

WOOLPOLL PANEL 2021

TERMS OF REFERENCE

Version #	Date distributed	Change
1	19 November 2020	Draft for Board and comment
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3	22 December 2020	Final

DECEMBER 2020

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PANEL NAME

WoolPoll Panel 2021

TYPE

Under the *Wool Services Privatisation (Wool Levy Poll) Regulations 2003*, AWI must form an industry Panel comprising eligible levy payer representatives to confirm that the draft forms and the process for conducting the ballot have been examined and assessed as appropriate.

PURPOSE & ROLE

Purpose

The purpose of the WoolPoll panel is to –

- meet the statutory obligations set out in the *Wool Services Privatisation (Wool Levy Poll) Regulations 2003*
- Oversee enhanced processes for delivery of WoolPoll with regard to the Review findings and recommendations from the WoolPoll Review 2020

in order to encourage all eligible wool levy payers to have their say and vote.

Role of the WoolPoll Panel

The role of the WoolPoll Panel is to:

- Oversee development of the WoolPoll communications strategy.
- Approve the Voter Information Kit (VIK)
- Approve the poll process
- Deliver the final report on the operation of WoolPoll to AWI and Department of Agriculture and the Environment (DAWE).

Role of the WoolPoll Panel Chair

The role of the WoolPoll Panel chair is to:

- Facilitate the respectful and orderly conduct the WoolPoll panel meetings,
- Ensure all WoolPoll panel members have an equal opportunity to contribute in meetings.
- Report back to the AWI Board on feedback and decisions from the WoolPoll Panel.

SCOPE

The WoolPoll panel is established as a body independent of AWI for the purposes outlined in this Terms of Reference.

AUTHORITY

Where required, the Panel will operate under majority decision making of one vote per member with input and feedback provided to the Panel for consideration and response.

The Panel must operate in accordance with AWI's corporate governance regime and guidelines, including the Code of Conduct and Business Ethics.

MEMBERSHIP

AWI will invite each member organisation of the AWI Woolgrower Industry Consultation Panel (WICP) to provide three (3) woolgrower representative nominations. These nominations will be reviewed by the WoolPoll selection committee.

WoolPoll selection Committee

A selection Committee will be formed to conduct the review of the WoolPoll Panel nominations provided. A total of eight representatives will be chosen to serve on the panel.

The members of the WoolPoll Panel Selection Committee will be:

- WICP Independent Chair.
- AWI board member representative.
- DAWE representative.

The criteria below will be used to select panel members for the WoolPoll panel:-

- Members must be eligible levy payers.
- Availability to attend all WoolPoll Panel meetings during the WoolPoll period.
- Diversity principles including gender; geographical spread; and representation from industry sectors.
- Panel contains representatives from different grower representative groups.

WoolPoll Panel

The WoolPoll Panel will comprise -

- Eight (8) representatives selected by the WoolPoll Selection Committee using the criteria outlined in this Terms of Reference.
- Department of Agriculture Water and the Environment representative (non-voting member).
- AWI board member representative (non-voting member).

The WoolPoll Panel Chair will be elected by the WoolPoll Panel after it is constituted.

The AWI board representative and DAWE representative will have no voting entitlements on this Panel.

MEETING ARRANGEMENTS

Meeting dates and frequency

The WoolPoll Panel will meet as required during the WoolPoll process. It is envisaged that four (4) meetings are likely to be required. Meeting dates will take into account other industry event dates, to either complement, or avoid clashes, wherever possible.

Secretariat

AWI will provide secretariat support to the WoolPoll Selection Committee and the WoolPoll Panel.

Meeting agenda

The agenda for WoolPoll Panel meetings will be set by the WoolPoll Panel Chair in consultation with the Secretariat.

Meeting papers

The Secretariat will provide electronic copies of meeting to members approximately two weeks prior to each meeting.

Meeting minutes

The purpose of meeting minutes is to record main points of discussion and outcomes; consensus positions reached; and actions items.

Draft minutes will be circulated to members for comment following the meeting. The minutes will be settled by the Chair.

Meeting logistics

Arrangement for meetings will be managed by the Secretariat.

It is envisaged that most meetings will be conducted on a virtual basis.

For any physical meetings, AWI will pay travel costs (air travel, mileage, meals, and accommodation if required), consistent with AWI's travel policy.

Members are entitled to receive a sitting fee of \$500 per meeting attended.

RESPONSIBILITIES

WoolPoll Panel

As per the Role of the WoolPoll Panel

Chair's responsibilities

As per the Role of the WoolPoll Panel Chair

AWI's responsibilities

- Provide secretariat support for the WoolPoll Panel.
- Determine poll process in consultation with WoolPoll Panel.
- Draft key documents (Voter Information Kit (VIK) ballot process in consultation with WoolPoll Panel.
- Seek Ministerial approval of final documents.
- Develop communication strategy in consultation with WoolPoll Panel.
- Determine the cut-off date for eligibility to vote; and return date for ballot papers.
- Determine eligibility of levy payers to vote.
- Appoint a returning officer
- Issue voting packs to levy payers no later than six (6) weeks prior to the return date.
- Report results of WoolPoll and make levy rate recommendation to the Minister

DELIVERABLES

The effectiveness of the WoolPoll Panel will be measured against the deliverables outlined below.

1. Ensure ballot process and draft documents (ballot paper, voting instructions and Voter Information Memorandum (VIM) are appropriate.
2. Assist in maximising levy payer participation, including drawing on panel members' networks to encourage participation.
3. Compilation of the WoolPoll Panel report to AWI and DAWE outlining recommendations for the next WoolPoll.

MONITORING & EVALUATION

A review of the WoolPoll panel process will be conducted by AWI in consultation with DAWE after each WoolPoll.

AWI will ensure that the purpose, role, and deliverables outlined in these Terms of Reference continue to meet AWI's statutory compliance, woolgrower, and government expectations.