

## TERMS OF REFERENCE

### 1. Purpose

- 1.1 The Sheep Genetics Advisory Committee (**Committee**) is a Committee established by Meat & Livestock Australia (MLA).
- 1.2 The Committee is the forum for industry representatives to provide program oversight and feedback on major policy decisions to MLA and the Executive Committee in relation to the Sheep Genetics.
- 1.3 The Committee acts in an advisory capacity in accordance with these terms of reference (**TORs**).
- 1.4 The Executive Committee represents MLA.
- 1.5 The primary role of the Executive Committee is to:
  - a) Consider recommendations from the Technical and Advisory Committees
  - b) Make decisions regarding the prioritisation and resourcing of further developments and modifications to Sheep Genetics; and
  - c) Oversee the coordination and implementation of that modification or development
- 1.6 The objectives of the Committee are to
  - a) Proactively communicate and represent the views and requirements of Sheep Genetics clients, potential clients and the wider sheep industry to the Executive Committee;
  - b) Ensure that the Sheep Genetics Operational Plan meets the needs of industry;
  - c) Review the annual operational performance and consider the need for additional services;
  - d) Respond to feedback and guidance from the Executive Committee in relation to projects and priorities; and
  - e) provide guidance and representation of industry receptiveness to implementation of new tools into Sheep Genetics.

### 2. Role and responsibilities

- 2.1 To provide advice and make recommendations to the Executive Committee on:
  - a) The views and requirements of Sheep Genetics clients, potential clients and the wider sheep industry in relations to the operations and future development needs of Sheep Genetics, through
    - (i) Interaction and communication with the MLA team members; and

- (ii) Seeking industry feedback or solutions to Committee agenda items and strategic challenges
- b) Review the implementation of the Sheep Genetics Business Operational Plans with specific attention to the following items;
  - (i) Key performance indications for Sheep Genetics;
  - (ii) Relevance of Sheep Genetics products and services offered to clients;
  - (iii) Future products and services of Sheep Genetics with specific attention to the development and incorporation of new features and services, including the incorporation of new traits and indexes, into the Sheep Genetics service;
  - (iv) Technical performance of Sheep Genetics including implementation and continual review of the technical strategy, based on the advice of appropriate technical specialists, to ensure Sheep Genetics service retains the confidence of industry
  - (v) Review of quality assurance requirements of data that enter Sheep Genetics; and
  - (vi) Marketing and extension strategies for Sheep Genetics
- c) Respond to feedback and guidance from the Executive Committee in relation to projects and priorities; and
- d) other issues relating to Sheep Genetics as the Executive Committee considers appropriate.

### **3. Membership**

- 3.1 The Committee will comprise of an independent Chair appointed by the Executive Committee.
- 3.2 Representatives of the Committee will be selected on a skills basis and appointed by the Executive Committee, the Committee will consist of;
  - a) Up to 7 representatives from a diverse industry base
- 3.3 It is expected members will be appointed for a minimum period of 3 years and a maximum of 6 years. The timing of any replacement or appointment will be at the discretion of the Executive Committee
- 3.4 The Committee will appoint a Deputy Chairperson from the industry representatives to act as the Acting Chairperson in the absence of the Chairperson. If at any meeting the Chairperson is not present within 30 minutes after the time appointed for holding the meeting, the Deputy Chairperson will take the Chair for that meeting
- 3.5 Up to two representatives from MLA will attend with observer status to provide technical and operational guidance
- 3.6 Up to two representatives from the genetic evaluation licensee/s will attend with observer status to provide technical and operational guidance

#### **4. Meetings**

- 4.1 The Committee must meet at twice each year and more frequently as required.
- 4.2 A quorum for Committee meetings will be a representative from MLA, at least 3 of the producer representatives, and either the chairperson or the deputy chairperson.
- 4.3 When formulating advice to the Executive Committee, the Committee will ensure that the views of all members will be sought and respected on the matters under review.
- 4.4 MLA is responsible for final approval of milestones and payments on MLA and MDC projects.
- 4.5 The Committee will endeavour to make decisions by consensus. If a consensus decision is not possible and a matter is voted on, a decision of the Committee will be effective if passed by a majority of those members present and voting on the matter.
- 4.6 The Committee may meet in person or by telephone or other means of audio or audio-visual communication, or any combination of these.
- 4.7 The Committee may make recommendations by majority of the members signing, or otherwise assenting in writing to, the terms of the recommendation.
- 4.8 Two representatives from MLA is entitled to attend and participate in Committee meetings.
- 4.9 Representatives are entitled to sitting fees and reimbursement of expenses associated with membership of the Committee.

#### **5. Conflict of Interest**

- 5.1 If at any stage a conflict of interest arises or appears likely to arise, the member must:
  - a) notify the Licensee/s as secretarial support to the Committee immediately in writing;
  - b) make full disclosure of all relevant information relating to the conflict; and
  - c) take such steps as the Executive reasonably requires to resolve or otherwise deal with the conflict.
- 5.2 The process for reporting and managing conflicts of interest will be a standing agenda item and emphasised at the start of each meeting.
- 5.3 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.
- 5.4 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 Committee;

- 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 Committee 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.

## **6. Access to information and advice**

6.1 The Committee may obtain information on request through staff of MLA as it considers necessary for the performance of its role and responsibilities.

6.2 The Committee 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.

## **7. Reporting**

7.1 Sheep Genetics will arrange for minutes of meetings to be prepared and will provide the Committee with a copy within two weeks of each meeting.

7.2 Agenda and briefing papers will be despatched at least seven days prior to meetings. All substantive agenda items for each meeting must be accompanied by written papers.

7.3 When providing any advice or recommendation in accordance with these TORs, the Committee 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 Committee voting on the matter.

7.4 The work of the Committee is advisory to MLA and all media enquiries received by Committee members should be conveyed to the Manager responsible for Sheep Genetics.

## **8. Secretariat**

8.1 MLA will provide secretarial support for the Committee.

## **9. Review**

9.1 MLA may review these TORs from time to time to keep them up to date and consistent with the Committee's role and advice that may be provided by the Committee.

9.2 The Committee will undertake an annual review through a facilitated self-assessment of their performance managed by MLA with outcomes of the assessment reported to all Committee Members.

