

TERMS OF REFERENCE: RESEARCH ADVISORY COMMITTEES (RACs)

- PRAC – PATREC Research Advisory Committee (‘Traditional’ program of research)
- CARAC – Climate Action Research Advisory Committee (Research program: Climate Action in land use and transport planning)

1 Purpose

The PATREC Collaborative Research Agreement (8/12/2016) sets out collaboration responsibilities of the collaborating Parties, Board Chair and members and Director:

- “make PATREC and its role widely known within each Party’s organisation, with the aim of encouraging activities to be undertaken in connection with PATREC and not independently” (Clause 6.5);
- “promote cooperation and collaboration between the Parties” (Clause 4.4.2); and
- “build and maintain a strong relationship with present and potential future supporting partners (Clause 4.7.2).

The PATREC Review and feedback and discussion process which followed, highlighted the need for an element of formality and rigour to be introduced in the identification, selection, support, monitoring and dissemination of research projects.

In support of these collaboration activities, the purpose of RACs is to strengthen co-ordination amongst the PATREC partners in relation to the identification, planning, prioritisation, conducting, progress monitoring and promotion of core funded applied research projects. The RACs will advise the PATREC Board on project level matters which will free the Board up to focus on more strategic matters.

2 Objectives

The objectives of RACs are to:

- introduce an element of formality and rigour to the research project identification, selection, support, monitoring and dissemination process;
- enhance communication amongst partners; and
- advise the Board on project level matters, allowing the Board to focus on strategic matters.

3 Composition

Comprising one to two senior representatives from each partner organisation, RACs members will be nominated by each of the six partner Board members in consultation with the PATREC Director. In addition to the partner members, other interested and affected State Government and Agencies members may also be co-opted from time to time, eg. PTA, Treasury. The RAC Chairs will be appointed on an annual basis by unanimous agreement by members of the Board. The Chairs shall be ex-officio members of the Board.

4 Frequency

It is anticipated that RACs will meet three times a year, each time at least three weeks in advance of a Board meeting. More frequent interim meetings may also be held to ensure continuity in communication.

5 Term

Members will be endorsed by the Board on an annual basis.

6 Roles and Responsibilities

The primary role of RAC members is to enhance collaboration in core funded applied research projects through supporting the Director in:

- ***Research project planning***
 - co-ordinating identification of PATREC-related research needs/capability from across your partner organisation
 - prioritising and formulating projects
 - assembling project teams - identify and involve participating team members
 - reviewing project proposals and agreements
 - ensuring both academic and policy outcomes planned
 - advising Board on project selection
- ***Research project execution and progress monitoring***
 - facilitating access to necessary resources (documents, information, data, people, etc) available within your organisation necessary to achieve committed projects
 - monitor and advising on progress prior to Board meeting (3X per year)
 - participating in ad hoc communication meetings convened as necessary
- ***Research project communication***
 - promoting research findings and impacts across the relevant partner organisation
 - providing input to the PATREC Annual Report on project achievements and impacts
- ***Other***
 - identifying and raising opportunities for inviting external parties
 - identifying and raising any particular education and/or short course needs arising within the partner organisation
 - performing any other activity which may arise and be agreed upon by the RACs

7 Amendment, Modification or Variation

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by all members of the RACs.

The Board to review annually.

Approved: 7 August 2025