
Tasmanian Red Meat Industry Steering Committee

Terms of Reference

1. Background

The Tasmanian Farmers and Graziers Association and the Tasmanian Government, represented by the Department of Primary Industries, Parks, Water and Environment (DPIPWE), have entered a Grant Deed. Under the Deed the Government provides funds for the TFGA to engage a Red Meat Industry Development Officer (RMIDO) and convene a Tasmanian Red Meat Industry Steering Committee (the Committee).

The role of the RMIDO includes deriving a workplan from the Tasmanian Red Meat Industry Strategic Plan.

The role of the Committee is to oversee the workplan of the RMIDO.

1.1. Attachments

Grant Deed
Tasmanian Red Meat Industry Strategic Plan

2. Term

The Terms of Reference (ToR) are effective from 1 July 2020 until the dissolution of the Committee by the TFGA. The ToR may be revised by resolution of the Committee.

3. Membership of the Tasmanian Red Meat Industry Steering Committee

The Committee consists of a minimum of eight (8) members, appointed by the TFGA. To obtain a broad supply chain understanding the Committee should include:

- Up to six red meat producers
- Up to two processors
- One livestock agent
- Up to two members with research development and extension, broader agribusiness and/or national or international perspectives on the red meat industry.

Individuals should be appointed to the Committee based on:

- The individual's knowledge or expertise with respect to the Tasmanian red meat industry or any component of it
- The individual's ability to act in the best interests of the industry as a whole

- The need to have a range of skills around the table to ensure the good governance of the Committee

3.1. Term of appointment

The original members will be appointed by the TFGA for a three-year period. At the conclusion of the three years, half the positions of the Committee will fall vacant, and a rotational system will commence, where every three years half the positions fall vacant.

The positions to fall vacant at the conclusion of the first three years will be determined by lot, but must be half of each area represented by the Committee, i.e., three red meat producer positions, one processor, etc.

The TFGA will call for expressions of interest to fill the vacant positions.

A member may be re-appointed to the Committee.

A member can only be reappointed to the Committee for a maximum of two consecutive terms (maximum of six years).

3.2. Casual vacancies

Where a casual vacancy arises on the Committee, the TFGA will call for expressions of interest to fill the vacancy and appoint a replacement member on the principles set out at (3), above.

If there are already the requisite minimum 8 members, the TFGA may choose not to fill the vacancy.

3.3. Chairperson

The Chair will be elected by the Steering Committee. The Chair is to be a producer member. The term of appointment for the Chair is 12 months but may be re-elected for a maximum of three consecutive terms (3 years) as the Chair.

The Chair is the spokesperson of the Committee and the primary liaison with the RMIDO.

3.4. Observers

As the Grantor under the Grant Deed, representatives from the Tasmanian Government may attend in an observer capacity.

As the Recipient under the Grant Deed, representatives from the TFGA may attend in an observer capacity.

The Committee may invite other individuals to attend meetings to provide information or advice as deemed necessary.

4. Roles and functions of the Tasmanian Red Meat Industry Steering Committee

The Committee will be responsible for:

- Assisting the RMIDO to develop a workplan based on the Tasmanian Red Meat Industry Strategic Plan.
- Providing recommendations for the RMIDO to make to Government, in relation to spending under the State Government red meat funding commitment.
- Providing advice to the RMIDO as requested.
- Bringing to the attention of the RMIDO matters pertinent to the long-term success of the Tasmanian red meat industry.

5. Roles and functions of the Tasmanian Red Meat Industry Development Officer with respect to the Committee

The RMIDO is to:

- Attend all meetings of the Committee, to provide information and advice to inform its discussion and decisions.
- Consult the Committee on the development of a workplan based on the Tasmanian Red Meat Industry Strategic Plan.

6. Roles and functions of the TFGA with respect to the Committee

The TFGA is to:

- provide secretariat support for the Committee via the RMIDO or as deemed appropriate/necessary, other parties.
- appoint members to the Committee.

The TFGA may attend meetings of the Committee as an observer.

7. Meetings

Committee secretariat will be provided by the TFGA usually in the form of the RMIDO.

7.1. Agenda items

The agenda for meetings of the Committee will be set by the Chair, in consultation with the RMIDO.

The secretariat will provide the agenda, with attached meeting papers, to the Steering Committee at least five working days prior to the next scheduled meeting.

7.2. Minutes and meeting papers

Committee meetings will be minuted by the secretariat.

The minutes will be provided to Steering Committee members no later than five working days after each meeting.

7.3. Frequency of meetings

The Steering Committee will meet a minimum of four times per year.

7.4. Proxies

Members of the Steering Committee will not be permitted to nominate a proxy if they are unable to attend a meeting.

7.5. Quorum requirements

A quorum will be half the membership plus one. A meeting of the Committee cannot be held without a quorum.

7.6. Voting

The Steering Committee shall reach decisions by a simple majority of those voting on the issue in question. If the numbers of votes for and against a certain proposal are equal, the Chair has a casting vote.

By agreement of the group, out-of-session decisions will be deemed acceptable. Where agreed, all out-of-session decisions will be recorded in the minutes of the next scheduled meeting.

7.7. Attendance at meetings

Meetings may be attended in person or by using any technology which gives the individual the opportunity to fully participate.

A member who fails to attend two consecutive meetings without permission of the Committee forfeits their membership of the Committee.