



PHRN Participant Council

Terms of Reference

December 2015

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1. Overview

- 1.1. The Population Health Research Network (PHRN) was established in 2009. It receives substantial funding through the Australian Government's National Collaborative Research Infrastructure program with co-funding from Australian state and territory government agencies and academic partners to provide Australian researchers with access to linkable de-identified data from a diverse range of health and human services datasets, across jurisdictions and sectors.
- 1.2. The PHRN supports nationally and internationally significant population based research that provides policy-makers and healthcare providers with a sound evidence base to better inform decision-making and contribute to improved health service delivery and health outcomes.

2. Role

- 2.1 The PHRN Participant Council (the Council) will provide advice, including making recommendations as appropriate, to the PHRN Board on strategy, policy, funding priorities, stakeholder engagement, performance and accountability.
- 2.2 The Council will provide advice to the Board on matters as requested by the Board and matters initiated by the Council.

3. Reporting

- 3.1 The Council will report to the PHRN Board regularly including a written report after every Council meeting.

4. Membership

Composition

- 4.1 The Council will comprise one nominee of each PHRN Project Participant. A PHRN Project Participant is an organisation that has signed a PHRN Participant Agreement with the PHRN lead agent, The University of Western Australia.
- 4.2 The PHRN Board may expand the membership of the Council by appointing nominees of other organisations that significantly contribute to the PHRN in financial or other substantial ways. The identification of such organisations will be done in consultation with the Council.

Chairman

- 4.3 The Chairman will be a member of the PHRN Board appointed by the PHRN Board.

- 4.4 The role of the Chairman of the Council will be to:
- a. Preside at meetings and exercise control as needed to enable the meeting to proceed in an orderly fashion.
 - b. Ensure that the Council provides thoughtful advice to the PHRN Board.
 - c. Ensure that the Council has the necessary information to make recommendations to the PHRN Board in relation to its terms of reference.

Members

- 4.5 Each PHRN Project Participant will nominate a member and may nominate an alternate person who meets the following criteria:
- a. Is a person in a senior executive role.
 - b. Is a person who has the capacity to provide strategic advice on the development of national collaborative research infrastructure related to the linkage of administrative data.
 - c. Is a person who is able to sponsor and promote operational excellence in the PHRN infrastructure.
- 4.6 An alternate person may attend Participant Council meetings when a member cannot attend one or more meetings. The alternate person must be fully briefed by the member.
- 4.7 Additional members from other organisations identified by the PHRN Board in accordance with clause 4.2 will be nominated by the relevant organisation.

Term of Appointment

- 4.8 The term of appointment for the Chairman and each member will be two years.
- 4.9 The Chairman and members can be appointed for more than one term.

Cessation of Membership

- 4.10 A member may resign from the Council at any time upon giving notice in writing to the Chairman. Steps shall be taken to fill the vacancy of the former member. The relevant organisation will be asked to nominate a new member.
- 4.11 Membership will lapse if a member fails to attend three consecutive meetings of the Council without reasonable excuse/apology, unless exceptional circumstances exist. The Chairman will notify the member and their organisation of such lapse of membership in writing. The relevant organisation will be asked to nominate a new member.
- 4.12 PHRN Project Participants and other organisations may change their nominees at any time by notifying the Chairman in writing of the change of nominee. All nominees must meet the criteria set out in clause 4.5.

5. Conduct of Council Meetings

Meetings

- 5.1 The Council shall meet on a regular basis, with at least two meetings per year. Meetings may be conducted face to face or by teleconference.
- 5.2 Each Council Member must be given at least 28 days prior written notice of each Council meeting, unless all of the Council Members agree in writing to hold the meeting on shorter notice. The notice must include the list of items of business to be considered at the meeting.
- 5.3 Agenda papers will be circulated at least seven days prior to meetings.
- 5.4 A quorum will be a simple majority of members.
- 5.5 The Chairman may invite any person to attend a Council meeting as an observer.
- 5.6 The Chief Executive will be in attendance at Council meetings.
- 5.7 The Council may agree on recommendations without holding a meeting, by each member signing a copy of the recommendation in identical form. The date of the recommendation will be the date of signing by the last Council member to sign.

Secretariat and Records

- 5.8 The PHRN Office will serve as secretariat for the Council.
- 5.9 The PHRN Office will prepare and maintain written records of the Council's activities, including agendas and minutes of all meetings.

Council Recommendations

- 5.10 Council recommendations will be made by consensus. If no consensus is reached the dissenting views will be provided to the Board.

6. Amendments to the Terms of Reference

- 6.1 Amendments to these Terms of Reference may be proposed by following the procedure below:
 - a. The proposal must be in writing and circulated to all Council members for their consideration.
 - b. The views of the members should be discussed at the next scheduled meeting of the Council. Recommendations on the proposal for amendments will be decided by consensus. Any member unable to attend such a meeting may register his or her views in writing.
 - c. The recommended amendments will be sent to the PHRN Board for consideration.

UWA Delegate _____ Date _____