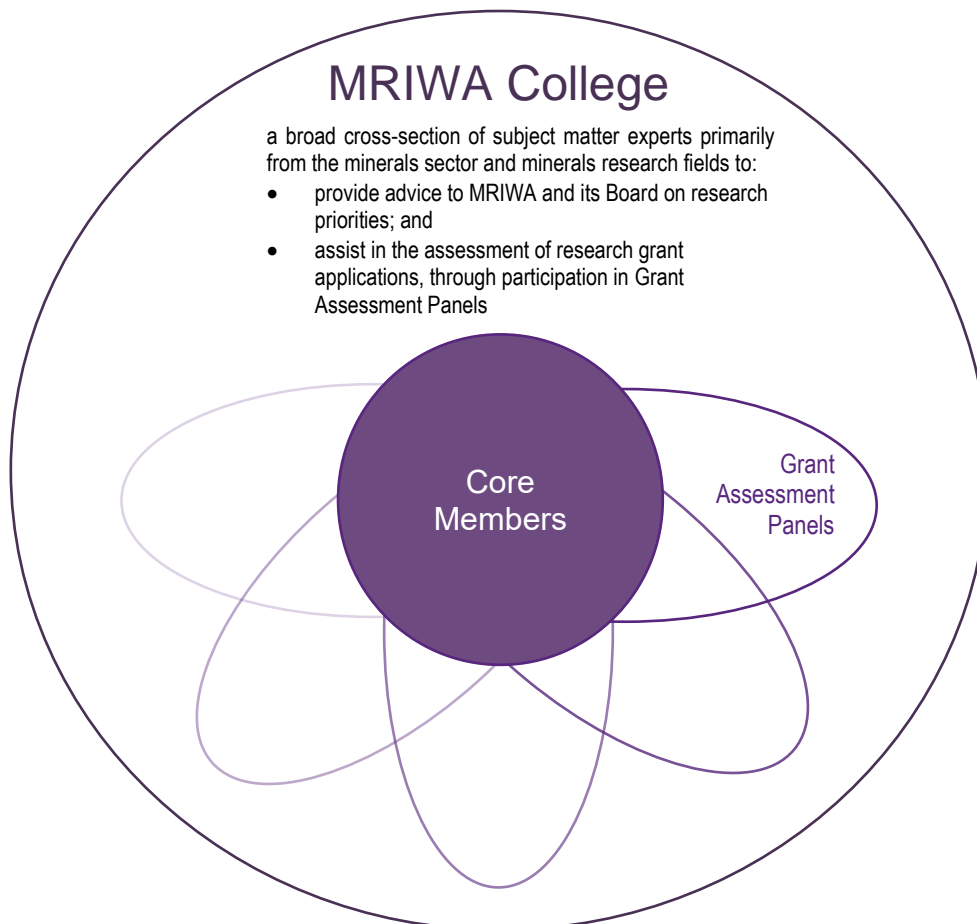


## MRIWA College and Grant Assessment Panel Terms of Reference

|                      |   |   |  |
|----------------------|---|---|--|
| Legislative Context: | <i>Minerals Research Institute of Western Australia Act 2013 (WA)</i>                               |   |  |
| Key Pillars:         | Impactful Research  | Governance  |  |
| Pillar Goal:         | Applied research creates capability and delivers economic and social benefit for Western Australia. | Robust governance and contemporary fit-for-purpose corporate practices. |  |
| Version History      | Date Approved<br>24 February 2020   | Version<br>5  | Approved By:<br>Board Resolution 20200224 #1 |



|                        | <b>Term</b>  | <b>Appointed By</b>   |
|------------------------|--|---|
| MRIWA College          | One (1) to three (3) years, no maximum limit               | MRIWA Board   |
| Core Members           | One (1) to three (3) years, to a maximum of nine (9) years | MRIWA Board   |
| Panel Chair            | Two (2) years, to a maximum of four (4) years              | MRIWA Board   |
| Grant Assessment Panel | Ad hoc, as required  | Subject matter experts drawn from College membership by MRIWA |

## Background

The Minerals Research Institute of Western Australia's (*MRIWA* or *Institute*) vision is for minerals research to advance Western Australia.

To achieve this we:

- have an **IMPACTFUL RESEARCH** program where applied research creates capability and delivers economic and social benefit for Western Australia;
- provide **COLLABORATIVE RESEARCH LEADERSHIP** so industry, academic and government relationships can activate innovation and research networks attracting investment in high value activities;
- enable **KNOWLEDGE TRANSFER** so minerals research outcomes are implemented to deliver value for the State.

MRIWA is a statutory body established by the Western Australian Government in 2013 under the [Minerals Research Institute of Western Australia Act 2013](#) (WA) (*the Act*). The control and management of MRIWA is vested in a board of seven members, who are appointed by the Minister as provided for in section 26(1) of the Act (*MRIWA Board* or *Board*).

MRIWA's primary function is to provide and administer funding grants to carry out minerals research. The Board reviews all applications for funding, and seeks advice from any necessary advisory committees, to help inform its decisions.

The MRIWA Board makes the final decision on MRIWA's financial grants for research project proposals.

Under the Act, the Board has the authority to establish any committee or appoint any organisation or individual to provide it with advice, especially on the merit of applications for research grants

The Act states:

### 60. Advisory committees

(1) *The Institute may —*

- appoint any advisory committee it considers necessary to provide advice to the Institute in relation to the Institute's functions; and*
- appoint the members, and determine the functions, of each advisory committee; and*
- discharge or alter an advisory committee.*

(2) *An advisory committee must comply with all reasonable directions or requirements of the Institute, and otherwise may determine its own procedures.*

(3) *An advisory committee must keep minutes of its meetings to a standard approved by the Institute and provide the Institute with a copy of the minutes of each meeting.*

### 61. Advice of advisory committees

*The Institute, in performing its functions, must have regard to the advice provided to it by an advisory committee but does not have to —*

- act on or give effect to the advice; or*
- wait for the advice before taking action.*

### 62. Remuneration

(1) *Members of an advisory committee are entitled to be paid out of the funds of the Institute any remuneration and allowances that the Minister may from time to time determine on the recommendation of the Public Sector Commissioner.*

(2) *Subsection (1) has effect subject to the Salaries and Allowances Act 1975, if that Act applies to the member of an advisory committee.*

From 2020, the advisory committee convened by MRIWA will take the form of an assessment panel comprised of Core Members and subject matter experts drawn from the MRIWA College (the *Grant Assessment Panel*).

## MRIWA College

The MRIWA College represents a broad cross-section of experts, primarily from the minerals sector and minerals research fields (*MRIWA College* or *College*). Members include academic and industry subject matter experts, with specific knowledge and experience relevant to one or more of the program areas in the MRIWA Research Priority Plan (the *Program Areas*).

The College provides a pool of expertise which MRIWA and the Board may call upon, as required.

An annual colloquium for the College membership will be held to:

- provide an update on current and completed MRIWA-funded projects;
- discuss focus areas for the upcoming period to recommend to the Board for consideration;

### *Appointment*

Appointment to the MRIWA College is on merit, not affiliation, with consideration given to cultural and gender diversity, informed by the MRIWA College and Grant Assessment Panel Skills Matrix (Appendix 1).

The design, appointment and practices of the College will comply with Public Sector Standards requirements and meet or exceed necessary probity standards.

MRIWA utilises existing networks and publicly available information to identify potential College members. MRIWA may also issue an expression of interest for participation in the College, if required.

Prospective members will be invited to provide information demonstrating their capabilities in accordance with the MRIWA College and Grant Assessment Panel Skills Matrix for consideration by the Board.

In making appointments to the College, the Board will ensure proportional representation across the Program Areas to reflect the relative volume of applications anticipated in that area.

All successful members will be advised by MRIWA following the Board's decision and an Instrument of Appointment (Appendix 2) will be issued by the chair of the MRIWA Board (*MRIWA Board Chair*).

Appointment to the College will generally be for a fixed term of one (1) to three (3) years, as determined by the Board. To ensure a regular and orderly transition in membership over time, the Board may vary the appointment term.

At the expiry of a term, College members may be invited to participate in a subsequent term and any extension will be made at the Board's discretion. There is no limit to the number of consecutive terms a person can be a member of the College.

MRIWA is required to make information on the College membership publicly available. The names of College members may be provided to potential grant applicants on request. MRIWA may refer to the name of the College members in any publication, including but not limited to the MRIWA website and in its Annual Reports.

### *Responsibilities*

The primary function of the College is to provide advice to MRIWA and the Board on research priorities and assist in the assessment of research grant applications, through participation in Grant Assessment Panels.

All members of the College must be prepared to participate in:

- up to six Grant Assessment Panel meetings per year;
- the annual colloquium; and
- other activities as required by MRIWA.

All members of the College are required to be familiar with the Act and with the Institute's:

- a. Code of Conduct
- b. College and Grant Assessment Panel Terms of Reference;
- c. Managing Material Personal Interest Guideline;
- d. Research Priority Plan;
- e. Strategic Plan; and
- f. Grant Guidelines

All members of the College must maintain awareness of relevant government legislation and regulation and the requirements of the Public Sector Commissioner.

### *Managing Material Personal Interest*

Members should refer to the MRIWA Managing Material Personal Interest Guideline for guidance on the procedures required to identify situations which may give rise to conflicts of interest and ensure they are declared, recorded and managed.

On appointment to the College, members must complete an Appointment Declaration of Interests Form, and it is the responsibility of College members to ensure this information remains up-to-date. This information will be used to help inform the appointment of members to Grant Assessment Panels, in order to minimise any real or perceived conflicts.

### *Register of Expertise*

Membership of the College will be recorded on the MRIWA College Register of Expertise (the *Register*) to facilitate the selection and appointment of members to Grant Assessment Panels, and ensure the College continues to reflect an appropriate cross-section of the minerals research community.

The Register contains the details provided in the MRIWA College Expression of Interest Form and Appointment Declaration of Interests Form. Information in the Register is held in a secure database and is for internal MRIWA use only. MRIWA will treat all personal information provided as part of the Register in accordance with:

- *State Records Act 2000* (WA)
- *Privacy Act 1988* (Cth)

College members are required to notify MRIWA of any change to employment or contact details as soon as possible. Members will also be invited to update their profile on an annual basis to ensure the information continues to accurately reflect their area(s) of specialisation and expertise.

### *Core Members*

Up to ten (10) persons will be appointed as Core Members of the College (the *Core Members*).

Each Core Member will have substantial skills and expertise in at least one Program Area of the MRIWA Research Priority Plan and collectively have an understanding of the whole mining value chain.

Core Members will have a good understanding of MRIWA and utilise their knowledge of the minerals sector to:

- consider research grant applications from a strategic viewpoint, in terms of technical merit, value to industry, and impact on Western Australia;
- consider the composition of the MRIWA research project portfolio, and the suitability of the MRIWA Research Priority Plan, and proactively recommend initiatives as necessary to the Board.

### *Appointment*

Prospective Core Members will be identified from within the College membership. Selection of Core Members will be informed by the requirements outlined in MRIWA College and Grant Assessment Panel Skills Matrix while ensuring an appropriate level of diversity is maintained.

Core Members are appointed by the Board and issued an Instrument of Appointment by the MRIWA Board Chair.

Appointment as a Core Member will be for a fixed term of one (1) to three (3) years, as determined by the Board. At the expiry of their term, members may be invited by the Board to participate for additional term(s), to a maximum of nine (9) years. To ensure a regular and orderly transition in membership over time, the Board may vary the appointment term of Core Members.

At the expiry of their term as a Core Member, individuals may continue to participate in the College as a subject matter expert.

### *Responsibilities*

Core Members must demonstrate commitment to make a genuine and active contribution to MRIWA, the College, and Grant Assessment Panels.

The Core Members are to endeavour to attend all Grant Assessment Panel meetings, to ensure a consistent approach in the assessment of research grant applications.

Prior to the relevant Grant Assessment Panel meeting, Core Members are required to review all research grant applications received for consideration by MRIWA.

Core Members are expected to actively contribute to discussion on all research grant applications, including applications outside their discipline area

Where one or more of the Core Members are unavailable to attend the Grant Assessment Panel meeting, MRIWA may select an alternate subject matter expert from the College to attend the meeting in their place to ensure adequate expertise is available to assess the research grant applications.

Core Members are also expected to participate in discussions as required to proactively recommend initiatives to the Board regarding minerals research.

### *Panel Chair*

One (1) person will be appointed the chair from the Core Members and will chair all meetings to assess research grant applications (the *Panel Chair*).

The Panel Chair will have extensive experience within the minerals sector and a sound understanding of all program areas within the MRIWA Research Priority Plan.

The Panel Chair will ensure all research grant applications are assessed in a consistent manner and with due consideration to the Merit Criteria outlined in the Grant Guidelines.

An alternate chair may be appointed from the Core Members where the Panel Chair is unavailable or has declared a material interest in a research grant application to be considered.

#### *Appointment*

The Panel Chair is selected from the Core Members and is appointed for a fixed term of two (2) years, which may be extended for an additional two (2) year term.

The Panel Chair is appointed by the Board and issued an Instrument of Appointment by the MRIWA Board Chair.

On expiry of their term, Panel Chairs may continue to participate as a Core Member for a maximum of nine (9) years, inclusive of the Panel Chair term.

#### *Responsibilities*

In addition to chairing all Grant Assessment Panel meetings, the Panel Chair may be called upon by MRIWA to provide advice on the composition of Grant Assessment Panels.

The Panel Chair is responsible for ensuring the Grant Assessment Panel functions properly, there is full participation during meetings, all relevant matters are discussed, and effective decisions are made and carried out.

The Panel Chair may be required to attend the Board meetings to present the Grant Assessment Panel's recommendations on funding research grant applications.

### Grant Assessment Panels

Grant Assessment Panels will be constituted on an as-needed basis to review research grant applications received by MRIWA.

The composition of a Grant Assessment Panel will include an appropriate level of skills and expertise to effectively assess the research grant application(s) received by MRIWA and will include:

1. Panel Chair
2. Core Members
3. Relevant subject matter experts as required

#### *Subject Matter Experts*

Members of the College will be called upon from time-to-time to participate on a Grant Assessment Panel as a subject matter expert.

Subject matter experts will have technical knowledge and experience in one or more thematic area within the MRIWA Research Priority Plan and will utilise this knowledge to provide an assessment of the technical merit of the research grant application.

#### *Appointment*

Subject to the research grant applications received, MRIWA will identify a short-list of College members with suitable expertise to ensure robust assessment of the research applications.

Representation on the Grant Assessment Panel will be finalised approximately four weeks prior to the scheduled Grant Assessment Panel meeting and MRIWA will notify selected subject matter experts to confirm availability to attend. Attendance in person is preferred; however, participation by teleconference or other electronic means is permitted if necessary.

In the event a subject matter expert is not able to attend the designated Grant Assessment Panel meeting, they must notify MRIWA immediately.

Where relevant subject matter experts cannot be identified within the College, MRIWA may choose to identify external advisors to provide feedback on the technical aspects of the research grant application.

### *Responsibilities*

Subject matter experts will attend Grant Assessment Panel meetings as required, at the invitation of MRIWA.

Prior to the Panel meeting, subject matter experts are required to review the research grant application(s) as requested by MRIWA.

In addition, MRIWA may request the subject matter experts provide a written assessment of the research grant application(s) they have reviewed prior to the meeting. This is to be forwarded to MRIWA, who will circulate the written assessment to the Grant Assessment Panel prior to the meeting.

Subject matter experts participate only in the Grant Assessment Panel discussion on the research grant application(s) they have reviewed. They may however be invited to stay for the duration of the meeting subject to the discretion of the Panel Chair.

## Grant Assessment Panel Procedures

### *Meeting schedule*

When required, Grant Assessment Panel meetings will be held approximately four weeks prior to a Board meeting. All Grant Assessment Panel members must commit to undertaking the required work and to attend the designated meeting.

### *Distribution of agenda and supporting material*

The agenda and supporting material will be circulated by MRIWA to the Grant Assessment Panel in time to enable members to properly prepare for each meeting. Material on research grant applications will generally be provided at least one week prior to the meeting.

### *Disclosure of material personal interest*

All members of a Grant Assessment Panel are required to declare any material personal interest (real or perceived) in any of the business on the agenda for that meeting which could, or could be seen to, influence the member's advice or decisions on matters on the agenda.

Members should refer to the Managing Material Personal Interest Guideline for guidance on the required procedures to identify situations which may give rise to a conflict of interest.

### *Research grant application presentations*

The lead researcher(s) (*Applicant*) and sponsor(s) to research grant applications may be invited to the Grant Assessment Panel meeting to provide a brief presentation on their project to enable Grant Assessment Panel members to have a comprehensive understanding of the proposed project.

### *Assessment of the research grant application*

The Grant Assessment Panel will make an assessment of the merits of the application, with specific consideration to the Merit Criteria identified in the Grant Guidelines. At this point the Grant Assessment Panel may also identify any points of further clarification required from the Applicant or other parties to the research grant application.

At the conclusion of the discussion, the Grant Assessment Panel determines the recommendation to the MRIWA Board in relation to the research grant application, including any conditions or actions required prior to a recommendation being provided.

### *Minutes of Panel meetings*

Minutes for each Grant Assessment Panel meeting will be taken by MRIWA. All decisions of the Grant Assessment Panel must be recorded. The Grant Assessment Panel will be required to confirm minutes following the meeting.

### *Confidentiality*

The proceedings of the Grant Assessment Panel remain confidential. The confidentiality of information provisions contained in sections 70 and 71 of the Act apply to all proceedings of the Grant Assessment Panel.

### *Grant application summary*

MRIWA is responsible for preparing the Grant Application Summary, containing the Grant Assessment Panel assessment and recommendations, for submission to the Board. This needs to be finalised 10 days prior to the Board meeting.

### *Clarification by applicant required*

Where further clarification from the Applicant is required, MRIWA will contact the Applicant and request written feedback. This is forwarded to the Grant Assessment Panel for confirmation out of session. Clarification matters will be recorded in the Grant Application Summary and presented to the Board.

### *Remuneration*

Members of a Grant Assessment Panel are entitled under the *Minerals Research Institute of Western Australia Act 2013* to receive remuneration and allowances for their participation.

In accordance with the Premiers Circular 2019/07, there are some exceptions, with Grant Assessment Panel members ineligible for remuneration (other than reimbursements for travel expenses) if they are:

- i. on the public payroll, including all current full time State, Commonwealth and Local Government employees; Members of Parliament; current and retired judicial officers (except Magistrates); and current non-academic employees of public academic institutions; or
- ii. a person who was a Member of Parliament within the last 12 months.

Persons who are eligible for remuneration include:

- i. part time public sector employees, where the relevant Minister is satisfied the work relating to the committee will occur outside of their employment, and all other potential conflicts of interest are appropriately managed;
- ii. University academics, defined as someone engaged primarily for the purpose of providing educational services and not administrative or other services; and
- iii. elected Local Government councillors.



## Appendix 1: MRIWA College and Grant Assessment Panel Skills Matrix

### MRIWA COLLEGE

The MRIWA College represents a broad cross-section of experts, primarily from the minerals sector and minerals research fields (collectively the *MRIWA College* or *College*). Members include academic and industry subject matter experts, with specific knowledge and experience relevant to one or more of the program areas in the MRIWA Research Priority Plan (the *Program Areas*).

Appointment to the MRIWA College is on merit, not affiliation, with consideration given to cultural and gender diversity.

In making appointments to the College, the Board will ensure proportional representation across the Program Areas to reflect the relative volume of applications anticipated in that area.

### Selection Criteria

Prospective members of the College will be evaluated by MRIWA against the following criteria.

#### Skills

| CRITERIA                           | DESCRIPTION  | REQUIREMENT |
|------------------------------------|--|-------------|
| <b>Experience</b>                  | Minimum 10 years' experience in role(s) relevant to the MRIWA Research Priority Plan.  | Essential   |
| <b>Leadership</b>                  | Leadership role(s) in field relevant to the MRIWA Research Priority Plan.  | Essential   |
| <b>Risk management</b>             | Demonstrated application of risk and business continuity management principles, procedures and practices and knowledge of relevant statutory and government requirements and industry standards. | Essential   |
| <b>Strategy and innovation</b>     | Demonstrated ability to anticipate, analyse and manage emerging issues and develop innovative approaches and solutions to problems.  | Essential   |
| <b>Corporate governance</b>        | Knowledge and experience in sound corporate governance.  | Desirable   |
| <b>Commercialisation</b>           | Experience in commercialisation and/or adoption of new science and technology, services or processes.  | Desirable   |
| <b>Intellectual property</b>       | Knowledge in managing intellectual property, preferably in research sector-industry collaborative research projects.   | Desirable   |
| <b>Evaluation of research</b>      | Experience in critical assessment of research projects, particularly with respect to evaluating research aims, objectives and outcomes.  | Desirable   |
| <b>Research management</b>         | Experience in managing large-scale research projects and/or a portfolio of research projects.  | Desirable   |
| <b>Research-industry interface</b> | Participation in collaborations between the minerals industry and the research sector.   | Desirable   |

#### Personal Attributes

| ATTRIBUTE                           | DESCRIPTION  |
|-------------------------------------|--|
| <b>Integrity and Accountability</b> | <p>A commitment to:</p> <ul style="list-style-type: none"> <li>Understanding and fulfilling the duties and responsibilities of a member of the advisory committee in a public sector entity;</li> <li>Transparency and declaring any activities or conduct that might be a potential conflict;</li> <li>Accepting responsibility for decisions and actions;</li> <li>Maintaining confidentiality.</li> </ul> |

| ATTRIBUTE                               | DESCRIPTION   |
|---|---|
| <b>Communication skills</b>             | The ability to: <ul style="list-style-type: none"> <li>• Listen to, and constructively and appropriately debate, other people's viewpoints;</li> <li>• Develop and deliver cogent arguments;</li> <li>• Communicate effectively with a range of stakeholders.</li> </ul>  |
| <b>Analytical and conceptual skills</b> | The capacity to: <ul style="list-style-type: none"> <li>• Identify and critically assess strategic opportunities and threats in the context of the research and opportunities for industry;</li> <li>• Identify potential risks in specific research grant applications and/or consequential risks to MRIWA as a whole;</li> <li>• Ask questions and challenge Institute management and peers in the Grant Assessment Panel in a constructive and appropriate way.</li> </ul> |
| <b>Commitment to MRIWA</b>              | The visible commitment to: <ul style="list-style-type: none"> <li>• The purpose for which the Institute has been established and operates, and its on-going success;</li> <li>• Appropriately representing the Institute;</li> <li>• Putting the Institute's interest before any personal interests.</li> </ul>   |
| <b>Interpersonal skills</b>             | The ability to: <ul style="list-style-type: none"> <li>• Work as part of a team and make a genuine and active contribution;</li> <li>• Negotiate outcomes.</li> </ul>   |

## CORE MEMBERS

There will be up to ten (10) Core Members of the College, one of which will be the Panel Chair, who are demonstrated senior leaders in their fields of expertise.

### *Required Expertise*

| CRITERIA                           | DESCRIPTION   | REQUIREMENT  |
|------------------------------------|---|--------------|
| <b>Program-specific expertise</b>  | Representatives from the following disciplines: <ul style="list-style-type: none"> <li>• Exploration Geology</li> <li>• Mining Engineering</li> <li>• Metallurgy/Process Engineering</li> <li>• Data Science, Spatial and Communications</li> <li>• Mineral Economics</li> <li>• Environmental Science</li> </ul> | One of each  |
| <b>Sector</b>                      | Representatives from: <ul style="list-style-type: none"> <li>• Academia/research community</li> <li>• Industry - operations</li> <li>• Industry – METS</li> <li>• Government</li> </ul> with experience across multiple commodities.  | One of each  |
| <b>Commercialisation</b>           | Experience in commercialisation and/or adoption of new science and technology, services or processes.   | At least one |
| <b>Intellectual property</b>       | Knowledge in managing intellectual property, preferably in research sector-industry collaborative research projects.  | At least one |
| <b>Research management</b>         | Prior experience in managing large-scale research projects and/or a portfolio of research projects.   | At least one |
| <b>Research-industry interface</b> | Previous participation in collaborations between the minerals industry and the research sector.   | At least one |

## GRANT ASSESSMENT PANEL

### *Required Expertise*

| CRITERIA      | DESCRIPTION   |
|---------------|---|
| <b>Sector</b> | Subject matter experts from: <ul style="list-style-type: none"> <li>• Academia/research community</li> <li>• Industry - operations</li> <li>• Industry – METS</li> <li>• Government</li> </ul> with experience across multiple commodities. |

### *Diversity*

| CRITERIA        | DESCRIPTION   | REQUIREMENT |
|-----------------|---|-------------|
| <b>Gender</b>   | Gender diversity of 50:50   | Desirable   |
| <b>Age</b>      | Age diversity should be present among members sufficient to bring different generational perspectives to the deliberations.                                   | Desirable   |
| <b>Cultural</b> | Where possible, cultural diversity on the Grant Assessment Panel should be reflective of the cultural diversity of the Institute's community of stakeholders. | Desirable   |