

KIMBERLEY RESEARCH SUB-COMMITTEE

TERMS OF REFERENCE

1. Committee Name

Kimberley Research Sub-committee

2. Status

The Kimberley Research Sub-committee is a sub-committee of the Kimberley Aboriginal Health Planning Forum (KAHPF). As such:

- At least one member of the Sub- committee must be a KAHPF member;
- The terms of reference of the Sub-committee must be approved by the KAHPF;
- A report from the Sub-committee will form a standing agenda item at KAHPF meetings;
- The Sub- committee may not speak or act on behalf of the Kimberley Aboriginal Health Planning Forum without prior permission of the KAHPF.

3. Objectives of the Research Sub-committee

The objectives of the Sub-committee are to:

1. Encourage a cohesive approach to health research in the region to enable the region to derive maximum benefit from any research activity that occurs;
2. Develop and recommend to the KAHPF strategies to minimise any negative impact of research on the people and health services of the region.

4. Values of the Research Sub-committee:

In all of its work the Sub-committee undertakes to:

1. Operate in a manner that is accessible, accountable, respectful and inclusive;
2. Operate in a collaborative manner which builds on existing structures and networks wherever possible;
3. Work to support actions and initiatives which consolidate and strengthen existing services;
4. Seek to promote equitable service delivery in the Kimberley region;
5. Maintain its commitment to cultural security.

5. Role of the Research Sub-committee

The role of the Sub-committee is to:

- Co-ordinate regional identification of research priorities;
- Provide regional input into the conducting of research in the region;
- Provide advice to potential researchers;
- Facilitate the formation of networks between researchers;
- provide advice and recommendations to KAHPF on matters of health research in the region;
- to provide advice and recommendations to the WA Aboriginal Health Information and Ethics Committee (WAAHIEC).

It should be noted that:

- The Sub-committee does not have decision-making powers as an entity which cut across the authority of individual health service governance and management bodies;
- The Sub-committee does not have any mandate to grant ethics approvals for research being proposed in the region.

6. Research Sub-committee Structure, Powers and Membership

Membership of the Sub-committee is by nomination from stakeholders in the region. However the core membership of the Sub-committee should include representatives from the following organisations:

- KAMSC Centre for Aboriginal Primary health care, Training, Education and Research (CAPTER);
- Other ACCHS that are not represented by KAMSC;
- WACHS-K;
- Kimberley Population Health Unit;
- Kimberley Division of General Practice;
- Tertiary institutes in the region.

Other organisations or individuals seeking to join the Sub-committee should write to the Chairperson of the Committee stating their reasons for wishing to join and the contribution they can make to the Committee's role.

The Sub-committee will elect a Chairperson from its members on an annual basis.

Secretariat functions to the Sub-committee will be undertaken by the UWA Research Fellow based at CAPTER.

No member may speak on behalf of the Sub-committee without the mandate of the Sub-committee given at a Sub-committee meeting.

Sub-committee members who act outside the Terms of Reference may be asked to leave the Sub-committee.

7. Business Agenda of the Sub-committee

As the Sub-committee is a forum, members are free to raise any research-related matters of concern that affect people or service providers in the Kimberley.

Major matters for discussion at meetings should be communicated to the Secretariat for listing as agenda items. The Sub-committee member proposing agenda items should provide written papers where appropriate and these papers should be circulated at least one week prior to the meeting.

8. Frequency of meetings

The Sub-committee will meet 4 times a year.

Meetings may be face to face or via video or phone conferencing. CAPTER will be responsible for the costs of phone conferencing for sub-committee meetings.

Representatives are responsible for their own costs to attend meetings or videoconferences unless a specific offer is made by an agency / department to cover an agency or service's costs.

Wherever possible meetings should be aligned to the timing and business of Kimberley Aboriginal Health Planning Forum to enable key issues to be tabled at the KAHPF meeting for discussion and/or endorsement.

9. Role of the Sub-committee Secretariat

The Secretariat will:

- Prepare the agenda for each meeting, in consultation with members;
- Forward agendas and papers to all members at least one week before each meeting;
- Organise the meetings, including dates, venues and catering;
- Take minutes;
- Distribute first draft minutes to the Chairperson no later than one week after each meeting;
- Distribute final draft minutes to all members no later than two weeks after the meeting for confirmation at the next subsequent meeting;
- Draft any correspondence the Sub-committee wants sending out/circulating for endorsement/arranging for the Chair to sign;
- Circulate any incoming correspondence;
- Store all documentation.

10. Review of Terms of Reference

The Sub-committee may review and recommend alterations of the Terms of Reference at any meeting, provided at least 14 days notice has been given to Group members of the intention. Any recommended change to the Terms of Reference must be endorsed by the Kimberley Aboriginal Health Planning Forum.

If there is no consensus on the proposed changes, the matter will be determined by majority vote. In this case, a majority is seventy five percent (75%) of members present.

The terms of reference will be reviewed every 2 years.

These terms of reference were agreed to at a meeting of the Research Sub-committee on and endorsed at a meeting of the Kimberley Aboriginal Health Planning Forum on