

Livestock SA Limited

Rangeland Goat Working Group

TERMS OF REFERENCE

1. Purpose

The Livestock SA Rangeland Goat Working Group (Working Group) is established by the Livestock SA Ltd Board (Board) to provide input, advice and recommendations to the Board on industry issues that directly relate to rangeland goats.

2. Composition

The Working Group is appointed by the Board through a formal expression of interest (EOI) and selection process. This process will ensure the Working Group has a strong understanding of the South Australian goat industry's priorities; a cross section of knowledge, skills, and experience of goat industry issues; and accounts for diversity and building industry capacity.

The Working Group will have up to 7 representatives comprising of:

- 5 rangeland goat representatives (voting rights)
- 1 Livestock SA Goat Industry Council of Australia (GICA) representative (voting rights)
- 1 Livestock SA staff member (Secretariat - no voting rights)

The Working Group is to be chaired by Livestock SA's GICA representative.

A direct application must be made to the Board if additional Working Group members are required. If a Working Group member decides to step down, approval must be sought from the chair.

3. Role

The Working Group will work on the following core activity:

- To create a strategic roadmap for rangeland goats in South Australia, aligning with the upcoming review of the *Landscape South Australia Act 2019* (SA).

The contribution required from each Working Group member is:

- a. To share their expertise, knowledge and intel with the broader Working Group;
- b. Attend meetings and progress action items recorded in the action summary;
- c. To engage proactively and productively in discussions and assist in identifying solutions;
- d. Report any progress or concerns to the Secretariat;
- e. To consider any other such topic that is requested by the Board;

4. Members' Responsibilities

Working Group members will:

- a. Be prepared for each meeting, having read meeting papers prior to a meeting;
- b. Make a reasonable effort to attend each meeting;
- c. Actively participate in discussions and provide expertise;
- d. Be equipped and capable of working through issues and solutions;
- e. Understand and abide by the Livestock SA Limited Code of Conduct and other relevant organisational policies;
- f. Provide feedback and recommendations to help evaluate and ensure continued improvement of Working Group performance.

5. Meetings

- a. The Working Group will meet online as required to advance the core activity as outlined in section 3 of this Terms of Reference.
- b. Livestock SA Limited staff will provide secretarial support for the Working Group.
- c. The Secretariat will electronically distribute the agenda and meeting papers to Working Group members at least five (5) business days before the meeting.
- d. Draft minutes will be circulated no later than fourteen (14) days following a meeting.
- e. Subject matter experts (SMEs) will be invited to the meetings as required. Invitations will be sent to the SMEs by secretariat support.
- f. In the event the chair cannot attend a meeting, a proxy will be nominated as chair for that meeting.
- g. The chair will ensure that the views of all Working Group members are sought and respected, and where resolutions are needed, a 75% majority is required.
- h. In addition to the Working Group members, the Board chair and CEO (or their delegate) may attend the meetings as observers.
- i. The chair may extend invitations to other attendees as appropriate and approved by the Board.

6. Conflict of Interest

Any perceived or actual conflict of interest must be declared to the chair, ideally in advance of the meeting or failing that, during the meeting but before the relevant issue is discussed. Any declarations will be recorded in the minutes of each meeting, and a register will be maintained and reviewed at each meeting.

7. Confidential Information

Consistent with the Livestock SA Ltd Code of Conduct, members will maintain appropriate confidentiality about information obtained through the Working Group's work. If it is unclear whether a document(s) is confidential and/or if other organisations should be briefed on the issue, guidance should be sought from the chair. Documents marked 'confidential' should not be circulated to anyone outside the Working Group. Further circulation of confidential and sensitive documents is subject to approval by the CEO.

8. Reporting

- a. The Secretariat will take the minutes of the meeting. Copies of the approved minutes will be circulated to the Board.
- b. The chair will report findings and recommendations to the Board at its next meeting.
- c. The Working Group is accountable to the Board for its performance.

9. Term

- The Working Group will work on the core activity until the time where no additional work is required.
- Once this core activity has been completed, the tenure of this Working Group will cease.

Amendment, Modification or Variation

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by all Working Group members and approval from the Board.