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**Call for expression of interest: *Chair* and *Members***

**Goat industry research, development and adoption committee**

Meat & Livestock Australia (MLA) is seeking an Independent Chair as well as Committee Members for the newly created *Goat industry research, development and adoption committee* (GIRDAC).

The Committee is an advisory group set up by MLA to provide recommendations on research and development (R&D) and extension and adoption (E&A) initiatives and investments for the Australian goatmeat and livestock industry. It will comprise of commercial goat producers with value chain and subject matter experts recruited as required. A total of seven positions including the Chair are available.

The Committee convenes in person twice a year to review RD&A funding proposals, progress of existing projects and results of those concluding. This Committee process delivers independence, quality, objectivity and transparency to project review and selection by MLA.

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| **Expectations, roles and responsibilities**  | **Chair** | **Members**  |
| Attendance of face to face meetings and tele-conferences  | X | X |
| Review projects, and where required, provide additional commentary  | X | X |
| Lead discussions, build engagement and consensus around key decisions with the Committee  | X |  |
| Manage conflicts of interests and differences of opinion  | X |  |
| Provide feedback to MLA on investment priorities for the goat industry  | X | X |
| Support bi-annual reporting to the Goat Industry Council of Australia on Committee activities\*  | X | X |
| Act as spokesperson for the Committee  | X |  |
| Participate in Red Meat Panel meetings, as an observer | X |  |
| Provide input into meeting agendas and completion of action items and correspondence to maintain momentum of out-of-session activities | X | X |
| Collaborate and maintain effective relationships with industry networks and stakeholders | X | X |
| Seek and capitalise on opportunities to improve GIRDAC processes and profile | X | X |
| Take leadership in the development of new initiatives to improve RD&E planning and delivery | X | X |
| Maintain a ‘watching brief’ on RD&E programs, project milestones and deliverables. Including providing high level technical advice to MLA on applications and existing projects, possible revision of final reports and milestones and a formal review of projects at their conclusion | X | X |
| Take leadership in a review of the current Goatmeat Industry Strategic Plan (GISP) and development of the new GISP  | X | X |
| Complete media, advocacy, pitch and communications training  | X | X |
| Make every reasonable effort to respond to email requests within the decision/comment period  | X | X |
| Members will acknowledge that a nil response to email requests within the decision/comment period will mean it’s assumed that the Committee Participant supports the position being proposed  | X | X |
| Be fully prepared for each meeting, having read the documentation in advance  | X | X |
| Do not distribute confidential information received before or during the conduct of the meetings and abide by MLA’s Confidentiality Policy.  | X | X |

\* Primary responsibility of the GICA representative/s on the Committee.

**Selection criteria**

All Committee Members including the Chair must demonstrate:

* Deep understanding of red meat and livestock industry structures, the levy investment process and commercial goatmeat production issues
* Strong people/relationship skills, including capability to build an effective and collegiate approach to address a broad range of stakeholder issues
* Strong communication networks and leadership skills with the ability and desire to motivate, inspire and grow the capacity of others and increase the profile of the goat industry
* Understanding and confidence in meeting protocols, governance, media liaison, public speaking and application of RD&E to red meat industry development

In addition, the Chair must demonstrate:

* Independence from MLA and research organisations
* A strong track record in an area of red meat levy investment and experience in leading objective and transparent peer review processes
* Evidence of peer acknowledgement of skills
* Ability to manage actual and perceived conflicts of interest

**Submission of expressions of interest**

Expressions of interest (EOIs) for both the Independent Chair and Committee positions should be submitted to MLA addressing the selection criteria. EOIs should not exceed four pages, and be submitted electronically to Julie Petty jpetty@mla.com.au by COB 2 December 2018.

Face to face interviews will be held in either Sydney or Brisbane. Appointment will take place shortly after this by signing a *Letter of Appointment* with MLA.

For further information, see Appendix 1 below or contact:

**Julie Petty**

MLA Goat Industry Project Manager

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**Appendix 1 - Goat industry research, development and adoption committee: Background, Roles & Responsibilities**

**Committee’s Primary Function**

The goat industry research, development and adoption committee (GIRDAC) is an advisory group set up by Meat and Livestock Australia (MLA) to provide recommendations on research and development (R&D) and extension and adoption (E&A) initiatives and investments in the Australian goatmeat and livestock industry.

**Membership and structure**

GIRDAC operates with a national focus. It comprises of commercial goat producers along with value chain, service providers and subject matter expert representatives as required.

* There is an independent chair with no commercial interest/relationship with industry
* Members are appointed by MLA
* The Committee is skills based with a mix of skills in production areas such as genetics, nutrition, eating quality, animal welfare as well as project management and governance
* Committee members have demonstrated strong industry networks, are commercially focused and can demonstrate their active participation in the goat industry
* Committee members are performance measured and selected via an open and transparent selection process
* Committee members can serve a maximum of two x three year terms
* The Committee will include a maximum of two representatives from the Goat Industry Council of Australia (GICA), in compliance with the above requirements
* Total size of the Committee excluding the Chair, subject matter experts and MLA staff is six
* Value chain, service provider and subject matter expert representatives may be present at meetings to provide information or to support planning. They will not participate in decisions relating to selection and approvals beyond providing advice and support to decision makers
* MLA will coordinate meetings and provide secretariat services.

**Relationship with Meat and Livestock Australia**

GIRDAC plays a key role in the consultation and reporting structure used by MLA in determining RD&E investment priorities. GIRDAC provides commercially-relevant context, direction and feedback on RD&E priorities and RD&E proposals seeking MLA funding.

**Role of committee members**

GIRDAC members have an important and influential leadership role within industry. The Committee roles require a deep understanding of differing commercial goat production systems and the RD&E issues facing producers. Committee members will keep MLA informed about issues relating to their area of expertise and regions, and keep their industry networks informed about issues facing the Committee and the broader industry.

**What’s expected?**

* Attend two face to face Committee meetings (biannually, two days each)
* Attend tele-conferences, including facilitating or leading discussions, and building engagement and consensus around key decisions
* Input into meeting and tele-conference agendas and managing the completion of action items and correspondence including maintaining momentum regarding out-of-session activities
* Collaborate and maintain effective relationships with industry networks and stakeholders (industry entities, alliances and representatives of RD&E providers)
* Seek and capitalise on opportunities to improve GIRDAC processes, efficacy and profile
* Take leadership in the development of new initiatives to improve RD&E planning and delivery
* Maintain a ‘watching brief’ on RD&E programs, project milestones, deliverables, and report to the committee. This includes providing high level technical advice to MLA on applications and existing projects, may include a revision of final reports and milestones and a formal review of projects at their conclusion
* Participate in discussions relating to RD&E program and project development, delivery and implementation
* Take leadership in a review of the Goatmeat Industry Strategic Plan (GISP) and recommend updates
* Provide (apolitical) advocacy and leadership in relation to RD&E requirements for GIRDAC co-investors, and more broadly for Australia’s goatmeat industry
* Complete media, advocacy, pitch and communications training (up to three days in total)
* Make every reasonable effort to respond to email requests within the decision/comment period
* Members will acknowledge that a nil response to email requests within the decision/comment period will mean it’s assumed that the Committee Participant supports the position being proposed
* Be fully prepared for each meeting, having read the documentation in advance
* Do not distribute confidential information received before or during the conduct of the meetings and abide by MLA’s Confidentiality Policy.

All committee members must sign a letter of agreement to the terms and deliverables in this document. If a Committee member does not fulfil their responsibilities in accordance with the terms of reference, MLA and the Chair will have the discretion to seek a replacement.

**Authority of the Committee and relationship with GICA**

GIRDAC operates independently to GICA as an MLA appointed and funded committee. The Committee will have the authority to provide advice to MLA regarding RD&E levy investment and authorise RD&E initiatives on behalf of industry. This will include advice and endorsement relating to project management, setting research priorities, terms of reference development and review, appointment of service providers and review of current project progress.

Reports on the Committee’s activities, recommendations and decisions will be formally provided to GICA biannually at GICA council meetings via those GICA members on the committee, the Committee Chair and an MLA representative to ensure the Peak Industry Council (PIC) is kept informed.

**Conflict of interest**

Committee members will not participate in discussions or vote on issues where there is a conflict of interest. Where a Committee is oversighting a project tender process the following applies:

* Any member of the Committee who might be involved in undertaking a consultancy for a project being considered by the Committee will be removed from the project ToR development process, tender process and project assessment process
* If any member of the Committee who chooses to bid to undertake a project overseen by the Committee then that person can only be part of one application.

**Confidentiality**

All material and information provided to Committee members may only be used for the purposes of the Committee’s work. Such material and information must not, at any time, be disclosed to any person other than for those purposes.

**Professional attributes required by Committee members**

* Deep understanding of red meat and livestock industry structures, the role of GIRDAC and goatmeat production issues
* Understanding and confidence in meeting protocols, governance, media liaison, public speaking and application of RD&E to red meat industry development
* Experience in managing regional industry relationships
* Demonstrated experience in the engagement with, and communication of, program and project outcomes to regional and local groups
* An interest in the design and development of red meat and livestock RD&E programs
* Evidence in dealing with RD&E and/or industry organisations and associated networks.

**Personal attributes required by Committee members**

* An advanced understanding and passion to advocate the importance of agricultural RD&E and continuous improvement in the red meat and livestock industries
* Strong people/relationship skills, including capability to build an effective and collegiate approach to address a broad range of stakeholder issues
* Demonstrated leadership skills and the ability and desire to motivate, inspire and grow the capacity of others, seek improvement and increase the profile of GIRDAC within the industry.

**Financial reimbursement and time commitment**

Sitting fees will be paid and approved travel expenses reimbursed.

Up to 20 days per year may be required by each Committee member.

**ABBREVIATIONS**

MISP Meat Industry Strategic Plan

MLA Meat & Livestock Australia

RD&E Research, development and extension

GISP Goatmeat Industry Strategic Plan