



**ACT**  
Government

**ACT Health**

## ACT Health and Wellbeing Research Working Group Terms of Reference

---

### Role

The role of the Research Working Group is to provide recommendations to the ACT Health and Wellbeing Partnership Board in relation to addressing structural and organisational issues related to health research across the ACT, including advising on research priorities and strategies.

Its role will also be to identify a diverse and targeted health research agenda building on existing research strengths in population health, prevention, implementation science and health services research.

Reporting to the ACT Health and Wellbeing Partnership Board, the role of the Working Group will be to deliver improvements in the conduct and translation of health research for the benefit of the Canberra community and communities in the surrounding regions of NSW.

---

### Values and Behaviours

Participation and engagement on the Working Group will reflect organisational values and the commitment to effective collaboration between partner organisations.

Members will display signature behaviours such as:

- Accountable, transparent, decision-making
- Genuine and respectful engagement with colleagues within the Directorates, across the ACT Public Service and the Health System and with community members
- Open sharing of information to improve the delivery of services, to enable good governance, quality and accurate reporting and the development of evidence-based policies and programs, and
- Innovative improvement of systems and services to achieve safe and effective person and family-centred care.

---

### Membership

Membership will include but is not limited to representatives put forward by members of the ACT Health and Wellbeing Partnership Board and representatives from non-government organisations.

The Working Group or representative may identify the need to co-opt members based on the skills required to address a particular issue.

If a member is unable to attend a meeting, a suitably senior delegate may be nominated to attend.

---



**ACT**  
Government

**ACT Health**



**ACT**  
Government

**Canberra Health Services**



**Australian National University**



<b>Functions</b>	<p>The Working Group will advise the ACT Health and Wellbeing Partnership Board on all matters, structures and processes relevant to health and medical research in the ACT.</p> <p>Key responsibilities will include:</p> <ul style="list-style-type: none"> <li>• Collaboration to recommend research priorities. These will take into account: <ul style="list-style-type: none"> <li>○ likely benefits for the people of the ACT and for development of the health system; and</li> <li>○ a commitment to multi-disciplinary research that incorporates the perspectives of researchers and practitioners in primary care, aged care, community health care, specialist clinical care, public health and biomedicine and the perspectives of all health care consumers.</li> </ul> </li> <li>• Collaboration to identify research opportunities that may benefit the ACT region and its community and to bring these to the attention of the ACT Health and Wellbeing Partnership Board.</li> <li>• Support the capacity and capability of consumers to participate in health research.</li> <li>• Facilitate the involvement of consumers and the community in establishing research priorities.</li> <li>• Collaboration to address system wide issues, including but not limited to: <ul style="list-style-type: none"> <li>○ the conduct of clinical trials;</li> <li>○ intellectual property;</li> <li>○ the governance of research; and</li> <li>○ the necessary enabling research and translation infrastructures required by a vibrant health care system.</li> </ul> </li> <li>• Collaboration to develop better integrated and coordinated health and wellbeing research strategy in the ACT.</li> <li>• Support of assessment of applications for large collaborative grants that involve health services and academic partners.</li> <li>• Coordination of support for provision of and access to facilities that are used for research conducted in health care facilities, including shared spaces, library and information services, medical record access, and other digital resources.</li> </ul>
<b>Reporting</b>	<p>The Working Group reports to the ACT Health and Wellbeing Partnership Board.</p> <p>The Working Group is required to provide a paper to the Board for discussion at each Board meeting.</p>
<b>Secretariat</b>	Centre for Health and Medical Research, ACT Health Directorate
<b>Agenda requests</b>	<p>The Secretariat will call for agenda items from the membership no later than 15 days prior to the meeting. Papers are to be submitted 10 working days prior to each meeting. The Agenda and any associated papers will be circulated 7 days prior to each meeting.</p> <p>The Working Group will meet monthly as required.</p>
<b>Meeting Frequency</b>	<p>Matters may be considered out-of-session with the agreement of the Chair.</p> <p>Extraordinary meetings will be called as required to discuss any issues of critical importance.</p>
<b>Review Frequency</b>	Annually
<b>Approved</b>	August 2020