



**SAHMRI**  
South Australian Health &  
Medical Research Institute

**HCA SA**  
Health Consumers Alliance of SA Inc

# SAHMRI Consumer and Community Advisory Group

*Draft Terms of Reference 2019*



## Title

The Group will be known as the *South Australian Health and Medical Research Institute (SAHMRI) Consumer and Community Advisory Group* (the Advisory Group).

## Vision

SAHMRI has the vision to create a culture where our research is informed by the people who are affected by it.

## Scope

The Advisory Group works in collaboration with consumers, researchers and other key stakeholders of the SAHMRI community. It has an SAHMRI-wide focus, encompassing all research themes.

## Purpose and role

The purpose of the Advisory Group is to support implementation of the SAHMRI Consumer and Community Engagement Framework (the Framework).

The Advisory Group will:

### Advise

- Provide strategic advice to the SAHMRI Board and *SAHMRI Consumer and Community Engagement Operational Group* on how to effectively translate the Framework into day-to-day practice across the institute.
- Provide independent, evidence-informed advice to researchers and SAHMRI operational staff on the co-design of consumer and community engagement activities to ensure alignment with the Framework, including the *Principles for consumer and community engagement*.

### Collaborate

- Foster collaborative working relationships with consumers, researchers and other key stakeholders of the SAHMRI community to identify opportunities for mutual benefit which improve the efficacy of the Framework, for example, Health Translation SA and Adelaide Bio-Med City.

### Promote

- Promote the Framework and the role of the Advisory Group within SAHMRI and across the broader SAHMRI and HCA communities.

### Monitor and report

- Monitor the influence and impact of consumer and community engagement activities implemented under the Framework.
- Provide reports to SAHMRI Board on achievements of the Advisory Group and progress against implementation of the seventeen elements described within the Framework.



## Reporting

The Advisory Group reports to the SAHMRI Board on achievements and progress against the essential elements described within the Framework via routine updates and a summary annual report as part of SAHMRI's annual reporting cycle.

## Membership

### Chairperson

The chairperson will be selected by members of the SAHMRI Executive and will be appointed for a term of two years.

### Advisory Group members

The membership will comprise of representatives from SAHMRI, the South Australian community, and one member each from Health Translation SA, and Adelaide Bio-Med City.

Position	Name	Title
SAHMRI appointed independent chairperson	Ellen Kerrins	N/A
Consumer representative		N/A
SAHMRI executive	Prof Caroline Miller	Executive Officer
SAHMRI communications	Dr Hannah Brown	Scientific Storyteller
SAHMRI administration	Alex Michelmore	Consumer Engagement Senior Project Officer
SAHMRI research representative		
SAHMRI research representative		
Health Translation SA	Wendy Keech	Chief Executive Officer
Adelaide Bio-Med City	Yvette Vaneennaam	General Manager

### Desirable experience, knowledge and skills

Members of the Advisory Group will have:

- a comprehensive understanding of the Framework.
- experience in providing health and research organisation with strategic advice.
- an understanding of contemporary, inclusive consumer and community engagement models and practices.
- experience in undertaking consumer and community engagement activities within research projects and/or operational activities.
- demonstrated capacity to work respectfully, collaboratively and inclusively with a broad range of people and communities.



- experience in advocating for, and promoting the importance of, consumer and community engagement in health and medical research within SAHMRI, the state and/or nationally.
- an ability to analysis data and provide practical solutions.

### **Term**

Members are appointed for one year, with the ability to extend on an annual basis as invited by SAHMRI.

### **Roles and responsibilities**

SAHMRI is responsible for providing:

- information, training and development opportunities to members relevant to their role on the Advisory Group.
- resources needed to undertake agreed tasks including reimbursement for consumers in accordance with *SAHMRI Consumer and Community Engagement Policy for Reimbursement and/or Sitting Fees of Advisory Groups* (Attachment 1).
- secretariat support to the Advisory Group via the SAHMRI Consumer Engagement Senior Project Officer.

Advisory Group members are responsible for:

- attending and actively participating in Advisory Group meetings and responding to reasonable and agreed out-of-session requests for advice.
- keeping informed about contemporary consumer and community engagement models and practices, and other processes specific to working in health and medical research (e.g. NHMRC grant application process) via the information and training opportunities provided by SAHMRI.
- participating, as agreed, in activities which promote the work of the Advisory Group across the SAHMRI community.
- providing support and mentorship, as agreed, to the SAHMRI Consumer Engagement Senior Project Officer and other consumer representatives engaged across SAHMRI.

Additional roles and responsibilities are outlined in Appendix 1: Operating Procedures.

Version	Changes	Date approved	Next review date
1.0	Original version	XX/XX/2019	XX/XX/2020

## Appendix 1: SAHMRI Consumer and Community Advisory Group Operating Procedures

### **Quorum**

Quorum is considered at least half plus one of the SAHMRI Consumer and Community Advisory Group membership.

### **Proxies**

Members can nominate a proxy for endorsement by the Advisory Group.

### **Decision-making**

The role of the Advisory Group is advisory, and decision-making is via consensus with divergent views and rationales noted in the minutes.

### **Sitting Fees**

Consumer representative members are eligible for sitting fees and reimbursement for out of pocket expenses in-line with the *SAHMRI Consumer and Community Engagement Policy for Reimbursement and/or Sitting Fees of Advisory Groups* (Attachment 1).

### **Meeting schedule**

The Advisory Group will meet five to six times per year, or as mutually agreed, for a minimum of 2 hours. There may also be occasions when members are requested to attend events, or training and development opportunities, outside of the regular meeting schedule.

### **Meeting papers**

Agenda papers will be circulated at least a week prior to the Advisory Group meetings and minutes will be sent within a fortnight of each meeting.