
Information Pack – 2021 Recruitment RBRC Chairs and Members



Message from NABRC Chair, John Taylor



On behalf of NABRC members, thank you for your interest in our Chair and Member positions. Our regional committees and producer members are at the heart of NABRC and are a valued and important link between the north Australian “grass roots”, the researchers and the funding bodies. People usually join an RBRC to influence, champion, and learn about RD&A that could provide solutions to current and emerging issues facing the beef industry. Membership of an RBRC broadens networks and connections with producers, advisors/ extension officers, researchers, and other member organisations, and expands the view of what RD&A can achieve.

We hope this kit provides the information you need to understand our RBRC vacancies and develop your application. Please contact me or Janine King if you wish to discuss anything further.

Regards, John Taylor

Indicative Recruitment Timeline

- Applications close Noon, Monday 12 July
- Interviews – chairs only (via Zoom) late July. * *Note: Member applications will be forwarded to the relevant RBRC to make contact.*
- Chairs appointed by mid-end August.
- First NABRC Meeting – October 2021 in Brisbane. Date to be confirmed.

More Information Contact Details:

- John Taylor, NABRC Chair – 0429 725 838 or chair@nabrc.com.au
- Janine King, NABRC Secretariat – 0419 735542 or secretariat@nabrc.com.au
- Website www.nabrc.com.au

How to apply

To apply for one of our three Chair positions or a Member position on all six Queensland regional committees, please email a short resumé and a statement addressing the selection criteria (see page 2) to Janine King, secretariat@nabrc.com.au by noon, Monday 12 July 2021.

Reminder: applicants must be beef producers.

Section 1: Selection Criteria

RBRC Chair

1. Must live and work in a commercial beef enterprise and be actively engaged in aspects of RD&A in the region.
2. Demonstrated substantial producer and other relevant networks.
3. Knowledge of the NABRC and RBRC structure and functions.
4. Demonstrated leadership, consultation, and communication skills.
5. Capacity and flexibility to fulfil the role including attending six meetings (in person or virtually) per year comprising two RBRC meetings, two NABRC meetings (Qld, WA or NT), and up to two Northern Producer Panel meetings (Brisbane or Sydney). NB: Sitting fees and travel expenses are paid for these meetings.

RBRC Members

1. Must live and work in a commercial beef enterprise and be actively engaged in aspects of RD&A in the region.
2. Demonstrated producer and other relevant networks.
3. Knowledge of the NABRC and RBRC structure and functions.
4. Be prepared to act as industry and community advocates on grass-fed beef RD&A issues
5. Capacity and flexibility to attend two RBRC meetings per year and if required be involved in regional activities. Sitting fees and expenses are paid for RBRC meetings.

Section 2: Roles, Responsibilities and Expectations¹

1. Introduction

The purpose of this document is to:

- a) clarify the role of the North Australia Beef Research Council Inc. (NABRC); and relationships between NABRC, the Regional Beef Research Committee (RBRCs) network and member organisations;
- b) document the RBRCs role, responsibilities, and expectations; and
- c) guide people wanting to be involved in an RBRC and in improving the productivity, profitability, and sustainability of the north Australian grass-fed beef industry through Research, Development and Extension/Adoption (RD&A).

People usually join an RBRC to influence, champion, and learn about RD&A that could provide solutions to current and emerging issues facing the region's beef industry. Membership of an RBRC broadens their network of contacts and connections with producers, advisors/extension officers, researchers, and other member organisations, and expands their awareness and perspective of issues and what RD&A can achieve.

2. NABRC's Function

NABRC is an independent, incorporated association established in 1992 to provide advice and recommendations on RD&A initiatives, investments, and education and training priorities, and facilitate the flow of information on these matters from/to beef producers throughout northern Australia.

Note: Policy (and politics) are outside NABRC's remit and are dealt with by the relevant national/state/territory organisations.

3. NABRC Structure

NABRC's structure is based on eleven RBRCs, which provide grassroots input to NABRC from across Queensland, the Northern Territory and the Pilbara and Kimberley regions of Western Australia (see Attachment 1 – RBRC map). RBRC Chairs are NABRC's producer members, and sit alongside representatives of financial members of NABRC, including Meat & Livestock Australia (MLA), State Departments of Primary Industries (Qld, NT, WA), CSIRO, industry organisations and several Universities which are major R&D providers. NABRC is led by an independent Chair and Secretariat and governed by a Management Committee.

4. Relationship with Meat & Livestock Australia

NABRC plays a key role in the consultation and reporting structure used by MLA to determine national RD&A grassfed beef and sheepmeat investment priorities. RBRC Chairs collectively form the Northern Producer Panel, which provides commercially-relevant context, direction, and feedback on RD&A proposals seeking MLA funding.

In addition, the NABRC Chair and one RBRC Chair from NABRC (and SALRC and WALRC – equivalent organisations in southern and western Australia) are members of MLA's Red Meat Panel (RMP). The RMP guides MLA on investment into on-farm grassfed beef and sheepmeat research, based on the regional investment priorities identified by the regional advisory councils.

¹ Sources: NABRCs 2008 and 2019 Charter of Operations, 2018-19 RBRC Chair/Member advertisements, KPIACs 2017 Terms of Reference, SALRCs 2020 Regional Committee Chair and Member role and responsibilities descriptions, RBRC Chair and Secretary inputs to 'Running an Effective RBRC' and subsequent small group work on Chair and Secretary roles at the March 2021 NABRC Meeting. This version incorporates NABRC and RBRC feedback on a draft circulated in May 2021.

5. RBRC Structure and Role

Each RBRC is led by a producer Chair who is supported by an agency-appointed Secretary, and perhaps a Deputy Chair. There is a core of beef producers (Queensland 6, NT 5-8, WA unprescribed) plus representatives of state/territory agencies, CSIRO, universities, and other key stakeholders in the region.

The roles of an RBRC are to:

1. Consult widely in the region to identify current and emerging problems, information needs, and/or opportunities that may be addressed by RD&A, and assess their relative importance and the potential benefits to the region's beef enterprises and the region in general;
2. Recommend a strategic portfolio of RD&A to deliver the identified outputs and outcomes;
3. Communicate RD&A outputs widely across the region and provide feedback on the adoption of research and new technologies;
4. Provide input to and/or feedback on RD&A proposals to a) increase local relevance, and b) identify limitations to practical and commercially viable solutions to increase the likelihood of adoption by producers; and
5. Actively raise regional awareness of their RBRC and NABRC amongst producers, RD&A and service providers, and other key stakeholders in the region, along with upcoming events relevant to their RBRC and NABRC.

5a RBRC Chair role and responsibilities

RBRC Chairs have an important and influential leadership role and are a critical conduit between the grassroots producers in a region, NABRC, and member organisations, especially MLA and other RD&A investors. These roles require a good understanding of the local and regional production system(s), the RD&A issues facing beef producers, and the MLA consultation process. RBRC Chairs champion regional issues and seek support from other regional chairs to address priorities that have wider implications.

5b RBRC Chair responsibilities

- Lead an established regional group of producers and other members to provide an effective interface between NABRC, RD&A providers and the RD&A needs of north Australia's beef producers.
- Supported by the RBRC Secretary, organise two (2) meetings each financial year to align with the NABRC annual meeting cycle and MLA's Investment Call, and develop a meeting agenda that addresses current and emerging issues, promotes discussion, debate, and learning.
- Encourage active participation, listening, constructive discussion, team-work and co-learning among members in meetings, and ensure compliance with the NABRC/RBRC Code of Conduct.
- Be accountable for the RBRC functions as set out in the Charter of Operations, and report to NABRC general meetings, and at other times if requested, on achievements against the stated functions and reporting guidelines.
- Attend the Northern Producer Panel (NPP) meeting (two days) providing commercially relevant context, direction and feedback on national RD&A proposals seeking MLA funding, and participate in NPP evaluation process training provided by MLA.
- Keep NABRC informed about issues and events in their region, keep their committee members informed about issues facing NABRC and the broader industry, and ensure communication flows to and from the region, NABRC, RD&A investors and other key local stakeholders.

5c RBRC Chair qualities and attributes

To fulfill the Chair's role and responsibilities, an RBRC Chair should:

-
- live, work, and be actively engaged in RD&A in the region,
 - have substantial producer and other relevant networks;
 - understand the NABRC-RBRC structure and functions; and
 - have demonstrated leadership skills.

An RBRC Chair should also have:

- prior membership of, or experience with an RBRC or NABRC member organisation (desirable but not essential);
- a deep knowledge and understanding of commercial beef production and natural resource management issues;
- a passion for strengthening local beef enterprises and the north Australian beef industry in general;
- the time, skills and experience to effectively engage with a broad range of industry stakeholders, maintain relationships, and increase awareness and the profile of their RBRC and NABRC;
- a commitment to work collaboratively to explore and address stakeholder issues, to advocate and communicate R&D outputs and outcomes to regional and local groups; and
- an understanding of, and confidence in, planning and conducting effective meetings, governance, media liaison and public speaking. Training will be provided as required.

5d RBRC Chair - time commitment and term

An RBRC Chair is expected to:

- Have the capacity and flexibility to attend six meetings (in person or virtually) per year - two RBRC meetings, two NABRC meetings (Qld, WA or NT), and two Northern Producer Panel meetings (Brisbane or Sydney). Sitting fees and expenses are paid for these meetings in accordance with MLA policy.
- Participate in periodic virtual activities e.g. project/proposal presentations, issues briefings, share experiences and 'best practice' to support new Chairs, and develop cross-regional collaboration(s).
- Complete a minimum of one three (3) year term and a maximum of three terms or as otherwise prescribed by a State/Territory agency. The appointment will be reconfirmed, or otherwise, towards the end of each three (3) year term subject to satisfactory performance and the committee's confirmation at an RBRC meeting.
- Delegate duties to the Deputy RBRC Chair if unable to meet responsibilities. In such cases, a Deputy Chair would attend NABRC/industry-related meetings (see above).

5e RBRC Chair succession

- To ensure continuity of RBRC leadership and functions, a retiring Chair must liaise with the NABRC Chair to plan succession and a smooth transition, and where appropriate coaching or mentoring for the incoming Chair.
- When an RBRC Chair position is likely to become vacant, or a casual vacancy occurs, the position will be advertised within the RBRC in the first instance. If the position is not filled internally, NABRC will advertise externally.
- A selection committee comprising the NABRC Chair, an MLA nominee (given the relationship and role of chairs on the NPP and RMP), a senior agency representative from the relevant state/territory, and one or two RBRC producer members will interview candidates. The NABRC Secretariat will co-ordinate the process and observe at all interviews.

5f RBRC Deputy Chair role

Each RBRC should appoint a Deputy Chair from among the producer members to share the workload, engage a wider network of industry stakeholders, and represent the region should the Chair be unavailable. The role provides opportunities for skill development and the Deputy Chair may be required to deputise at meetings. However, the Deputy Chair is not expected to automatically succeed the RBRC Chair if the position become vacant.

6. RBRC Secretary – role and responsibilities

Each RBRC is supported by a Secretary appointed and provided by the relevant State/Territory government agency. The Secretary should have appropriate agency experience, work in the region, be accessible, committed to the role, well organised, a good networker and communicator, and supportive and respectful of members and the Chair. Recognising the opportunity for professional development in this role, secretaries may periodically attend NABRC meetings where possible, and there should be some rotation of secretarial responsibilities among available agency personnel. The NABRC Chair will liaise with respective State/Territory agency representatives about the skills, knowledge and experience most appropriate to a particular RBRC. Ideally, the Secretary role should be held for at least a three (3) year term (renewable).

Roles and responsibilities of an RBRC Secretary:

1. In consultation with the RBRC Chair, plan, organise and attend two (2) face to face/virtual meetings each financial year to align with the NABRC annual meeting cycle.
2. Advise the NABRC Chair, NABRC Secretary and MLA consultation team of meeting dates at least one month in advance so they can attend if possible and help ensure the agenda requirements can be met. NB: This is a requirement of NABRC's MLA regional funding contract, but clearly, should assist all members.
3. In consultation with the RBRC Chair develop a meaningful and manageable meeting agenda that addresses current and emerging issues, and includes activities that promote discussion, debate, and learning. Prepare/coordinate provision of meeting papers and reports and encourage members to consult with their networks about relevant issues on the agenda.
4. Organise meeting venue, catering, and communication technology for remote participants. If costs will be incurred, liaise with the NABRC Secretariat before booking to ensure sufficient funds are available.
5. Liaise with the NABRC Secretariat and/or a member of the MLA Regional Consultation team if guest speakers are required.
6. Ensure conflicts of interest (actual, potential, or vested) are declared by all members at each meeting, and recorded in the minutes and the conflict of interest register. Support the Chair in encouraging active participation, listening, constructive discussion, teamwork, and compliance with the NABRC/RBRC Code of Conduct.
7. Record detailed minutes of all RBRC meetings. Circulate draft minutes within 15 working days of the meeting to enable members to reflect and/or act on the outputs and actions arising and forward a copy of the minutes to the NABRC Secretariat.
8. Keep an up-to-date list of all RBRC members' contact information including commencement date, phone and email contact details, and advise the NABRC Secretariat of any membership changes.
9. Develop and maintain an up-to-date list of RBRC members' experience, skills, and knowledge to assist filling skills and knowledge gaps when recruiting new members.

7. RBRC Members – role, experience, and expectations

RBRC core members and the RBRC Chair provide a critical link between RD&A providers and the RD&A needs of a region's beef producers. Associate members can be invited to sit on the committee by the RBRC Chair (in consultation with the NABRC Chair and relevant state/territory agency) to add value or balance to the RBRC's deliberations, and to achieve diversity of gender, age, ownership, land type and geographic spread. Such individuals would be appointed on merit (i.e. expertise, experience), and could include representatives of relevant Government departments, producer networks, emerging industry leaders, NRM groups, export or processing sector, R&D agencies, universities, stock and station agents, consultants, banks and the wider community, as appropriate to the current and emerging issues in the region.

Producer members must reside in, and have commercial beef experience and a knowledge of the beef cattle production issues in the region; be actively engaged with regional and/or local beef industry networks and

organisations focused on RD&A; be capable of working collaboratively as part of a regionally-focused team, communicating RD&A needs, priorities and outputs; acting as an industry and community advocate of beef RD&A issues, and able to attend two face-to-face meetings in the region a year.

Other members should be working and/or well networked in the region, and bring expertise on, and experience in, matters related to RD&A and/or the current and emerging issues facing the region's beef industry.

All members (producer and associate) are expected to review information prior to regional meetings, actively participate in meetings, declare any conflicts of interest, and comply with the NABRC/RBRC Code of Conduct. Through their networks, members would contribute to the flow of information from and to the region, the identification and prioritisation of regional RD&A needs, and perhaps the design and conduct of RD&A initiatives.

8. RBRC Meetings

RBRCs are expected to meet at least twice per year to align with the NABRC annual meeting cycle. Additional meetings may be held at the discretion of each RBRC. Meetings can be face-to-face, virtual (tele or video conference) or by other means as appropriate to each RBRC. A minimum of four (4) producer members is required for a quorum. Note: Sitting fees and travel expenses are only available for up to two face-to-face meetings per year.

MLA currently provides regional consultation funding to NABRC for producer member sitting fees (meeting days only) and travel/expenses. Travel time is not claimable but return mileage is reimbursed at the ATO prescribed rate. Claims are co-ordinated through the NABRC Secretariat.

Associate members or their organisations are responsible for their attendance costs.

The RBRC will ensure that the views of all members are sought and respected on the matters for review, and where decisions are needed, that these will be by consensus.

The RBRC Chair will contact producer members who fail to attend two consecutive RBRC meetings to determine if they are still committed to the committee, and they will be offered the opportunity to resign if they can no longer make the commitment.

