

# 'Defence Trade Controls Committee' - Membership and Terms of Reference

## Section 1 - Establishment

(1) The Defence Trade Controls Committee was established in 2015 to ensure compliance with the [Defence Trade Controls Act \(2012\)](#) as amended, and associated Regulations, and will report to the Deputy Vice-Chancellor (Research and Engagement).

## Section 2 - Glossary

(2) For the purpose of this document:

- a. Committee - means the Defence Trade Controls Committee.

## Section 3 - Membership

(3) Expert members only, nominated by the Deputy Vice-Chancellor (Research and Engagement) and, in accordance with the requirements of the amended [Defence Trade Controls Act 2012](#).

(4) The Committee shall comprise a minimum of six experts, including members with skills and experience in the following fields:

- a. Biological Sciences;
- b. Chemical Sciences;
- c. Information and Communication Technologies;
- d. Other Physical Sciences/Engineering; and
- e. Research Management.

(5) The Chair shall be drawn from one of the academic areas identified in clause 4.

(6) The Committee shall also include at least one member who has no ongoing, substantive association (including personal, pecuniary or research interests) with matters likely to be considered by the Defence Trade Controls Committee.

## Section 4 - Functions and Responsibilities

(7) The powers and responsibility of the Committee are to:

- a. assist the Deputy Vice-Chancellor (Research and Engagement) in the development and delivery of educational programs to generate appropriate levels of understanding amongst all staff, students and visitors about materials, technologies and services used in teaching or research within Charles Sturt University (the

- University), that have the capacity to be exported in contravention of the [Defence Trade Controls Act 2012](#);
- b. work with the Deputy Vice-Chancellor (Research and Engagement) to develop and promulgate policies which minimise the risk to staff, students and visitors;
  - c. create and recommend to the Deputy Vice-Chancellor (Research and Engagement) a framework of procedures that will provide early identification of regulated work undertaken by staff, students and visitors, so that institutional and individual obligations can be enacted in a timely fashion;
  - d. monitor the implementation of relevant policies and procedures as determined by the University;
  - e. periodically conduct targeted audits of compliance with the University's policies and procedures relating to the [Defence Trade Controls Act 2012](#);
  - f. keep a register of all applications, exempt dealings, notifications and approvals, and inspections and certifications of facilities;
  - g. assist the University in ensuring that the Committee is properly constituted and maintained;
  - h. assist the University in preparing an Annual Report to the Regulator if and when required in the future;
  - i. receive and respond to complaints and allegations of non-compliance raised by any person; and
  - j. submit a written annual report on its activities to the Vice-Chancellor.

## Section 5 - Meetings

### Conflicts of Interest

(8) In carrying out the functions outlined in Section 4, the Committee shall ensure that no member adjudicates on any research proposals in which they may have a professional interest.

(9) Any member with such a personal interest shall vacate the meeting room while a decision is being made on the research proposal concerned.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	22nd March 2016
<b>Review Date</b>	24th January 2021
<b>Approval Authority</b>	Deputy Vice-Chancellor (Research, Development and Industry)
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