

## Healthy Beginnings Translational Research Advisory Committee Terms of Reference

(Updated on Oct 13 2016)

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| <b>TRGS Application Number</b>   | 200   |
| <b>Host Organisation</b>         | Sydney LHD  |
| <b>In Partnership With</b>       | SESLHD, Southern NSW LHD, SWSLHD  |
| <b>Project Title</b>             | Translating research evidence from the Healthy Beginnings Trial to prevent childhood obesity at the beginning of life: feasibility, effectiveness and cost-effectiveness  |
| <b>Revised Project Titles</b>    | <p><b>Study One</b> (funded by SLHD):<br/>Integrating Healthy Beginnings Program into practice</p> <p><b>Study Two</b><br/>Communicating Healthy Beginnings Advice by Telephone (<b>CHAT</b>): a three-arm randomised controlled trial<br/>The CHAT study</p>   |
| <b>Responsibilities/Purposes</b> | <ul style="list-style-type: none"> <li>• <b>Responsible for providing support and advice regarding all aspects of the project and ensuring the project is being implemented as planned across LHDs</b></li> <li>• To advise on project design.</li> <li>• To guide and support project implementation across four LHDs, including identifying any issues related to implementation.</li> <li>• To advise on project evaluation.</li> <li>• To advise on dissemination of the project outcomes and research translation.</li> </ul>  |
| <b>Members</b>                   | <p><b>Dr Teresa Anderson</b> - Chief Executive, SLHD</p> <p><b>Lou-Anne Blunden</b> - Director, Clinical Services Integration, SLHD</p> <p><b>Deborah Willcox</b> - Director of Operations and General Manager RPAH, SLHD</p> <p><b>Miranda Shaw</b> - General Manager, Community Health, SLHD</p> <p><b>Julie Dixon</b> - Director, Population Health, SESLHD</p> <p><b>Julie Mooney</b> - Executive Director, Nursing &amp; Midwifery, Southern NSW LHD</p> <p><b>Lorraine Dubois</b> - Manager, Population Health, Southern NSW LHD</p> <p><b>Elisabeth Murphy</b> - Senior Clinical Advisor Child Health, Office of Kids and Families, NSW Ministry of Health</p> <p><b>Jon Hyett</b> Prof Obstetrics and Gynaecology, RPAH</p> <p><b>Kyra Sim</b> - Manager Childhood Obesity Prevention and Management, SLHD</p> <p><b>Philayrath Phongsavan</b> - PRC, University of Sydney</p> <p><b>Mandy Williams</b> - Director of Health Promotion, SWSLHD</p> <p><b>Karen Wardle</b> Program Manager, HPS, SWSLHD</p> <p><b>Karen Bedford</b> - Program Manager, HPU, SLHD</p> |

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|                           | <p><b>Angela Balafas</b> Communication Manager, HPU SLHD<br/>R&amp;E Officer, SESLHD</p> <p><b>Non-Members (CI and AIs)</b></p> <p>CI: A/Prof <b>Li Ming Wen</b> (SLHD and University of Sydney)</p> <p>AI_A: Prof <b>Chris Rissel</b> (University of Sydney)</p> <p>AI_B: Prof <b>Louise Baur</b> (University of Sydney)</p> <p>AI_C: A/Prof <b>Alison Hayes</b> (University of Sydney)</p> <p>AI_D: Prof <b>Anna Whelan</b> (SLHD)</p> <p>AI_E: <b>Myna Hua</b> (SESLHD)</p> <p>AI_F: <b>Huilan Xu</b> (SLHD)</p> <p>AI_H: <b>Paola Gordon</b> (SLHD)</p> <p>AI_I: <b>Catherine Llewellyn</b> (SLHD)</p> <p>AI_J: <b>Jenni Jones</b> (SLHD)</p> |
| <b>Chairpersons</b>       | <p><b>Miranda Shaw</b> - General Manager, Community Health, SLHD</p> <p><b>Julie Dixon</b> - Director, Population Health, SESLHD</p>  |
| <b>Secretariat</b>        | Project Coordinator (to be appointed)   |
| <b>Quorum</b>             | Minimum of 50% of members + 1   |
| <b>Meeting frequency</b>  | Quarterly   |
| <b>Review</b>             | <p>Terms of Reference will be reviewed at the time of changes to the Committee membership or purpose.</p> <p>Annual review of role and effectiveness as well as structure, membership, purpose and contribution of Committee.</p>   |
| <b>Report</b>             | The Advisory Committee reports to the CE of SLHD  |
| <b>Minutes</b>            | Minutes to be provided to all partner organisation representatives to forward within their own organisation, as appropriate.  |
| <b>Apologies</b>          | To be notified to the Secretariat ahead of the meeting  |
| <b>Project Governance</b> | See Figure 1. Project Governance Structure  |

**Figure 1 Governance Structure**

