



FACT SHEET Activity Registration

The Healthy Communities Initiative (HCI), under the Australian Government's National Partnership Agreement on Preventive Health, will fund healthy living programs through grants to Local Government Areas (LGAs) focusing on improving poor nutrition, physical inactivity and unhealthy weight.

In order to have your activity listed on the Healthy Living Network registration portal you need to complete the online Activity Registration for each activity.

Who

Activity Registration is for Program implementers, Service Providers and/or licensees delivering a healthy lifestyle program, including those not funded under Healthy Community Initiatives. Only Healthy Communities Quality Framework registered programs listed on the Healthy Living Network are eligible to list activities. Before applying for Activity Registration you must complete either Service Provider Registration and Program Registration or Licensee Registration (if you are a licensee for a registered program).

It is recommended that you refer to the Quality Framework Registration Guide to see if you are eligible to apply for Activity Registration.

Why

The Healthy Communities Quality Framework (the HCI Quality Framework) has been developed to support high quality service provision and accountability of program funds. Registration is strongly recommended as the framework can be used as a mechanism to identify, plan, implement, monitor and evaluate quality improvement initiatives relevant to healthy lifestyle programs.

When an activity has been registered on the Healthy Living Network, the details of your activity listed are searchable by community members and referring preventive health professionals, thus increasing the program's reach to the target audience and improving accessibility.



Healthy Living *Network*



Quality pathways to healthier communities

How

The online Activity Registration is a short questionnaire, which asks you to provide contact information, location, target audience and a brief description of the activity which will be listed and searchable by community members and referring preventive health professionals. As part of the Activity registrations you will be asked to provide a risk assessment for the activity. *Activities included in the same program but held at different locations will each require a separate risk assessment.* For more information about how to complete a risk assessment please see the **Activity Registration – Risk Template** or the **Service Provider Guide – Risk and Safety**, located under the **Resources** tab on the Healthy Living Network.

The questionnaire should take approximately 5 to 10 minutes to complete for each listing. If an activity is delivered at more than one location, registration is required for each location, to allow community members to search for an activity in their local area on the Healthy Living Network registration portal.

If your activity is delivered at the same location, but aimed at a different target audience or delivered by a different person, then you need to complete Activity Registration for each individual activity. This enables activities to be searched by particular criteria relating to attributes and location.

When

In line with the continuous quality improvement approach, registration renewal will be required every two years or sooner if significant amendments to the program or activity occur.

Help

Under the 'Resources' tab on the Healthy Living Network you can also find a range of useful material including an instruction sheet for creating an Activity, the Quality Framework, Service Provider and Program Registration Guides.

For more information regarding Healthy Communities Quality Framework Registration or the Healthy Living Network please contact QMS on **1300 456 000**.



For more information call **1300 HLN 000** or email **info@healthylivingnetwork.com.au**

www.healthylivingnetwork.com.au