

# Industry Funding Scheme (IFS) Management Committee membership, EOI guidelines and terms of reference

## Background

The IFS Management Committees oversee the IFSs. The Schemes use authorised funding arrangements for producers to raise funds to address priority pests, weeds and diseases at a whole-of-industry level. As required under the IFS regulations, the Management Committees:

- advise the Director General of the Department of Primary Industries and Regional Development on the administration of the IFS accounts
- consult producers to understand the industry's views on the operation of the Schemes and the performance of the Management Committee
- report annually on the operation and effectiveness of the Schemes and any other matter relating to the operation of the IFS regulations
- make recommendations to the Minister regarding the Scheme's areas of operation and contribution rates
- approve payments out of the IFS accounts; and
- approve programs and other measures to control pests, weeds and/or diseases specified under the IFS regulations.

A key role of the Management Committees is to fairly and impartially represent the best interests of the industry and Scheme contributors, and to provide effective governance of the Schemes. The IFS Management Committees meet 3 to 4 times per year, however, some additional online meetings and activities outside scheduled meetings are called as required.

Industry Management Committee members are paid sitting fees and are eligible for reimbursement of travel expenses in accordance with the Public Sector Commissioner's Circular 2009-20. Executive/administrative support for the committees is provided by DPIRD.

The process for appointing members to the Management Committees is governed by the *Biosecurity and Agriculture Management Industry Funding Scheme (Cattle; Grains; Sheep and Goats) Regulations 2010* (IFS Regulations).

An industry-based Appointments Committee assesses potential candidates and makes recommendations to the Minister for Agriculture and Food. The Minister appoints members with the approval of Cabinet.

The Western Australian Government is committed to ensuring diversity on Government boards and committees. Applications are encouraged from women, people from culturally diverse backgrounds, young professionals and farmers.

## Guidelines

Expressions of interest can only be submitted on the DPIRD [SmartyGrants platform](#).

More information on the 3 Industry Funding Schemes is available on the [IFS website](#) or by emailing [IFS@dpiird.wa.gov.au](mailto:IFS@dpiird.wa.gov.au).

Your Expression of Interest must indicate which Industry Management Committee you are applying for (you can apply for more than one) and must include:

1. A completed **SmartyGrants application form**, including contact details and addresses the IMC selection criteria.
2. A **current resume**, uploaded with your application, or entered in the form provided on the SmartyGrants platform. Your resume must include the following information:
  - current employer (if employed) and position
  - employment history and relevant voluntary roles
  - qualifications and training
  - other committee/board experience (if applicable).

## Selection criteria: Management Committees

### Essential

- meet the requirements of a 'full participant' of the Scheme
  - or familiarity with the interests of the contributors to the Scheme or knowledge or experience enabling an understanding of those interests
  - or a financial interest in the industry to which the Scheme relates
  - or extensive or special experience in that industry.
- an ability to think strategically and to act decisively
- a desire to serve the industry to which the Scheme relates
- effective personal networks within the industry to which the Scheme relates
- ability and willingness to commit adequate time to Industry Management Committee business and actively contribute to its meetings.

### Desirable

- experience with or an understanding of biosecurity in general, and the management of invasive pests, weeds or diseases in particular
- a demonstrated understanding of good corporate governance and accountability principles and application, including an understanding of financial budgets
- previous experience in an industry representational role.

The Industry Management Committees are skills-based committees. Each Committee requires a good mix of skills and diversity across its membership. The Committee terms of reference are available [here](#).

Appointments will be for a period of up to three years.

## Terms of reference

1. Act in good faith at all times, and without conflict of interest, to fairly and impartially represent the best interests of the industry concerned and the contributors to the Scheme.
2. Provide effective governance over the Scheme.
3. Discharge the functions conferred on the Management Committee by the *Biosecurity and Agriculture Management Act 2007* (BAM Act) and the enabling Regulations, including but not necessarily limited to:
  - i. Advising the Director General of the Department of Primary Industries and Regional Development on the administration of the prescribed account.
  - ii. Recommending annually to the Minister for Agriculture and Food the area(s) of the State in which the Scheme should operate.
  - iii. Recommending annually to the Minister for Agriculture and Food the rate or rates at which contributions are to be paid.
  - iv. Approving programs and other measures to be implemented under the Scheme.
  - v. Approving payments from the prescribed account for compensation in respect of losses (as described in the regulations).
  - vi. Consulting annually with the industry for the purpose of ascertaining industry views on the operation of the Scheme and the performance by the committee of its functions.
  - vii. Reporting at least annually to the Minister for Agriculture and Food on the operation and effectiveness of the Scheme, and any matters relating to the operation of the relevant regulations as the Minister specifies.
4. Undertake such other functions related to the operation of the Scheme as required.

The Industry Management Committees meet in person 3 to 4 times per year. Committee decisions are also made out-of-session, as required, by email or teleconference.

Members are remunerated, including sitting fees and travel expenses. Sitting fees are currently paid at the following rates:

- Chair - \$593 per day (meetings of more than four hours duration) or \$385 per part day
- Members - \$385 per day or \$251 per part day

### Important Disclaimer

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