

### Change record

Date	Version	Change Reference
5/9/2017	1.0	Document endorsed by SAG at Meeting 1.
26/11/2019	1.0	Document reviewed and modifications proposed (meeting 4)
May 2020	2.0	Document reviewed at meeting 5

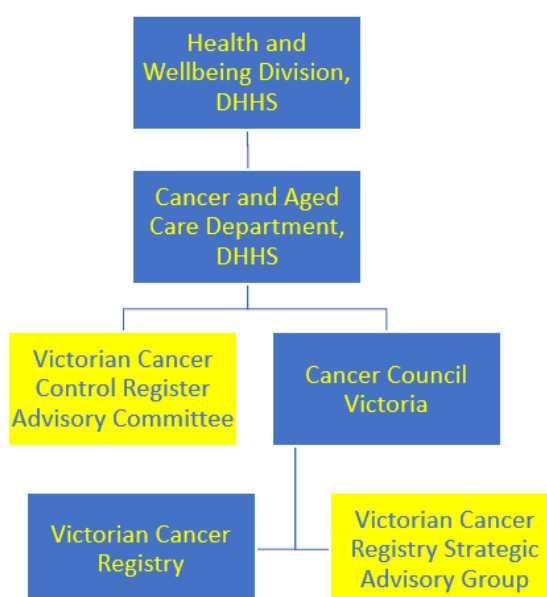
### Context

The Victorian Cancer Registry (VCR) operates under the authority of the Secretary of the Department of Human Services (DHHS) to collect information relating to cancer in Victoria. Figure 1 below provides a schematic of the governance framework of the VCR Strategic Advisory Committee.

Provision to collect cancer information is set out in *the Improving Cancer Outcomes Act 2014*. Instruction on the organisation and operation of the VCR is documented in two documents:

- *Schedule 2 of the Service Agreement* (“Service Agreement”) between the DHHS and Cancer Council Victoria (CCV) which is amended as required with each Service Agreement. The Service Agreement states that the CCV will develop and provide secretariat support for an Advisory Group to provide advice on the priorities of the Registry and opportunities for additional innovation projects. It also states that a draft annual business plan will be submitted by 30<sup>th</sup> September each year. This VCR Strategic Advisory Group constitutes the Advisory Group outlined in the Service Agreement.
- *Cancer Control Register Service Provider Operational Guidelines* (“Operational Guidelines”) published by the DHHS in 2015. This document outlines a governance framework for the VCR which includes the development and operation by the DHHS of a Victorian Cancer Control Register Advisory Committee (VCCRAC). The VCR Strategic Advisory Group may provide advice to the VCCRAC.

Figure 1: Organisational context of the Strategic Advisory Group



## Objectives of the Strategic Advisory Group.

The VCR Strategic Advisory Group has been established to ensure that the VCR maintains strong relationships with its key stakeholders; government, and researchers engaged in cancer control, basic science, epidemiology and public health.

The objectives of the VCR Strategic Advisory Group are to:

1. advocate for VCR and its activities
2. provide advice to:
  - a. inform VCR's work and research program as part of the annual business planning process;
  - b. guide the future of direction and priorities for:
    - i. data linkage.
    - ii. incorporating emerging data fields into the core VCR dataset
    - iii. data collection, including the use of artificial intelligence and new technologies
    - iv. research to be conducted by VCR, including potential funding opportunities
    - v. engaging in quality improvement activities
  - c. assist VCR ensure it aligns its activity with CCV's Strategic Goals and DHHS' Cancer Plan; and
  - d. assist VCR to ensure strategic use of data.

## Membership

In accordance with the Service Agreement, membership of the VCR Strategic Advisory Committee is determined by the CCV. The DHHS will be an ongoing member of the Advisory Group and may nominate a representative from time to time. Advisory Group members will have a range of skills to ensure that it delivers on its objectives. The Advisory Group may invite individuals to join the group as content experts from time to time. All members will be required to sign a Confidentiality Agreement. Current Advisory Group members are:

- Professor David Roder (Independent Chair, epidemiologist)
- Alison Button-Sloan (consumer representative)
- Alice Miller (consumer representative)
- Todd Harper (Chief Executive Officer, CCV)
- Kathryn Whitfield (DHHS)
- Louise Galloway (DHHS)
- Professor Bruce Mann (surgical oncologist, surgeon)
- Associate Professor Andrew Wei (haematologist)
- Associate Professor Paul Mitchell (medical oncologist)
- Professor Jeremy Millar (radiation oncologist and Chair, CCV Board)
- Professor Melissa Southey (pathologist, biobanking expert)
- Professor Anna Peeters (public health researcher)
- Professor Marion Saville (anatomical pathologist, cervical screening expert)
- Dr Nikki McCaffrey (Health Economics – Cancer)
- Professor Sue Evans (Director, VCR, CCV)
- Dr Catherine Shang (Deputy Director, VCR, CCV)
- Dr Luc Te Marvelde (Head, Data Analytics, CCV)

## Frequency of Meetings

The VCR Strategic Advisory Group will meet biannually. Additional meetings may be convened as required. A quorum shall be a simple majority of the membership. Additionally, there shall be no

proxy when members cannot attend.

### **Term**

Members will be appointed initially for three years, with the option of a further three-year term. Ongoing members will include representatives of the CCV and the DHHS.

### **Process for managing conflicts of interest**

Group members should be aware of the need to appropriately manage any actual, potential or perceived conflicts of interest. The process for this will be as follows:

1. A conflict of interest declaration will be formally requested at the commencement of each meeting, and documented in the minutes
2. Any member with any actual, potential or perceived conflict(s) of interest will absent themselves from all discussions and decisions affected by the conflict(s)

### **Support and review**

The VCR will provide secretariat and administrative support for the VCR Strategic Advisory Group. Terms of reference will be reviewed biennially.