

# Project Advisory Panel terms of reference 2023-2026

## Understanding of responsibilities and obligations

The primary functions of the Project Advisory Panel are to:

1. Ensure that strategies are in place so that Leading Sheep is able to deliver on its objectives.
2. Identify new opportunities for the Leading Sheep project.
3. Provide a conduit for 'industry ownership' by pro-actively seeking input from industry and responding to issues identified by industry.

## Project Advisory Panel members and terms of appointment

The Project Advisory Panel will be made up of between eleven and thirteen people:

- Wool producers (4-6) with preferably:
  - two AgForce producer members
  - one producer under the age of 35
  - three producers also being a representative on their local Regional Coordinating Committee (one for each region).
- Other representatives
  - AgForce (1) – one representative (sheep and wool staff member)
  - Australian Wool Innovation Pty Ltd (1) – one representative
  - Department of Primary Industries (2) – two representatives (with one being the project manager)
  - Regional Coordinators (3) – one from each region.

The Project Advisory Panel has the power to co-opt extra expertise if the need should arise on a short term or permanent basis.

### Terms:

- Wool producer representatives:
  - At the start of each new project funding round, two producer representatives must step down. Either the longest standing members or by voluntary resignation. If the panel is in agreeance, these representatives can remain on the panel until replacements are found.
  - Alternately, the Chairperson can dismiss a producer representative/s.
  - If the panel decides it is in the interest of continuity, any producers' terms can be extended.
- The Chairperson:
  - At the end of each project funding round, a vote must take place to accept the continuation of the Chairperson or to elect a new Chairperson. If the panel is in agreeance, the Chairperson can remain until a replacement is found.
- The terms of the other representatives are at the discretion of the organisations involved.

### Selection:

- All wool producer appointments must go through a selection process:
  - A public expression of interest.
  - Review of applicants considering their regional representation; diversity of age, skill, experience, and gender; range of relevant networks; and an understanding of and commitment to Leading Sheep and the responsibilities of the Project Advisory Panel.
  - The Project Advisory panel can then propose any suitable applicants for endorsement by each of the major funder representatives (AWI and DAF) and the Chairperson.
  - Alternately, if a prospective member submits an expression of interest outside a public process, it can be considered by the Project Advisory Panel and proposed (or not) for endorsement described above.
  - Potential new members can be invited to attend meetings prior to official appointment to assist with continuity.
- The Chairperson is chosen from the producer nominees and is elected through a vote if required.
- The other panel members are chosen at the discretion of the organisations involved.

## Conduct of Project Advisory Panel meetings:

- Items for the agenda will be sought from Project Advisory Panel members and finalised in consultation with the Project Manager and the Chairperson.
- Moving and seconding of motions is not necessary.
- Decisions will be made by majority, should it be a tie the Chairperson has the casting vote.
- Discussion does not need to be written into the minutes, only the decision.
- An overall agenda or program for the year's meetings should be prepared.
- The first meeting of a new project funding round must include:
  - review of panel members as described in terms of appointment
  - review of the Terms of Reference.
- The last meeting of a project funding round must include a review of the Chairperson as described in terms of appointment.

Producer panel members are entitled to claim a \$500 sitting fee, as well as reimbursement for accommodation and meals (actual expenses, receipts required) and mileage (at ATO rate) for face-to-face meetings. Further details and instructions on how to claim are included in the *PAP Booklet* updated at the start of each project funding round.

## The Chairperson is responsible for:

- Decisions and performance of the Project Advisory Panel.
- Representing the project to the media, funders and network members and ensuring that this is in the best interest of the project and its partners (DAF, AgForce and AWI).
- Conducting Project Advisory Panel meetings in such a way as to allow all views to be expressed balanced against the need for efficiency in decision making.
- Ensuring the Project Advisory Panel makes clear decisions that are minuted.
- Co-opting independent members and inviting existing members to extend their terms.
- Resolving issues of disagreement between members and under performance of individual members.
- If the chairperson is to be unavoidably absent from a meeting, they will nominate one of the producer panel members to take the chair for the meeting.

## The Project Manager is responsible for:

- Delivering the project outcomes (with project staff) within budget and reporting to funders as per the requirements of the contract.
- Providing timely technical and financial reports that give the Project Advisory Panel a clear picture of how the project is progressing against its objectives.
- Advising the Project Advisory Panel with projected costing of any proposed new activities and whether the budget can sustain the expenditure.
- Attending Project Advisory Panel meetings and may act as secretary of the panel, ensuring the minutes are kept and circulated to the Project Advisory Panel.

## The Regional Coordinator is responsible for:

- Providing an update for their region regarding events, communications and activities planned and completed.
- Representing their Regional Coordinating Committee, ensuring regional issues are raised to the Project Advisory Panel and strategic issues are reiterated back to their committees.

Updated 25.03.2024.