

Funding also covers non-salary expenses, including:

- engagement expenses such as travel and accommodation to attend conferences
- promotion expenses such as promotional materials, stands at conferences, conference registrations, postage, freight and computing expenses and printing
- research support cost which covers costs to support and manage the program activities. The actual cost is 35% of the project’s direct cost. On this project 20% has been charged which covers the support by Research Services, Legal Services, Library Services, Governance, People and Culture and Finance. The 15% of cost is recorded as in-kind.

***Budget for environmental health activities –2024-2025***

|                          |               |
|--------------------------|---------------|
| <b>Funding</b>           | <b>50,000</b> |
| <b>Less expenses:</b>    |               |
| Salaries                 | 34,300        |
| Engagement               | 5,000         |
| Promotion                | 700           |
| Research Support Cost    | 10,000        |
| <b>Total expenditure</b> | <b>50,000</b> |

In-kind support on this project of \$26,008 has been committed for 2024-2025