

# **GOAT INDUSTRY RESEARCH, DEVELOPMENT AND ADOPTION COMMITTEE**

## **TERMS OF REFERENCE**

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### 1 Purpose

- 1.1 The Goat Industry Research, Development and Adoption Committee (GIRDAC) (**Panel**) is a panel established by Meat & Livestock Australia (**MLA**).
- 1.2 The Panel acts in an advisory capacity in accordance with these terms of reference (**TORs**).
- 1.3 The objectives of the Panel are to:
  - (a) Act as an advisory group set up to provide technical support and assistance to the Goat Industry Council of Australia (GICA) and Meat and Livestock Australia (MLA) on goat industry research, development and extension requirements.
  - (b) Provide recommendations (priorities and TOR) to GICA and MLA on research and development (R&D) and extension and adoption (E&A) initiatives and investments in the Australian goatmeat and livestock industry.
  - (c) To review RD&A funding proposals to deliver independent, quality, and transparency to project review and selection process conducted by MLA.
  - (d) To provide feedback to MLA on progress of existing and concluding R,D&A projects.

### 2 Role and responsibilities of the committee

- 2.1 The role of the Panel is to provide advice and make recommendations to MLA through:
  - (a) Attendance of face to face meetings and tele-conferences (as required);
  - (b) Review projects, and where required, provide additional commentary;
  - (c) Leading discussions, building engagement and consensus around key decisions with the Committee;
  - (d) Managing conflicts of interests and differences of opinion;
  - (e) Providing feedback to MLA on investment priorities for the goat industry;
  - (f) Reporting to the Goat Industry Council of Australia on Committee activities
  - (g) Providing input into meeting agendas and completion of action items and correspondence to maintain momentum of out-of-session activities
  - (h) Collaborating and maintaining effective relationships with industry networks and stakeholders
  - (i) Seeking to capitalise on opportunities to improve GIRDAC processes and profile
  - (j) Taking leadership in the development of new initiatives to improve RD&E planning and delivery
  - (k) Maintaining a 'watching brief' on RD&E programs, project milestones and deliverables. Including providing high level technical advice to MLA on applications and existing projects, possible revision of final reports and milestones and a formal review of projects at their conclusion
  - (l) Making every reasonable effort to respond to email requests within the decision/comment period. Where members are unable to respond to email requests within the decision/comment period, due to extenuating circumstances, they acknowledge that this nil response will mean it's assumed that they support the position being proposed

- (m) Being fully prepared for each meeting, having read the documentation in advance;
- (n) Working with industry and MLA to recruit suitable GIRDAC committee members; and
- (o) Not distribute confidential information received before or during the conduct of the meetings and abide by MLA's Confidentiality Policy.

2.2 The role of MLA is to:

- (a) Co-ordinate and manage GIRDAC committee and meetings. Including co-ordinate GIRDAC committee and advertising available GIRDAC committee positions.
- (b) Provide leadership to GIRDAC to RD&E goat levy (\$R) investments and alignment of MLA RD&A priorities;
- (c) Send through RD&E goat levy (\$R) funding priorities developed by GIRDAC to GICA for endorsement of levy funds;
- (d) Provide update on Goat RD&A TOR and circulate applications to GIRDAC for review;
- (e) Develop GIRDAC and GICA endorsed applications through to MLA contracting and project management;
- (f) Provide update on current R&D program investments;
- (g) Work with GICA committee representatives to provide GICA with an update on GIRDAC. This includes providing presentations at GICA council meetings, at GICAs request, to update GICA on GIRDAC activities, recommendations and decisions (minimum 1 presentation per annum).
- (h) Provide update on goat productivity (\$R) budget availability to help inform GIRDAC priority setting; and
- (i) Generating meeting minutes and circulate to GIRDAC committee.

2.3 The relationship with GIRDAC and GICA is:

- (a) For GIRDAC to operate independently to GICA, as an MLA appointed and funded committee;
- (b) GIRDAC, on behalf of the industry, will provide R&D levy priorities investments to GICA for review and endorsement;
- (c) For GICA to have representation on GIRDAC committee to provide feedback on alignment of R,D&E investments to GICA strategic plan and industry perspective; and
- (d) For GICA to provide industry updates to GIRDAC, where required.

### 3 Membership

3.1 The GIRDAC committee is composed of the below:

Organisation	Member/s
MLA	Sheep and Goat R&D Program and project managers. Additional MLA managers as required.
Producer Representative - Rangeland	Minimum of 3 rangeland producers (e.g. aim to have a geographic spread of rangeland producers in key rangeland areas across e.g. NSW, QLD and WA).
Producer Representative – Farmed Goat Producers	Minimum of 2 commercial farmed goat producers. (May include; managed meat goats, dairy, fibre etc).
Consultants	Minimum of 1, maximum of 2 industry consultants. (May include veterinarian, nutritionist, geneticist, extension or adoption expert).
GICA representatives	Maximum 2 x GICA representations. GICA to nominate representatives independent of GIRDAC application process

3.2 Committee Chair (*rotated from within the management committee, and held by MLA representative if no committee nominations*),

The role of the chair is to:

- (a) Chair meetings and workshops;
- (b) Collate meeting minutes and circulate to GIRDAC;
- (c) Be involved in MLA communication and media where required; and
- (d) Support MLA in the planning and organising of meetings (face to face and/or virtual) as required.

3.3 Producer representatives

The role of the producer representatives is to:

- (a) Represent their production system (e.g. rangeland or farmed production systems) and provide industry updates to GIRDAC;
- (b) Engage with industry to understand industry challenges and opportunities and bring these forward to GIRDAC discussions;
- (c) Actively participate in GIRDAC producer roles (outlined in 2.1); and
- (d) Showcase the role of GIRDAC to wider industry.

3.4 Consultant representatives

The role of the consultant representatives is to:

- (a) Provide technical expertise to the committee;
- (b) Actively participate in committee discussions and roles (outlined in 2.1); and

- (c) Engage with industry to understand challenges and opportunities and bring these forward to GIRDAC discussions

### 3.5 Peak Industry Council Representation - GICA

The role of the GICA representatives is to:

- (a) Consider alignment of RD&A priorities with GICAS strategic plan;
- (b) Provide industry updates to GIRDAC;
- (c) GICA representatives will be nominated from current GICA council members. This is independent of the GIRDAC application process but will align with GIRDAC succession process; and
- (d) Engage with industry to understand challenges and opportunities and bring these forward to GIRDAC discussions

## 4 Recruitment/Selection

- 4.1 The Committee will be made up of 8 members as outlined in 3.1 and is designed to achieve adequate representation of goat producers and industry representatives at the national level.
- 4.2 Committee members will be determined from an MLA managed application process from a publicly advertised call for nominations.
- 4.3 Members will be appointed for a maximum term of three years, with a minimum of two members rotating out of the committee each year and replacement members coming in.
- 4.4 An open call will be released in at the start of the financial year for new members, who will join the Committee prior to the next priority setting process commencing. Former members may re-apply for additional terms through a competitive application process.
- 4.5 The first rotation of Committee members under this charter will occur by September 2024.
- 4.6 Existing members will be given the opportunity to voluntarily step down in July 2024. If a minimum of two members do not volunteer lots will be drawn with replacement candidate sought aligned with the below Committee composition.

## 5 Code of Conduct

- 5.1 In performing the duties and responsibilities of the Panel, members will:
  - (a) act in accordance with the terms set out in the Letter of Appointment;
  - (b) act in the best interests of the industry;
  - (c) have a duty of care and diligence in fulfilling their functions;
  - (d) treat all fellow stakeholders with courtesy and respect;
  - (e) be provided with well researched, complete, accurate and meaningful information in a timely manner prior to meetings;
  - (f) be given reasonable time to consult with their members and stakeholders to make key decisions;
  - (g) be open and honest during discussions;
  - (h) work constructively with all members to towards achieving consensus on decisions;
  - (i) not make improper use of information acquired as a member of the Panel; and

- (j) not distribute confidential information acquired as a member of the Panel outside the Panel without the prior written Panel consent (including within own organisations) and subject to the terms of any separate confidentiality agreement.

## **6 Safety**

- 6.1 Members of the Panel must ensure that its activities comply with all applicable materials, food, product and consumer safety laws and regulations, all applicable occupational health and safety laws and regulations and all other applicable industry codes of practice and Australian Standards relating to safety.

## **7 Meetings**

- 7.1 The Panel will meet at least 4 times each year and more frequently as required..
- 7.2 A quorum for Panel meetings is 4 (minimum of 1 MLA, 1 GICA, and 2 producer representatives).
- 7.3 The Panel will endeavour to make decisions by consensus. If a consensus decision is not possible and a matter is voted on, a decision of the Panel will be effective if passed by a vote of 75% of those members present and voting on the matter.
- 7.4 The Panel may meet in person or by telephone or other means of audio or audio-visual communication, or any combination of these. A minimum of 1 face to face meeting per annum is recommended, with the preference being that the priority setting meeting is held face to face where possible.
- 7.5 A minimum of 1 representative from MLA is entitled to attend and participate in meetings.
- 7.6 The Panel may invite any other person to attend and participate in Panel meetings, but require written approval by MLA prior to the meeting.
- 7.7 The formal chair position is entitled to sitting fees in accordance with MLA's sitting fee policy and reimbursement of expenses associated with membership of the Panel (as described in the Letter of Appointment). The other members do not receive sitting fees and are responsible for their own expenses associated with membership of the Panel (refer to annexure 3 below).

## **8 Conflict of interest**

- 8.1 If at any stage a conflict of interest arises or appears likely to arise, the member must:
  - (a) notify MLA immediately in writing;
  - (b) make full disclosure of all relevant information relating to the conflict; and
  - (c) take such steps as MLA reasonably requires to resolve or otherwise deal with the conflict.
- 8.2 The process for reporting and managing conflicts of interest will be a standing agenda item and emphasised at the start of each meeting.
- 8.3 At the commencement of each meeting, each member must declare (and provide sufficient details) if they have a conflict of interest or likely conflict of interest that may in any way impact the member's role in relation to any of the meeting agenda items.
- 8.4 If during a meeting, a conflict of interest, or likely conflict of interest is declared:
  - (a) the chair must record details of the conflict in the minutes of the meeting and the conflict register for the Panel;
  - (b) the declaring member must make full disclosure of all relevant information relating to the conflict;
  - (c) the declaring member must take such steps as the Panel reasonably requires to resolve or otherwise deal with the conflict; and

(d) the chair must record the steps taken/required to resolve or otherwise deal with the conflict.

## **9 Anti-competitive conduct**

9.1 Members of the Panel must not engage in any collusion, anti-competitive or similar conduct with any other panel member or person. This includes (but is not limited to) discussion between competitors or potential competitors of prices, bids, production plans, customers or suppliers or sharing confidential or competitively sensitive information.

## **10 Access to information and advice**

10.1 The Panel may obtain information from staff of MLA as it considers necessary for the performance of its role and responsibilities.

10.2 The Panel may obtain such other information and advice as it considers necessary for the performance of its role and responsibilities, subject to obtaining the prior approval of MLA as to any costs to be incurred in obtaining that information or advice.

## **11 Reporting**

11.1 The chair will arrange for minutes of its meetings to be prepared and will provide MLA with copies of them following each meeting for approval prior to circulation. *Meeting minutes will be approved and circulated within 2 weeks of the meeting.*

11.2 When providing any advice or recommendation in accordance with these TORs, the Panel will:

- (a) provide information and material substantiating the advice or recommendation;
- (b) provide any other information requested by the party receiving the advice or recommendation; and
- (c) if the advice or recommendation did not result from a consensus decision, provide details of Panel voting on the matter.

11.3 The work of the Panel is advisory to MLA and all media enquiries received by Panel members should be conveyed to the General Manager responsible for the project for which the Panel is engaged and MLA's Media Manager or General Manager, Communication and Stakeholder Engagement in person or by telephone. Non-urgent media enquiries can be notified by email.

## **12 Secretariat**

MLA will provide secretariat support to the Panel as required.

## **13 Review**

MLA may review these TORs from time to time to keep them up to date and consistent with the Panel's role and advice that may be provided by the Panel. MLA will notify each member of the panel of any changes to these TORs.