Position Brief
Industry Committee Member
Australian Forest and Wood Innovations (AFWI)
Research Advisory Committee

AFWI
Australian Forest and Wood Innovations

UNIVERSITY of
TASMANIA
Background

Australian Forest and Wood Innovations (AFWI) is supported through a $101.5M grant from the Federal Department of Agriculture, Fisheries and Forestry to operate for a four-year funding term, with a maximum of seven-year activity period.

The role of AFWI is to drive uplift in vital, transformative national forestry research, development and engagement (RD&E), coordinating and delivering short-, mid-, and long-term Australian-made solutions to national challenges such as: mitigating climate change; decarbonising the economy; increasing Australia's long term domestic wood supply; and creation of new innovative wood and bioproducts.

AFWI is an unincorporated entity. AFWI exists within UTAS governance structures as part of the College of Sciences and Engineering (CoSE). AFWI's activities and expenditure will be overseen by an external advisory Board. The Board's decisions will be supported through advice from the Research Advisory Committee (RAC). AFWI is coordinated from a central headquarters, hosted by UTAS in Launceston. AFWI research will be delivered through three Research Centres spread across Australia. AFWI will also fund projects through an annual national open call. The RAC will receive administrative support through the AFWI Headquarters.

AFWI will put Australia's forest and wood products industries on the front foot, supporting applied research, development and innovation. It will create opportunities for innovation and commercialisation of new knowledge.

Committee Composition and Tenure

The RAC will consist of up to ten, and not less than eight, voting positions, which includes the Chair. The RAC will endeavour to include gender, age and cultural diversity in its membership. The RAC will be supported by four advisory positions filled by a member of the AFWI Headquarters management group (usually the Deputy Director), and the three AFWI Research Centre Managers.

RAC members are appointed for two-year terms. Members who have completed a two-year term may nominate for a subsequent term.

The full committee will be discharged when the requirements of the Grant have been completed.

Committee Responsibilities

The RAC plays a vital role in the successful functioning of AFWI. The RAC will provide expert advice to the Board on matters relating to forests and forest product research and innovation. The RAC is to ensure that all research undertaken by AFWI is supported by industry. As far as reasonable, all research is to endeavour to maximise the benefit of the broader forestry and wood products industries. Some research may be fundamental in nature, however, it must have an end-user focus.

The role and responsibilities of the RAC may be amended on occasion by the AFWI Board with approval by the UTAS Delegate.
The RAC is required to:

- Review and provide recommendations to the AFWI Board on the AFWI strategic documents created, updated, amended or reviewed after the Research Advisory Committee is established, particularly the elements that are related to research.
- Review and provide recommendations to the AFWI Board on the Research Centres’ annual workplans.
- Review and approve all AFWI research project selection and management processes.
- Review all research projects and recommend selected projects for AFWI Board endorsement, and
- Review and provide recommendations to the AFWI Board on reporting for the Commonwealth.

Committee Member Responsibilities

AFWI’s RAC members are expected to:

- Fully read and consider committee papers prior to committee meetings.
- Attend and actively participate in committee meetings.
- Review AFWI project applications and provide recommendations for the Board.
- Review and provide recommendations on AFWI documents, including (but not limited too) processes, strategic documents and reporting.
- Apply analytical skills, expert knowledge, objectivity and good judgement.
- Seek clarification or further information if required to understand an issue or make an informed decision.
- Act as an ambassador for AFWI.
- Manage Commercial-in-Confidence material appropriately.
- Raise any concerns about the management or operations of the RAC.
- Ensure that the committee minutes are an accurate reflection of the relevant committee meeting.
- Abide by committee decisions and maintain the confidentiality of discussions and information shared at committee meetings.

Committee Member Behavioural Expectations

We aim for everyone to have a positive experience at our university, and all staff contribute toward creating a university culture that is safe and supportive, enabling our community to flourish by:

- Treating all others – staff, students and community with fairness, equity and respect.
- Ensuring the workplace is an inspiring and safe place to be.
- Ensuring the workplace is free from harassment, bullying, victimisation and discrimination.
**Required Skills, Knowledge and Experience (Selection Criteria)**

In consideration of the needs for successfully guiding AFWI, we are seeking applications from experienced people in the forestry and/or forest products industries with sound knowledge of research and innovation in these industries.

It is also preferable that applicants will have previous committee experience and be able to demonstrate positive, effective, insightful and competent project review skills.

**Other Requirements**

To be eligible for appointment as a Committee Member, you are required to hold Australian Citizenship, permanent residence, or a valid visa that enables you to fulfil the requirements of this role.

Committee meetings will ordinarily be held four times per year. Two meetings will be to provide recommendations on projects from funding calls, and two meetings will be to progress other business including review of annual workplans from the Research Centres and reporting.

Additional meetings may be called at the discretion of the RAC Chair. Attendance at meetings will usually be via suitable electronic means.

The committee may also consider issues out-of-session.

AFWI will meet the reasonable travel cost for any face-to-face events Committee Members are required to attend and/or other reasonable costs incurred in discharging the duties of RAC Member. Total workload for Committee Members (excluding the RAC Chairperson) is expected to be equivalent to 8 - 10 workdays per annum.

**Additional Information**

To find out more about AFWI go to [About AFWI](#).
The intention of this Position Description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties may be altered in accordance with the changing requirements of the position.