**NSW DAIRY ACTION PLAN IMPLEMENTATION PANEL**

DraftTerms of Reference

## Purpose

The NSW Dairy Action Plan Implementation Panel (DAPIP) is a non-statutory reporting panel established to coordinate and report on the implementation of the NSW Dairy Industry Action Plan.

## Objectives

1. Develop an implementation and reporting framework based on the draft work plan developed by the Dairy Industry Action Plan Panel.
2. Coordinate implementation between industry, government and other bodies to maximise outcomes of the Action Plan.
3. Escalate issues with implementation through the Chair of the Panel to the Minister for Agriculture where necessary.
4. Publish annual progress reports on the NSW DPI website on the implementation of the Plan.

## Chair

The Panel will be chaired by TBA.

## Membership

Membership of the DAPIP will consist of a mix of industry volunteers (to oversee implementation and provide expert advice) and representatives of organisations and groups responsible for implementing actions under the Plan (to enable coordination and reporting), and could include representation from:

* Dairy Connect
* NSW Farmers Dairy Committee
* Dairy Australia
* Processors
* Retailers
* Researchers
* Young Farmer representative
* NSW DPI
* And any other implementation body determined by the Minister or DAPIP.

## Secretariat

The Department of Primary Industries will provide secretariat functions including:

* Organising meetings
* Circulating the agenda
* Taking and circulating meeting minutes

## Frequency and Format

It is expected that meetings will be held on a quarterly 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 DAPIP members or seek advice in the absence of a scheduled meeting.

## Conflicts of Interest

All members must have completed and submitted a Conflict of Interest form. Members should verbally declare any Conflict of Interest at the commencement of all meetings. Employees of the Department of Regional NSW (DRNSW) should register any Conflict of Interest through the internal system.

## Tenure

The DAPIP will be reviewed two years after commencemement.

**Version Control**

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