

Natural Hazards Research Australia Early- and Mid- Career Academic and Practitioner Network Terms of Reference

Natural Hazards Research Australia Early- and Mid-Career Academic and Practitioner Network and Executive Committee

Version: 02

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1 Network Purpose

Natural Hazards Research Australia's (the Centre) vision is to help make communities safer, more resilient and sustainable in the face of natural hazards. We seek to work with partners and the community on research that is useful, actionable and supportive of better decision-making to save lives and protect communities.

The establishment of an Early- and Mid-Career Academic and Practitioner (EMCAP*) Network to support and advocate for the next generation of natural hazards leaders, is an important step for fostering excellence in the science and management of natural hazards and to underpin the long-term development of the Centre and its outcomes.

1.1 Network Role

The Network will benefit the Centre by providing natural hazards EMCAPs with opportunities to:

- Structure a program of activities relevant to the Centre's mission and vision and the professional development of EMCAPs.
- Facilitate a network of EMCAPs with Centre stakeholders to support these activities and further develop and strengthen ties between research and practice.
- Promote EMCAPs and the next generation of natural hazards scholars and practitioners in relevant forums.

*EMCAP is defined as an individual who holds a post graduate research qualification i.e. Masters or PhD and is an academic OR practitioner who is within 15 years (excluding career interruptions) of the start of their academic or practitioner career, e.g. after research qualification completion or starting work on a particular natural hazard.

The Network aims to be accessible and inclusive and is open to considering applicants that don't meet this definition but do identify as EMCAPs.

1.2 Network Membership

Membership of the Network is voluntary and open to any early career or mid-career academic or practitioner (EMCAP) actively engaged in natural hazards research (including teaching) and management. This may include individuals in academia, industry, government and the not-for-profit sector.

Acceptance of membership will strictly be at the discretion of the Centre.

1.3 Network Executive Committee: Objectives and Responsibilities

To coordinate and manage network activities, the Centre will appoint an Executive Committee and provide Secretariat support for committee meetings.

The Executive Committee will:

- Will be comprised of self-nominated network members (via an EoI process – outlined below), who will be assessed and approved by the Centre. Please see section 1.2 for Network Membership criteria.
- Normally not exceed 9 members who are unpaid volunteers.
- Where practicable represent multiple academic and natural hazards practitioner organisations in Australia and adhere to diversity principles (individuals who are members of normally underrepresented groups are encouraged to apply to join the Executive Committee and the Network).
- Rotate 50% of its membership each year with a total Executive membership term not exceeding three years.
- Appoint a Chair and two Deputy Chairs for a term of 12 months via an Executive Committee vote. The Chair and Deputy Chairs should have served on the Executive Committee for at least one year and a maximum of two years at their time of appointment, which will be for a period of one year (except in the initial Executive Committee establishment).
- Produce an annual report on the network's activities by May 31 of each year, for inclusion on the Centre's website.
- Produce a budget acquittal by May 31 of each year for lodgement with the Centre's Research Director.
- Participate in an annual evaluation of the network prior to submission of the workplan for the upcoming calendar year.

2 Network Executive Committee: Organisation and Resourcing

2.1 Meeting Schedule and Attendance

The Executive Committee will meet at least four times each year, preferably at least once in person, in order to plan activities at least 6 months ahead of time. A least 5 committee members (including a Chair) must be in attendance to conduct the meeting (quorum).

From time to time it may invite other EMCAPs to attend a meeting if this is necessary for balanced representation or specialist advice. The Executive Committee may initiate consideration of any issue of importance to the Network that is aligned with the Centre's vision and mission.

2.2 Funding and Support

The Centre will allocate an annual budget of \$10,000, for **pre-approved** meeting expenses (for example meeting catering). Expenses must be pre-approved by the Centre Research Director **prior to payment**. Access to funds will be by submission of either invoices or receipts.

The Centre will also provide some "in kind" contributions such as external and internal communications assistance and administrative support (when required).

The Executive Committee may also raise its own funds from academic and research institutions, government agencies and industry sources, **with the approval of the Centre**, which may be acknowledged by the Network as sponsoring organisations.

2.3 Workplan and Budget

The Executive Committee will work closely with the Centre to develop an annual workplan of activities and their promotion which align with the Centre's vision and mission. A final approved workplan and annual budget for the upcoming 12 month period must be lodged with the Centre by May 31 of each year. This workplan may be modified during the year with approval of the Centre.

The Centre contact for the Executive Committee will be the NHRA Chief Science Officer.

3 Executive Committee Nomination

EMCAPs will be invited to submit an application for nomination to the Executive Committee to the NHRA Chief Science Officer usually prior to December 24 each calendar year, including the following information:

- Compulsory identifiers (Name, Phone number, Email Address, State, Location (metro, regional, rural), Current employer and position, Employment sector (academia, natural hazards management, other)

- Optional identifiers (First Nations, gender, disability, nationality)
- Specific hazard or area of research (could be hazard agnostic) (e.g. bushfire, flood)
- Why they are applying (max 150 words) i.e. what do they bring to network and what do they want to get out of the experience?
- What activities they would like to see the EMCAP Network focus on (max 150 words)
- Agreement to an understanding that membership of the EMC Network Executive Committee is on a voluntary basis, and a commitment to 5% of their time, for the duration of appointment to the Executive Committee
- Submission of a short CV of no more than 5 pages.

3.1 Executive Committee Member Selection

The NHRA Chief Science Officer will convene a selection panel including the current Network Chair to evaluate nominations on the basis of:

- Alignment with the Centre's vision and mission
- Alignment with Network objectives
- Capability and capacity to structure a program of activities relevant to the Centre's mission and vision and the professional development of EMCAPs.
- Ability to facilitate a network of EMCAPs with Centre stakeholders to support these activities and further develop and strengthen ties between research and practice.
- Ability to promote EMCAPs and the next generation of natural hazards scholars and practitioners in relevant forums.
- Representativeness – diversity principles and Centre stakeholders

*** New committee members will usually be notified by the end of January each year (where possible) to allow sufficient time for input to the network workplan.