

# ACWA R&D Committee Charter

## Introduction

The primary objective of the Committee is to ensure that ongoing research is being undertaken to ensure the ongoing responsible development of the aquaculture industry in Western Australia.

The Board may discharge any of its responsibilities through Committees of the Board in accordance with the ACWA Constitution.

The terms of reference of each Committee require the Board's approval. The Board can regulate the Committee's activities.

### 1. Purpose

- Identify research projects and project funding to present to the Board [10.1]
- Work with educational institutions and other service providers to ensure ongoing research with relevance to the aquaculture industry is being undertaken [10.2]
- Provide oversight for current research projects [10.3]
- Prepare project estimates [10.5]
- If required provide representative(s) to sit on state and federal R&D committees [10.7]

### 1. Size

The Committee will be comprised of at least three persons, of which at least two of whom are directors of ACWA.

### 2. Composition

The Committee will have a Chair, determined by the Board, and should include persons with research knowledge and experience. The Committee may co-opt a persons, who are not directors, with the approval of the Board, who are able bring relevant skills to the Committee. The Board chair is an ex-officio member of all Committees.

The Committee, with the approval of the Committee chair, may invite to meetings any external individuals with specific knowledge to assist with committee deliberations as required from time to time.

### 3. Director Terms of Appointment

The Committee is convened each year by the Board, which will determine its membership.

### 4. Conflicts of interest

The committee is required to operate within the terms set out in clause 9.4 of the constitution.

### 5. Termination of Membership

The Board can remove any director or person from the Committee. A Director whose term expires or is not entitled to be a director may continue to be a member of the Committee unless the Board states otherwise.

## **6. Meetings**

The Committee will devise its annual meeting plan taking into account deadlines of the Board for key recommendations.

The Committee meetings are regulated by the Constitution, this Charter and policy determined by the Board. The Charter also regulates the conduct of co-opted members of the Committee and advisers and visitors to the committee.

Any recommendations to the Board shall be provided to the next full board meeting.

Minutes of meetings shall be concise and include attendances, pecuniary interests, items discussed, outcomes with any recommendations requiring ratification by the Board.

A printed copy of the minutes, agreed by the Committee, shall be signed by the meeting chair at the next Committee meeting and retained by the EO.

## **7. Confidentiality**

All discussions, decisions and recommendations made at any committee meeting shall be confidential unless deemed otherwise by the committee's chair.