



An Australian Government Initiative



## Memorandum of Understanding

Between

Northern Sydney Science Hub

and

Member organisations or individual members of the Northern Sydney Science Hub

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1. This Memorandum of Understanding (MOU) recognises that the Northern Sydney Science Hub and the member organisations and individuals (members) who make up the Northern Sydney Science Hub (NSSH), wish to develop a collaborative arrangement, whereby the Northern Sydney Science Hub develops a program of public outreach and community engagement events and activities based on the Inspiring Australia Terms of Reference and its established network of NSW Regional Science Hubs.
2. For the purpose of this MOU, the individual and member organisations are those stated at the end of this document. Additional members, supporters and sponsors may be added to the NSSH by consensus of existing members. The level of contribution and involvement of individual members/supporters/sponsors will be discussed and agreed before a new membership is approved.
3. **Agreed contributions**
  - To deliver a series of initiatives that showcase STEM disciplines, build cooperation between community, government, research bodies and industry – with a focus on fun and education.
  - Aim to hold five publically accessible science events, hosted by member organisations individually or as a group, throughout each calendar year with a minimum of one of these events to be a co-ordinated group event during Science Week.
  - Contribute to the planning, organisation and running of Northern Sydney Science Hub co-ordinated group events. Each hub member agrees to provide a nominated resource to each group event. This resource may include money, staff time, a speaker, display booth, venue etc and will be agreed in advance of the event.
  - A representative of each member organisation will be present at each NSSH committee meeting. These face to face meetings will be held once per quarter.
  - Use of the member organisations and individuals, who make up the Northern Sydney Science Hub's, logo and branding specifically to promote the NSSH events.
  - Provide information and contribute ideas and suggestions to fellow hub members in relation to hub administration and event planning/co-ordination as requested via email in-between formal committee meetings.
  - Identify and share future opportunities for joint hub activities or individual member contributions within the Northern Sydney region, including but not limited general event

participation; participation in community festivals and events, collaborative projects and media opportunities.

- Encourage the exchange of ideas and other information between organisations which may result in stronger collaboration and co-operation between community, government, research bodies and industry.

#### 4. VISION of the Northern Sydney Science Hub:

To support and encourage education and engagement in Science, Technology, Engineering & Maths to the Northern Sydney community.

#### 5. MISSION STATEMENT of the Northern Sydney Science Hub:

To build a collaborative network of organisations to deliver a series of initiatives to enhance community Science, Technology, Engineering & Maths (STEM) engagement in the Northern Sydney Region.

- Motivate and inspire the general public in Northern Sydney region to be involved in STEM activities.
- Increase appreciation and recognition of science and technology organisations in Northern Sydney.
- Create an engaged and involved community in the Northern Sydney Region.
- Stimulate collaborations and partnerships
- Support ongoing science education opportunities

#### 6. Finances

Funding received by the Northern Sydney Science Hub through grants or donations will be held by CSIRO in a dedicated NSSH project account. These funds will be used exclusively for operating expenses related to NSSH events and activities. Member organisations and individuals will make in-kind contributions of staff labour/time in accordance with their individual organisations operational limits.

Requests for expenditure by individual hub members will need to be approved by majority vote of hub members, either at hub meetings or by email consensus. Direct payment or reimbursement of agreed expenses can be made by invoicing CSIRO.

A report of the current financial status of the project account balance will be presented to hub members at each NSSH meeting.

#### 7. Members and Contacts

The parties to this agreement will designate the following persons as administrative focal points for any administrative aspects of this MOU:

- a. For the Northern Sydney Science Hub

Selena Boyfield	CSIRO
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- b. For the member organisations and individuals who make up the Northern Sydney Science Hub

1. Liz Griffiths	Willoughby City Council Library
2. Katie Green	CSIRO
3. Jackie Chowens	Macquarie University
4. Scott Martin	CSIRO
5. Leanne Harris	Laboratories Credit Union (LCU)
6. Michael Jones	National Measurement Institute (NMI)
7. Angel Lopez Sanchez	AAO
8. James Chan	Northern Beaches Council
9. Yianni Mentis	Private Individual
10. Will Adames	Ku Ring Gai Council

- 8. This MOU is in no way intended to create legal or binding obligations on any party and serves only as a record of the current intention to enhance the relationship of the collaborators.
- 9. This MOU will reviewed periodically by NSSH members and updated as required.

For and on behalf of  
NSSH

For and on behalf of  
member organisations and individual  
members of the NSSH

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**Position**

CSIRO

**Organisation**

Dated: .....

**Dated:** .....

For and on behalf of member organisations and  
Individual members of the NSSH

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*Macquarie University*

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**Dr Michael Spence**  
*Vice-Chancellor and Principal*

**Dated:** .....

**Dated:** .....

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Laboratories Credit Union (LCU)

**Dated:** .....

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National Measurement Institute (NMI)

**Dated:** .....

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AAO

Dated: .....

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Willoughby City Council Library

Dated: .....

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AAO

Dated: .....

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Northern Beaches Council

Dated: .....

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*Ku Ring Gai Council*

Dated: .....

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Private Individual

Dated: .....