



**Murrumbidgee
Health+Knowledge**
P R E C I N C T

Terms of Reference

Murrumbidgee Health and Knowledge Precinct

Interim Joint Collaboration Working Group

(Education and Workforce | Research and Innovation)

Document Information Title	Terms of Reference - Murrumbidgee Health and Knowledge Precinct Interim Joint Working Group
Branch / Section / Unit	Murrumbidgee Health and Knowledge Precinct
Authors	Precinct Team
Audience	Murrumbidgee Health and Knowledge Precinct Partners
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Approved by:

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Date: 27 September 2023

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Murrumbidgee Health and Knowledge
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Date: 27 September 2023

Purpose

The Murrumbidgee Health and Knowledge Precinct (Precinct) Interim Joint Working Group is a collaboration between the Research and Innovation Working Group (IRIWG) and the Education and Workforce Working Group (EWWG), due to the similarities between the two groups as identified by the Board. Its overall purpose is to collaborate on cross-organisational activities that align with the strategic goals of the Precinct.

Roles and Responsibilities

The Interim Joint Working Group will:

- Provide strategic direction and leadership
- Plan, develop and implement agreed areas of work for the Precinct
- Develop and sustain key working relationships to foster and grow a culture within the Precinct
- Define the resources needed for the implementation and operation of a translational work plan for the Precinct
- Develop an Education and Rural Workforce Strategy to:
 - connect, leverage and improve regional health strengths and skills and respond to local need
 - identify and address current capabilities, gaps and opportunities and includes a workplan for implementation
- Develop a sustainability model for the workstream
- Identify and address current research capabilities, gaps and opportunities to enable integrated research and innovation
- Ensure alignment with Precinct partner translational research strategies, in particular, the MLHD Research Framework and the Rural, Regional and Remote clinical trial enabling program

Objectives

1. Key Decisions:
 - Agree on the integrated workplan, its implementation and resourcing needs for the Precinct
 - Agree, identify, design, and prioritise projects. Appoint subject matter experts to lead projects / establish sub-working groups (as appropriate)
2. Inputs:
 - Member organisations
 - Precinct Board
 - Sub-working groups (as established)
3. Outputs:
 - Advice to the Precinct Board
 - Advice to government
 - Advice to member organisations

Membership

Members of the Interim Joint Working Group should have an aligned vision of the Precinct and advocate for the three prioritised work streams.

The Precinct's Governance structure is available at [Appendix A](#).

Current membership is available in [Appendix B](#).

Process

Members will commit themselves to the following:

Principles

The membership group commits to upholding and role modelling the MLHD CORE values, collaboration, openness, respect, and empowerment.

Meetings

- Meetings will be 60 minutes duration, held quarterly face-to-face with virtual option
- Quorum: Must include Chair plus 50% of members
- Members strongly encourage to attend meetings
- Each member may nominate a proxy by written notice
- Members who have not attended two consecutive meetings may receive a written request to vacate their position

Minutes and Agendas

- Secretariat support will be provided by the Murrumbidgee Health and Knowledge Precinct Manager and Project Officer
- Call for agenda items will be made two weeks prior to the meeting
- Standard agenda will include:
 - Interim Joint Working Group Chair update
 - Precinct Manager update
- Every effort will be made to ensure final agenda, papers and reports for discussion are circulated one-week in advance of meetings
- Meetings will be recorded to assist with an accurate recording of minutes
- Draft minutes will be circulated to members within two weeks of meeting for amendments if required
- Final minutes will be tabled for endorsement at the next meeting

Decision Making

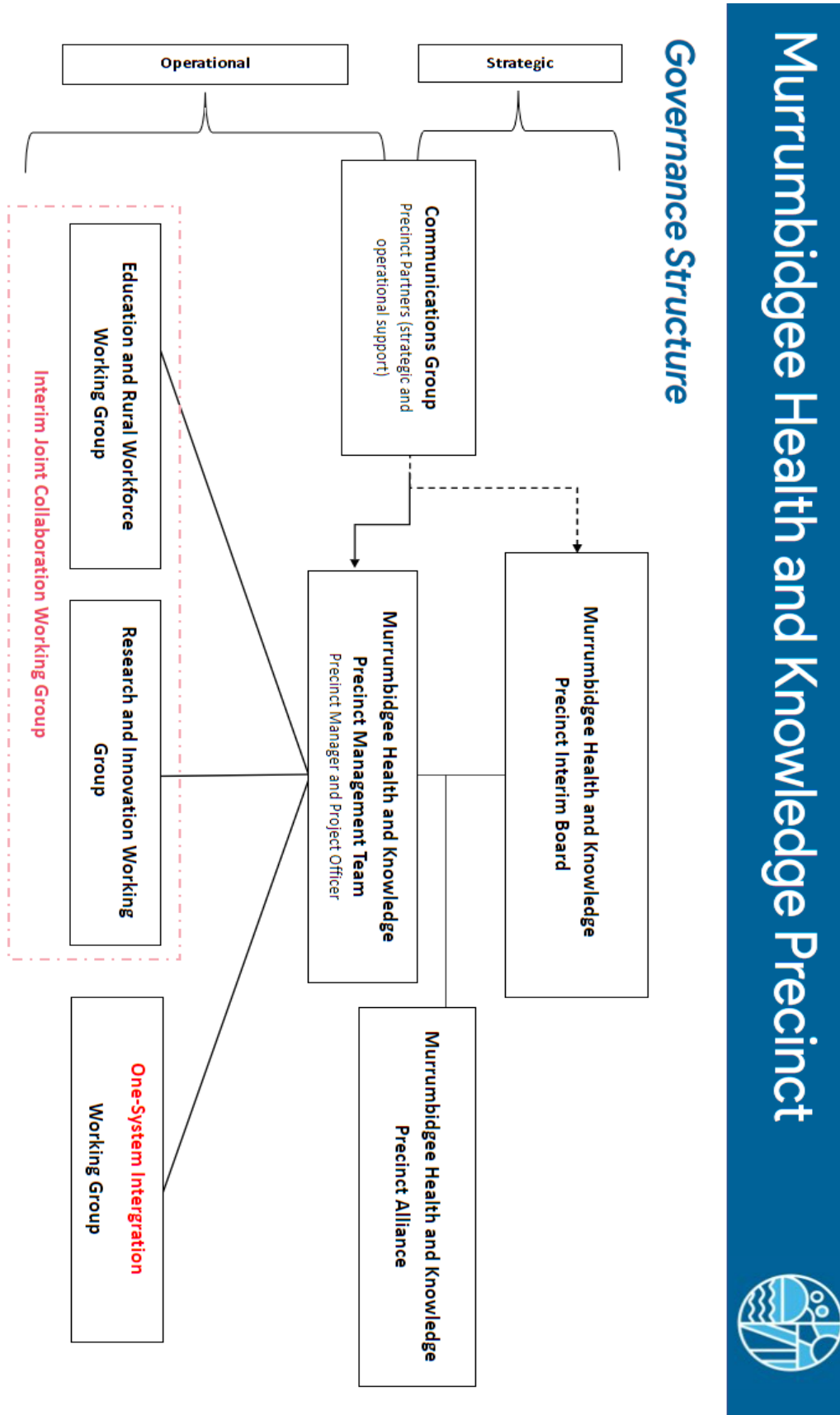
All decisions of the Interim Joint Working Group will be submitted to the Precinct Board for endorsement.

Out of session approvals and/or endorsement can be approved through the Precinct's host employer; MLHD and the Chief Executive (Co-Chair) through action paper or via email.



Appendix A

Governance Structure



Appendix B

Members (as of September 2023)

Current membership includes:

Stream 1: Education and Workforce – Health Workforce Strategy	
██████████ (Uni of Notre Dame)	██████████ (RNSW)
██████████ (Ministry of Health)	██████████ (RAMJO)
██████████ (TAFE)	██████████ (REROC)
██████████ (People and Culture, MLHD)	
██████████ (Marathon Health)	
██████████ (Calvary)	
██████████ (Transport for NSW)	
██████████ (WWCC)	
Stream 2: Research and Innovation – Innovation Forum	
██████████ (Murrumbidgee LHD)	██████████ (RNSW)
██████████ (St Vincents)	██████████ (RAMJO)
██████████ (MPHN)	██████████ (REROC)