

Terms of reference

1. Purpose

The purpose of this Management Committee is

- to oversee the operational activities of the HSA Biobank including processes for patient consent, specimen collection, data collection, and research access
- to have responsibility for the acquisition, governance and distribution of specimens and data in-line with ethically approved protocols
- to resolve referrals from the Research Access Committee (RAC) when necessary
- to be advocates for biobanking across members' respective fields

2. Objectives

- to develop a high-quality biobank of specimens well curated with matching clinical data
- to actively promote collection of specimens for rare and difficult to treat cancers and those subtypes of common cancers deemed to be of key interest to biobank stakeholders
- to develop processes for efficient use of limited biologic specimen resources
- to develop best practice data extraction to annotate specimens

3. Membership

The HSA Biobank Management Committee will consist of up to ten (10) members, representing the key stakeholders: NSW Health Pathology South East Sydney, South Eastern Sydney Local Health District (SESLHD), Prince of Wales Hospital (POWH), Prince of Wales Private Hospital (POWP), Royal Hospital for Women (RHW), St George Hospital (SGH), St George Private Hospital (SGPH), UNSW Sydney, Border Medical Oncology, Translational Cancer Research Network (TCRN). The membership includes:

- A/Prof Winston Liauw (chair), Director, Cancer Services, SESLHD/SGH/SGPH
- TBC, Director of Anatomical Pathology, NSW Health Pathology South East Sydney (Randwick)
- TBC, NSW Health Pathology South East Sydney (St George)
- Prof Phil Crowe, Head, Department of Surgery, POWH/POWP
- Prof John Pimanda, Chair of Pathology, School of Medical Sciences, UNSW Sydney, TCRN representative, CINSW Biobanking Stakeholders Network
- TBC, Border Medical Oncology representative
- Prof Boon Chua, Director, Cancer Services, POWH
- Prof Susan Ramus, Adult Cancer Program, UNSW Sydney
- Ms Sue McCullough, Consumer, TCRN Consumer Advisory Panel
- Dr Anusha Hettiaratchi, UNSW Biorepository

Each member of the Management Committee;

- is expected to provide the time and personal engagement necessary to deliver the HSA Biobank objectives
- is expected to declare any potential conflicts of interest prior to discussion of relevant items, especially in relation to research access requests
- will have one vote of equal value in all decisions of the Committee.

4. Term of membership

The term of membership shall be twelve (12) months with the option to renew.

5. In attendance

The following will be invited to attend the Management Committee ex officio, including;

- Prof David Goldstein, TCRN Director
- Ms Nicki Meagher, TCRN Project Manager (Secretariat)
- Prof Rob Lindeman, NSW Health Pathology

- Dr Carl Power, Mark Wainwright Analytical Centre, UNSW Sydney
- Ms Stephanie Macmillan, TCRN Program Manager
- Dr Carmel Quinn, TCRN Project Officer

The Chair may, with the consent of the Management Committee, invite any persons to attend all or part of its meetings to provide expert advice as needed.

6. Chair

The Chair will be nominated from the membership on a rotating annual basis.

7. Reporting to stakeholders

Meeting summaries will be provided to the Senior Leadership Group of the TCRN, and updates will be provided to the SESLHD via the Cancer Services Clinical Stream Advisory Committee.

8. Schedule of meetings

The Management Committee will meet three times per year, with teleconference facilities available.

9. Quorum

Quorum is six members.

10. Secretariat

Secretariat support will be provided by the TCRN.

11. Review of Terms of Reference

These Terms of Reference, the committee purpose and membership will be reviewed annually.