

1. Purpose

- 1.1 The BREEDPLAN Advisory Committee (**Committee**) is a Committee established by University of New England (UNE), NSW Department of Primary Industries (NSWDPI) and Meat & Livestock Australia (MLA) together known as the 'Owners' of the BREEDPLAN Analytical Software responsible for the Australian genetic evaluation systems applied to beef cattle.
- 1.2 The Committee is the forum for industry representatives to provide program input and feedback on major policy decisions to the BREEDPLAN Executive Committee in relation to the BREEDPLAN genetic evaluation system.
- 1.3 The Committee acts in an advisory capacity in accordance with these terms of reference (**TORs**).
- 1.4 The Executive Committee represents each of the Owners and the Licensee.
- 1.5 The primary role of the **Executive Committee** is to:
 - a) Consider recommendations regarding developments and modifications to the Analytical Software from the Technical and Advisory Committees, along with the feasibility of implementation and viability of those suggested developments and modifications
 - b) Make recommendations to the Owners regarding the prioritisation and resourcing of further developments and modifications to the Analytical Software; and
 - c) Oversee the coordination and implementation of that modification or development
- 1.6 The objectives of the **Advisory Committee** are to:
 - a) Proactively communicate and reflect the views and requirements of BREEDPLAN clients, potential clients and the wider beef industry to the Executive Committee;
 - b) Review the operational objectives and KPIs of ABRI, AGBU and extension services and provide input on how they meet the needs of industry;
 - c) Provide input to assist in prioritising the activities of ABRI, AGBU and the various extension and adoption services as they apply to BREEDPLAN;
 - d) Review the annual operational performance of BREEDPLAN and consider the need for additional services;
 - e) Respond to feedback and guidance from the Executive Committee in relation to projects and priorities; and

- f) Provide guidance and advice of industry receptiveness to implementation of new methods and tools into the BREEDPLAN genetic evaluation (i.e. New traits and software upgrades).

2. Role and responsibilities

2.1 To provide advice and make recommendations to the Executive Committee on:

- a) The views and requirements of BREEDPLAN clients, potential clients and the wider beef industry in relations to the operations and future development needs of BREEDPLAN, through
 - (i) Interaction and communication with the MLA, AGBU and Agricultural Business Research Institute (ABRI) team members; and
 - (ii) Seeking industry feedback or solutions to Committee agenda items and strategic challenges
- b) Review the implementation of the various BREEDPLAN Operational Objectives with specific attention to the following items;
 - (i) Key performance indicators for BREEDPLAN;
 - (ii) Relevance of BREEDPLAN products and services offered to clients;
 - (iii) Future products and services of BREEDPLAN with specific attention to the development and incorporation of new features and services, including the incorporation of new traits and indexes, into the BREEDPLAN service;
 - (iv) Technical performance of BREEDPLAN including implementation and continual review of the technical strategy, based on the advice of appropriate technical specialists, to ensure BREEDPLAN service retains the confidence of industry
 - (v) Review of quality assurance requirements of data that enter BREEDPLAN; and
 - (vi) Marketing and extension strategies for BREEDPLAN
- c) Respond to feedback and guidance from the Executive Committee in relation to projects and priorities; and
- d) other issues relating to BREEDPLAN as the Executive Committee considers appropriate.

3. Membership

3.1 The Committee will comprise of an independent Chair appointed by the Executive Committee together with the members appointed under 3.2.

3.2 Members of the Committee will be selected on a skills basis and appointed by the Executive Committee, and will consist of;

- a) Six representatives from actively breeding beef producers and industry representatives from a diverse industry base
 - b) Four breed association representatives
- 3.3 Members will be appointed for a minimum period of 3 years and a maximum of 6 years. Retiring Members are eligible to renominate for vacant positions on the Committee.
- 3.4 The timing of any replacement or appointment will be at the discretion of the Executive Committee, who shall implement a rotation system to ensure effective continuity.
- 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.
- 3.7 Up to two representatives from AGBU will attend with observer status to provide technical and operational guidance.
- 3.8 From time to time guests may be invited to attend with observer status to provide technical and operational guidance.

4. Meetings

- 4.1 The Committee must meet at least three times each year and more frequently as required.
- 4.2 A quorum for Committee meetings will be a representative from MLA and licensees, at least 50% of the producer and breed association 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 The Chair, breeder and breed association representatives are entitled to sitting fees and reimbursement of expenses associated with membership of the Committee, with these expenses borne by MLA. The other attendees do not receive sitting fees and are responsible for their own expenses associated with 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 Secretariat 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 Chair or Executive Committee 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 The Committee will arrange for minutes of its meetings to be prepared and will provide the Executive Committee with copies 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 the Executive Committee and the Owners. All media enquiries received by Committee members should be conveyed to the MLA General Manager responsible for the project for which the Committee 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.

- 8. Secretariat**
- 8.1 The Licensee/s will provide secretarial support for the Committee.

- 9. Review**
- 9.1 The Executive Committee 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.