



## NSW Dairy Industry Advisory Panel

### Terms of Reference

#### Overall purpose

The NSW Dairy Industry Advisory Panel is a non-statutory advisory panel established to support the NSW Fresh Milk and Dairy Advocate in delivering on their responsibilities.

The Dairy Advocate's responsibilities include:

- Developing a NSW dairy industry action plan that includes recommendations for government and industry
- Gathering industry input and feedback on the delivery of key government initiatives, including:
  - Establishing a NSW DPI dairy business advisory unit
  - A campaign to encourage consumption of local fresh milk
  - Investment in research and development
  - Extension support services
  - The NSW Cattle Underpass Scheme
- Bringing processors, farmers and retailers together to discuss issues affecting the dairy industry
- Reporting on the effectiveness of the Mandatory Dairy Code in NSW
- Gathering information regarding dairy related matters and their impacts on NSW industry participants to inform decision making

#### Objectives of the NSW Dairy Advisory Panel

The NSW Dairy Industry Advisory Panel's (DIAP) key responsibilities include are to provide advice to the NSW Fresh Milk and Dairy Advocate and develop a NSW Dairy Industry Action Plan.

#### Membership

##### Core members

- Ian Zandstra: the NSW Fresh Milk and Dairy Advocate (Chair)
- Phil Ryan: dairy farmer and NSW Farmers Dairy Committee Deputy Chair
- Yani Garcia: Professor of Dairy Science at University of Sydney and Director Dairy Research Foundation

- Michael Jeffery: dairy farmer and Chair Norco
- Ian Lean: Adjunct Professor University of Sydney; Managing Director Scibus and Director Dairy Connect
- Ken Garner: General Manager Southeast Local Land Services
- Scott Barnett: dairy consultant
- Sheena Carter: NSW DPI Dairy Business Advisory Unit (Dairy NSW Extension Officer at time of appointment to panel)
- Timothy Bale: Chair Midcoast Dairy Advancement Group and dairy farmer
- Robert Cooper: dairy farmer
- Tony Burnett: Regional Manager Dairy Farmers Milk Cooperative and Director Dairy NSW
- Alex Russell: Director Intensive Livestock, NSW Department of Primary Industries

#### Secretariat

- DPI will provide secretariat functions including meeting minutes, communications support and analytical support.

#### Guests

DIAP members may make a request to the Chair that guests be invited to DIAP meetings on an adhoc basis to provide specific input/advice.

The Chair may invite the Parliamentary Secretary and/or staff from the Parliamentary Secretary's office to DIAP meetings to attend as a guest.

#### Delegation of responsibilities

Members may delegate their responsibilities to an appropriate alternative provided a request is put to the Chair, and the Chair approves this request one week in advance of the meeting. Delegates will be expected to provide advice on/action any items in place of their usual representative.

#### **Meeting protocols**

**Quorum:** The minimum number of members that must be in attendance for meetings to proceed is the Chair plus five members and the Secretariat.

**Frequency and format:** It is expected that meetings will be held on a bimonthly basis or as otherwise determined by the Chair.

Meetings can be conducted face-to-face, via video conference, teleconference or any combination of those methods.

Out-of-session papers may be used to brief DIAP members, or seek advice in the absence of a scheduled meeting.

**Agenda:** The agenda will be approved by the Chair prior to being circulated at least five working days in advance of the meeting.

**Meeting papers and materials:** Papers and materials will be circulated at least five working days in advance of the meeting.

**Minutes:** Minutes of meetings will be circulated to all members no later than two weeks after the meeting date.

**Communication:** At the conclusion of each meeting the panel will agree on key points to be communicated to industry and other stakeholders.

**Conflicts of Interest:** All members must have completed and submitted a Conflict of Interest form. Members should verbally declare those CoIs at the commencement of all meetings. Employees of the Department of Planning, Industry and Environment (DPIE) should register any CoI's through the internal system.

**Records Management:** All DIAP materials will be saved in the DPI CM9 document management system at V19/8424.

### Review of this document

These Terms of Reference will be reviewed annually to ensure they remain fit for purpose.

### Tenure

The DIAP will be in place for the duration of the Dairy Advocate's appointment (provisionally until September 2021).

### Version Control

Version	Author	Date
1	Alex Russell	22 January 2020
2	Alex Russell (updated to reflect changes in members' industry roles or job titles)	19 November 2020

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