

Kimberley Research Subcommittee

TERMS OF REFERENCE

1. Committee Name

Kimberley Research Subcommittee

2. Status

The Kimberley Research Subcommittee is a Subcommittee of the Kimberley Aboriginal Health Planning Forum (KAHPF). As such:

- At least one member of the Subcommittee must be a KAHPF member;
- The terms of reference of the Subcommittee must be approved by the KAHPF;
- A report from the Subcommittee will form a standing agenda item at KAHPF meetings;
- The Subcommittee 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 Subcommittee

The objectives of the Subcommittee 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:
 - Promote the use of relevant evidence from research in the region;
 - Minimise any negative impact of research on the people and health services of the region; and
 - Encourage and promote research conducted in the region to be of relevance to the needs of the region.

4. Values of the Research Subcommittee:

In all of its work the Subcommittee 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 effective service delivery in the Kimberley region;
5. Maintain its commitment to cultural security.

5. Role of the Research Subcommittee

The role of the Subcommittee is to:

- Provide regional perspectives about the relevance and conduct of research in the region;
- Provide advice to potential researchers;
- Provide advice on whether a project is research or evaluation / audit;
- Facilitate the formation of networks between researchers;
- Provide advice and recommendations to KAHPF on matters of health research in the region;
- Provide advice and recommendations to the WA Aboriginal Health Ethics Committee (WAAHEC).

It should be noted that:

- The Subcommittee does not have decision-making powers as an entity which cut across the authority of individual health service governance and management bodies;
- The Subcommittee does not have any mandate to grant ethics approvals for research being proposed in the region.
- Decisions of the Subcommittee are generally either 'to support', 'to not support' or 'to request revisions';
- When research is supported by the Subcommittee, the Subcommittee has concluded that the research is likely to be of net benefit to Aboriginal people of the region and may contribute to building local research capacity;
- When research is not supported by the Subcommittee, KAHPF members are generally expected to consider whether or not to participate or collaborate as organisations in such research.

6. Research Subcommittee Structure, Powers and Membership

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

- Kimberley Aboriginal Medical Services Ltd (KAMS);
- Other ACCHS in the Kimberley region that are not represented by KAMS;
- WACHS-K;
- Kimberley Population Health Unit;
- Boab Health Services;
- Tertiary institutions in the region.

Other organisations or individuals seeking to join the Subcommittee 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 Subcommittee will elect a Chairperson from its members on an annual basis.

No member may speak on behalf of the Subcommittee without the mandate of the Subcommittee given at a Subcommittee meeting or via email.

Subcommittee members who act outside the Terms of Reference may be asked to leave the Subcommittee.

7. Business Agenda of the Subcommittee

The primary order of business for the Research Subcommittee is the consideration of research applications submitted by researchers on the appropriate forms. This business is primarily conducted by email with additional use of other means of communication as required. Decisions on research applications are by consensus and if consensus cannot be reached within the subcommittee by email then a decision will be deferred to a formal meeting.

As the Subcommittee is a forum, members are free to raise any research-related matters of concern that affect people or service providers in the Kimberley. Discussions may be via email or at a formal meeting of the subcommittee.

Major matters for discussion at meetings should be communicated to the Secretariat for listing as agenda items. The Subcommittee 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 Subcommittee will meet formally at least once a year, and can meet more frequently if required.

Meetings may be face to face or via video or phone conferencing. KAMS will be responsible for the costs of phone conferencing for Subcommittee 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 Subcommittee meetings should be aligned to the timing and business of Kimberley Aboriginal Health Planning Forum. This allows key issues to be tabled at the KAHPF meeting for discussion and/or endorsement.

9. Role of the Subcommittee Secretariat

The Secretariat or their delegate 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 the first draft minutes to the Chairperson no later than two weeks after each meeting;
- Distribute final draft minutes to all members no later than four weeks after the meeting for confirmation at the next meeting;
- Draft any correspondence the Subcommittee wants sending out/circulating for endorsement/arranging for the Chair to sign;
- Circulate any incoming correspondence;
- All correspondence will be carried out by email;
- Store all documentation;
- Advise of the meeting schedule.

10. Review of Terms of Reference

The Subcommittee 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 submitted in writing and endorsed by the Kimberley Aboriginal Health Planning Forum.

If there is no consensus on the proposed changes to TOF, 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 by the Research Subcommittee in March 2015 and endorsed by the Kimberley Aboriginal Health Planning Forum in May 2015.