



SOUTHERN AUSTRALIA LIVESTOCK RESEARCH COUNCIL (SALRC)

Secretariat

Terms of Reference

The Southern Australia Livestock Research Council (SALRC) is a combination of leading beef and sheepmeat industry representatives and major funders of red meat and livestock research, development and adoption (RD&A), including Meat & Livestock Australia (MLA), State Departments of Agriculture, Universities and CSIRO. To support the SALRC operations, a secretariat is required. This terms of reference provides an outline of SALRC, the role of the secretariat and process for interested parties to submit an expression of interest to provide secretariat services to SALRC.

Refer to SALRC Charter of Operations (Appendix 1) for more detail.

The secretariat will provide the following services (in line with the Charter of Operations):

- Management of the SALRC finances and administration on behalf of co-investors
- Organise face-to-face SALRC Council meetings (likely two per year) including venue and management of RSVP's, and organise travel and accommodation for the SALRC Chair and Regional Committee Chairs
- Organise face-to-face meetings (up to 2 per year per committee) in conjunction with SALRC regional chairs for the seven regional SALRC committees -including, but not limited to, set meeting date/s, communication to regional committee, draft agenda, arrange meeting venue, dinner, name badges, organise travel and accommodation for producer committee representatives.
- Organise quarterly meetings of the SALRC governance Committee and the annual general meeting of SALRC Inc.
- Arrange remote meetings (teleconference or video conference) as required
- Record, manage the approval of and distribute the meeting minutes and action list for all SALRC meetings (incl. SALRC Committee, SALRC Council and SALRC Regional Committee meetings)
- Compile quarterly and annual reports on behalf of SALRC, as required under funding contracts with MLA and other funding bodies.
- Co-ordinate the recruitment of the SALRC Chair, regional Committee Chairs and producer members.
- Provide additional support to the SALRC Chair and communications to industry as required, including Executive Officer level support on behalf of the SALRC Chair to MLA, SALRC member organisations and other livestock industry organisations.
- Undertake management and updates of the SALRC website and on-line newsletter communications with SALRC members, committee members and stakeholders
- Manage and undergo report requirements in line with the Victorian Incorporated Association Rules, including but not limited to organising an Annual General Meeting, Financial Reporting requirements with Consumer Affairs, maintain a current Membership database. SALRC Incorporated Rules are available.

Additional functions:

Provide support to the SALRC Chair in the provision of the following SALRC services:

- Coordinate the seven regional SALRC committees to develop and submit regional investment priorities to MLA as part of the [Annual Investment Call](#) process.
- Coordinate the seven regional SALRC committees to respond to RD&A issues on behalf of the

sheepmeat and southern beef industries

- Provide independent advice on state and sectoral RD&A priorities and strategies, including advice on future RD&A capability and investment needs.
- Offer guidance and recommendations - specific to RD&A - to Peak Industry Councils (namely Sheep Producers Australia and Cattle Council Australia), RD&A agencies, committees and forums, including the provision of representation in other forums where requested.
- Provide the capability for rapid response and consultation on emergent RD&A issues.
- Encourage communication of the outputs of SALRC member organisation programs to key sheep and beef industry groups.
- Contribute to interagency RD&A co-ordination and networking, and building broader industry, agency/government and public awareness of the value of red meat RD&A.
- Grow industry capability through professional and personal development opportunities for the Council's immediate members.
- To serve as the central point of contact on non-policy matters related to sheepmeat and southern beef RD&A for agencies and Peak Industry Councils (e.g. CCA, SCA), working with R&D representatives from those Councils where they exist.
- Operate as an independent forum, providing joint producer-agency advice to the MLA Red Meat Panel on actual or potential RD&A matters and programs of sectoral and/or national significance.

SALRC Secretariat Selection criteria:

- Experienced provider of secretariat services, including financial administration, minutes and meeting correspondence, travel and venue bookings.
- Experienced provider of Executive Officer type support roles in relevant agricultural industry organisations.
- Substantial industry networks for the purposes of keeping the SALRC Council current on matters related to RD&A, as well as communicating the outputs and outcomes of Council deliberations and policies.
- Media liaison and public relations experience, including preparation of promotional materials, press releases and electronic communication resources.

Submission of expressions of interest:

Expressions of interest (EOI) should be submitted to MLA addressing:

- Selection criteria and relevant experience
- Estimated time allocation for services
- Budget and daily rate for services
- Names and contact details of individuals who will undertake SALRC secretariat and executive officer roles

All EOIs should be submitted electronically to Hayley Robinson hrobinson@mla.com.au by 25 September 2020. Applications should not exceed 4 pages.

Term of appointment:

1 November 2020 to 30 June 2022. Subject to performance assessment by the SALRC Committee and funding availability, the term may be extended on a 12 monthly basis.

For further information please contact

Ian Rogan, SALRC Chair, on ian.rogan@bigpond.com or

Hayley Robinson, Program Manager Consultation on 0439 337 925 or hrobinson@mla.com.au