

# Research Committee Charter

## 1. Purpose

This Charter sets out the Research Committee's (Committee) authority, functions, structure, composition and other administrative arrangements as set out in the *Hospital and Health Boards Act 2011* (HHB Act) and the *Hospital and Health Boards Regulation 2023* (HHB Reg).

## 2. Authority

In accordance with part 9 of the HHB Reg, the following committees are prescribed:

- a safety and quality committee,
- a finance committee, and
- an audit committee.

In accordance with Schedule 8(1)(b) of the HHB Act, the Board:

- may establish committees of the Board for effectively and efficiently performing its functions, and
- must establish the committees prescribed under a regulation.

In accordance with section 32A of the HHB Act, the Board must also establish, as a committee of the Board, an Executive Committee for the Service controlled by the Board.

While the Research Committee is not classified as a 'prescribed committee' under part 9, section 44 of the HHB Act, it has been established in recognition of the West Moreton Hospital and Health Service Board's prioritisation of research.

These committees are advisory in nature and hold no decision-making power unless granted by Board resolution and documented in the Board Delegations Register. The committees may examine any matter in relation to their functions as they see fit or as requested by the Board. Where a matter for consideration is beyond the scope of a committee's function, the decision is to be referred to another committee of the Board where relevant, or to the Board.

## 3. Functions

The Committee has the following functions:

- Provide advice and recommend strategies that will enable WMH to utilise research and evidence-based data-driven decision making to improve service outcomes and enhance quality of care.
- Provide oversight and strategies to the WMH Board on research priorities and the development and implementation of collaborative and strategic research programs.
- Provide oversight and strategies on the alignment of the WMH research focus to build a critical mass of expertise in defined areas of research.

- Identify opportunities for WMH to enhance research programs in collaboration with external agencies and partnerships, including research institutes, the private sector, commercial entities and non-government organisations.
- Provide guidance and support in building the partnership with the West Moreton Health Foundation, ensuring agreed research priorities for fund raising and promotion.
- Set and monitor key research performance indicators for WMH.
- Oversee strategic risks as they relate to research performance and partnerships.
- Monitor research, innovation and clinical trials across WMH to ensure compliance with prescribed policies and acceptable guidelines.
- Any other function given to the Committee by the Board, if the function is not inconsistent with the above.

#### 4. Reporting to the Board

The Committee will provide reports to the Board detailing its considerations and recommendations to the Board.

The minutes of each Committee meeting will be provided to the subsequent Board meeting or, if the subsequent Board meeting occurs within one week of the Committee meeting, the minutes will be provided to the following Board meeting.

#### 5. Membership

The Committee consists of the following:

- The Chair of the Committee who must be a member of the Board. The Chair is decided by the Board.
- At least two other Board members, decided by the Board.

One member of the Committee should have research experience. Where the necessary skills do not exist on the Board, the Board may appoint an external member of the Committee.

Attendees at Committee meetings comprise all members plus the Health Service Chief Executive (HSCE), Executive Director Medical Services and the Director Research and Innovation.

Members are not permitted to appoint a proxy to attend a meeting on their behalf.

The Committee Chair may invite other attendees that assist them to achieve their functions.

#### 6. Conduct of Meetings

##### Meeting Schedule

- The Committee will meet at least four times per year, or as frequently as required by the Board.
- The Chair may call a meeting at any time.
- The Chair is responsible for setting the meeting agenda.

##### Assistance

The Board Secretary will provide assistance to the Committee including but not limited to:

- Organising Committee meetings and attendance.
- Circulating the agenda, papers and other reports in coordination with the Chair and HSCE.
- Drafting the minutes and resolutions and managing the actions register.
- Drafting papers where required.

- Providing a point of reference for communication between the Committee and the Executive Leadership Team.

### Quorum

A quorum for a meeting of the Committee is one-half of the number of its members, or if one-half is not a whole number, the next highest whole number.

### Minutes

Minutes of meetings approved by the Committee Chair will be distributed to members by the Board Secretary as soon as practicable after each meeting and tabled for confirmation at the next Committee meeting.

### Written Resolutions

Urgent matters can be progressed out-of-session with the agreement of the Chair. The Board Charter outlines processes for written resolutions of the Board and committees.

### Conflicts of Interest

- This must be a standing item on the agenda and any conflicts of interest disclosed shall be noted in the minutes and recorded on the Conflicts of Interest Register.
- Individual members will not participate in discussions and will not vote on any issue in respect of which that member has an actual, potential or perceived conflict.

## 7. Committee Evaluation

Unless otherwise determined by the Board, the Board will undertake an annual assessment of the Committee's performance, including its performance against the requirements of this Charter. Following each assessment, the Board will consider what, if any, actions need to be taken to improve the Committee's performance.

## 8. Confidentiality and Access

Members of the Committee may receive information that is regarded as 'commercial in confidence' or clinically confidential or that has privacy implications. Members acknowledge their responsibility to maintain confidentiality of all information that is not in the public domain. This responsibility includes, but is not limited to, the obligations on Board Members outlined in *Part 7 – Confidentiality* of the HHB Act.

Members of the Committee must ensure that all confidential or sensitive information is stored securely and otherwise in accordance with the requirements of the *Public Records Act 2002*. Committee members must notify the Chair if they believe that confidential or sensitive information has been accessed by anyone other than the Committee member.

The Committee has full, free and unrestricted access to all records, documentation and physical property and personnel as may be required to fulfil its responsibilities. WMH employees and management are expected to make themselves available to the Committee and to provide frank, truthful and meaningful answers to questions asked by Committee members.

## 9. Charter Review

The Board will review this Charter as the need arises, but at least once every two years. Any changes to this Charter must be approved by the Board.

## 10. Publication of this Charter

A copy of this Charter will be made available at [www.westmoreton.health.qld.gov.au](http://www.westmoreton.health.qld.gov.au).

**11. Business Rules**

This Committee Charter should be read in conjunction with the Board Charter. The Board Charter outlines the general provisions and corporate governance framework that also apply to Board Committee meetings.

**12. Revision History**

Version	Date	Comments
2.0	25 November 2022	Rewrite of the Research Committee Charter: minor amendments
3.0	2 June 2023	Rewrite of the Research Committee Charter: minor amendments
4.0	27 March 2026	Rewrite of the Research Committee Charter: rewrite

This Charter was approved by the Board at its meeting on 27 March 2026.

< Signature kept on file >

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Ms Sue Scheinpflug

Chair, West Moreton Hospital and Health Board