

Policy Advisory Groups Charter

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Table of Contents

Introduction	3
Responsibilities of the Policy Advisory Groups	3
Policy Advisory Group Membership and Term	4
Stakeholder Liaison.....	4
Authority of Policy Advisory Groups	4
Policy Advisory Group Meetings	5
Attendance at Policy Advisory Group Meetings	5
Agenda and minutes of Policy Advisory Group meetings	5
Reporting by Policy Advisory Groups	5
Publication of the Policy Advisory Group Charter.....	5
Review of Policy Advisory Group, charter and composition	5

Introduction

The purpose of this charter is to document the objectives, responsibilities, and administration of the Australian Dairy Farmers (ADF) Board's advisory committees (known Policy Advisory Groups) as delegated by the Board.

The objective of the Board Policy Advisory Groups (PAGs) is to progress the development of strategies and initiatives to support ADF's policy, advocacy, representation and service responsibilities.

The five Policy Advisory Groups are:

- Markets, Trade and Value Chain
- People and Human Capacity
- Animal Health and Welfare
- Farming Systems and Herd Improvement
- Natural Resources

Responsibilities of the Policy Advisory Groups

The purpose of the PAGs is to provide high-quality strategic advice on targeted policies, programs, projects and initiatives for the ADF Board and National Council - to progress the development of strategies and initiatives to support ADF's policy, advocacy representations and service responsibilities. The PAGs are formal committees of the Board and are responsible to the Board via the National Council.

Their primary function is to assist the Board and National Council by fulfilling the following responsibilities:

- Recommend policy settings to the Board via the National Council;
- Anticipate and research potential policy settings, interpret implications for the dairy industry, and assist in formulating ADF strategies and policies;
- Assist in formulating strategies and policies for the ADIC for issues impacting the whole of the dairy supply chain;
- Consult with and provide feedback to key industry partners and stakeholders, including State Dairy Farmer Organisations, Australian Dairy Products Federation, Australian Dairy Industry Council, Dairy Australia, Animal Health Australia and National Farmers Federation.

The PAGs advice will be considered within the context of government policy and the strategies and directions of key industry partners and stakeholders, including the industry's RD&E framework, Dairy Moving Forward.

Specifically, the PAGs are purpose driven groups guided by policy, advocacy, representation and service priorities identified in the ADF Strategy. PAGs have the capacity to draw upon a pool of skills, knowledge and interests, as reflected in the composition of each group's membership.

These groups provide an industry, regional and geographic perspective on topics and issues relevant to each area covered by a PAG.

Responsibilities of the PAG Members

Each PAG members will be tasked with:

- Executing action items on PAG work plans;
- Attending all meetings possible and preparing for meetings and consultations appropriately, including pre-reading;
- Provide specific industry expertise, including identifying emerging policy issues;

- Review reports provided to the PAG and comment promptly if requested;
- Gather information/feedback from other farmers and constituents as practicable before each meeting;
- Articulate and reflect the interests that advisory group members bring to the table;
- Maintaining a focus on solutions that benefit the entire dairy industry.

Policy Advisory Group Membership and Term

Policy Advisory Groups (PAG's) members will be appointed each year by the Board on the recommendation of the National Council. Membership to PAG's is confined to ADF Business Members and each PAG will each consist of a minimum of six ADF Business Members.

Following the ADF Annual General Meeting the National Council will seek Expressions of Interest (EOI) from ADF Members to nominate for a position on a Policy Advisory Group. On receipt of the application an assessment is made by the National Council and will give due consideration to skills, experience, interest, workload and geographic location prior to recommendations being made to the Board.

The National Council may also recommend to the ADF Board the appointment of independent members (such as Dairy Australia or ADPF representatives) to a Policy Advisory Group. It should be noted that Independent members are not eligible to vote and Policy Advisory Group recommendations to the ADF Board will be determined only by ADF members (dairy farmers).

The Policy Advisory Group members, taken collectively, will have a broad range of skills and experience relevant to the focal subject matter of the group. No more than three National Councilors will be included in each Policy Advisory Group. The exception to this is Animal Health and Welfare as this includes the Presidents of the State Farmer/Dairy Farmer Organisations and so necessarily will be larger than six members to allow other skills and experience to be included.

Policy Advisory Group positions are appointed on an annual basis and will serve a maximum of six (6) years.

Each Policy Advisory Group can be made up of *up to* eight (8) people (excluding the ADF secretariat).

A Policy Advisory Group member cannot sit on more than two PAGs at any one time.

The National Council will also make recommendations to the Board for the appointment of a Chair of each of the Policy Advisory Groups.

The Chair of each Policy Advisory Group will, ideally, be a National Councillor.

Stakeholder Liaison

ADF encourages effective communication with stakeholders and has strategies in place to that effect. ADF stakeholders include Members, other industry bodies (such as Dairy Australia, Australian Dairy Products Federation, and dairy processors), State and Federal governments, employees and the community. The ADF Board will delegate stakeholder liaison activities to Policy Advisory Groups from time to time.

Media and general advocacy activities will be coordinated on behalf of the Policy Advisory Group by ADF. The Policy Advisory Group Chair may propose actions and these will require sanction from the ADF President or CEO prior to proceeding. Outcomes of any such media or advocacy meetings will be advised to ADF in a reasonable timeframe.

Authority of Policy Advisory Groups

The Policy Advisory Groups have no executive power over their findings and recommendations.

The Board authorises the Policy Advisory Groups, within the scope of their responsibilities, to obtain any information it requires from any employee or external party. In cases where it is expected that this will be at ADF cost the entitlement is conditional upon the Chairman's prior approval.

Policy Advisory Group Meetings

The Committees will meet as appropriate to fulfill the committee's responsibilities, with a target of meeting at least once per year face to face, and ideally two to three times per year in total.

At least one of the meetings will include relevant representation from Dairy Australia to discuss and provide input to the Dairy Australia Strategic Plan.

Attendance at Policy Advisory Group Meetings

Meetings can be held in person or by telephone or video conference. Where travel is involved, where possible, meetings should be held to coincide with other meetings to minimise costs.

Agenda and minutes of Policy Advisory Group meetings

The ADF CEO will appoint a person to provide secretariat support to each Policy Advisory Group. The secretariat will ensure an agenda is prepared for each meeting and supporting papers are circulated, after approval of the Chair, one week before the meeting. The secretariat will ensure minutes of the meeting are prepared and maintained.

Policy Advisory Group members must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. These declarations are to be minuted.

Reporting by Policy Advisory Groups

The Chair of each Policy Advisory Group will report verbally to the next National Council meeting. The report should cover the findings and recommendations of the Policy Advisory Group. The minutes of all Policy Advisory Group meetings will be circulated via Board and National Council meeting papers.

Publication of the Policy Advisory Group Charter

This Charter will be available to each member of the Board, National Councilors each Policy Advisory Group member, ADF members external auditors and stakeholders. A copy of this Charter is available on the ADF website in the Members area.

Review of Policy Advisory Group, charter and composition

Following the ADF Annual General Meeting (AGM), Expressions of Interest (EOI) notifications will be sent to all ADF Business Members to provide them with the opportunity to join a PAG, and members will have until the end of January of the New Year to register their interest.

Existing PAG members will also need to register their interest yet will continue in their capacity as a member of a PAG until the composition of the PAG's are reviewed and ratified by the National Council.

The National Council and the Policy Advisory Groups are to annually review PAG composition at the first National Council meeting of the New Year and recommend any changes to the board.

The Board will review annually the composition of the Policy Advisory Groups and ratify the Policy Advisory Groups Charter.