

AgForce Policy Committee: Terms of Reference

1. Role of the Committee

- 1.1 The role of the Policy Committee is to assist the Board in discharging its obligations with respect to ensuring:
- (a) AgForce policy positioning, networks, initiatives and advocacy strategies for existing and emerging issues are effective in influencing outcomes to advance industry interests.
- 1.2 The Committee may, within the scope of its responsibilities:
- (a) make recommendations and provide advice and guidance to the Board with respect to the Committee's related issues; and
 - (b) consult other interested AgForce members, stakeholders or independent advisors as necessary to carry out its duties within the approved budget and operating policy.
- 1.3 The role of a Committee is as a standing sub-committee with accountability to the Board. The Committee cannot assume the function of management which remains the responsibility of the CEO and Senior Management.
- 1.4 Specifically, with Policy Staff support, Policy Committee Chairs and members are expected to be actively involved in, and take carriage of aspects of, the following:
- (a) To review, analyse and recommend improvements to existing policy positions and advocacy strategies to influence outcomes in their requisite areas.
 - (b) To create new policy options for Board consideration and develop and implement approved initiatives to advance industry interests in their requisite areas.
 - (c) To consider resolutions put forward by AgForce members or representative groups, provide advice to the Board and respond accordingly.
 - (d) To identify significant emerging issues across the requisite policy areas and develop strategies to resolve, influence, network and/or participate in solutions with other industry representatives, government or stakeholders, to include, if considered necessary, creation of a Committee sub-working group(s) to meet specific policy and advocacy needs.
 - (e) Within 3 months of Committee initiation, to propose for the consideration and approval of the AgForce Board, a focussed set of specific, measurable outcome targets in their requisite areas that the Committee will work towards achieving during their term. These targets and the accompanying action plans will form the basis of reporting back to the Board about Committee progress.
 - (f) Where required, provide a nominee and input to the National Farmers Federation Committee or Taskforce within the requisite area, consulting and coordinating within AgForce to best represent member views and interests. Representatives to NFF are expected to report back to the Committee and the Board on developments and actions at the national level.

2. Composition

- 2.1 The Committee, of at least 5 persons, will be appointed by the Board and so far as is possible:
- (a) comprise current financial members or corporate partners of AgForce or others as deemed appropriate selected by the General President, CEO and General Manager – Policy & Advocacy from an open nomination process. Additional nominations can be

appointed by agreement of the Committee Chair, General President, CEO and General Manager – Policy & Advocacy as required

- (b) be chaired by a person who is approved by resolution of the Board and who is not a Board member, selected by the General President, CEO and General Manager – Policy & Advocacy, informed by an open nomination process
- (c) have at least one of the AgForce Board Directors unless otherwise determined, with a defined role to foster interactions between the Board and the Committee
- (d) provide an opportunity to each Commodity Board to have one of their directors be a member to represent that Commodity Board and to foster interactions with the Commodity Board
- (e) provide an opportunity to the Young Producers Council to have one of their councillors be a member to represent the Young Producers Council and to foster interactions with the Young Producers Council
- (f) comprise members or corporate partners who contribute constructively to Committee business, including consistent meeting attendance.

2.2 Member non-performance, including missing two consecutive meetings or loss of financial AQF membership or current sponsorship, may result in removal from the Committee by the General President in consultation with the Committee Chair, General President, CEO and General Manager – Policy & Advocacy.

2.3 Members of the Board, the CEO and other members of Senior Management may from time to time attend meetings of the Committee.

3. Term

3.1 The Committee will exist for as long as the Board deems it necessary (commonly a new Committee is formed following the election of the AQF Board every two years)

3.2 Appointments to the Committee are made for the duration of the Committee term, unless special circumstances exist.

4. Authority and Powers

4.1 The Committee, including any sub-working group of the Committee, has authority to act as per Committee terms of reference.

4.2 The Committee, including any sub-working group of the Committee, has no authority to incur costs unless pre-approved by the AgForce CEO. There will be no reimbursement from AgForce if prior approval has not been provided.

4.3 The Committee, including any sub-working group of the Committee, has an advisory role to the Board and does not have any power to commit the Board to any recommendation or decision made by it, except if it has express delegated authority from the Board.

5. Meetings and Procedures

5.1 The Committee, including any sub-working group of the Committee, will meet as required and operate predominantly through videoconference meetings and email or digital networks

5.2 A quorum for Committee meetings/decisions will be at least 5, or 50% of the Committee members, whichever is less.

5.3 Any questions arising at any meeting will be determined by consensus.

5.4 The Committee is to provide updates on their progress against agreed priorities to the Board meetings and will receive Board feedback on policy issues, Committee activities and desired outcomes through the Board Director member.

5.5 Committee members may be required to attend local forums and/or meetings in other areas.

- 5.6 Committee members are responsible for maintaining relationships with relevant stakeholders to share information, receive feedback on AgForce policy and advance the deliverable outcomes of the Committee.

6. Conflicts & Confidentiality

- 6.1 All Committee members must seek to represent the wider views of broader agriculture, rather than seek to progress purely personal or local views and objectives.
- 6.2 Committee members with conflicts of interest must declare these as either potential or real as issues arise, and their subsequent level of involvement on the issue will be determined by the Chair.
- 6.3 As part of the Committee process members will receive information and advice which is confidential. Committee members must treat all materials and communication as confidential unless it is otherwise specified or permission to distribute it is requested and given from AgForce Policy Committee support staff.

7. Secretarial Support

- 7.1 An AgForce staff member or members will be delegated responsibility for providing secretarial support for the Committee, including at the request of the Chair of the Committee:
- (a) Providing meeting notices to the Committee
 - (b) Preparing and distributing Agendas
 - (c) Take a succinct record of the meetings
 - (d) Actioning items as reasonably directed.
- 7.2 Agendas shall be prepared with a view to addressing (across its term) all agreed priorities of the Committee and, along with any papers for the meeting, be circulated so as to allow reasonable time for Committee consideration.
- 7.3 Committee records should reflect the agenda of the meeting and in a succinct form, simply record agreed decisions, actions arising and progress on past actions. Records should be circulated within 14 days after each meeting.
- 7.4 The AgForce staff member remains an employee of AgForce operating under the direction of the CEO and General Manager – Policy & Advocacy.

8. Remuneration and Administration of Expenses

- 8.1 Committee members serve in a voluntary capacity and are eligible for pre-approved expenses incurred whilst undertaking their responsibilities as a Committee member.
- 8.2 Travel to face-to-face meetings and associated accommodation expenses will be reimbursed in accordance with ***Executive Expenses and Reimbursement Policy***.

9. Reporting

- 9.1 In addition to reporting to the Board, Committee updates are also to be regularly circulated to the relevant AgForce Regional Managers and provided to Regional Councils, Commodity Directors and provided to the Commodity Boards and Young Producers Council, and any relevant operational staff to assist organisational coordination and avoid duplication of effort
- 9.2 Commodity Board representatives are to keep their Commodity Board updated on Committee business, activity and plans, and provide a conduit for feedback to the Committee
- 9.3 The Committee Chair will participate in coordination activities with other AgForce Commodity Boards, Young Producers Council, Committees, the Policy and Advocacy Coordination Group and with Regional Councils as required.

10. Media

- 10.1 While Committee members may be called on at times to speak to the media on behalf of the Committee, the primary spokesperson for AgForce is the General President and/or the Chief Executive Officer.
- 10.2 No Committee member is authorised to speak on behalf of AgForce unless prior approval has been granted from the AgForce media department, or the Chief Executive Officer
- 10.3 Noting the confidentiality and media department approval provisions above, Committee members, primarily the Chairs, may promote the work of their Committees on social media and through internal publications and regional media outlets.

11. Evaluation

- 11.1 The Committee shall conduct a self-assessment during their term. As part of this assessment the Committee shall consider:
- (a) Clarity of its purpose, role and the extent to which the Committee is achieving its stated objectives
 - (b) The effectiveness of operations of the Committee (meetings, procedures, reporting) and the contribution of Committee members
 - (c) Relationships within the Committee and the Board, as appropriate
 - (d) Effectiveness of administrative and secretarial support.
- 11.2 The Committee shall report any conclusions and recommendations arising from its self-assessment to the Board.

12. Reviews

- 12.1 These terms of reference will be reviewed, and, if appropriate, updated by the Board every 2 years.

Revision Schedule

Date	Reason	Author	Approved
Dec 2020	New Council	Dale Miller	Board Feb 2021
July 2022	Reviewed	CEO/Board	
April 2023	New Board	Dale Miller	Board April 2023
June 2025	New Board	Michael Allpass	Board June 2025