

MEMBER SERVICES PROGRAM

MSP

AMIC PROCESSOR GROUP 2016-17

Updated 24 Oct 2016

The allocations below represent a broad cross-section of staff operational responsibilities within the new Business Operating Structure of the AMIC Processor Group. Within each category issues will be handled by the staff member who has the principal responsibility with a second staff member/s acting in support.

ISSUE	OPERATIONAL ACTIVITY	PRINCIPAL RESPONSIBILITY	SECONDARY CARRIAGE
<i>APC CHAIRMAN'S GROUP</i>			
APC Chairman's Group Secretariat	<ul style="list-style-type: none"> Organisation of meetings, agenda, papers, minutes and communication 	General Manager	Technical Counsel/ Team Administrator
Advocacy / Government relations strategy and implementation	<ul style="list-style-type: none"> Coordinating APC lobbying of Federal & State Government on issues of importance to members Arrange meetings, coordination of delegations, preparation of messaging, briefing materials, presentations, submissions and correspondence for Advocacy meetings with Government 	General Manager	Technical Counsel/ Policy Officer – Beef & Sheep
<i>BEEF POLICY GROUP</i>			
Beef Policy Group Secretariat	<ul style="list-style-type: none"> Organisation and coordination of meetings, agenda, papers, minutes and communication 	Policy Officer – Beef Processing / Team Administrator	General Manager
Beef Policy Group – Outcome Reporting	<ul style="list-style-type: none"> Organisation and coordination of outcome reporting for Beef Policy Group 	Beef Policy Officer	General Manager
Beef Policy Group – Policy Documentation	<ul style="list-style-type: none"> Documentation and management of Policy Documents and publishing 	Beef Policy Officer	General Manager
<i>SHEEP LAMB GOAT POLICY GROUP</i>			
Sheep Lamb Goat Policy Group meeting Secretariat	<ul style="list-style-type: none"> Organisation of meetings, agenda, papers, minutes and communication 	General Manager	Sheep Lamb Goat Policy Officer/ Team Administrator
Sheep Lamb Goat Policy Group – outcome reporting	<ul style="list-style-type: none"> Organisation and coordination of outcome reporting for Sheep Lamb Goat Policy Group 	Sheep Lamb Goat Policy Officer	General Manager
Sheep Lamb Goat Policy Group – Policy Documentation	<ul style="list-style-type: none"> Documentation and management of Policy Documents and publishing 	Sheep Lamb Goat Policy Officer	General Manager

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IRC 1 - TRADE & MARKET ACCESS COMMITTEE			
IRC 1 Secretariat	<ul style="list-style-type: none"> • Organisation and coordination of meetings, agenda, papers, minutes and communication • Management of IRC 1 Issues Register • Management of IRC 1 Outcomes Report 	Technical Counsel	Beef Policy Officer
Market Access – Policy	<ul style="list-style-type: none"> • Commercial issues, tariff quotas, WTO, FTA's • Overall co-ordination of market access issues & AMIC trade policy through EMIAC, IMAAC • Representation to DFAT, DAWR, MLA & AMPC 	General Manager	Technical Counsel / Policy Officer – Beef and Sheep
Market Access – Technical	<ul style="list-style-type: none"> • Veterinary or micro issues affecting market access • Technical country requirements • E. coli issues (MLA E.coli Panel participation) 	Technical Counsel	General Manager
IMAAC - Secretariat	<ul style="list-style-type: none"> • Organisation and coordination of meetings, agenda, papers, minutes and communication 	Technical Counsel	General Manager
Quota Management	<ul style="list-style-type: none"> • US Beef Quota • EU Sheepmeat Quota • EU HQB Quota • Member issues as they arise • Liaison with DAWR over policy implementation & AMIC/DAWR Technical Committee 	General Manager	Technical Counsel
Fat Claim Guidelines / MICA	<ul style="list-style-type: none"> • Manage the negotiation of changes/provisions to the MICA Fat Claim Guidelines • Advise Members on Monthly Update of the Adjustment factor 	Technical Counsel	General Manager
IRC 2 - ON-PLANT SYSTEMS COMMITTEE			
IRC 2 Secretariat	<ul style="list-style-type: none"> • Organisation and coordination of meetings, agenda, papers, minutes and communication • Management of IRC 2 Issues Register • Management of IRC 2 Outcomes Report 	Technical Counsel	Beef Policy Officer
EMIAC	<ul style="list-style-type: none"> a) <u>General EMIAC Meeting</u> • Co-ordination of AMIC representation • Advice to members on outcomes and outcomes required 	General Manager / Technical Counsel	Technical Counsel

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Zoonosis	<ul style="list-style-type: none"> • Focus on Q-Fever • Regular contact with CSL • Updates to members on current status where required 	Technical Counsel	Beef Policy Officer/ Sheep Lamb Goat Policy Officer
Smallgoods & Pork Related Issues	<ul style="list-style-type: none"> • Food Safety & other issues relating to pork products & smallgoods 	Technical Counsel	Beef Policy Officer/ Sheep Lamb Goat Policy Officer
IRC 3 – PRE-PLANT SYSTEMS COMMITTEE			
IRC 3 Secretariat	<ul style="list-style-type: none"> • Organisation and coordination of meetings, agenda, papers, minutes and communication • Management of IRC 3 Issues Register • Management of IRC 3 Outcomes Report 	Sheep Lamb Goat Policy Officer	Beef Policy Officer
Animal Welfare	<ul style="list-style-type: none"> • Co-ordination of AMIC Policy on Animal Welfare • AMIC Standard Management • AAWCS Trademark Management 	Beef Policy Officer	Technical Counsel Beef Policy Officer/ Sheep Lamb Goat Policy Officer
SAFEMEAT	<ul style="list-style-type: none"> • Technical issue management • Representation on Executive Committees • Submissions to SAFEMEAT • Communication to members of the outcomes • Representation on Communications Group 	Technical Counsel	Beef Policy Officer
Livestock Services	<ul style="list-style-type: none"> • NLIS, LPA, NVD's & other programs • Co-ordination of AMIC Livestock Committees • Work with MLA, SCA, CCA on specific on-farm QA & processing Issues • EUCAS livestock programs 	Beef Policy Officer/ Sheep Lamb Goat Policy Officer	Technical Counsel
Goats - on farm	<ul style="list-style-type: none"> • AMIC Representative on Industry Taskforce • Establish AMIC Priorities • Drive New Export Strategy with MLA 	Sheep Lamb Goat Policy Officer	Technical Counsel
Sheep – on farm	<ul style="list-style-type: none"> • AMIC Representative on Industry Taskforce • Establish AMIC Priorities • Drive New Export Strategy with MLA 	Sheep Lamb Goat Policy Officer	General Manager
Cattle – on farm	<ul style="list-style-type: none"> • AMIC Representative on Industry Taskforce • Establish AMIC Priorities • Drive New Export Strategy with MLA 	Beef Policy Officer	General Manager

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IRC 4 - MEAT LANGUAGE, QUALITY, RAISING CLAIMS COMMITTEE			
IRC 4 Secretariat	<ul style="list-style-type: none"> • Organisation and coordination of meetings, agenda, papers, minutes and communication • Management of IRC 4 Issues Register • Management of IRC 4 Outcomes Report 	Beef Policy Officer	Sheep Lamb Goat Policy Officer
AUS-MEAT / AMILSC	<ul style="list-style-type: none"> • Management of Australian Meat Industry Language & Standards Committee (AMILSC) • Liaison on Language & Standards Issues 	Beef Policy Officer	Technical Counsel
Grading/MSA	<ul style="list-style-type: none"> • Manage MSA Beef and Sheep Taskforce • MSA beef issues • MSA sheepmeat issues 	Beef Policy Officer	Sheep Lamb Goat Policy Officer
MLA International Marketing planning	<ul style="list-style-type: none"> • MLA International Marketing planning participation • MLA International Marketing budget reviews • Strategic planning process for industry programs 	General Manager	<ul style="list-style-type: none"> • Technical Counsel • Beef Policy Officer • Sheep & Goat Policy Officer
IRC 5 - CORPORATE GOVERNANCE, SUSTAINABILITY & COMMUNITY ENGAGEMENT COMMITTEE			
IRC 5 Secretariat	<ul style="list-style-type: none"> • Organisation and coordination of meetings, agenda, papers, minutes and communication • Management of IRC 5 Issues Register • Management of IRC 5 Outcomes Report 	General Manager	Sheep Lamb Goat Policy Officer
Environment	<ul style="list-style-type: none"> • EPA & other requirements R&D programs in place to Assist Industry • CPRS Program & ETS 	<u>Policy</u> General Manager <u>Technical</u> Technical Counsel	
Recycled Water	<ul style="list-style-type: none"> • Liaise with AQIS over options for review • Contribute to Submissions • Regular Updates to Members • Organise any Forums 	Technical Counsel	
Human Resources/ Work Health & Safety	<ul style="list-style-type: none"> • Consultation on WH&S & Human Resources Management • State-based service 	Garry Johnston	Ken McKell - NSW
Industrial Relations	<ul style="list-style-type: none"> • Industrial advocacy • State-based service 	Garry Johnston	Ken McKell – NSW State Retail Representatives

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IRC 6 - DOMESTIC PROCESSING COMMITTEE			
IRC 6 Secretariat	<ul style="list-style-type: none"> • Organisation and coordination of meetings, agenda, papers, minutes and communication • Management of IRC 6 Issues Register • Management of IRC 6 Outcomes Report 	Beef Policy Manager	Sheep Lamb Goat Policy Officer
State Food Authority Relations (Meat Regulators Group)	<ul style="list-style-type: none"> • Maintain relationships with state food authorities via the Meat Regulators Group 	Technical Counsel	General Manager
Queensland Country Meat Processors Association (QCPMA)	<ul style="list-style-type: none"> • Maintain relationships QCPMA 	Chief Executive Officer/ Beef Policy Officer	Technical Counsel
MINTRAC QA Network	<ul style="list-style-type: none"> • Liaise with domestic processors via MINTRAC QA Network meetings 	Beef Policy Officer	Technical Counsel/ Sheep Lamb Goat Policy Officer
IRC 7 - LOGISTICS AND NON PACKER COMMITTEE			
IRC 7 Secretariat	<ul style="list-style-type: none"> • Organisation and coordination of meetings, agenda, papers, minutes and communication • Management of IRC 7 Issues Register • Management of IRC 7 Outcomes Report 	Sheep Lamb Goat Policy Officer	Beef Policy Officer
Infrastructure	<ul style="list-style-type: none"> • General infrastructure issues – power, water, etc. 	Sheep Lamb Goat Policy Officer	General Manager
Shipping & Transport	<ul style="list-style-type: none"> • Liaison with Lines/Australian Peak Shippers Council • Co-ordination of Shipping Committee • Communication with members on shipping issues 	Sheep Lamb Goat Policy Officer	General Manager
STAKEHOLDER MANAGEMENT AND RELATIONS			
DAWR	<ul style="list-style-type: none"> • Manage, liaise and establish priorities & strategic direction with DAWR 	Technical Counsel	General Manager
DFAT	<ul style="list-style-type: none"> • Manage, liaise and establish priorities & strategic direction with DAWR 	Technical Counsel	General Manager

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RMAC	<ul style="list-style-type: none"> • Presentation of issues for the RMAC Forum • Executive support to AMIC appointed Directors • Action from RMAC issues/communication to members 	General Manager	Technical Counsel
AMPC – Policy issues	<ul style="list-style-type: none"> • Service the MoU on Consultation • Liaison on AMPC Levy Matters & General Operation 	General Manager	Technical Counsel
AMPC - Technical / R&D / Processor Advisor Committees (PACs)	<ul style="list-style-type: none"> • Manage, liaise and establish priorities & strategic direction with PACs • Report to AMIC members 	Technical Counsel	Beef Policy Officer /Sheep Lamb Goat Policy Officer
MINTRAC	<ul style="list-style-type: none"> • Liaison on QA & training programs – convey AMIC view • Contribution to training, awards, mentor & other programs 	Technical Counsel	Beef Policy Officer /Sheep Lamb Goat Policy Officer
MLA - Technical / Food Safety R&D Programs	<ul style="list-style-type: none"> • Point of contact on co-ordination of AMIC oversight of MLA R&D projects 	Technical Counsel	Beef Policy Officer /Sheep Lamb Goat Policy Officer
CCA	<ul style="list-style-type: none"> • Maintain relationship and dialogue with Peak Council 	Beef Policy Officer	General Manager
SCA	<ul style="list-style-type: none"> • Maintain relationship and dialogue with Peak Council 	Sheep Lamb Goat Policy Officer	General Manager
GICA	<ul style="list-style-type: none"> • Maintain relationship and dialogue with Peak Council 	Sheep Lamb Goat Policy Officer	General Manager
ALFA	<ul style="list-style-type: none"> • Maintain relationship and dialogue with Peak Council 	Beef Policy Officer	General Manager
PROCESSOR GROUP ADMINISTRATION AND OPERATIONS			
Budget/Accounts Management	<ul style="list-style-type: none"> • Review budget control • Report monthly to APC Finance Committee 	General Manager	Beef Policy Officer /Sheep Lamb Goat Policy Officer
Team Diary Management	<ul style="list-style-type: none"> • Team Diary Management 	General Manager	Team Administrator
Team Credit Card expense reconciliation management	<ul style="list-style-type: none"> • Team Credit Card expense reconciliation management 	Team Administrator	General Manager/ Policy Officer – Sheep/ Policy Officer - Beef
Team/ Elected	<ul style="list-style-type: none"> • Team/ Elected representative 	Team Administrator	General Manager

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representative travel booking	travel booking		
Advertising & Sponsorship Support	<ul style="list-style-type: none"> • Manage Advertising & Sponsorship of AMIC Processor Activities, particularly:- <ul style="list-style-type: none"> - AMIC Conference - Website - <i>Prime Cuts</i> Newsletter 	General Manager	Beef Policy Officer/ Sheep Lamb Goat Policy Officer
AMIC Meat Industry Conference	<ul style="list-style-type: none"> • Management of all Conference activities to ensure a memorable industry event at a “profit” to AMIC • Service the Conference Committee • Contract and Manage Conference Co-ordinators. • Contract Venue 	General Manager	Beef Policy Officer/ Sheep Lamb Goat Policy Officer/ Team Administrator
Membership Database	<ul style="list-style-type: none"> • Establish new template for data required • Seek upgraded information from members • Implement upgrade 	Beef Policy Officer	Beef Policy Officer/ Sheep Lamb Goat Policy Officer
Crisis Management Planning	<ul style="list-style-type: none"> • Co-ordinate development of a Crisis Management Plan for processor members • Work through those areas of concern to members to get agreement • Ensure all members are aware of the Plan and how it will be implemented in time of need 	General Manager	Beef Policy Officer/ Sheep Lamb Goat Policy Officer
Member Services	<ul style="list-style-type: none"> • Approaching new members • Follow-up on current membership • Ensure members are receiving the services provided • Member visit program 	Beef Policy Officer / Sheep Lamb Goat Policy Officer	General Manager
State Issues	Point of contact to co-ordinate state-based issues: <ul style="list-style-type: none"> - NSW - Sheep Lamb Goat Policy Officer - Victoria / Tasmania - Sheep Lamb Goat Policy Officer - Queensland - Beef Policy Officer - South Australia - Beef Policy Officer - Western Australia – Technical Counsel 		General Manager
COMMUNICATION			
Member Communication Strategy	<ul style="list-style-type: none"> • Implementation of communication strategy • <i>Prime Cuts</i> newsletter • Email circular policy • Website policy 	General Manager	Beef Policy Officer/ Sheep Lamb Goat Policy Officer/ Team Administrator
Prime Cuts	<ul style="list-style-type: none"> • Preparation of material 	Director–Processing for	Team Administrator

ISSUE	OPERATIONAL ACTIVITY	PRINCIPAL RESPONSIBILITY	SECONDARY CARRIAGE
Newsletter	<ul style="list-style-type: none"> • Editing • Distribution • Advertorials 	1 year – Transition to Beef Policy Officer/ Sheep Lamb Goat Policy Officer	
Website	<ul style="list-style-type: none"> • Web Strategy Development • Processor Website Management 	Team Administrator	General Manager