

Livestock SA Limited

Livestock Advisory Committee

TERMS OF REFERENCE

1. Purpose

The Livestock Advisory Committee (Committee) is established by the Livestock SA Limited Board (Board) to provide input, advice and recommendations to the Board on industry issues that directly relate to the South Australian cattle, sheep or goat industries.

2. Composition

The Committee is appointed by the Board through a formal expression of interest (EOI) and selection process. This process will ensure the Committee has a strong understanding of the South Australian livestock industry's strategic priorities; a cross section of knowledge, skills, and experience of industry issues; and accounts for diversity and building industry capacity.

The Committee will have up to 12 members consisting of:

- 3 cattle producers
- 3 sheep producers
- 1 goat producer
- 1 supply chain representative
- 1 technical expert in animal health or livestock production
- 1 Southern Australia Livestock Research Council (SALRC) SA Regional Committee representative
- the SALRC SA Regional Committee chair
- 1 independent chair (chair).

3. Role

The specific duties of the Committee are:

- a. To provide industry insight into livestock industry issues and areas requiring review, including legislative changes;
- b. To provide recommendations on the allocation of the Cattle and Sheep Industry Funds;
- c. To track progress of the SA Red Meat and Wool Blueprint 2030 and recommend necessary changes to its strategic objectives and targets;
- d. To assess and measure the outcomes of projects funded through the Cattle and Sheep Industry Funds against industry strategic objectives and targets;
- e. To provide recommendations in relation to the annual review and maintenance of the Industry Funds Management Plans for the benefit of South Australian cattle and/or sheep producers;
- f. To provide recommendations on research and development (R&D) and extension and adoption (E&A) initiatives and investments in the Australian red meat and livestock industries for South Australia to Meat & Livestock Australia (through SALRC).
- g. To consider any other such topic that is requested by the Board.

4. Members' Responsibilities

Committee members will:

- a. Be prepared for each meeting, having read meeting papers prior to a meeting;

- b. Make a reasonable effort to attend each meeting;
- c. Actively participate in discussions and provide expertise;
- d. Be equipped and capable of working through issues and solutions;
- e. Understand and abide by the Livestock SA Code of Conduct and other relevant organisational policies;
- f. Plan for succession and mentor new Committee members;
- g. Provide feedback and recommendations to help evaluate and ensure continued improvement of Committee performance.

5. Meetings

- a. The Committee will endeavour to meet face-to-face four times per year, and where possible meetings will align with other industry forums to reduce cost. The Committee may also meet by other instantaneous means of communication, such as online meeting platforms.
- b. The quorum for a meeting of the Committee is half plus one (1) of the members present in person or online.
- c. Livestock SA Limited staff will provide secretarial support for the Committee.
- d. The secretariat will electronically distribute the agenda and meeting papers to Committee members at least five (5) business days before the meeting.
- e. Draft minutes will be circulated no later than 14 days following a meeting.
- f. Subject matter experts (SMEs) will be invited to the meetings as required. Invitations will be sent to the SMEs by secretariat support.
- g. In the event the chair cannot attend a meeting, a proxy will be nominated as chair for that meeting.
- h. The chair does not hold a vote and will ensure that the views of all Committee members are sought and respected. Where resolutions are needed, all members (except the chair) have one (1) vote, and a 75% majority is required.
- i. In addition to the Committee members, the Board chair and CEO (or their delegate) may attend the meetings as observers.
- j. The chair may extend invitations to other attendees as appropriate and approved by the Board.

6. Conflict of Interest

Any perceived or actual conflict of interest must be declared to the chair, ideally in advance of the meeting or failing that, during the meeting but before the relevant issue is discussed. Any declarations will be recorded in the minutes of each meeting, and a register will be maintained and reviewed at each meeting.

7. Confidential Information

Consistent with the Livestock SA Limited Code of Conduct, members will maintain appropriate confidentiality about information obtained through the Committee's work. If it is unclear whether a document(s) is confidential and/or if other organisations should be briefed on the issue, guidance should be sought from the chair. Documents marked 'confidential' should not be circulated to anyone outside the Committee. Further circulation of confidential and sensitive documents are subject to approval by the CEO.

8. Remuneration

- a. Committee members' remuneration will be determined by the Board.
- b. Travel and other expenses will be covered in accordance with Livestock SA Limited policies.

9. Reporting

- a. The secretariat will take the minutes of the meeting. Copies of the approved minutes will be circulated to the Board.
- b. The chair will report findings and recommendations to the Board at its next meeting.
- c. The Committee is accountable to the Board for its performance.

10. Term

- a. Committee members will be initially appointed for 2 years.
- b. The Committee will operate consistently with the Livestock SA Limited constitution.
- c. The Committee will be reviewed annually to ensure areas including its role, composition, performance, corporate knowledge retention and people development are effectively delivering for the organisation and the South Australian cattle, sheep and goat industries.