



**RESEARCH AND PRACTICE ( RAP) REFERENCE GROUP  
TERMS OF REFERENCE**

|                                |   |              |
|--------------------------------|---|--------------|
| <b>Committee Name</b>          | Research and Practice Reference Group   |              |
| <b>Secretariat/ Ex-officio</b> | Bronwen Clark   |              |
| <b>Members</b>                 | Ordinary members  | Min: 7 Max 9 |
| <b>Online Application</b>      | <a href="https://www.surveymonkey.com/r/NGAARAPEOI">https://www.surveymonkey.com/r/NGAARAPEOI</a> |              |

**Purpose of Committee**

The purpose of the Committee is to:

- Maintain a relevant research strategy to support the NGAA policy position
- Provide constructive feedback on NGAA research initiatives in order to fulfill the Research strategy objectives (refer below)
- Provide governance support to NGAA research events including the Symposium

**Research Framework Objectives:**

1. Position the Alliance and its members as the “go to” place for contemporary evidence and forward thinking on the future growth of the fast growing suburbs.
2. Leverage the current and planned research activities undertaken by members, where appropriate, to advance a national policy position
3. Catalyse knowledge sharing between members of place-based research and practice to advance the collective and individual advocacy efforts of members
4. Engage members, individually or collectively, to participate in leading edge research.

**Term**

- Members are appointed for 2 years and may be re-appointed

**Membership**

- Members may self nominate or be nominated via an advertised nomination process
- A selection process may be held by the Executive Committee if more than one applicant for the available position (s)
- The Committee of Management of NGAA will appoint members
- Members participate in a voluntary capacity. Consideration will be given to contribution towards travel expenses for interstate meetings
- Members may be co-opted by the Reference Group Board to support specific skill areas.
- Member appointment will give consideration to:
  - o State location -At least 1 member from each state
  - o Member diversity
  - o Mix of functional roles of officers.
  - o Up to 2 Co-opted participants who may have specific skills or knowledge to support the activities of the RAP group. In such case, the Executive will approve the co-opting of these members.
- Members cannot delegate their position on the committee

**Delegated Authority and Governance:**

The Committee has no financial or legal delegated authority. The group will provide recommendations for consideration by the Executive Committee.

For avoidance of doubt, the group does not have delegated authority to make changes to the endorsed policy platform or enter into agreements.

**Membership Expectation:**

The membership of the committee will commit to:

- Attend four meetings per year – in person or via videoconference. Attendance of 50 percent or less of meetings may place the position on the group into review, and may result in an alternative delegate being sought.
- Participate in an open and honest way and contribute for the benefit of NGAA Research strategy as a whole
- Conduct themselves in accordance with the NGAA Code of Conduct
- Declare a conflict of interest if one should arise.
- Support the decisions taken by the Committee
- Have capacity to respond to enquiries in between meetings for example submissions.

**Committee Expectation of NGAA**

Members of the Committee expect that:

- all of the necessary information will be provided by the NGAA Policy and Research coordinator to allow informed decisions to be made
- Recommendations will be made to the NGAA Executive Officer for referral to the Executive Committee as required. Meetings will be on time and minuted
- A meeting will only occur when a quorum (majority of members) are present.
- Open and honest discussions without resort to any misleading assertions.

**Reporting**

- The NGAA secretariat will record and distribute minutes to all committee members.
- The Minutes will be reviewed and accepted at the next meeting
- A copy of the minutes will be retained and tabled at the Executive meetings

**Roles and Responsibilities**

It is expected that the committee will provide member input into the strategy and plan for the delivery of NGAA Research strategy including;

- Review commissioned research briefs
- Nominate and review potential of member-led research and practice for national impact
- Form part of the selection panel for “call for papers” for NGAA Symposia
- Provide feedback on Research Partnership proposals as required

All recommendations will be made to the Executive Officer for review, referral to the Executive Committee and adoption as required.

**Amendment/ Variation**

The Terms of Reference may be reviewed annually and modified once endorsed by the NGAA Executive Officer.

**Contact:** Bronwen Clark, Executive Officer, [bronwen.clark@ngaa.org.au](mailto:bronwen.clark@ngaa.org.au)

### **Administration Use**

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**Created :** March 2019

**Last Updated:** 4 March 2021