



Herefords Australia R&D Advisory Group

Terms of Reference

1. Purpose

- 1.1 The Herefords Australia R&D Advisory Group (Group) is a Group established by Herefords Australia Board.
- 1.2 The Group is the forum for Herefords Australia members to provide insight and feedback in relation to Herefords Australia research and development (**R&D**) policy and programs.
- 1.3 The Group acts in an advisory capacity in accordance with these terms of reference (**TOR**).
- 1.4 The primary role of the Herefords Australia Board is to consider recommendations regarding R&D programs from the Advisory Group, along with the fit to strategy, feasibility of implementation and viability of any suggested projects or initiatives.
- 1.5. The objectives of the Advisory Group are to:
 - a) Proactively communicate and represent the views and requirements of Herefords Australia members, potential clients and the wider beef industry to Herefords Australia staff and Board in relation to proposed R&D policy, programs, projects, and initiatives
 - b) Proactively communicate and represent the views and requirements of Herefords Australia members and potential clients to Herefords Australia staff and Board in relation to BREEDPLAN and genomic services.

2. Role and responsibilities

- 2.1 To provide advice and make recommendations to the Herefords Australia Board on:
 - a) The views and requirements of Herefords Australia members, potential members and clients, and the wider beef industry in relation to Herefords Australia R&D policy, program, and projects;
 - b) BREEDPLAN products and services;
 - c) Genomic testing products and services and
 - d) other issues relating to Herefords Australia R&D policy, program and priorities as the Board considers appropriate.

3. Membership

- 3.1 The Group will comprise of a facilitator appointed by the Board. The facilitator may be a member of the Board or its nominee (including HAL staff).
- 3.2 Members of the Group will be appointed by the Board, with the Group to consist of;
 - a) Minimum of six to a maximum of twelve Herefords Australia member representatives, active in seedstock or commercial operations and representative of different age, experience, regions, or production systems
 - b) It is expected members will be appointed for a minimum period of 2 years and a maximum of 4 years. The timing of any replacement or appointment will be at the discretion of the Herefords Australia Board
 - c) Up to two representatives from Herefords Australia Board (or board nominee) to attend to provide strategic and policy framework guidance

4. Meetings

- 4.1 It is recommended that the Advisory Group meet at least three times each year and more frequently as required.
- 4.2 A quorum for Advisory Group meetings will be at least 50% of the member representatives, and a Board member or a Board nominee.
- 4.3 When formulating advice to the Board, the Group will ensure that the views of all members will be sought and respected on the matters under review.
- 4.4 In formulating advice to the Board, the Group will endeavour to make decisions by consensus. If a consensus decision is not possible and a matter is voted on, a decision of the Group will be effective if passed by a majority of those members present and voting on the matter.
- 4.5 The Group may meet in person or by telephone or other means of audio or audio-visual communication, or any combination of these.
- 4.6 The Group may make recommendations by majority of the members signing, or otherwise assenting in writing to, the terms of the recommendation.

5. Conflict of Interest

- 5.1 For the sake of transparency, Herefords Australia will establish and maintain, a Conflicts of Interest Register (CIR) for the Advisory Group. Advisory Group members are requested to complete information in support of the CIR upon appointment to the Advisory Group.
- 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 If during a meeting, a conflict of interest, or likely conflict of interest is declared:
 - a) the facilitator must record details of the conflict in the minutes of the meeting and the CIR for the Group;

- 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 Group reasonably requires to resolve or otherwise deal with the conflict;
- d) the facilitator must record the steps taken/required to resolve or otherwise deal with the conflict.

6. Access to information and advice

- 6.1 The Group may obtain information on request through staff of Herefords Australia as it considers necessary for the performance of its role and responsibilities.
- 6.2 The Group 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 Herefords Australia as to any costs to be incurred in obtaining that information or advice.

7. Reporting

- 7.1 The Group (through the facilitator) will arrange for minutes of its meetings to be prepared and will distribute to members within two weeks of each meeting.
- 7.2 Agenda and briefing papers will be despatched at least five 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 Group 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 Group voting on the matter.
- 7.4 The work of the Group is advisory to Herefords Australia and any media enquiries received by Advisory Group members should be conveyed to the CEO of Herefords Australia by telephone. Non-urgent media enquiries can be notified by email.

8. Secretariat

- 8.1 Herefords Australia will provide secretarial support for the Advisory Group.

9. Review

- 9.1 Herefords Australia may review these TORs from time to time to keep them up to date and consistent with the Advisory Group role and advice that may be provided by the Advisory Group.
- 9.2 The Advisory Group will undertake a review every two year through a facilitated self-assessment of their performance managed by Herefords Australia with outcomes of the assessment reported to all Advisory Group Members.