

### RESEARCH, DEVELOPMENT, AND EXTENSION COMMITTEE - TERMS OF REFERENCE

<b>Policy Number</b>	2.9
<b>Purpose</b>	Provides a framework for the scope of work by the Research, Development, and Extension Committee, and its interaction with the Board.
<b>Audience</b>	Board Research, Development, and Extension Committee
<b>Reviewed By</b>	Board
<b>Reviewed</b>	Annually

### OTHER KEY DOCUMENTS AND REFERENCES

<b>Document Name / Reference</b>	<b>File Path / Hyperlink</b>
N/A	

### VERSION HISTORY

<b>Created</b>	11-NOV-2020
<b>Reviewed and approved</b>	17-DEC-2020
<b>Amended and approved</b>	08-JAN-2021
<b>Last reviewed</b>	08-JAN-2021

## **OVERVIEW**

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The Research, Development, and Extension ('RD&E') Committee is established by resolution of the Board of Grain Producers SA ('GPSA') to provide advice and recommendations to the Board on matters relating to research, development and extension at a national and state level that have an impact on South Australian grain producers.

## **PURPOSE**

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The purpose of the RD&E Committee is to assist the Board by assessing, conducting oversight, and providing recommendations to the Board in relation to:

1. The implementation of the South Australian Grain Industry Blueprint and its projects relating to R&D matters.
2. Supporting research priority setting and the promotion of research, development & extension ('RDE') activities in South Australian grain production.
3. Advocacy for producers on RD&E issues in farm chemicals, stewardship, and crop protection products; sustainability; variety classification; and access to technology.
4. The operation and outcome of grains RD&E programs conducted in South Australia and designed to benefit SA grain growers.
5. The national implementation of the 2018-2023 Strategic RD&E Plan of the Grains Research and Development Corporation, and the coordination of industry good services by Grains Australia
6. Biosecurity matters relevant to South Australia's grains industry.
7. Ensuring South Australian grain producers have continued access to the tools required to farm, including industry codes of practice to manage farm practices.

The RD&E Committee will provide a direct link on matters of a technical nature between GPSA, Grain Producers Australia ('GPA') and other representative bodies with the South Australian Grain Industry Trust ('SAGIT'), other research agencies and organisations, and federal regulators on matter relating to grains RD&E conducted in SA or designed to benefit SA grain growers.

## **COMPOSITION**

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The RD&E Committee shall comprise not more than ten (10) members: at least one (1) Director who shall serve as Chair, and up to nine (9) ordinary members drawn from industry.

Ordinary members of the RD&E Committee are not required to be GPSA members, and may include invited representatives from:

1. Grain Producers Australia,
2. AgExcellence Alliance,

3. The Crop Science Society of South Australia,
4. The South Australian Barley Advisory Committee, and
5. Any relevant government body, taskforce, or committee.

All members of the RD&E Committee shall be appointed by resolution of the Board.

All ordinary members of the RD&E Committee shall have specialist knowledge of grain production and/or research practices.

Any Director may attend any meeting of the RD&E Committee as an observer, upon notice to the Chair of the RD&E Committee.

The Policy Director shall attend all meetings of the RD&E Committee in a non-voting capacity.

The Chief Executive Officer may attend all meetings of the RD&E Committee in a non-voting capacity and will give notice to the Chair of their intention to attend.

## **POWERS AND RESPONSIBILITIES**

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The RD&E Committee has no executive powers or decision-making authority in relation to the operations of the GPSA. The RD&E Committee's function is to assist the Board by assessing, conducting oversight, and providing recommendations to the Board.

To assist it in the execution of its role the RD&E Committee may request any information it reasonably requires from GPSA, its agents, contractors, and employees.

## **CHAIR**

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The Board will nominate a Director as the Chair of the RD&E, other than the Chair of the Board, to serve as the RD&E's Chair.

The Chair, as far as practicable, shall be a Director with specialist knowledge of grain production and/or research practices.

## **SECRETARIAT**

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The Policy Director will be the secretary of the RD&E.

## **MEETING PROTOCOLS**

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RD&E Committee meetings will be held not less than three times a year, being post-harvest, mid-year, and preharvest.

Issues may be dealt with out of session via the Policy Director who will provide relevant information to the RD&E Committee.

Employees, contractors, and third parties may be invited to be present for all or part of the meetings of the RD&E Committee but will not be voting members of the RD&E Committee.

A quorum will be a simple majority of the RD&E Committee's membership.

## **MINUTES**

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The RD&E Committee will ensure that minutes of its meetings are kept.

## **REPORTING**

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The RD&E Committee will regularly report its findings to the Board through the provision of its minutes to the Board immediately following each RD&E Committee meeting.

The key matters discussed at each RD&E Committee meeting are to be reported by the RD&E Committee Chair to the Board at each RD&E Committee meeting.

## **TASKFORCES**

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The RD&E Committee may recommend to the Board that a taskforce be established where an item or area of significance merits it, including the scope and composition of the taskforce.

**ENDS.**