

## Westmead Research Hub Executive Committee

### **Background**

The Westmead Research Hub (WRH) Executive Committee was established in 2001 to build critical mass to maximise synergies and economies of scale from scientific collaboration and the co-ordinated investment in, and use of, shared research infrastructure.

The WRH aims to be a world leading health and medical research precinct, based on globally competitive research and health outcomes which directly benefit the Australian and western Sydney communities and are linked to the development of a vibrant regional biotechnology and health services industry.

### **Terms of Reference**

The Terms of Reference of the Westmead Research Hub Executive Committee are to:

- Implement the Westmead Research Hub strategic initiatives
- facilitate the development of a medical research hub that is recognised for scientific collaboration and translational research that directly benefits the Australian and Western Sydney communities;
- oversee the co-ordination of activities and use of facilities between member organisations that maximise collaboration and infrastructure investment;
- facilitate and support the development and implementation of Hub plans and agreements in areas such as platform technology research facilities, information and communications technology, animal facilities and shared services;
- make recommendations to the Westmead Research Hub Council regarding appropriate expenditure of funds held by the Westmead Research Hub.

### **Membership**

The WRH Executive Committee consists of:

- the Director and one Manager of The Westmead Institute for Medical Research or their representative
- the Director and one Manager of the Kids Research Institute of The Children's Hospital Westmead or their representative
- the Director and one Manager of the Children's Medical Research Institute or their representative
- two senior representatives of Westmead Hospital research or their representative
- four representatives from the Faculty of Medicine and Health or their representative
- the Director and one Manager of NSW Health Pathology or their representative
- two senior representatives of CSIRO or their representative

- A representative from the Deputy Vice Chancellor (Research)

New members may be invited to join the committee at the discretion of the WRH Executive.

### **Chair**

Chairing responsibilities will be rotated among the member organisations.

The Chair will be elected by the member organisations for a period of two years.

### **Affiliates**

Nepean Hospital and the University of Western Sydney are affiliates.

Organisations may become affiliates at the discretion of the WRH Executive.

### **Meetings**

A quorum is 50% of the member organisations plus the Chair.

The Committee will meet every two months and the Chair is responsible for setting meeting dates on an annual basis.

The Chair will arrange the provision of secretariat support including agenda preparation, minutes of meetings and meeting room bookings.

Minutes of meetings will be circulated within two weeks of a meeting, and meeting papers will be distributed at least three days prior to a meeting. Any committee decision to endorse or request amendments to minutes will be recorded.

If the Chair is unable to attend a meeting, he/she shall appoint a delegate to attend and Chair.

### **Invited Attendees**

Each member organisation may invite attendees with specialist or relevant expertise, as required.

### **Decision Making**

Decisions will be made by consensus.

### **Reporting**

The WRH Executive Committee reports to the WRH Council.

The Chair is responsible for providing a report on the activities of the WRH Executive Committee to each meeting of the WRH Council.

### **Approval and Amendments**

These Terms of Reference will be agreed by the member organisations and submitted to WRH Council for approval.

The WRH Executive Committee will review its terms of reference as required and make recommendations to the WRH Council regarding proposed changes.