

# ABORIGINAL ADVISORY/REFERENCE/STEERING COMMITTEE

## TERMS OF REFERENCE TEMPLATE

**PROJECT TITLE:**

**HREC REFERENCE NUMBER:**

**CHIEF INVESTIGATOR:**

**ASSOCIATE INVESTIGATORS:**

**INSTITUTION RESPONSIBLE FOR THE RESEARCH:**

### **Background:**

The purpose of the Aboriginal Reference Group is to provide expertise and advice, and/or a vehicle for community control. It is a mechanism to ensure Aboriginal community control of the proposed research including design, implementation, interpretation, and reporting of the research.

- What is the project
- What gaps will the project address

### **Purpose of the group:**

- What role will the group play in the project

PLEASE NOTE: It is expected that the advisory/reference/steering committee will be involved in ALL stages of the project from the design to the project conclusion. Therefore you need to clearly state in this section HOW the committee will be involved and name the stages.

### **Principal Functions:**

The following outlines the principal functions of an Aboriginal Reference Group:

PLEASE NOTE: This section can be amended to include other project specific purposes.

- Provide feedback and advice on cultural issues in relation to the design, implementation, interpretation, and reporting of the research.
- Facilitate appropriate engagement with the Aboriginal community.
- Provide approval and decision making on the use and interpretation of data collected or related to the Aboriginal and Torres Strait Islander community.
- Provide feedback on all reports and publications arising from the research.
- Provide advice on the appropriate methodology to feedback results to the Aboriginal Community Controlled Health Sector and Aboriginal communities/participants involved in the research

### **Scope of the group:**

- Roles and responsibilities
- Decision making power

### **Chairperson:**

- Who will be the Chairperson
- What will the specific responsibilities of the Chairperson be

### **Membership:**

- Names, place of work,
- Identification of who is Aboriginal and Torres Strait Islander
- How members are identified and appointed
- Purpose of the group Membership
- Which members identify as Aboriginal
- Period of appointment
- Expectations of Members
- Remuneration of members
- NSW Aboriginal Community Controlled Health Services – representative
- Organisation – representative
- An individual responsible for chairing meeting Principal Investigator(s)

### **Frequency of Meetings:**

- Proposed meeting schedule:
- Information on how often the group will meet, whether face-to-face, teleconferences, timelines.
- The first meeting of the Reference Group will be on X date
- Frequency of meetings
- Identifying who will chair the meeting
- How frequently will the group meet

### **Secretariat support:**

- Will there be agendas/ papers
- Who will record minutes and action lists
- How far in advance will members receive the papers

### **Quorum:**

- How many members will be required to ensure there is a quorum
- How many Aboriginal people need to attend to ensure a quorum

### **HREC Requirements:**

- The AH&MRC HREC must be notified of any changes to the membership of this group as per HREC approval