

Material personal interests for FRDC committees policy



FRDC
FISHERIES RESEARCH &
DEVELOPMENT CORPORATION

Executive Director's authorisation:

Effective date: 22 January 2016

TABLE OF CONTENTS

1.	PURPOSE	2
2.	RESPONSIBILITY.....	2
3.	DEFINITIONS AND ACRONYMS	2
4.	RISK CATEGORY.....	2
5.	RELEVANT DOCUMENTATION	2
6.	PUBLICATION	2
7.	BACKGROUND.....	2
8.	POLICY	4
9.	ATTACHMENTS.....	4
	Attachment 1 – FRDC committee member’s code of conduct.....	5

1. PURPOSE

This policy provides guidance to FRDC committees [e.g. Research Advisory Committees (RACs), subprograms, coordination programs, Industry Partnership Agreement (IPA) and other advisory groups] as to what constitutes a material personal interest; and how to deal with it.

2. RESPONSIBILITY

Responsibility for this policy resides with the Business Development Manager.

3. DEFINITIONS AND ACRONYMS

Definitions - follow link to [Definitions](#)

Acronyms – follow link to [Acronyms](#)

4. RISK CATEGORY

Strategic	Operational	Financial	ICT	People
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. RELEVANT DOCUMENTATION

Primary procedure	Document location or web address
Research Advisory Committee procedure	TBA

Other	Document location or web address
Code of conduct	NEMO-29-1899
Primary Industries Research and Development (PIRD) Act 1989	PIRD Act

6. PUBLICATION

This policy is to be made available on the FRDC website.

This policy is not to be made available on the directors' website.

7. BACKGROUND

The FRDC's operating environment is highly complex and diverse with multiple stakeholder groups at varying stages of maturity.

The FRDC's stakeholders are characterised by:

- diversity in their business goals (e.g. commercial, recreational, Indigenous)
- both government (public good) and industry benefit
- geographical spread
- capability to participate and undertake RD&E
- marine and freshwater
- high seas and inland waters
- active in fisheries and aquaculture to more general national resource management agencies (having different drivers)

Doc ID NEMO-29-1897	Version: 2.0	http://frdc-sp13/FilePlan/StratMng/Policy Working Documents/Material personal interests for FRDC Committees.docx	15:02:26	22-Jan-16	Page 2 of 5
------------------------	-----------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------	-----------	-------------

There are multiple planning documents relevant to the FRDC.

A number of committee structures have been developed to meet PIRD Act and Funding Agreement requirements for consultation. Over time, the FRDC's investment framework has evolved to support greater flexibility; to create greater surety for some sectors; and to address national RD&E gaps. Consultation frameworks have been added to accommodate these changes.

The FRDC has a variety of consultative structures that serve both legislative and operational purposes. These consultative structures can be categorised by:

- Ownership – Commonwealth government
- Legislative Reporting – Department of Agriculture and Water Resources, Department of Finance, and Representative Organisations
- Planning and investment - application development (RACs, IPA advisory groups, subprograms)
- industry sectors and others that contribute funds either directly or indirectly to the FRDC
- End-users of RD&E (fisheries managers can be end users but the fishers and aquaculturists are the groups that are impacted - both positively and negatively)
- Beneficiaries of RD&E – this is where impact is measured (direct e.g. prawn fishers and indirect – community)

As some sectors of the fishing and aquaculture industry have grown and matured, the FRDC's investment framework, and therefore the consultative framework, has expanded to the point where we have a highly complex system.

A key consideration when reading this policy is that FRDC committees are constituted to give advice to the FRDC, and are not the funding decision makers.

Doc ID NEMO-29-1897	Version: 2.0	http://frdc-sp13/FilePlan/StratMng/Policy Working Documents/Material personal interests for FRDC Committees.docx	15:02:26	22-Jan-16	Page 3 of 5
------------------------	-----------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------	-----------	-------------

8. POLICY

Committee members will sign the *FRDC committee member's code of conduct* (attached) conduct prior to their taking up their duties as a committee member.

Committee members will treat all funding applications (including Expressions of Interest applications) as commercial-in-confidence, and will respect the intellectual and moral property rights of applicants. (Committees may seek external reviews of applications, subject to having the permission of the applicant, and having confidentiality agreements in place.)

Committees will maintain a register of material personal interests that will be updated at the start of each meeting; and recorded in the minutes of the meeting.

Committee members will not participate in any discussion of, or decision on, a matter; unless the committee agrees otherwise (that committee decision to be taken without the conflicted member present).

Committee members found to be in breach of this policy will be asked to justify why they should not be removed from the committee; and failing an acceptable explanation will be removed.

9. ATTACHMENTS

#	Description
1	FRDC committee member's code of conduct

Attachment 1 – FRDC committee member’s code of conduct

By FRDC committee members		
1	<p>In relation to committees of the Fisheries Research and Development Corporation I acknowledge:</p> <p>a) the requirement to act with honesty and integrity; and to exercise due care, diligence, and skill</p> <p>b) the requirement to use information appropriately; and the prohibition of improper use of inside information or position. I will treat all committee information and discussion as in-confidence.</p> <p>c) my duties to:</p> <ul style="list-style-type: none"> • act in good faith • act fairly and impartially • avoid or declare material personal interests 	
2	<p>I recognise that although the committee’s primary responsibility is to the FRDC, I should also have appropriate regard for:</p> <p>a) those who invest in the FRDC; and</p> <p>b) the interests of all stakeholders.</p>	
3	<p>I acknowledge that confidential information received by me in the course of my duties remains the property of the entity from which it was obtained. I also acknowledge that it would be improper to disclose that information, or allow it to be disclosed, unless disclosure has been authorised by that entity, or the person from whom the information was provided.</p>	
4	<p>I will respect the views and practices of people with whom I have contact on FRDC business, and treat those people with dignity and goodwill.</p>	
5	<p>I acknowledge my responsibility to report corrupt practice, breaches of the law and matters detrimental to the FRDC or its reputation.</p>	
6	<p>I acknowledge my obligation, at all times, to comply with the spirit as well as the letter of this code.</p>	
7	<p>I acknowledge my obligation to be independent in judgement and actions, and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the committee.</p>	
Name	Signature	Date

