



BOARD MEMBERS 2021

APPLICATION PACK



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WestVic Dairy Inc. Information for Board applicants

Who we are:

WestVic Dairy is the Regional Development Program of Dairy Australia (DA) in Western Victoria and is governed by a Board of farmers and dairy specialist members.

Dairy Australia is the research & development corporation for the dairy industry which is funded by farmer levies, matched by Commonwealth taxpayer funding, used to develop the industry. A portion of the national amount is allocated each year to WestVic Dairy to provide extension services to the industry in south-west Victoria.

The WestVic Dairy Board is made up of eight members whose role is to identify issues from the region and address them by developing and delivering projects using our levy-based budget.

Board membership is made up of:

- Six farmers – minimum of one who is supported by the UDV
- Two independent members (non-farmer representatives)

WestVic Dairy employs an Executive Officer, an administration team and extension officers to deliver extension, run projects and manage the WVD business.

The commitment:

The successful person will join the Board for a period of three years. During this time they will:

- Attend and contribute to approximately six Board meetings per annum (duration approx. six hours, plus additional pre-readings) and be remunerated at the DA standard rate for their time plus travel costs (see attached)
- Be available for on-line meetings and may be asked to sit on sub-committees of WestVic Dairy as required
- Be available to join the Board on training days/planning (approx two per annum) which may be held outside the region

What WestVic Dairy needs:

- A clear thinker who can read, analyse and discuss issues and projects from the point of view of a commercial dairy farmer or industry stakeholder
- A team player with sound knowledge of industry politics and the issues currently facing the industry
- A person who is decisive and not afraid to defend a position whilst at the same time listening and considering the other points of view
- Someone with ideas who is passionate to share them, develop them and see them come to fruition

What you get in return:

- A chance to participate in setting the strategic research and development direction for the dairy industry in Western Victoria
- A chance to meet the innovators in our industry and exposure to leading edge information and practices
- The opportunity to discuss the future of the industry and new ideas within the industry with colleagues in dairying, researchers and technicians
- Appropriate induction and training for the role will be provided
- A network of industry leaders and exposure to leading industry processes and management

WestVic Dairy is a very rewarding team in which you can participate..

For more information: Contact Lindsay Ferguson, Regional Manager, WestVic Dairy on lindsay@westvicdairy.com.au or call 0418 545 580.

Want to apply? To apply simply fill in the details on the form and return to Lindsay (see above).



**Application
Membership of the WestVic Dairy Board 2021**

Name: _____

Please indicate which position you are applying for:

1. Farmer member - supported by the UDV

(Your application must be supported by the UDV either at Branch, DC, and Central Council or Head Office level)

2. Farmer member - independent

I believe I can satisfy the requirements in relation to expertise and/or experience in the industry.

I am willing to attend an interview on the 3rd September 2021 (time to be confirmed).

I have attached:

1. Covering letter

2. Resume

3. Letter of support from UDV (if applicable)

Signed _____

Date ___ / ___ / ___

Office use only Received: Processed:
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Position Description

Position Title:	Board member
Organisation:	WestVic Dairy Inc.
Immediate Manager:	Chairman and the dairy industry in western Victoria
Position length:	2 farmer and 1 service provider position - 3 years after a probationary 6-month period; 1 farmer position - 1 year.
Review:	Self review after each meeting
Annual assessment:	July each year
Salary/rates:	Sitting fees and expenses

About WestVic Dairy and the Dairy Industry

WestVic Dairy is the Regional Development Program of Dairy Australia (DA) in western Victoria and is governed by a Board of six farmers and two service providers. Western Victoria is currently the second largest dairy region in Australia, producing approximately 2.0 billion litres or 23% of Australia's milk.

Dairy Australia is the research & development corporation for the dairy industry which is funded by farmer levies, matched by Commonwealth taxpayer funding, used to develop the industry. A portion of the national amount is allocated each year to WestVic Dairy to provide extension services to the industry in south-west Victoria. WestVic Dairy's funding (based on milk volume) is used as leverage to attract additional funds from industry bodies, state government/agencies and other interested parties and helps our farmers access support, advice and programs.

WestVic Dairy Strategy

WestVic Dairy Vision

A vibrant, profitable and valued dairy region.

Mission

We strive to advance the industry by delivering programs that promote innovation, skills and sustainability for a successful dairying future.

Strategic Priorities

WestVic Dairy follows four strategic areas.

- **Profitable Dairy Farms** – *To support farm businesses to be more resilient to external impacts to remain productive, sustainable and profitable.*
- **Attract and Develop Great People for Dairy** – *To support farm businesses in the recruitment, retention and transitioning of personnel and in their training and skill development and to recognise the importance of their health and well-being.*
- **Responsive Communication and Engagement** – *Open interaction with farmers and other stakeholders in responsive communications through encouraging and responding to feedback.*
- **Promoting a Trusted and Valued Industry** – *Contribute to an improved awareness by others of the value of the industry through demonstrating collaborative leadership and social responsibility.*

Purpose of WestVic Dairy

The purpose of WestVic Dairy is to:

1. Advance the dairy industry in western Victoria by improving the productivity, profitability and sustainability of dairy farmers in the region
2. Develop and conduct programs which are both suited to, and benefit from a co-ordinated industry approach
3. Provide the industry with a better understanding of regional issues, needs and opportunities
4. Coordinate the investment of Dairy Australia and other funding for collective action
5. Provide the region with the capacity to develop and implement regionally focused research, development, extension, education and industry development activities
6. Attract and/or influence other funding for research, development, extension, education and industry development
7. Empower the local dairy industry and build leadership capacity across Western Victoria
8. Create knowledge of, and support for, dairy farmers' investment in collective action
9. Effectively meet corporate governance and management requirements
10. Account to all dairy farmers in the region and operate for the ultimate benefit of levy-paying milk producers and in the best interests of the western Victorian dairy industry
11. Encourage and maintain a balanced approach to industry development; and
12. Increase awareness and understanding of the role and achievements of Regional Development Programs (RDP's) in western Victoria and among regional industry and community stakeholders



Position Overview:

WestVic Dairy directors are collectively responsible for governing the advancement of the dairy industry in Western Victoria, in particular developing the strategic direction of the organisation and ensuring organisational performance.

The role includes:

Working across the region to:

- Ensure WVD understands the priorities of farmers in the region, allocates levy funds to those priorities, finds partners to accelerate the delivery of those priorities and manages projects addressing those priorities where there is market failure
- Prepare for and attend Board meetings and contribute to decision making
- Set the strategic direction for WVD and monitor its performance in achieving those goals
- Appoint the EO, develop and agree their work plans, monitor their performance and set their remuneration
- Develop and utilise policies to govern WVD
- Support and promote WVD and the service levy
- Form and attend working groups as agreed by the Board

Governing organisational performance:

- Milestones are met and investor expectations are delivered
- Financial/budget performance is achieved
- Project delivery enhances the reputation of WVD
- Review and development of the rules of WVD
- WVD complies with relevant regulations and law
- Audits are undertaken and high performances identified
- Risk management is undertaken

Key Result Areas:

- Development and monitoring of the WVD Annual Operating and Communication Plans
- Development and monitoring of the WVD Strategic Plans
- Development and building of strong industry networks
- Development of resources to attract investment to the dairy industry
- Improving the capacity of WVD

Key Selection Criteria

- Demonstrates a passion for the dairy industry and its development
- Has the ability to work well in a team environment
- Demonstrate a sound understanding of the dairy industry
- Understands the role of governance
- Demonstrates organisational ability (planning, negotiating and execution)

Experience and/or qualifications

- Current driver's license
- Governance training preferred (but not essential)

Personal Characteristics

- Excellent organisational skills including the ability to prioritise workload
- Excellent interpersonal communication skills

Terms and Conditions

- Remuneration is per Dairy Australia's directors sitting fee rates
- Probation period of 6 months
- The use of a vehicle will be required to attend WVD Board meetings and other appropriate events/functions/meetings – compensation is per current Dairy Australia guidelines
- All Board members to adhere to DA and WVD Code of Conduct, procedures and policies



To:
WestVic Dairy (ABN: 86 401 992 319)
 214 Manifold St
 Camperdown Vic 3249

TAX INVOICE

**WestVic Dairy
 Sitting Fees and Travel Allowance**

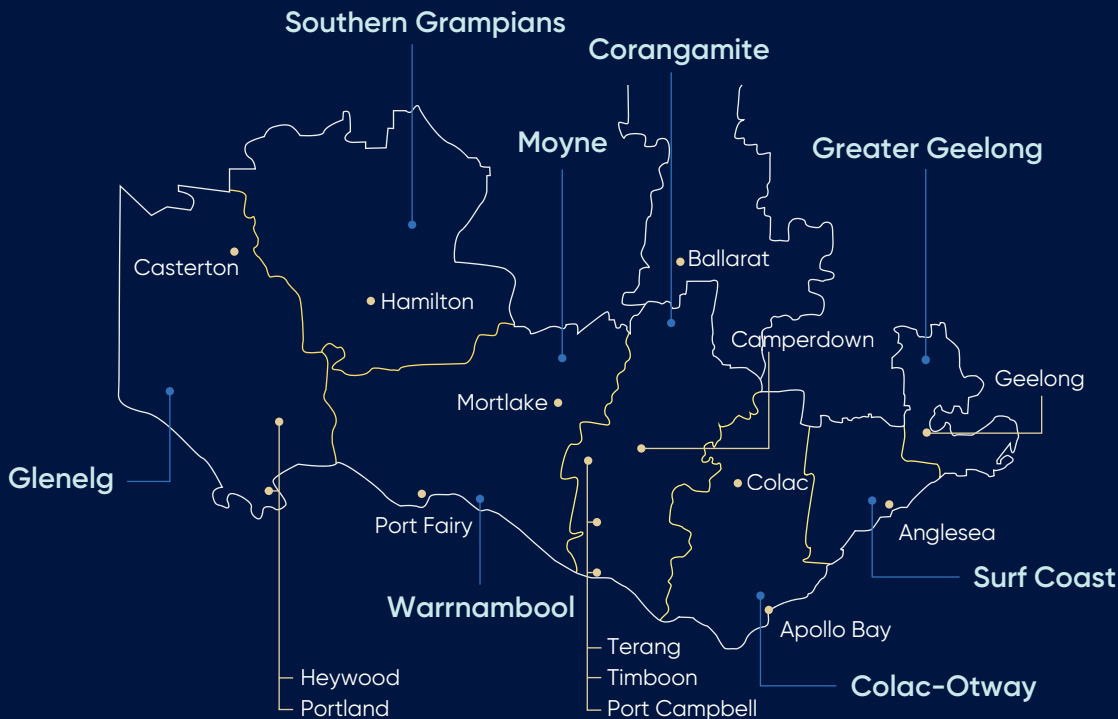
Name:		
Australian Business Number (ABN):	GST Registered?	
Postal Address:		
Postcode:	Phone:	
	Email:	
Bank Details		
Bank:	Account Name:	
BSB:	Account Number:	
Committee		
Description:		
Location:	Date:	
1. Attendance Fees		GST exclusive \$
Rate: Attendee	Full Day	\$322.50
	Half Day	\$161.25
	Teleconference (less than 2 hours)	\$80.00
2. Motor Vehicle Allowance		
	Rate: 0.72c	No of kms:
		Sub Total
		GST @10%
		Total Claim
Signature of Claimant: _____		Date: ____/____/____
WestVic Dairy Authorisation: _____		Date: ____/____/____

WESTVIC DAIRY STRATEGIC PLAN

2020–2023



INDUSTRY SNAPSHOT



REGIONAL EXPORTS
208,000
tonnes
volume



ANNUAL MILK PRODUCTION
in excess of
2 billion litres

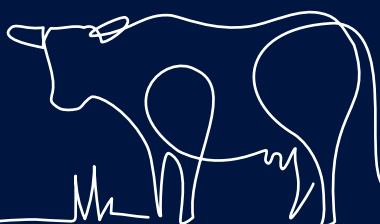


NUMBER OF
DAIRY FARMS
1,171



SHARE OF EXPORT VALUE,
\$756 million

AVERAGE
HERD SIZE
300
COWS



SHARE OF NATIONAL
MILK PRODUCTION
23%

1 INTRODUCTION

Purpose of this document

This Strategic Plan sets WestVic Dairy's (WVD) broad strategic direction for the year 2020/21 and possibly longer, subject to the outcomes of the Australian Dairy Plan and the industry restructure. It was developed by the WVD Board and incorporates the priorities of the region's dairy farmers as checked recently with a specific survey.

The strategy will inform the Annual Operational Plan, which outlines and sets the activities for the year. To ensure cohesion and consistency within the industry, WestVic Dairy's strategic plan aligns with the Australian Dairy Plan and the new Dairy Australia strategy.

Role of WestVic Dairy and Dairy Australia

- WestVic Dairy Inc. is Dairy Australia's Regional Development Program for western Victorian and is responsible for delivering dairy extension activities and programs. It is overseen by a regional Board of Directors, the majority being dairy farmers. It works closely with DA and local industry partners to facilitate technology transfer for the advancement of the sector.
- DA is the national services body for the dairy industry. Its role is to help farmers adapt to a changing environment in order to establish a profitable and sustainable industry. WestVic Dairy aims to accelerate the extent and rate of adoption by farmers of industry standard practices, proven new ideas and technology. As the industry is currently structured, both DA and WVD are precluded by their charter, from agri-political activity which is the role of representational bodies, such as Australian Dairy Farmers (ADF).
- In recent years, DA has supported WVD in the building up of its capability through the employment of additional professional staff to provide a wider range of services to its stakeholders.
- **Background**—the industry has developed since settlement from small family farms with numerous local producer co-operatives, to the modern industry it is today with larger farms and herd numbers, employing an ever-increasing level of on-farm technologies. Milk is processed in a very competitive environment, comprised of both internationally competitive mega-plants and boutique/specialist plants across the region.
- **Production**—The region has approximately 1,200 farms that support some 338,000 cows. Milk production totals just over two billion litres, representing 23 per cent of the national milk production and 25 per cent of Australia's dairy exports. This milk is valued at \$969 million when it leaves the farm. There are 5,500 people employed on-farm, but a total of over 9,900 working directly in the industry (full-time and part-time).

OUR VISION

A vibrant, profitable and valued dairy region.

OUR MISSION

We strive to advance the industry by delivering programs that promote innovation, skills and sustainability for a successful dairying future.



2 OPERATING ENVIRONMENT

Western Victoria has significant advantages over other regions due to favourable climate, affordable pricing of land and many opportunities for expansion. It has a wealth of expertise and services that supply farm inputs and numerous options for milk and meat processing. As such, WestVic Dairy operates in a dynamic economic, social and environmental context.

At the regional level, the industry faces challenges in the availability and capacity of people due to rural population decline and high levels of employment. Retirements and new entrants on the farms create on-going change that calls for training, planning and management. Public infrastructure supporting the industry needs on-going investment by government. Other changes are more unpredictable, such as technological advances, climate variability and market conditions. This same technology is allowing rapid and significant improvements in efficiency on farms. Farmers who collaborate and utilise shared knowledge seem to be able to advance their businesses, even in challenging times. Industry organisations need open and direct communications with the farmers, made increasingly possible with interactive forms of media, such as social media.

At the national and global level, the image and perceptions of the industry have an impact. Product safety, animal welfare, the environmental footprint and 'community trust' are all issues that need monitoring and are well-supported with research to justify industry practices.

Government policy, particularly in the area of workplace health and safety, labour, milk pricing, competition and consumer law, environmental regulations, trade and investment all directly impact farming and therefore advocacy by representational industry bodies on regulatory matters is important.

The number of dairy farms in the region continues to decline, many being consolidated into larger businesses. Yet other farms are falling out of dairy in favour of other enterprises (mainly grazing) which reduces the efficiency of the supply chain. Many farms continue to expand their employment levels. This is problematic with shortages of skilled staff and puts added pressure on farms to improve their level of business management to not only be compliant with labour and other regulations, but in order to be profitable and sustainable.

The variability in seasons and especially in milk price, continue to place pressure on the need for timely and competent decision-making. The services of Dairy Australia and WestVic Dairy are available to support levy-payers and other stakeholders in that decision-making.

The COVID-19 pandemic that arrived in early 2020 has had limited impact on farm operations to date (August 2020), despite initial concerns

The impact on extension and service delivery has been more significant, with DA staff and most organisations and their operatives switching to remote means such as phone calls, video conferencing and online delivery of information. The positive side of this has been that while general communications and delivery in this mode has been slowly developing, the circumstances necessitated a more rapid development to be able to continue operations.

This has been successfully achieved with an increasing offering of programs available by remote modes. Many farmers have also been interested and able to participate in this form of extension. However, our recent survey confirms that the most preferred extension formats are still those held 'face to face'; such as discussion groups, Focus Farms and field days. The increased capacity to both deliver and receive by remote means, will provide extension services of the future with more flexibility, however, the need remains to focus on the most popular of the face to face delivery methods.

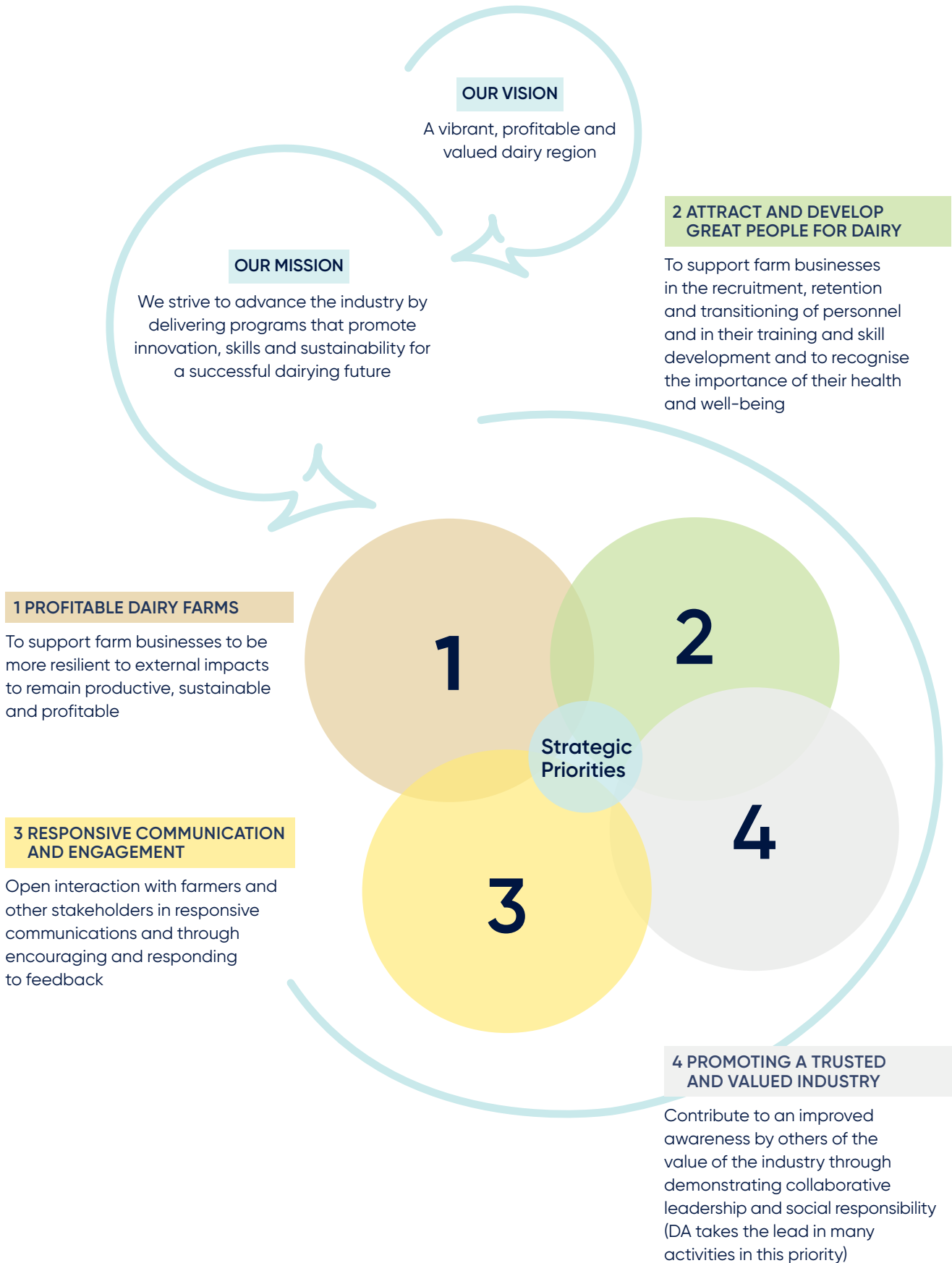
Regional SWOT Analysis (Strengths, weaknesses, opportunities, threats)

Factors that were taken into account in the development of this Strategy.

Strengths	Weaknesses
Availability of land and diversity of land types (including high rainfall and irrigation districts)	Limited labour availability—both in skills and numbers of farm staff
Good availability of and collaboration with service provider businesses (both technical and professional)	Limited vocational education training provision across the region
Good access to farm input resources (fertiliser, quarries, grain and fodder etc)	Lack of cohesion by some industry groups and negativity within the industry
A wide range of processing options	Poor image—a general lack of awareness and understanding of the industry’s significance and opportunities
Good co-operation amongst stakeholders through the Industry Leadership Group and other organisational relationships	IT blackspots limit advances in technology areas
Relatively good level of IT adoption amongst the farming community allows for communication ‘at a distance’	
Opportunities	Threats
Attraction of additional investment into the regional industry	Climate change and water security, especially lack of underground water in the Heytesbury area
Farm automation to reduce costs/improve lifestyle	Those opposing the ‘right to farm’ e.g. Animal activist groups
Helping farmers improve profitability through better farm management and other practices	Biosecurity issues—both people and livestock
Better communications and extension as technology advances	Deteriorating and increasingly inadequate transport and power infrastructure
Further improvements in communications through engagement with and feedback from farmers and other stakeholders	COVID-19 impacts on the workforce
Access to the Dilwyn aquifer for water security and irrigation	

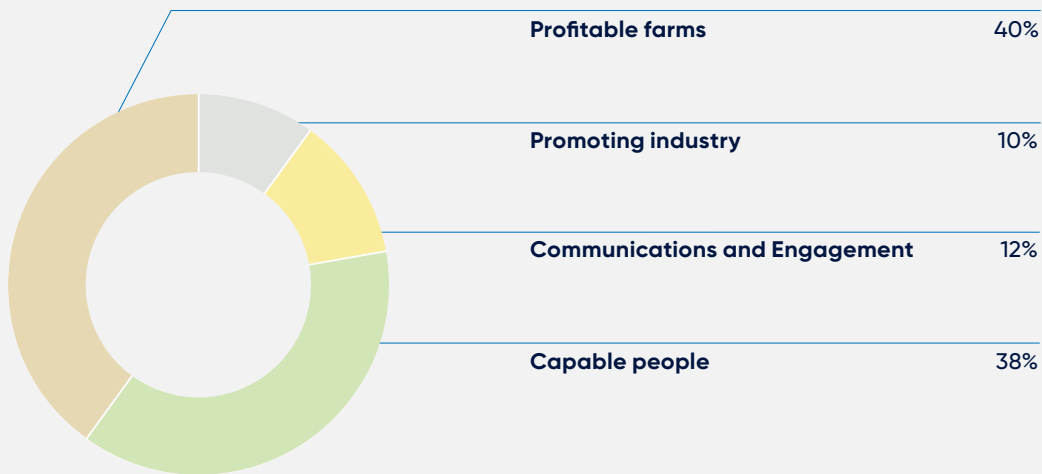
3 STRATEGIC DIRECTION

In order to achieve our mission, our strategic priorities are:



Strategic investment by priority area

Our investments will be spread across the four areas in approximately the following proportions



Strategic Priority 1 Profitable Dairy Farms		
Focus area	Outcomes	Activity
Productive Farms	Farmers supported to be more resilient and able to manage seasonal conditions, price and cost volatility	Delivery of regionally relevant extension programs in all technical areas including: Feedbase and Nutrition, Animal Health and Genetics and Farm Business Performance
	Farm business decision-makers supported with systems and tools	DairyBase and specific business tools
	Use of proven techniques of sharing skills and knowledge	Focus Farms and Discussion Groups
	Clear and understood drivers of farm productivity and profitability	Promotion of benchmarks
	Expanded range of risk management tools for price and cost volatility	Promotion of risk management tools
Sustainable Farms	Reduced environmental impact	Programs to support the efficient and profitable use of land, water, carbon and energy resources which nurtures and sustains the natural environment
	Adaption to a changing climate	As above
Innovation and Technology	People inspired to greater use of technology and data	Extension and communication of research and innovation outcomes
		Contribute ideas to help set research priorities and contribute to program development
		Demonstrated use of high value technology on-farm, in all technical areas

Strategic Priority 2 Attract and develop great people for dairy		
Focus area	Outcomes	Activity
Recruit, Retain and Transition	Greater level of awareness of regional dairy as an attractive and rewarding industry in which to work	Resources with information about careers and employment, such as kits, websites and online tools
	Access to capable and skilled employees and service providers	Programs about succession planning, pathways into the industry, share farming and leasing
	Clear and supported skill development and pathways	Provide access to extension activities. Work in with education and employment providers on all levels
	Youth capability developed and supported	Young Dairy Network
Training and Skills Development	Leadership capacity within the regional industry, developed at all levels	Mentoring programs. Awards, scholarships and leadership programs such as Leadership Great South Coast; Gardiner Foundation programs
		Opportunity and experience of leadership in industry bodies e.g. WestVic Dairy
Health and Well-being	Improved health and well-being of our people, so they are productive, healthy and feel valued and supported	Support for others who run community-building activities such as Ladies' Luncheon, mens' health nights and relevant social/ community activities.

Strategic Priority 3 Responsive Communication and Engagement		
Focus area	Outcomes	Activity
Effective communications with farmers	Increased level of effective and timely communication, contact and engagement with farmers, to better understand their needs; openly receiving and responding to feedback	Director participation in farmer forums and events. Monitoring of regional industry information sources
		Discussion Groups, Focus Farms and field days facilitation and attendance
		Farm visits and farmer phone calls
		Effective and targeted communications from the WVD office—newsletters, email, SMS, social media, podcasts and videos using good adoption of Customer Relationship Management (CRM) tools Maintenance of regional industry calendar
Other Stakeholders	Improved collaboration and coordination of activities with service providers and other industry stakeholders	Dedicated service provider communication 'campaigns'
		Harnessing the resource of service provider feedback and referrals
		Coordination and cooperation in information sharing for farmers
		Regular liaison with managers of key stakeholder organisations and the Regional Extension Committee
Encouraging and responding to feedback	Programs and practices improved through feedback	Inviting, monitoring and responding to feedback as a standard part of extension and communications activities
		Maintenance of the Compliments and Complaints register and reporting to the Board

Strategic Priority 4 Promoting a Trusted and Valuable Industry

Focus area	Outcomes	Activity
Regional Economic Value	Contributions made to regional planning and development, and to investment attraction, helping to ensure on-going significance and appreciation of the value of the industry. Through:	
	Social Responsibility: Improved awareness, attraction of investors, recognition and respect of the industry in the region (in relation to its nature, practices, benefits, opportunities, impacts, health and well-being)	Actively contribute to community organisations–(including: Great South Coast Community Leadership Program, Natural Resource Management groups) through in-kind support of ideas, information and promotion
		Provision of employment opportunities and career pathways across the region
		Contribute information and relevancy to local policy debates–e.g. water policy, animal welfare, sustainability
		Provide regular contributions to local media outlets
		Support of people in the regional community
		Provide specialist speaking engagements for external groups
		Industry-wide events such as the Great South West Dairy Awards
	Collaborative Leadership: Develop trust and demonstrate the capacity of the industry and the individuals in it through involvement in regional decision-making	Promote the south-west 'Industry Investment Profile'
		[Without advocacy] influence the regional agenda through advisory input or membership of groups such as: the Local Learning and Employment Network SW Industry Leadership Group; SW Food and Fibre Council NRM Skills bodies/networks

4 OPERATING PRINCIPLES

Organisational Values

Our Values underpin our behaviours and inform the way we do business in order to work towards our Vision and implement our Strategy.

We adopt Dairy Australia's Values of:

- Farm focused
- One team
- Innovative thinking
- Decisive action

Monitoring and evaluation process

WestVic Dairy is committed to regular monitoring and evaluation of its Strategy. This ensures good progress towards achieving its Mission through implementing the activities under each strategic priority. To be effective in this, WestVic Dairy will use a straightforward approach to monitoring and evaluation, which aligns with its annual reporting period.

Stakeholder collaboration

WestVic Dairy values its strong relationships with the region's farmers and their representative bodies, along with government organisations and all businesses in the dairy supply chain, recognising their various roles and importance.



Disclaimer

The content of this publication including any statements regarding future matters (such as the performance of the dairy industry or initiatives of Dairy Australia) is based on information available to Dairy Australia at the time of preparation. Dairy Australia does not guarantee that the content is free from inadvertent errors or omissions and accepts no liability for your use of or reliance on this document. You should always make your own inquiries and obtain professional advice before using or relying on the information provided in this publication, as that information has not been prepared with your specific circumstances in mind and may not be current after the date of publication.

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WESTVIC DAIRY ANNUAL REPORT

2019/20





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ABOUT WESTVIC DAIRY

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DA is the national services body for the dairy industry. Its role is to help farmers adapt to a changing environment in order to establish a profitable and sustainable industry. WestVic Dairy aims to accelerate the extent and rate of adoption by farmers of industry standard practices, new ideas and technology. Both DA and WVD are precluded by their charter, from agri-political activity which is the role of representational bodies, such as Australian Dairy Farmers (ADF) and its affiliates.

In recent years, DA has supported WVD through the centralisation of many administrative functions. WVD focuses on extension planning, co-ordination and delivery for farmers and is now responsible for the industry's productivity extension. It has built up its capability to provide a wide range of services to its stakeholders.

VISION

A vibrant, profitable and valued dairy region.

MISSION

We strive to advance the industry by delivering programs that promote innovation, skills and sustainability for a successful dairying future

SNAPSHOT

The western Victorian dairy region extends west from Geelong to the South Australian border, with a large share of farmers concentrated around coastal areas between Simpson and Koroit. It is one of Australia's biggest dairy producing regions, producing over two billion litres in 2019/20. This figure equates to 23 per cent of Australia's milk volume.

The industry has benefited from good seasons through 2019/20. Well timed rains in late spring and early summer saw many farms grow and conserve considerably more feed than they had been able to for some time. An early autumn break in most areas then backed up what turned out to be a great growing season and set off 2020/21 in style. Purchased feed prices have also eased, as large parts of the country saw drought breaking rains after years of hardship. These conditions, along with a strong milk price, has improved farmer confidence and enabled many farm businesses to improve their financial position moving forward.

Signs for the upcoming year are mixed, as we wait to see how the ongoing COVID-19 pandemic affects global milk prices. The 2020/21 opening milk prices announced for the region are down on last year, though not as significantly as some were expecting. A dry start to winter has generally been appreciated by farmers, although, as we move towards spring, some may start to get anxious.

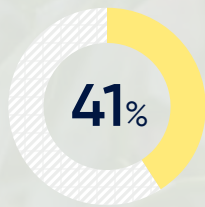
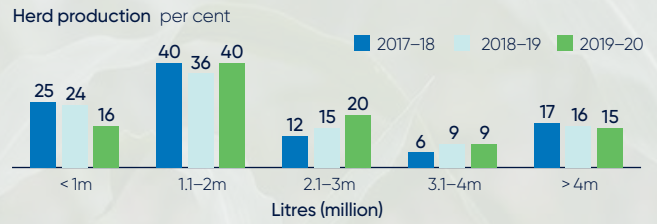
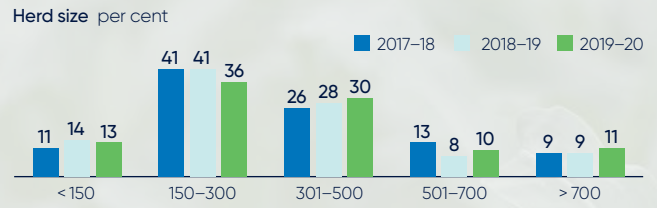
Industry Collaboration

WestVic Dairy works collaboratively with a wide range of organisations and individuals in order to deliver its services to industry. As a significant part of the regional economy and the community, working with other stakeholders is part of the way we operate. Key organisations with which we work include Agriculture Victoria and Regional Development Victoria, the UDV, the Catchment Management Authorities, Gardiner Dairy Foundation, local government, the Rural Financial Counselling Service, the Great South Coast Food and Fibre Council and the milk processing firms. Numerous other agencies, educators and service provider businesses are an important part of this network. Much of this collaboration occurs through the formal meetings of the Industry Leadership Group (formed early in 2016/17). Considerable additional input on industry matters is provided by WestVic Dairy on issues such as regional strategy and action plans, transport, water, power, skills and employment, and health and well-being.

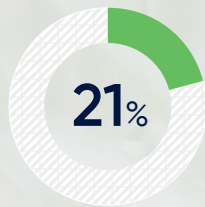
The 'average' western Victorian farm

Approximate herd size	290
Approximate production per cow	6,000 litres
Average grain fed per cow per year	1.5 tonnes
Seasonal calving herds	60%
Split calving herds	35%

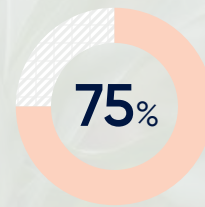
Current herd size and production



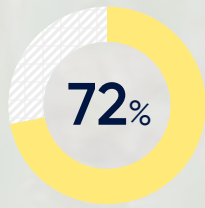
Sentiment
Positive about industry future



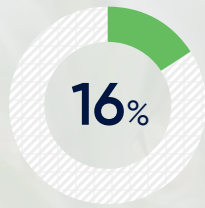
Enterprise phase
In a holding pattern



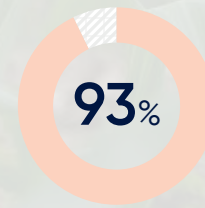
Profitability
Made profit in 2018/19



Sentiment
Positive about own business



Enterprise phase
Expanding



Profitability
Expecting profit in 2019/20



Challenges
Concerned about feed costs and availability



Enterprise phase
Winding down



Anticipated growth
Increased herd 2019/20



Challenges
Confident can manage feed requirements



Anticipated growth
Increased production 2019/20

CHAIRPERSON'S REPORT

It seems almost impossible to think what life was like pre COVID-19, but much of the last 12 months was one we should reflect on fondly.

In our region we've had a great growing season, a solid milk price and an ability to move forward with some level of optimism.

Our team at WestVic Dairy has been able to get out and support many farmers through our various Discussion Groups, Focus Farms and field days. We have also worked with many service providers and other key stakeholders.

The larger events were also very successful with attendance at country shows, our wonderful Ladies' Luncheon and good partnerships with schools and tertiary education providers.

Our incredible Gala Dairy Awards night had to be cancelled due to COVID-19, but we have moved to an exciting online format to present and recognise our category winners and finalists. It is a new way of thinking and presenting them, but one which we have all embraced, and it has still allowed us to showcase the incredible talent and passion of people in our region.

In March, it all flipped with a once in a lifetime pandemic that as I write, the State is trying to contain and get some resemblance of what our 'new normal' could be.

Sadly, our face to face programs had to cease and we had to close the office in Camperdown to the public. The extension space had to have a whole new re-think to transition to remote delivery and that is the journey we continue to be on now.

We'd love to hear from you if you are keen to have input and we are working hard to touch base with all our farmers in the region.

The Board has become very skilled at using video meeting technology as we are unable to meet face to face. We revised our Strategic Plan to take us through to 2023. We are still very satisfied that the four areas we need to continue to focus on are:

- Profitable dairy farms
- Attract and develop great people for dairy
- Responsive communication and engagement
- Promoting a trusted and valuable Industry

With Dairy Australia revising its Strategy this year, we have aligned our Strategy more with it, but ensured our Vision and Mission are the right focus for our region. Please try and find some time to have a look at it as it's the most important piece of work we complete as a Board for you, our stakeholders.

In conjunction with our Regional Manager Lindsay Ferguson, we then work through our Annual Operating Plan to continue to deliver great programs and extension to meet the needs of our farmers. We conduct surveys, have conversations and meet with farmers to make sure we are targeting their needs appropriately.

The whole of industry is also looking to a new plan - the Australian Dairy Plan. A potential restructure has been slowed down due to COVID-19. Hopefully, when the engagement phase can commence, it will keep moving forward and deliver some further positive changes and direction to our industry bodies and organisations.

Our industry is evolving in different ways and we need to ensure our leadership and future direction is one we are all proud of and to which we are committed.

As a Board, we take very seriously the responsibility of guiding the extension and direction of WestVic Dairy and we need to satisfy ourselves that the budget we have can stretch as far as possible to do as much as possible!

We say goodbye and thank you to former Board Director, Matt Glennen after the completion of his term. We will miss his fierce tenacity to be a voice for the younger cohort as well as making sure we challenge every concept put forward. We wish him all the best personally and professionally in his future endeavours.

I'd also like to thank Rhonda Henry as our Treasurer of the Board for her impeccable attention to detail and commitment to the role, and our Associate Board Director Brad Collins, for embracing his Directorship and constantly looking at new opportunities for the organisation. His passion is incredible and we have been fortunate to have him around the table.

Importantly, to thank the team, led by Lindsay Ferguson, who has put in a great deal of hard work this year to work even more collaboratively with other agencies, industry bodies and service providers.

As an industry we have plenty to look forward to, and I know speaking with many of you, we feel most fortunate to be involved in agriculture and supplying dairy both nationally and internationally.

The Board and team at WestVic Dairy feels confident about the next 12 months for our region and being able to engage with you all again face to face. We are working hard and relentlessly to evolve to this new environment and stand beside you in making sure our new delivery modes of extension match the needs of our farming community.



Simone Renyard WestVic Chairperson



THE BOARD

WestVic Dairy is governed by a Board of eight Directors, made up of six farmers and two industry service providers.

The role of the Board is to ensure that the levies collected from the region's dairy farmers are directed to relevant research and development and that the findings are communicated to all dairy farmers to increase the profitability and sustainability of the region's dairy industry.

All Board members bring their own set of skills to the team, which ensures that there is a diverse set of talents available to our stakeholders. In 2019/20 WestVic Dairy

welcomed two new Board members and saw Purnim dairy farmer Jo Fife, move from associate member to full Board Director. New to the Board were dairy farmer Director, Daniel Parkinson from Kirkstall, and associate farmer member Brad Collins from Dixie.

In June, Vice Chair Jacqui Soares was awarded the Order of Australia Medal in recognition of her work in the community, specifically her crusade to improve the support and services available to disabled people in Colac and surrounding districts. Jacqui brings this same passion, along with her extensive experience of the dairy industry to her position as a Director.





Simone Renyard Chair

Dairy Farmer,
Timboon



Brendan Rea

Dairy Farmer,
Allansford



Jacqui Suares Vice Chair

Dairy Farmer,
Colac



Jo Fife

Dairy Farmer,
Purnim



Rhonda Henry Treasurer

Agribusiness Manager,
Warrnambool



Daniel Parkinson

Dairy Farmer,
Kirkstall



Mike Huth

Service Provider,
Cobden



Brad Collins

(Associate) Dairy Farmer,
Dixie



Matthew Glennen

Dairy Farmer,
Dixie

REGIONAL MANAGER'S REPORT

Putting aside the pandemic for the moment, the year 2019/20 has been a good one for the dairy industry in the south-western region of Victoria. Not only have seasonal conditions been the best for many years, but milk prices have remained relatively high and a good degree of confidence has returned to many people in the industry.

Consequently, our extension and industry awareness activities have been run according to plan and delivered to an appreciative audience who have used the information to make improvements to their business operations. We had our usual presence at key industry events such as Sungold Field days and various shows as well as supporting another very successful Ladies' Luncheon.

All was going well until the pandemic hit in mid-March, this forced us to withdraw from face-to-face extension activities and transition our mode of delivery to anything which did not involve personal/group contact. Staff worked online with a number of project groups which were part-way through their program; such as the Smarter Irrigation for Profit project, the Focus Farms, and some Discussion Groups, so as to keep the learning and information-sharing going. Staff have been very busy working with colleagues from Dairy Australia across the country, hastening the development of a range of online formats for programs such as Our Farm Our Plan, Milking and Mastitis Management and Dairy Passport. We have also ramped up our farmer phone call engagement, to keep in touch with our levy-payers and ensure they are aware of our services. While restrictions still control the running of group events, we have the capacity to offer a limited information service to individual farms and their employees. Whether this is face-to-face or remote will depend on the restrictions at the time, but we encourage farmers to contact us to discuss the options.

It has been an extraordinary year for everybody and I thank all the team for their efforts, as they not only delivered on the plan for most of 2019/20, but then used great initiative in continuing their extension in various new formats over the last three months of the year. We were fortunate in late 2019 to gain three new staff members; Debbie Twiss in the Animal Performance area, Heather Smillie in the Young Dairy Network role and Jim Burrell in the Career Development Co-ordinator position. They have brought great talent, enthusiasm and experience to the team and have helped maintain the professional extension service that WestVic Dairy is proud to provide.

I extend my thanks to the Board for its guidance and leadership, to our colleagues in Dairy Australia and the other RDPs; our advisory committees, sponsors and all the regional organisations and individuals with whom we collaborate to provide services to our levy-payers.

Finally thank you to our farmers – you attend our activities and provide feedback on what we do. We aim to serve you better, so if you have any comments or great ideas, please do not hesitate to speak with our Board members, myself or our staff. Restrictions permitting, I hope to meet you somewhere around the region over the coming year.



A handwritten signature in black ink that reads "L. Ferguson". The signature is written in a cursive, flowing style.

Lindsay Ferguson Regional Manager



REGIONAL ACTIVITIES



FARM BUSINESS MANAGEMENT

Assisting the region's farmers to run profitable sustainable businesses remains a cornerstone of our extension activity, and again headlines the new Strategic Plan:

Profitable dairy farms

To support farm businesses to be more resilient to external impacts to remain productive, sustainable and profitable.

To achieve these goals Farm Performance is a key priority area, with a number of workshops, events and initiatives in place. Below provides a snapshot of the main activities.

Workshops

Our Farm Our Plan

Our Farm, Our Plan has been developed to assist farmers to gain a clear understanding of their business and personal goals. It also signposts farmers to the various support programs and resources that are offered by WestVic Dairy. Using two key tools – the Quickplan and Farm Fitness Checklist – it provides a simple process to get business goals and plans on a page, so it is a shared plan that all of the business members own and are responsible for.

Following a successful pilot in Camperdown in 2018, two further face to face workshops were commenced in 2019/20, one in Warrnambool and the second in Port Campbell. Unfortunately, the COVID-19 pandemic has meant these are currently on hold, but they will be continued once restrictions allow. Participants were offered the opportunity to move to a blended delivery style, using video teleconferencing, however, most would rather wait until they can attend a traditional workshop.

A great deal of work has gone in to creating a blended, online and one to one, version of this program. The idea being that farmers can be supported through the process during short online catch ups, but then still receive face to face consultations with an experienced farm consultant. The first delivery of this course in our region is set for July.

Farm Business Fundamentals

One Farm Business Fundamentals workshop was held at the WestVic Dairy office during 2019/20. This three-day program provides attendees with a deeper understanding of their farm profitability by focusing on budgets and accounting systems which then allows for detailed analysis of their business performance.



Farm Business Analysis and Setting up the Farm Office

The planned Farm Business Analysis workshop was another casualty of COVID-19. Previously this program has been delivered to many farm consultants, accountants and agri-bankers in order for them to increase their knowledge of DairyBase and then pass on that information to their farmer clients, and generally drive farmer awareness and adoption of DairyBase.

The Setting up the Farm Office workshop was developed as an introduction to the larger, more inclusive three-day Fundamentals and Analysis courses. We were unable to present this session in 2019/20.



Business Focus Farm Project

WestVic Dairy's Business Focus Farm program aims to improve business management, productivity, profitability and sustainability of dairy farmers in western Victoria.

Selected Focus Farms are supported by an experienced farm consultant and a support group of farmers and service providers. This group is chosen by the Focus Farmers, based on previous relationships and relevant industry experience.

Over a two-year period, the Focus Farmer, consultant and support group work together towards achieving goals set by the participating business. Regular updates in newsletters and on social media, along with on-farm field days, help inform the wider region's farmers of how the team is progressing, and shine a light on the business decision making process. In turn, farmers can use these same principles in their own farm businesses.

In summer 2020 Peter and Fiona Musson from Macarthur commenced the project. They joined Dale Angus and Karen Watkiss, who farm at Ondit, and Shannon Notter, who is located at Carlisle River.

Due to the popularity and relevance of the Business Focus Farm project, it had been an aim to expand to three farms for some time.

Just as things were looking well set, along came COVID-19. The second Carlisle River field day of the year had to be cancelled, and only one, small face to face meeting with the newly formed Macarthur support group was possible. The first Ondit on-farm open day managed to go ahead shortly before restrictions came in. Zoom video teleconferencing has been used to facilitate support group meetings and keep the momentum of the projects going.

Carlisle River Business Focus Farm

Farmer	Shannon Notter
Facilitator	Laurie Hickey
Consultant	Hugh Crockford (HEC Consulting)
Farm size	500 cows 360ha

Goals of the project:

- Restructure management – gather a capable and reliable team who can manage the farm in owner's absence
- Improve feeding/feed utilisation
- Decide on an effective calving pattern for the farm, in terms of labour requirements and the effect of stocking rates on pasture quality – farm gets very wet in winter

Possibly the greatest challenge for the business occurred between March and June, when Shannon was away from the farm in Western Australia and unable to return home due to travel restrictions. Shannon managed the farm remotely with the support of her staff.

Achievements to date:

- Moved calving forward from August to July
- Improved staff conditions and employed a competent manager
- Extensive focus on pasture and cropping management including scrutiny of the cost of homegrown feed, especially maize production

A field day took place in September 2019 and was well attended. The day covered the farming system, DairyBase, transition cow management and the economic viability of growing maize. A second field day was due to take place in March but had to be cancelled only days out. A short video was made instead to discuss the progress of the farm.



Ondit Business Focus Farm

Farmer	Dale Angus and Karen Watkiss
Facilitator	Laurie Hickey
Consultant	Paul Groves (Paul Groves Farm Management Consultant)
Farm size	330 cows 290ha

Goals of the project:

- Reduce debt to explore option of purchasing the whole farm
- Improve herd fertility
- Reduce cost of production, particularly around bought in feed costs

The farm is in a marginal area, with an average rainfall of approximately 500mm. The growing season is often cut short at either end of the season. Despite these challenges the farm has been very profitable for several years.

Achievements to date:

- Reduced reliance on purchased fodder
- Increased number of young stock reared to reduce the need to purchase stock
- Significant debt reduction
- Introduction of transition feeding of herd, leading to increased peak production

The first field day was held in March, just prior to the COVID-19 lock down. It was attended by approximately 30 people. Numbers were lower than expected, likely due to the threat of COVID-19 at the time.

Macarthur Business Focus Farm

Farmer	Peter and Fiona Musson
Facilitator	Debbie Twiss
Consultant	Paul Groves (Paul Groves Farm Management Consultant)
Farm size	770 cows 770ha (in total)

Goals of the project:

- Facilitate and develop peer learning to bring the next generation of people on-farm.
- On-farm employee engagement (incl HR procedures/ processes - Dairy passport; Farm safety) and development of farm management skills
- Demonstrate new technology – cow collars recently fitted. Learn how to utilise all that information and use it in decision making

Peter and Fiona are keen to continue to improve their business, which has led them to take part. Their business is strong, and they have a good understanding of their finances and production including pasture. There will be a strong focus on the people side of their business during this project, which will also be applicable to many other farmers in the region.

As this farm had only just started prior to COVID-19, it has been affected by the inability to meet on-farm. Some of the support group attended a small gathering when restrictions allowed, but for most, Zoom meetings are the only way they have been able to get involved so far.



PEOPLE

The People aspect of our extension is an increasingly important area of focus, highlighted by the recruitment of a Career Development Coordinator and our ongoing commitment to the Young Dairy Network and Workforce Planning and Action. People feature as a priority in the new Strategic Plan:

Attract and develop great people for dairy

To support farm businesses in the recruitment, retention and transitioning of personnel and in their training and skill development and to recognise the importance of their health and well-being.

Young Dairy Network

The 2019/20 financial year was a period of change and transformation for the Young Dairy Network (YDN). A new Coordinator was appointed, a Leadership Team was formed and the YDN purpose and structure were reviewed.

In December 2019, Heather Smillie commenced as the Young Dairy Network Coordinator.

In January 2020, the YDN ran a competitive process for Australian Dairy Conference (ADC) Young Farmer Grants – made available through Gardiner Dairy Foundation funding. Adam Campbell, Jacqui Cornelissen and Marc Johnston were the three successful young farmers chosen to attend the ADC in Melbourne for three days in February.

In March, just as the YDN was preparing to host events across the region to reconnect with young farmers and

reboot the network, COVID-19 was spreading in Australia and lock down restrictions were enforced.

It is essential that young dairy farmers and service providers lead the YDN. Their input will help grow the membership base and plan relevant, meaningful and engaging events for members. Under the constraints of COVID-19, the YDN pivoted to an online leadership structure. A group of nine young dairy farmers and service providers, who represent a cross-section of the YDN cohort, were recruited to form the YDN Think Tank.

The Think Tank members are:

- Xavier Parkinson, Farm owner, Kirkstall
- Rachael McGrath, Farm manager, Orford
- Matt Grant, Farm owner, Cowleys Creek
- Lucy Powell, Agronomist, Noorat
- David Weel, Sharefarmer, Simpson
- Sarah Cook, Nutritionist, Warrnambool
- Jason Smith, Farm Lessee, Simpson
- Cate Jago, Farm employee, Bessiebelle
- Pip Bruce, Nutritionist, Colac

Through a series of five online workshops during May, June and July, the Think Tank gathered via Zoom to set a new strategic direction and redesign the structure of the YDN. The strategic direction can be seen opposite.

The everchanging and unpredictable nature of COVID-19 makes planning for the future difficult. To remain flexible and responsive to the changing situation, the Think Tank will develop a calendar of events, programs and services based on three levels of restrictions.

There will always be a need to connect, develop and support young people working in the dairy industry, and so the YDN Coordinator and Leadership Team will continue to work to deliver events, programs and services for young dairy people.

WESTVIC DAIRY YOUNG DAIRY NETWORK STRATEGIC PLAN

Our Vision

Young dairy people in western Victoria are connected to their communities, strive for excellence in their work, and enjoy fulfilling and prosperous careers in the dairy industry.

Our Purpose

To connect, develop and support young people to excel and prosper in their lifelong dairy careers through engaging events and programs.

Our Aims

- 1 To connect young dairy people with one another, dairy leaders and the broader industry
- 2 To develop the skills and knowledge of young dairy people so they can succeed in their work and careers.
- 3 To support young dairy people through their challenges and achievements.

Our Values

- **We are farmer-led:** The network is driven by young dairy farmers with the aim of fulfilling the needs and achieving the aspirations of young dairy people.
- **We are collaborative:** We actively seek productive partnerships to amplify our work and reach common goals.
- **We are courageous and innovative:** We are not afraid to challenge the status quo and seek a better way.
- **We are inclusive:** We welcome the good-faith participation of everyone and celebrate that our network is strengthened by a diversity of people, backgrounds and viewpoints. We are passionate: We love what we do and want a prosperous, sustainable future for the dairy industry and the people in it.





New Generation Skills Project

The primary aim of the *New Generation Skills* project is to increase engagement of participants into education and training that supports future dairy industry needs.

This project is being delivered by the three Victorian RDP's, with support from Gardiner Dairy Foundation and Regional Development Victoria. It will run for three years from the start of the 2019/20 financial year.

Together the organisations are working towards increasing awareness of career pathways, increasing knowledge of skills required for future work in the dairy industry and linking schools to industry with various partnerships and programs.

In November 2019, Jim Burrell commenced in the new Career Development Coordinator position. Since then he has been engaging with many agencies and stakeholders, including, local and State government departments, schools, education providers, farmers and service providers. Jim has also participated in three virtual careers days, become a member of the SW Careers Teacher's Network and joined the board of SW Local Learning and Employment Network and the Western Victorian Rotary, Defying the Drift project committee.

As a member of the DA/Ag Vic Induction Project, Jim has been developing a learning plan and resources for Dairy Farm Pre-employment component and the Onboarding component. The New Generation Skills project team meet on a regular basis and have developed a strong relationship with the Cows Create Careers team at JayDee Events.

Like all departments and projects, the *New Generation Skills* program has been heavily impacted by COVID-19 and the restrictions imposed on travel and interactions with the wider community.

Work underway includes:

- updating and contextualising resources for use in schools to support and inform students in their understanding of agriculture as a positive career choice
- attendance at virtual field days
- the development of new resources such as career focused videos
- exploring external partnerships to actively promote dairying/agriculture
- building new soft and hard copy materials for use across the state

Workforce Planning and Action

Dairy farms in the south-west region have seen a great shift towards compliance and better practice within their workforce over the last few years. The importance of looking after your people was further highlighted by the COVID-19 situation that arose this year, which brought home to many how critical the farm workforce really is.

In the 2019/20 financial year, one Employment Basics workshop was held prior to March. The session covered the basics of employing people in the dairy industry, focusing on navigating and utilising the Employment Starter Kit (ESKi) and the People in Dairy website. Along with giving an overview of requirements for compliance and employer obligations.

The ESKi has become a standard resource that is present in many dairy farm businesses.

It is frequently updated with changes to National Employment Standards and the Pastoral Award.

Safety continues to be an issue at the forefront of farmers' minds, particularly with Workplace Manslaughter legislation coming into play in Victoria from 1 July 2020.

WorkSafe takes a keen interest in the agricultural sector and farmers are looking to better equip themselves with information and develop Standard Operating Procedures and farm policies. WestVic Dairy has held safety sessions for farmers across the region, utilising the recently developed Farm Safety Manual (FSM). The FSM helps farmers put procedures in place and identify safety 'hotspots' on their farm.

Late June 2019 saw the first Designated Area Migration Agreement (DAMA) come into effect across the Great South Coast, bringing with it the opportunity for dairy farmers to access international skilled and semi-skilled labour more readily. WestVic Dairy joined forces with Warrnambool City Council to present two information

sessions to around 60 farmers and service providers across the region, as well as provide ongoing information and support to interested farmers. In the first twelve months of the program, 17 dairy farming positions were endorsed under the scheme, across five farming businesses.

Succession planning continues to be a keen point of discussion within the region, with strong demand for share farming, leasing and equity partnership resources. One *Getting Your Game Plan* workshop was held in Cobden and was well attended. The day focussed on putting a farming succession plan in place.

A highlight of the succession programs was an on-farm open day held on Clint Theodore and Brooke Lane's lease farm at Alvie in November. Over 60 farmers and service providers attended to hear Clint and Brooke's story and see highly respected consultant John Mulvaney, explore share farming and other business pathways.

A number of resources have been developed with support from WestVic Dairy and are available to download from The People in Dairy website, including:

- Share Dairy Farming in Australia; Model Code of Practice
- Leasing Dairy Assets Resource Pack
- Shared Equity Arrangements Resource
- Farm Safety Starter Kit
- Farm Safety Manual
- Employment Starter Kit (ESKi)

This year a suite of information regarding managing your people through COVID-19 was developed and published within a short timeframe to assist farmers through the pandemic.

Support is available for farmers to access and use these employment resources, with phone calls, videoconferencing and in person assistance available from WestVic Dairy as required. This service is well utilised, with around four queries answered per week.

FEEDBASE

Feeding Pasture for Profit

In 2019, Peter Gaffy with the support of Farmanco consultant Tom Farran, completed the remaining on-farm spring and summer sessions for the Heywood and Terang groups.

For the first time in three years, a new Feeding Pastures for Profit (FPFP) program was not commenced this year. Traditionally the course begins each autumn, but this was not possible due to COVID-19 restrictions. FPFP begins with two classroom days where participants learn the theory of good pasture management. This theory is then put into practice during five on-farm practical days which aim to prepare participants to manage their pasture through autumn, winter, early spring, late spring and summer.

It was universally agreed by Feedbase extension staff throughout DA, that attempting to deliver these practical hands on days would not suit an online platform and would result in compromised learning outcomes. FPFP is planned to return in autumn 2021, as it is still widely recognised as one of the most important extension programs to support profitable dairy farming in south-west Victoria.

Profitable Feeding Systems

The Profitable Feeding Systems (PFS) Steering Committee meets twice a year to help guide extension activities in the Feedbase area. The PFS program, under the guidance of the industry based Steering Committee, is able to adapt to seasonal challenges and help tailor information to assist farmers to improve their feeding systems. WestVic Dairy would like to recognise the valuable contribution that Janet Hunter, Jarrod Meade, William McDonald and Graeme Ward have made to PFS activities.

For the spring PFS sessions the Steering Committee decided to trial a different approach. Instead of holding on-farm workshops during a busy time of the year, two videos were commissioned that enabled farmers to view the content at their leisure. Both videos featured Peter Gaffy talking with Farmanco consultant Tom Farran and were shot on location. The first video focused on maximising your spring surplus and the second on identifying your farm's true surplus. The videos were then distributed on social media and made available via electronic communications.

Planning, designing, installing, and then managing feeding areas was identified as a focus that would benefit farmers in the region. Agriculture Victoria's Scott McDonald is an industry expert on this topic. In early February, Scott facilitated two field days, one at Naringal and the second at Simpson. The field days

were well received by attendees due to Scott's wealth of experience and practical, easy to follow five step approach to tailoring your feeding area to meet your farm's needs. Farmers who attended the field days were offered a one on one farm visit from Scott, to assist them if they were planning on installing or upgrading their feeding infrastructure. The days were also supported by local Agriculture Victoria officer Ann McDowell, who showcased the web-based support package Navigating Farm Developments. Each day finished on-farm with the group viewing the feeding infrastructure of a local farmer. The group members benefited from being able to quiz the host farmer about the design and management of their feedpads. Thank you to Bret Membrey of Naringal and Brett Davies of Simpson for hosting the groups. Following the second field day, a short video of Peter interviewing Scott about the main points discussed was recorded and distributed widely to further increase the reach of these events.

Nutrition Fundamentals

Two Nutrition Fundamentals programs were delivered during 2019/20. Drawing on historical extension programs including Target 10, Feeding Dairy Cows and Agriculture Victoria's Introduction to Dairy Cow Nutrition, this updated, three day course looks to provide the foundation knowledge of dairy cattle nutrition to farmers, service providers and anyone involved with the feeding of dairy cows. Both programs were delivered by Debbie Twiss and Peter Gaffy, with each course well attended. In November, the first two days were held in Allansford, with Brendan Rea and his farm team hosting the group for the on-farm observations on day three. In January the course was held at RIST near Terang and the nutrition observations were conducted on the neighbouring farm owned by Paul Moloney and managed by Liam Allan. Thank you to the host farms for welcoming the groups, it provided a valuable, practical learning opportunity. Nutrition Fundamentals will again be presented in 2020/21.

Rumin8 Training

Rumin8 is a web-based nutrition program that is widely used in the industry by service providers and farmers to assist in the balancing of dairy cattle diets. Dr Martin Stains is one of the key developers of the program. He travelled from WA to provide a master class in the functionality of Rumin8. Feedback from the small group of attendees was very positive, with experienced users and those new to the program all gaining a better understanding of the functionality and applications of the software. This training was provided as a follow up to the Advanced Nutrition in Action course that had been presented in the previous year.

ANIMAL PERFORMANCE

Animal Performance extension activities have been delivered face to face, to groups, as well as online and directly to farm teams. Activities delivered include:

- **In Charge Cow Health and Fertility** – This five-day workshop brought together a small group of farmers in the Condah/Lyon community. They investigated opportunities to change herd management to improve herd fertility in a range of farming systems. This workshop series included a transition cow management workshop with a focus on nutrition requirements to support cow health and production around the calving period.
- **Healthy Hooves** – Is a one-day farm workshop demonstrating equipment and techniques to safely restrain lame cows to achieve good outcomes from treatment. Three sessions were held and were found to be practical and useful by farmers in Lyon, Terang and Naringal.
- **Heifers on Target** – This one-day workshop was held in Panmure. It facilitated learning and discussion for farmers and service providers around key factors driving heifer fertility and production.
- **Rearing Healthy Calves** – A workshop held at the Allansford hotel in early 2020, provided the large group of farmers present a valuable opportunity to share calf rearing experiences before the autumn calving period.
- **Heat Detective** – This on-farm workshop was tailored to meet specific training needs of a farm team at Heywood before a 6-week AI/sexed semen joining in June 2020.
- **Nutrition Fundamentals** – A three-day workshop delivered by Peter Gaffy and Debbie Twiss at Terang and Allansford during this year.
- WestVic Dairy supported an **Antimicrobial Resistance (AMR) Animal Health** event at Timboon golf club in 2019, which contributed to the development of the South West Vic AMR discussion group. The group was able to meet on several farms to discuss approaches to managing cow and calf health, before being halted by COVID-19. It is planned that the discussion group will identify key strategies that can be used by farmers throughout the region to maintain good herd health and reduce reliance on antibiotic treatments.
- **Animal Health Risk Management** – A lunchtime workshop was held in February. It provided participants at Nirranda with opportunity discuss when to implement strategies to reduce the risk of significant diseases impacting on herd health.
- **Milking and Mastitis Management** – This online based program was designed to allow access to training during COVID-19 restrictions. Fundamentals from the industry's renowned Cups On Cups Off training course were packaged into this introductory program which can be completed through online learning and on-farm practise. It is designed to bring new or less experienced staff up to speed on safe animal handling, milking procedures and the prevention and identification of mastitis. It can easily be included in staff induction protocols if desired. This learning opportunity was rolled out in autumn and has been well received.
- **Transition Cow Management** – This is another program that has been quickly adapted to allow online extension delivery. Expressions of interest were opened in June with the first sessions due to start in July 2020.



LAND WATER CLIMATE

Fert\$mart

The Fert\$mart program delivery has again been a joint effort with the Corangamite (CCMA) and Glenelg Hopkins (GHCMA) Catchment Management Authorities.

In the Corangamite region the program falls under the Sustainable Dairies program, a collaboration between WestVic Dairy, AgVic and the CCMA. Fifteen farmers from the Colac region participated in a three-day classroom course. Which included the Fert\$mart program, along with Effluent Management and Soil Acidification sessions. The group also enjoyed a field day at Gerangamite with presenter Tim Johnston covering both soil biology and the Visual Soil Assessment (VSA) method. The VSA provides farmers with a quick and simple method to assess soil condition and plant performance.

Working with the GHCMA a traditional Fert\$mart course was run at Koroit. Day one of the course was held just prior to the COVID-19 lockdown and day two of the program is still in the planning stages. Fortunately, soil testing was able to be completed and farmers received their Fert\$mart plans.

Smart Irrigation for Profit Project (SIP2)

Research in south-west Victoria is being conducted as part of Dairy Australia's SIP2 project: What's my yield gap? Maximizing water productivity. The project aims to increase irrigation production and profit through the trial and demonstration of cost-effective management practices and technologies which increase water, energy and labour efficiencies. The project is supported by funding from the Australian Government Department of Agriculture, Water and the Environment as part of its Rural R&D for Profit program and Dairy Australia.

Local consultant, Graeme Ward is facilitating the project and working with WestVic Dairy extension staff.

A research site has been established at Stephen and Allina Smith's farm in Mepunga, and baseline data has been collected to measure yield, water use, energy use and overall irrigation systems performance. A reference group of local farmers and service providers meets regularly during the irrigation season. The baseline irrigation system will help to identify potential new irrigation technologies and management strategies that can be trialled and evaluated against yield improvements, over the next two irrigation seasons.

Energy Workshop

WestVic Dairy hosted an Energy Workshop in February. Presenters included Dr Leigh Clemow, Senior Project Advisor – Agriculture Investment Plan, Peter Harrison, Senior Program Officer – Agriculture Industry Development, Agriculture Victoria and Nick d'Avoine from CommPower Industrial.

Leigh gave an outline of Victoria's Energy Sector including the electricity and gas grid market. A key message in his presentation was securing a better deal by using the Victorian Energy Compare website (compare.energy.vic.gov.au/). Peter's presentation focused on the Agriculture Energy Investment Plan that was available at the time.

Nick, a specialist in commercial solar installations, presented on Is Solar Right for You? The topic proved to be of great interest and discussions included payback periods; system size and design; load profiles; inverters; and storage.





SPECIAL EVENTS

Ladies' Luncheon

The popular South West Dairy Ladies' Luncheon was held at Deakin University campus, Warrnambool in August. The event was again a great success with a sell out crowd of over 320 women attending.

Entertaining the ladies this year was TV presenter Gorgi Coghlan, who co-hosts Network Ten's, The Project. In addition to her TV work, Gorgi has a diverse resume which includes journalism, travel reporting, musical theatre, education and professional singing.

Local milliners, Bronwyn Lenehan and Sue Younis also featured, showcasing some of the skills of their trade to the audience, as well as discussing how they run their own small business alongside their other commitments.

Boutique stalls featured at the event, with ten small businesses selling such gifts and treats as jewellery, chocolate, specialty teas, candles and kitchen produce.

The Ladies' Luncheon has been running successfully for twelve years now.

During that time, it has continued to inspire women in the dairy industry, as well as providing an opportunity to get off-farm and enjoy some great entertainment, food and laughter.

The Ladies' Luncheon Committee has made the decision to cancel the 2020 event due to the inability to run large events in the current environment.

Great South West Dairy Awards

The prestigious Great South West Dairy Awards were set to feature in March at the Wannon Rooms, Warrnambool. Only days from taking place, COVID-19 restrictions were introduced, forcing the postponement of the event. After several months of hoping the Gala evening could go ahead, the WestVic Dairy Board made the decision to host the Awards online. This online format will be premiered in August 2020.

As the initial postponement was so close to the night, much of the preparation work had been completed. This included all finalists being selected and their on-farm video interviews being recorded. The categories and finalists were:

- **Dairy Farm Business Management**
Sponsored by ANZ
 - Matt and Alli Reid, Carlisle River
 - Wes and Belinda Lenehan, Weerite
 - Josh and Lilli Philp, Garvoc
- **Employee**
Sponsored by UDC
 - Marc Johnston, Larpent
 - Isaac Hose, Garvoc
 - Nikita McKinnon, Naringal East
- **Natural Resource and Sustainability Management**
Sponsored by Corangamite CMA and Glenelg Hopkins CMA
 - Graham and Melissa Clay, Camperdown
 - Russell and Catherine Ford, Bungador
 - Sam and Belinda Doolan, Doolan Farms, Brucknell
 - Colin and Janice McKenna, Woolsthorpe
- **Young Dairy Leader**
Sponsored by Gardiner Dairy Foundation
 - Jason Smith, Cooriemungle
 - Lucy Powell, Cobden
 - Matt Grant, Cowleys Creek
- **Service Provider**
Sponsored by Moyne Shire
 - Lionel Clayton, ACM
 - Marni Teal, Bulla
 - Nadine Markham, Reid Stockfeeds
 - Bruce Officer, Zoetis

In addition, 52 photographs were entered into the Farm Photo Award. A full report on the 2020 Dairy Awards will be available in the 2020/21 Annual Report.

DAIRY DISCUSSION GROUPS IN SOUTH WEST VICTORIA

Discussion Groups continued to thrive for the majority of 2019/20, until the arrival of COVID-19 which disrupted this popular form of extension. A wide range of farming topics were discussed across south-west Victoria.

The key to the success of many Discussion Groups is they are farmer driven, and then supported by regional extension officers and industry service providers. Because the farmers ultimately steer the direction of the group, content is always relevant to the members.

The challenge of COVID-19 restrictions resulted in some groups taking an extended break, whilst others gathered on Zoom to keep in touch. No doubt everyone will be excited to meet up face to face, on-farm when they are able to.

Ballarat Discussion Group

The Ballarat group did not meet after the lockdown in March. The highlights for this year included Beat the Winter Blues Day which included a relaxation session, courtesy of Beauty Services and Diploma of Beauty Therapy students from Federation University TAFE. Later that night, 25 members shared dinner together at a Creswick Hotel.

Another highlight was the Pot-luck Dinner in December, Saputo provided meat and flavored milks, whilst 20 farmers brought along a salad or dessert. The food was shared in a 'pot-luck' Christmas meal together at Mick Nolan's farm, Scotsman's Lead. After dinner, the group took a twilight farm walk to see Mick's new ACR's and the milking herd.

The group had planned to meet on Ballarat farms with the Port Campbell Discussion Group in April, but due to restrictions this was postponed to a future date.

Colac Discussion Group

The group is made up of 10 farming businesses, which meet on each farm once a year. At each meeting the host farmer drives the discussion of the day and draws on the combined wisdom of the group members to evaluate different farming decisions. The group is facilitated by Hugh Crockford who fosters a high degree of trust within the group to help encourage meaningful and valuable discussion that leads to better outcomes for group members. The group continued to meet during the pandemic utilising the Zoom platform to remain connected. Some of the topics discussed included feedpads, cropping options, expansion options and reviewing the group's dairy base figures.

Cooriemungle Discussion Group

The Cooriemungle group met six times during the year, before group meetings were cancelled due to COVID-19. Meetings were generally hosted by group members on-farm; however, the group has also worked in with other extension events, industry gatherings and Discussion Groups as appropriate.

The year began in July with an evening event at Simpson, hosted by Heytesbury Stockfeeds, with guest speakers covering a range of nutrition and lameness topics. Other meetings during the year were generally held on-farm, and covered topics such as cover cropping, paddock drainage, re-sowing, and share farming arrangements and career pathways. In December, the group celebrated its final meeting for 2019 with dinner at The Ball and Chain Hotel, Simpson. It was a great night enjoyed by all.

Ecklin Discussion Group

The Ecklin Discussion Group had a bus trip planned to attend the Shannon Notter Focus Farm field day at Carlisle River, then visit the Prickly Moses brewery to enjoy a few drinks on the way home. Unfortunately, plans were interrupted by COVID-19, so the bus trip has been put on the back burner. Earlier in the year the group held an evening session at Joey Conheady's farm, where they looked at cow collars and automation technology in the dairy. The leadership of the Discussion Group support their members between meetings by sharing relevant information via an Ecklin District Discussion Group Facebook page.

Glenelg Women Discussion Group

The group started off the year with a post calving dinner for the women and their partners which was well supported. It provided a great break for everyone after a busy few months. Some members attended the WestVic Dairy Ladies' Luncheon and others Dairy SA's Ladies' Lunch. The year was scattered with catch ups of various sizes. The Christmas break up was held at the Heywood Pub and was a lovely evening of fun and laughter, the night was well attended. Over the last six months the group has celebrated a birth and mourned the passing of a member's husband. It has also said goodbye to two members from the dairy industry, though they will remain in the group. During restrictions, the members tried to meet up on Zoom, but with calving season taking control of everyone's time, only a single meeting was managed in June. The group continued to share links, achievements, funny photos and stories throughout the pandemic.

Glenelg Dairy Discussion Group

The highlight for the Glenelg Dairy Discussion Group was the People and Safety workshop, where Michelle Muir had a 'Fireside' style discussion with a small group of farmers. Though there was low attendance on the day, those that came gained significant value from the tailored discussion and left with a better understanding of their obligations to provide a safe work place, whilst also gaining some good strategies to reduce their business liability. Looking forward, the group is keen to encourage new members to the committee and hopes to experience a period of renewal with Animal Performance extension officer, Debbie Twiss taking over the support of this group.

Fonterra Discussion Group

The Fonterra Discussion Group met three times in the first half of 2019/20. The group focussed on grain purchasing options and maximising home-grown feed in an environment impacted at the time by high grain prices and low forage availability. The facilitators explored grain markets and contracts, feed buying decisions and risk management strategies. There were also plans in place to deliver Farm Safe workshops across the region and explore digital systems available to dairy businesses, but these have been put on hold for now.

Heathmere Discussion Group

Four years on and the Heathmere Discussion Group is still going strong. Since forming at the conclusion of the Focus Farm group at Casey and Bonnie Taylor's property in mid-2016, the group has held numerous on-farm discussion days covering all things dairy related. Farmer members drive the direction and focus of the group which allows for topical discussions based on what the members deem relevant. The open nature of the forum invokes conversations which can only occur when trust, respect and rapport has been built, this is the cornerstone to the group's success.

The Heathmere Discussion Group holds around six meetings annually, with an average of 18-20 people attending, this adds to the variety of ideas and commentary which supplies the host farmer with plenty of feedback. Last year saw another range of interesting on-farm days including focuses on activity monitors, dairy shelters, feedpads, herd performance, maize production, irrigation and summer crops.

The Heathmere group will be up and running again once the challenges of COVID-19 subside.



Interlact Discussion Group

A combined group went to Sydney in November 2019 to visit Michael Perich's farm as well as the Camden research farm looking at the confinement system and large-scale farming, including the robotic system being trialled up there.

When COVID-19 hit in March, the April meeting for the west group was skipped, with Zoom meetings for the central group commenced. This worked well and the members had Zoom meetings for both groups in May. After going back to physical meetings in June, July was missed again with restrictions back in place. Zoom meetings will be held for now. Whilst not ideal it does work, and for some in the group who have urgent things to discuss it has been worth pursuing.

Lakes and Craters Discussion Group

After commencing with high levels of enthusiasm and engagement last financial year, the Lakes and Craters Discussion Group has not held an official group day in 2019/20. Farming commitments and obligations during spring and in the lead up to Christmas, meant key group members were not available to take part in shaping events and discussion topics.

Several members met in an unofficial capacity to explore herd health issues and discuss the challenges of overcoming poor cow fertility.

When the potential of Zoom meetings was put to the group, the vast majority indicated that they were not keen to meet that way. The incidental conversations that occur during face to face meetings is highly valued by members, and the preference was to wait until these can recommence.

Port Campbell Discussion Group

The group has met five times on-farm from August 2019 to March 2020. Many subjects have been discussed, including climate response strategies; use of technologies to improve herd fertility and performance; farm business management; drivers of profitable home-grown fodder management and effective maize utilisation.

Comedian Ben the Bandit (Harkins) entertained and inspired the group at the annual Port Campbell dinner held at the Simpson Ball and Chain Hotel in February 2020. COVID-19 disrupted the group's bus trip plans for April. Online Zoom meetings in May and June afforded members the opportunity to connect with each other and catch up with veterinarians Andy and Liz Hancock as they navigated lockdown in Ireland.

Engagement with industry and the generosity of host farms opening their farm gate to the group underpins the value of group days and is greatly appreciated. Participation and support from members drive the development of future events.

Tower Hill Feedbase Discussion Group

The year started with the group visiting the DairyBio pasture variety trials in Hamilton. It was an interesting day learning about the technologies used to measure pasture mass and the potential yield, persistence, and elevated quality that the new varieties will deliver in years to come. The next meeting was held at Noel and Linda Roach's farm at Woolsthorpe. David Wisewould an agronomist, and the leader of the group had been working with Noel on a revised fertiliser plan. The plan clearly worked, with the favourable seasonal conditions experienced, the farm had an abundance of quality pasture on hand and the question of the day was how early is too early to make silage. The group has met at James Parkinson's farm, where farmers discussed pasture pugging issues, silage making tips and filling the summer feed gap. The group also met at the Koroit pub to review the years activities and plan for the year ahead. Unfortunately, COVID-19 has stopped any further meetings occurring.



COMMUNICATING THROUGH COVID-19

Like most companies throughout Australia and further afield, COVID-19 significantly impacted on our usual business model. Not only were we unable to run our regular extension activities, the pandemic also created a significant amount of uncertainty amongst our key stakeholders, who in turn needed up to date information to minimise risk to their businesses.

WestVic Dairy continued to signpost all farmers, service providers and others to the Dairy Australia webpage: Dairy Industry COVID-19 (Novel Coronavirus) Directory. This directory was continually updated and used throughout the dairy industry as a central point of reference.

Social media, emails and text messages were all utilised to keep our stakeholders informed and updated. Knowing that there are farmers who do not have reliable internet or do not like engaging with electronic communications, we also mailed out hard copies of relevant resources and information to those on our database.

We then investigated how we could continue to provide extension services during various levels of restrictions. With larger gatherings not an option, small group gatherings were utilised when allowed and whilst following all relevant protocols. Videoconferencing provides an obvious alternative but is not without its limitations. As mentioned, poor internet coverage in certain areas and significantly, reluctance from some to try new platforms were the main hurdles to overcome.

WVD and DA had been using Zoom for a while, with staff and Board Directors comfortable with the basics. However, the situation ensured everyone within both organisations had to upskill quickly. This along with the

introduction of Microsoft team, quickly led to increased collaboration across all of DA and the RDP's. This in turn gives a more consistent, direct voice from the region's, helping ensure that the needs of our stakeholders are at the forefront when decisions are made.

We then set about engaging farmers with this technology. We ran some small farmer practice groups, so that they could feel more comfortable prior to using it in meetings and webinars. To reach the farmers in our region we included a simple 'How to use Zoom' guide in the May edition of our newsletter, which was mailed to all farmers on our database.

Along with the challenges of Zoom also comes many opportunities. With increased collaboration across the RDP's and DA many more webinars on a range of subjects became available to farmers and service providers in our region. There is the obvious benefit of saving time, no need to get changed and travel to events or meetings, meaning less time taken away from the business. With webinars there is the flexibility of recordings being available if people cannot join 'live'.

Remembering there are farmers who prefer traditional communication methods, we will mail out our WestVic Dairy newsletter whilst restrictions or the possibility of restrictions continues. This will ensure we are reaching all farmers with this important extension platform.

Whilst embracing technology and utilising it as much as possible through this time, we know that the majority of farmers prefer face to face, on-farm learning opportunities, along with the social interactions they include. This was highlighted in our industry survey which was undertaken this year in preparation for the Strategic Plan. Moving forward we envisage a mixture of extension platforms to ensure all our stakeholders have access to their preferred delivery method.





FINANCIAL STATEMENTS

FOR YEAR ENDED 30 JUNE 2020 WESTVIC DAIRY (NON-REPORTING) INC.

Your directors present this report on the company for the financial year ended 30 June 2018.

Directors

The names of the directors in office at any time during or since the end of the year are:

- Simone Renyard Chair
- Jacqui Suares Vice Chair
- Rhonda Henry Treasurer
- Brendan Rea Dairy Farmer
- Matthew Glennen Dairy Farmer
- Mike Huth Service Provider
- Jo Fife Dairy Farmer
- Daniel Parkinson Dairy Farmer
- Brad Collins (Associate) Dairy Farmer

Directors have been in office since the start of the financial year to the date of this report.

Board meeting attendance

Board Member	WestVic Dairy Board Meetings (total 7)
Simone Renyard	7
Jacqui Suares	7
Rhonda Henry	7
Brendan Rea	7
Matthew Glennen	7
Mike Huth	7
Jo Fife	7
Daniel Parkinson (joined 24 September, 2019)	4
Brad Collins (Associate) (joined 24 September, 2019)	5

DIRECTORS' REPORT

To the members

Your Directors submit their Report, together with the Audited Financial Statements of the Association for the year ended 30 June, 2020.

Directors

The names of the Directors in office at any time during or since the end of the financial year and up to the date of this report are:-

Simone Renyard (Chair); Jacqueline Soares (Vice Chair); Rhonda Henry (Treasurer); Brendan Rea; Jo-Anne Fife; Daniel Parkinson; Matthew Glennen; Michael Huth; Bradley Collins (Associate).

Principal activities

The principal activities of the Association during the year was as the Regional Development Program (RDP) for the Western Victorian dairy region, and the delivery of dairy extension activities and programs. There were no significant changes in the nature of these activities during the year.

Review and result for the year

The net surplus for the year, was \$425,062 (2019 - \$100,377).

Dividends

No dividends have been paid since the date of the last report and no dividends are recommended to be paid out of profits for the year ended 30 June, 2020.

Future developments and results

The Directors wish to note that 2019/20 has been an unprecedented year, in a number of respects, which has had some impact upon the financial accounts presented below.

Firstly, changes to the accounting standards have seen some shifts in figures from one category to another. This is most obvious with the adoption of the new lease standards whereby the net present value of the property lease has been brought to account in the Financial Statements at Current and Non-Current Liabilities, and as such is no longer reported within the Commitments note.

Secondly, the restrictions brought about by the COVID-19 pandemic have significantly impacted on the usual mode of operations of the organisation, since March 2020. With the inability to conduct visits and gatherings of people for extension purposes in accordance with our 2019/20 operating plan, delivery of services by remote/electronic means has become essential. This disruption has resulted in some underspend of anticipated expenses, which has enhanced WestVic Dairy's financial position. While the medium to long-term future of the mode of operations

is unknown at this stage, it is likely to include a strong element of remote/electronic delivery.

The Board is confident that this year's surplus, along with its prudent approach to setting aside for contingencies in the Reserves, will allow for responsible financial management in what will be a very uncertain 2020/21.

The Association intends to maintain its present business structure and operations and there are no likely developments in the operations of the Association in future financial years that would affect future expected results.

Matters subsequent to the end of the financial year

At the date of this report, and subject to the comment below, the Directors are not aware of any matters or circumstances that have arisen since the end of the financial year which have significantly, affected or may affect, the operations of the Association, the results of those operations or the state of affairs of the Association in subsequent financial years. The Directors do not anticipate a significant reduction in revenue due the impact of Covid-19 in the 2021 financial year.

Environmental regulation

The operations of the Association are not subject to environmental regulations.

Directors' and executives' benefits and contracts

During or since the end of the previous financial year, no Directors or Executive of the Association has received or become entitled to receive a benefit (other than a benefit included in the aggregate amount of emoluments received or due and receivable by the Directors shown in the accounts, or the remuneration of an employee of the Association), by reason of a contract made by the Association with the Director or Executive or with a firm of which he is a member or with a Company in which he has a substantial financial interest.

Indemnification and insurance of office and auditor

During the year, the Association paid insurance premiums totalling \$2,239 to insure the Directors named in this report.

This report is made in accordance with a Resolution of the Board and is signed for and on behalf of the Directors.



Simone Renyard WestVic Chairperson

3 September 2020

INCOME AND EXPENDITURE STATEMENT

FOR YEAR ENDED 30 JUNE 2020

	Note	2020	2019
		\$	\$
Income			
Interest received		10,102	9,102
Other income		61,818	321,613
Project income		728,574	315,179
Program funding		932,328	988,706
Total income		1,732,840	1,634,600
Expenditure			
Audit and accounting fees		4,400	4,200
Advertising, promotion and marketing		28,227	41,013
Bank charges		1,854	1,457
Board fees and development	14	39,486	32,027
Catering costs		39,924	71,708
Contractors		120,983	381,164
Consumables		2,596	-
Depreciation		7,154	1,834
Donations		4,540	2,769
Electricity and gas		4,462	1,997
Insurance		9,566	8,105
Interest expense		1,458	-
Employment costs	2	902,685	804,865
Legal costs		-	620
Motor vehicle expenses		42,032	47,893
Newspapers and magazines		775	959
Postage		2,693	5,526
Printing and stationery		20,888	32,553
Project supplies		-	8,306
Property - Depreciation of right of use asset	11	31,200	-
Property - Rent		(2,667)	23,771
Repairs and maintenance		4,835	12,788
Sponsorship		1,225	-
Staff development		10,778	15,105
Student Bursary/Scholarships		1,200	-
Subscriptions		2,752	1,849
Sundry		2	473
Telephone and technology		4,598	5,034
Tools and equipment (under \$700)		4,022	3,898
Travelling and accomodation		9,442	24,309
Total expenditure		1,307,778	1,534,223
Net operating current year surplus/(deficit)		425,062	100,377

STATEMENT OF FINANCIAL POSITION

FOR YEAR ENDED 30 JUNE 2020

	Note	2020	2019
		\$	\$
Current assets			
Cash and cash equivalents	3	1,078,658	755,174
Trade and other receivables	4	41,487	240,517
Total current assets		1,120,145	995,691
Non-current assets			
Property, plant and equipment	5	41,295	47,554
Right of use asset	11	122,202	
Total non-current assets		163,497	47,554
Total Assets		1,283,642	1,043,245
Current liabilities			
Trade and other payables	6	120,078	129,056
Carried forward funding	7	37,307	353,457
Employee provisions	8	38,575	23,463
Lease liabilities		30,912	
Total current liabilities		226,872	505,976
Non-current liabilities			
Trade and other payables	6, 12(a)	25,966	25,000
Employee provisions	8	19,295	17,770
Lease liabilities		91,948	
Total non-current liabilities		137,209	42,770
Total liabilities		364,081	548,746
Net assets		919,561	494,499
Equity			
Retained surplus		670,809	245,747
Extension committee	12(a)	8,752	8,752
Reserves	12(b)	240,000	240,000
Total equity		919,561	494,499

STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2020

	Note	Retained earnings	Extension Committee (Note 10b)	Minimum reserve (Note 10a)	Total
Balance at 1 July 2018		160,370	8,752	225,000	394,122
Surplus/(Deficit) for the year attributable to members of the entity		100,377	-	-	100,377
Transfer to/(from) reserves		(15,000)	-	15,000	-
Balance at 30 June 2019		160,370	8,752	240,000	494,499
Surplus/(Deficit) for the year attributable to members of the entity		425,062	-	-	425,062
Transfer to/(from) reserves	10	-	-	-	-
Balance at 30 June 2020		670,809	8,752	240,000	919,561

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2020

	Note	2020 \$	2019 \$
Cash flows from operating activities			
Receipts from customers		1,605,600	1,461,610
Interest received		10,102	9,102
Payments to suppliers		(1,260,799)	(1,512,236)
Net cash (used in)/generated from operating activities	9b	354,921	(41,524)
Cash flows from investing activities		(895)	(45,002)
Payment for plant and equipment		(895)	(45,002)
Cash flows from investing activities		(30,542)	-
Payment for plant and equipment		(30,542)	-
Net increase/(decrease) in cash held		323,484	(86,526)
Cash at the beginning of the financial year		755,174	841,700
Cash at the end of the financial year	3	1,078,658	755,174

NOTES TO THE FINANCIAL STATEMENTS

The financial report covers WestVic Dairy (Non-reporting) Inc. as an individual entity. WestVic Dairy (Non-reporting) Inc. is an association incorporated in Victoria under the Associations Incorporation Reform Act (VIC) 2012.

Note 1 Statement of significant accounting policies

Financial reporting framework

The financial statements are special purpose statements prepared for distribution to the members of WestVic Dairy Inc. in order to satisfy the reporting requirements of the Associations Incorporation Reform Act (VIC) 2012. The board has determined that the association is not a reporting entity.

Statement of compliance

The financial report has been prepared in accordance with the Associations Incorporation Reform Act (Vic) 2012, the basis of accounting specified by all Australian Accounting Standards and Interpretations, and the disclosure requirements of the following Accounting Standards:

- AASB 101: Presentation of Financial Statements
- AASB 107: Cash Flow Statements
- AASB 108: Accounting Policies, Changes in Accounting Estimates and Errors
- AASB 1031: Materiality
- AASB 1054: Australian Additional Disclosures

Basis of preparation

The financial statements have been prepared on an accrual basis and are based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

(a) Income tax

The Association is income tax exempt.

(b) Property, plant and equipment

Each class of property, plant and equipment are carried at cost or fair value, less, where applicable, any accumulated depreciation and impairment losses. The carrying amount of plant and equipment is reviewed annually by the Board to ensure it is not in excess of the recoverable amount of these assets. The depreciable amount of all fixed assets is depreciated on a diminishing value basis over their useful life commencing from the time the asset is held ready for use.

Class of fixed assets	Depreciation rate
Plant and equipment	10%-100%
Leasehold improvements	10%

(c) Impairment of assets

At the end of each reporting period, the Board reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised in the statement of profit or loss and other comprehensive income.

(d) Employee provisions

All employees working on the activities of WestVic Dairy (Non-reporting) Inc are employees of Dairy Australia. Dairy Australia on charge WestVic Dairy (Non-reporting) Inc for the cost of employing these employees. Provision is made for the Association's liability for employee benefits arising from services rendered by employees to the end of the reporting period and is included in the liability to Dairy Australia (Payables) for annual leave. The obligation for the payment of long service leave lies with WestVic Dairy Inc. Long service leave provision was brought to account for the first time in the 2018 financial year. The calculation for the long service leave entitlement disclosed in the entity's liabilities is based on the probability of a future payment being made.

(e) Provisions

Provisions are recognised when the Association has a legal or constructive obligation, as a result of past events, for which it probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provision are measured at the best estimate of the amounts required to settle the obligation at the end of the reporting period.

(f) Cash on hand

Cash on hand includes cash on hand, deposits held at call with banks and other short-term highly liquid investments with original maturities of three months or less.

(g) Accounts receivable and other debtors

Accounts receivable and other debtors include amounts due from members as well as amounts receivable from donors/funding providers. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

(h) Revenue and other Income

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Revenue from the sale of goods is recognised at the point of delivery as this corresponds to the transfer of significant risks and rewards of ownership of the goods and cessation of all involvement in those goods.

Interest revenue is recognised using the effective interest method.

Revenue in relation to the rendering of services is recognised depending on whether the outcome of the services can be estimated reliably. If the outcome can be estimated reliably then the state of completion of the services is used to determine the appropriate level of revenue to be recognised in the period. If the outcome can not be reliably estimated then revenue is recognised to the extent of expenses recognised that are recoverable. Revenue from training services is generally recognised once the training has been delivered. Revenue for training not delivered at balance date is carried as an unearned income liability on the statement of financial position.

All revenue is stated net of the amount of goods and services tax.

(i) Leases

At inception of a contract, the association assesses if the contract contains or is a lease. If there is a lease present, a right-of-use asset and a corresponding lease liability is recognised by the association where the association is a lessee. However, all contracts that are classified as short-term leases (lease with remaining lease term of 12 months or less) and leases.

Initially the lease liability is measured at the present value of the lease payments still to be paid at commencement date. The lease payments are discounted at the interest rate implicit in the lease. If this rate cannot be readily determined, the association uses the incremental borrowing rate.

The right-of-use assets comprise the initial measurement of the corresponding lease liability as mentioned above, any lease payments made at or before the commencement date as well as any initial direct costs. The subsequent measurement of the right-of-use assets is at cost less accumulated depreciation and impairment losses.

Right-of-use assets are depreciated over the lease term or useful life of the underlying asset whichever is the shortest. Where a lease transfers ownership of the underlying asset or the cost of the right-of-use asset reflects that the association anticipates to exercise a purchase option, the specific asset is depreciated over the useful life of the underlying asset.

(j) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office (ATO). In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial position.

(k) Accounts payable and other payables

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the association during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

(l) New and amended policies adopted by the association

Initial application of AASB 16

The association has adopted AASB 16: Leases retrospectively with the cumulative effect of initially applying AASB 16 recognised at 1 July 2019. In accordance with AASB 16 the comparatives for the 2019 reporting period have not been restated.

The association has recognised a lease liability and right-of-use asset for all leases (with the exception of short term and low value leases) recognised as operating leases under AASB 117 ; Leases where the association is the lessee. The lease liabilities are measured at the present value of the remaining lease payments. The association's incremental borrowing rate as at 1 July 2019 was used to discount the lease payments.

(m) Economic dependence

WestVic Dairy (Non-reporting) Inc is dependent on Dairy Australia for the majority of its revenue used to operate the business. At the date of this report the Board has no reason to believe Dairy Australia will not continue to support WestVic Dairy Inc.

(n) Key estimates

- (i) Impairment: The Board assesses impairment at the end of each reporting period by evaluating conditions and events specific to the Association that may be indicative of impairment triggers.
- (ii) Plant and equipment: As indicated in note 1 b, the Association reviews the useful life of plant and equipment on an annual basis.

Note 2 Expenses

	2020	2019
As at 30 June 2020	\$	\$
The disclosure of the following expense items is relevant in explaining the financial performance of the Association:		
Employment		
Wages	14	744,746
Superannuation		73,104
Travel allowance		8,787
Increase/(decrease) in employee provisions		76,048
	902,685	804,865

All employees working on the activities of WestVic Dairy (Non-reporting) Inc are employees of Dairy Australia. Dairy Australia on charge WestVic Dairy (Non-reporting) Inc for the cost of employing these employees. Employment related expenditure as recorded in these Financial Statements represent payments to Dairy Australia. Workcover and Payroll tax expense relating to expenditure is paid for by Dairy Australia and not on charged to WestVic Dairy.

Note 3 Cash and cash equivalents

	2020	2019
As at 30 June 2020	\$	\$
Extension Committee account	A	35,431
ANZ transaction account		442,249
ANZ and NAB cash management account		353,162
NAB term deposit	B	247,816
	1,078,658	755,174

A - Funds are held separately in this bank account on behalf of the Extension Committee. Also refer to note 9b relating to Reserves and Statement of Changes in Equity.

B - \$240,000 (plus capitalised interest) is held with NAB as a Term Deposit as required by the Reserves Policy - refer note 10B.

Note 4 Trade and other receivables

	2020	2019
As at 30 June 2020	\$	\$
Trade debtors	41,487	240,517
	41,487	240,517

Note 5 Leasehold improvements, plant and equipment

	2020	2019
As at 30 June 2020	\$	\$
Plant and equipment		
Plant and equipment at cost	39,729	38,834
Less accumulated depreciation	(38,404)	(35,762)
Net plant and equipment	1,325	3,072
Leasehold improvements		
Leasehold improvements at cost	45,000	45,000
Less accumulated depreciation	(5,030)	(518)
Net leasehold improvements	39,970	44,482
Total leasehold improvements, plant and equipment	41,295	47,554

Note 6 Trade and other payables

	2020	2019
As at 30 June 2020	\$	\$
Current liability		
Trade creditors	109,661	116,441
Other creditors – ATO	9,907	9,831
Credit cards	510	2,784
	120,078	129,056
Non-current liability		
Share of Extension Committee funds – AgVic and REC	12A 25,966	25,000

Note 7 Carried forward funding

	2020	2019
As at 30 June 2020	\$	\$
Project carried forward funding	37,307	393,824
	37,307	393,824

Note 8 Employee provisions

	2020	2019
As at 30 June 2020	\$	\$
Long service leave total	57,870	41,233
Current		
Long service leave total	38,575	23,463
Non-current		
Long service leave total	19,295	17,770

Note 9 Cash flow information

	2020	2019
As at 30 June 2020	\$	\$
(a) Reconciliation of cash		
Cash at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:		
Cash assets	1,078,658	755,174
(b) Reconciliation of the net cash increase from operating activities to the net profit/(loss) as shown in the Income Statement		
Net surplus/(deficit) for year	425,062	100,377
Add Depreciation	38,354	1,834
Change in assets and liabilities		
(Increase)/decrease in receivables	199,030	(123,521)
Increase/(decrease) in unearned income	(316,150)	(40,367)
Increase/(decrease) in payables	(8,012)	5,931
Increase/(decrease) in provisions	16,637	14,222
Net cash increase from operating activities	354,921	(41,524)

Note 10 Leasing commitments

	2020	2019
As at 30 June 2020	\$	\$
Operating Lease Commitments		
Being for rent of office		
Payable Minimum lease payments		
- not later than 12 months	-	32,000
- between 12 months and five years	-	125,353
	-	157,353

The property lease is a non-cancellable lease with a five-year term, with rent payable monthly in advance. Contingent rent provisions within the lease agreement require that the minimum lease payments shall be increased by the consumer price index. An option exists to renew the lease at the end of the five-year term for an additional term of five years.

With the adoption of the new Lease Standards, the net present value of the property lease has been brought to account in the Financial Statements at Current and Non Current Liabilities, and as such is no longer reported within the Commitments note.

Note 11 Right of use assets

	2020	2019
As at 30 June 2020	\$	\$
Leased Building	153,402	-
Accumulated depreciation	(31,200)	-
Total right of use asset	122,202	-
AASB 16: Related amounts in the statement of income and expenditure		
Depreciation charge related to right-of-use assets	31,200	
Interest expense on lease liability	1,395	

Note 12 Reserves

a) Extension Committee reserves

Funds are held in a separate Extension Committee bank account. Previously WestVic Dairy was part of the Target10 group together with AgVic and Regional Extension Committee (REC). This project was completed with funds retained and controlled by the REC. An estimate of \$25,966 share was owing to AgVic and REC and was taken up as a non-current liability in 2018. This remained for the 2020 financial year.

b) General reserve

A general reserve is maintained by the Association according to its Reserves Policy, which requires that reserves are maintained at a level to ensure that the Regional Development Program's (RDP) core activity could continue during a period of unforeseen difficulty and to meet obligations in the event of the RDP being wound up. The Reserve should be held in a readily realisable form. Refer note 3B.

Note 13 Events occurring after the balance sheet date

Subject to the impact that may result from the Covid-19 pandemic, including, but not limited to the organisation's operations and financial position in 2020 and future years, the Board is not aware of any events which have occurred subsequent to balance date which would materially affect the financial statements prepared for the year ended at 30 June, 2020.

Note 14 Related party transactions

During the year the Association paid the following amounts to the Board:

	2019	2019
As at 30 June 2020	\$	\$
Sitting fees	39,486	32,564
Travel allowance	6,342	9,335
Wages and superannuation	10,950	10,950

Note 13 Entity details

The registered office of the association is:
WestVic Dairy Inc
5 Cressy Street
CAMPERDOWN VIC 3260

The principal place of business is:
WestVic Dairy Inc
5 Cressy Street
CAMPERDOWN VIC 3260

CHAIRPERSON AND TREASURER'S DECLARATION

Annual statements give true and fair view of financial position and performance of incorporated association.

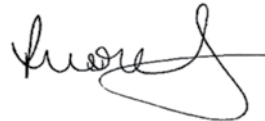
We, being members of the Board of WestVic Dairy (Non-reporting) Inc, certify that:

- the financial statements, as set out on pages 1 to 11, present a true and fair view of the financial position of WestVic Dairy (Non-reporting) Inc as at 30 June, 2020 and its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements, the requirements of the Associations Incorporation Reform Act (VIC) 2012.
- at the date of this statement, there are reasonable grounds to believe that WestVic Dairy (Non-reporting) Inc will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Board, and is signed for and on behalf of the Board by:



Simone Renyard WestVic Chairperson



Rhonda Henry WestVic Treasurer

3 September 2020

INDEPENDENT AUDITOR'S REPORT

Opinion

We have Audited the financial report of WestVic Dairy (Non-reporting) Inc, which comprises the statement of financial position as at 30 June, 2020, the statement of income and expenditure, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the Board's declaration.

In our opinion the accompanying financial report gives a true and fair view, in all material respects, of the financial position of WestVic Dairy (Non-reporting) Inc as at 30 June, 2020, of its financial performance and its cash flows for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements, and the requirements of the *Associations Incorporation Reform Act 2012*.

Basis for opinion

We conducted our Audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the entity in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to our Audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the Audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of matter – Basis of accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the registered entity's financial reporting responsibilities under the *Associations Incorporation Reform Act 2012*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibility of the Board [and those charged with governance] for the financial report

The Board of the registered entity is responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the *Associations Incorporation Reform Act 2012* [and the needs of the members]. The Board's responsibility also includes such internal control as the responsible entities determine is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Board is responsible for assessing the registered entity's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the Board either intend to liquidate the registered entity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an Auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an Audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an Audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the Audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform Audit procedures responsive to those risks, and obtain Audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the Audit in order to design Audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the registered entity’s internal control
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board.
- Conclude on the appropriateness of responsible entities’ use of the going concern basis of accounting and, based on the Audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the registered entity’s ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our Auditor’s report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the Audit evidence obtained up to the date of our Auditor’s report. However, future events or conditions may cause the registered entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the Audit and significant Audit findings, including any significant deficiencies in internal control that we identify during our Audit.



**FELICITY MELICAN
PRINCIPAL**

Dated this 18 September, 2020

257 Timor Street
Warrnambool VIC 3280



WESTVIC DAIRY TEAM



Lindsay Ferguson Regional Manager



Laurie Hickey Regional Extension Officer



Amanda Heard Project Support Officer



Michelle Muir Regional Extension Officer



Libby Swain Project Coordinator and Regional Extension Officer



Debbie Twiss Regional Extension Officer



Liza Fahey Project Officer



Heather Smillie Young Dairy Network Coordinator



Matthew Wood Marketing and Communications Officer



Jim Burrell Career Development Coordinator



Peter Gaffy Regional Extension Officer

ACKNOWLEDGEMENTS

WestVic Dairy sincerely appreciates the ongoing support and financial assistance of many people and organisations. During 2019/20 we again worked closely with the Gardiner Dairy Foundation on several events and training opportunities. We particularly value its willingness to invest in the training and development of young dairy people in our region and we look forward to working together in the year ahead.

We would like to extend our thanks to:

- All dairy farmers in western Victoria
- Dairy Australia
- United Dairyfarmers Victoria (UDV)
- Australian Dairy Farmers
- Agriculture Victoria
- The seven other Regional Development Programs across Australia: GippsDairy, Murray Dairy, DairySA, Western Dairy, DairyTAS, DairyNSW and Sub Tropical Dairy
- The milk factories that source western Victorian milk
- The regional Catchment Management Authorities: Corangamite CMA and Glenelg Hopkins CMA
- The local shires: Corangamite Shire, Warrnambool City Council, Moyne Shire, Colac Otway Shire, Glenelg Shire, Surf Coast Shire, Southern Grampians Shire and those around Ballarat.
- Local dairy farm consultants and service providers
- South West LLEN
- Our project facilitators
- Our sponsors of: Great South West Dairy Awards, Ladies' Luncheon and Young Dairy Network.

CONTACTS

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Disclaimer

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Statement of Purpose and Rules



WESTVIC DAIRY INCORPORATED

September 2020

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WESTVIC DAIRY INCORPORATED

STATEMENT OF PURPOSE

The purposes of WestVic Dairy are to:

1. Advance the dairy industry in western Victoria by improving the productivity, profitability and sustainability of dairy farmers in the region
2. Develop and conduct programs which are both suited to, and benefit from a co-ordinated industry approach
3. Provide the industry with a better understanding of regional issues, needs and opportunities
4. Coordinate the investment of Dairy Australia and other funding for collective action
5. Provide the region with the capacity to develop and implement regionally focused research, development, extension, education and industry development activities
6. Attract and/or influence other funding for research, development, extension, education and industry development
7. Empower the local dairy industry and build leadership capacity across western Victoria
8. Create knowledge of, and support for, dairy farmers' investment in collective action
9. Effectively meet corporate governance and management requirements
10. Account to all dairy farmers in the region and operate for the ultimate benefit of levy-paying milk producers and in the best interests of the western Victorian dairy industry
11. Encourage and maintain a balanced approach to industry development
12. Increase awareness and understanding of the role and achievements of Regional Development Programs (RDP's) in western Victoria and among regional industry and community stakeholders

Solely for the purpose of furthering the purposes set out above, WestVic Dairy shall have power to:

- (a) Purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes above. Where WestVic Dairy takes or holds any property which may be subject to any trusts, WestVic Dairy shall only deal with the same in such manner as is allowed by law having regard to such trusts.
- (b) Enter into any arrangements with any Government or Authority that are incidental or conducive to the purposes above and the exercise of the powers of WestVic Dairy; to obtain from any such Government or Authority any rights, privileges and concessions which WestVic Dairy may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.
- (c) Appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of WestVic Dairy.
- (d) Construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences associated with the advancement of the interests of WestVic Dairy and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof.
- (e) Invest and deal with the money of WestVic Dairy not immediately required in such manner as may

WESTVIC DAIRY INCORPORATED

from time to time be thought fit.

- (f) Take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate.
- (g) Borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the incorporated association's property or assets present or future and to purchase, redeem or pay-off any such securities.
- (h) Draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.
- (i) Sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of WestVic Dairy.
- (j) Take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the property of WestVic Dairy of whatsoever kind sold by WestVic Dairy, or any money due to WestVic Dairy from Purchasers and others.
- (k) Take any gift of property whether subject to any special trust or not, for any one or more of the objects of the funds of WestVic Dairy but subject always to the proviso in paragraph (a).
- (l) Take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of WestVic Dairy, in the shape of donations, annual subscriptions or otherwise.
- (m) Print and publish any newspapers, periodicals, books or leaflets that WestVic Dairy may think desirable for the promotion of its objects.
- (n) Amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of WestVic Dairy and which shall prohibit the distribution of its or their income and property among its or their Members to an extent at least as great as that imposed upon WestVic Dairy under or by virtue of the Rules.
- (o) Purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated associations with which WestVic Dairy is authorised to amalgamate.
- (p) Transfer all or any part of the property, assets, liabilities and engagements of WestVic Dairy to any one or more of the incorporated associations with which WestVic Dairy is authorised to amalgamate.
- (q) Make donations for patriotic, charitable or community purposes in exceptional circumstances (and where there is benefit to the dairy industry).
- (r) Create and disseminate Intellectual Property for the benefit of the Western Victorian dairy industry.
- (s) Do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of WestVic Dairy.

WESTVIC DAIRY INCORPORATED

RULES

NAME

1. The name of the incorporated association is WestVic Dairy Incorporated.

INTERPRETATION

- 2.1 In these rules, unless the contrary intention appears:
 - "Dairy farmer" means anyone who practices as a dairy farmer on a day-to-day basis.
 - "Associated Member" has the meaning give to that term in Rule 3.1.
 - "WestVic Dairy" means WestVic Dairy Incorporated.
 - "Committee" means a subgroup appointed by and working on behalf of WestVic Dairy.
 - "Executive" means the board of management of WestVic Dairy.
 - "Financial year" means the year ending on 30 June.
 - "Full Member" has the meaning given to that term in Rule 3.1.
 - "General Meeting" means a general meeting of Members convened in accordance with Rule 10
 - "Intellectual Property" means any registered or unregistered intellectual property rights including, without limiting the generality of the foregoing, patents or any rights concerning any discovery, invention, process, improvement, procedure, manufacturing method, technique or information regarding the chemical composition of materials (whether patentable or not); trademarks; copyright; registered or registrable designs; plant breeder rights or other proprietary information concerning genetic or biological material or engineering processes; eligible layouts or protectable computer programs and all other rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields;
 - "Insolvency Event" means the happening of any one or more of the following events:
 - a corporation is unable to pay all its debts as and when they become due and payable or has failed to comply with a valid demand, whether a statutory demand as provided in section 459F(1) of the Corporations Act or otherwise;
 - a meeting of directors or governing body of a corporation is convened for purposes which include considering a resolution that the party become an externally administered body (as that phrase is defined in the Corporations Act) or the corporation is otherwise placed under external administration;
 - an application is made to a court for a corporation to be wound up and the application is not formally objected to within one month or formally dismissed within one month;
 - the appointment of a controller (as defined in the Corporations Act) of any assets of a corporation; or
 - a corporation proposes to enter into or enters into any form of arrangement (formal or informal) with its creditors or any of them, including a deed of company arrangement.
 - "Member" means a member of WestVic Dairy Board (Director)
 - "Ordinary Member" means a Member of WestVic Dairy who is not an officer of WestVic Dairy under Rule 19.1.
 - "Provider" means a person or organisation that provides services to WestVic Dairy.
 - "Purchaser" means person who or organisation which procures services for WestVic Dairy.
 - "Selection Panel" means the panel appointed by the Executive pursuant to Rule 3.3
 - "The Act" means the Association Incorporation Reform Act (VIC) 2012.
 - "The Regulations" means regulations under the Act.
 - "Confidential Information" has the meaning given to that term in Rule 29.1.
 - "Grievance Committee" means a committee consisting of the Chairman, Executive Officer and two Members appointed by the Executive from time to time.
- 2.2 In these rules, a reference to the Secretary of WestVic Dairy is a reference:
 - a) Where a person holds office under these rules as Secretary of WestVic Dairy, to that person.
- 2.3 Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Acts Interpretation Act 1958 and the Act as in force from time to time.

WESTVIC DAIRY INCORPORATED

APPLICATION FOR MEMBERSHIP

- 3.1 There are two categories of Members, being “Full Members” and “Associate Members”. Both categories of membership are identical, except that Associate Members do not have voting rights.

There will be eight Full Members:

- a) Six selected on the basis of being dairy farmers (of which a minimum of one is a member of United Dairy Farmers Victoria (UDV) in the region);
- b) Two non-farmer members

All Members must be nominated by the Selection Panel (as described in 3.3) and the Executive. The Executive may specify the skills and experience that it considers desirable in candidates having regard to existing Members and the activities of WestVic Dairy.

The Selection Panel must advertise vacancies publicly

- 3.2 The Executive may adopt or select up to one Associate Members. An absent Full Member may ask an Associate Member to act as a proxy in their absence.

- 3.3 The Selection Panel will be appointed by the Executive and will consist of the Chair of the Executive or nominee, a representative of UDV (who is not a sitting member of the Executive), and one representative from either Dairy Australia, Agriculture Victoria, or one of the regional tertiary institutions involved in agriculture teaching or research.

- 3.4 An application by a person for membership of WestVic Dairy:

- a) Shall be made in writing; and
- b) Shall be lodged with the Executive Officer of WestVic Dairy.

- 3.5 As soon as is practicable after the receipt of an application for membership, the Executive Officer must refer the application to the Selection Panel.
Applicants under consideration for membership, including re-election shall be interviewed by the Selection Panel

- 3.6 The Selection Panel will recommend suitable applicants for approval by the Executive. Upon the candidates being approved by the Executive, the Executive Officer shall notify the nominee in writing that he/she is accepted for Membership of WestVic Dairy.

3.7

- a) The Executive Officer shall record the names of all Members in a Members Register as soon as advised by the Executive of the Member’s appointment
- b) Membership shall be for a period of three years
- c) Members shall be eligible for re-appointment at the expiration of their term
- d) Membership is limited to 3 terms (3 x 3 years), a maximum total of 9 years.

- 3.8 Subject to section 23 of the Act WestVic Dairy shall consist of the officers and Ordinary Members of WestVic Dairy.

ENTRANCE FEE AND ANNUAL SUBSCRIPTION

4. There shall be no entrance fee or annual subscription fee.

REGISTER OF MEMBERS

5. The Secretary or nominee shall keep and maintain a register of Members in which shall be entered the full name, address and date of entry of the name of each Member and the register shall be available for inspection by Members at the address of the Secretary.

WESTVIC DAIRY INCORPORATED

RESIGNATION, VACANCY OR EXPULSION OF A MEMBER

- 6.1 For the purposes of these rules, an Ordinary Member or office of an officer of WestVic Dairy becomes vacant if the officer or Member:
- a) Ceases to be a Member of WestVic Dairy as in 6.2; or
 - b) Becomes an insolvent under administration within the meaning of the Corporations Act 2001 (Cth) or subject to an Insolvency Event.
- 6.2 A Member may resign by first notifying the Chairman of the Executive and giving one month's notice in writing to the Executive Officer or nominee of his/her intention to resign and upon the expiration of that period of notice, the Member shall cease to be a Member.
- 6.3 Upon the expiration of a notice given under sub-rule (6.1b), the Executive Officer or nominee shall make in the register of Members an entry recording the date on which the Member by whom the notice was given, ceased to be a Member.
- 6.4 If the Members see fit to appoint a person to a vacancy (no matter the reason for the vacancy), it is free to do so. The proviso being the person so appointed must apply for a Member position at the next formalised interview and appointment process under sub-rule 3.1.

GRIEVANCES

- 7.1 Subject to these rules, a Member may be expelled permanently or suspended for a specified period, if the Grievance Committee resolves unanimously that the Member:
- a) Has refused or neglected to comply with the rules;
 - b) Has been guilty of conduct unbecoming a Member or prejudicial to the interests of WestVic Dairy;
 - c) Has, during the first twelve months of that Member's membership of WestVic Dairy, had new conflicts of interest arise, has not attended a satisfactory number of general meetings, or has not made a satisfactory contribution
- 7.2 The Executive may refer the conduct of a Member to the Grievance Committee.
- 7.3 A resolution made pursuant to sub-rule 7.1 does not take effect:
- a) Unless the Grievance Committee confirms its resolution at a meeting held not earlier than fourteen (14) and not later than twenty-eight (28) days after the service on the Member of a notice under sub-rule (7.4); and
 - b) If the Member exercises a right of appeal, unless 80% of members vote in person by a secret ballot to confirm resolution at a meeting held in accordance with sub-rule 7.8.
- 7.4 Where the Grievance Committee passes a resolution under sub-rule (7.1), the Secretary shall, within 14 days cause to be served on the Member a notice in writing:
- a) Setting out the resolution of the Grievance Committee and the grounds on which it is based
 - b) Stating that the Member may address the Grievance Committee at a meeting to be held not earlier than fourteen (14) and not later than twenty-eight (28) days after service of the notice
 - c) Stating the date, place and time of that meeting; and
 - d) Informing the Member that he or she may do one or more of the following:
 - (i) Attend the meeting;
 - (ii) Give to the Grievance Committee before the date of that meeting a written statement seeking the revocation of the resolution, which details the reasons why the resolution should be revoked; and
 - (iii) Lodge with the Secretary a notice to the effect that he / she wishes to appeal to WestVic Dairy against the resolution.
- 7.5 At a meeting of the Grievance Committee to confirm or revoke a resolution passed under sub-rule 7.1, the Grievance Committee must:

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- a) Give to the Member, or his or her representative, an opportunity to be heard
 - b) Give due consideration to any written statement submitted by the Member; and
 - c) Determine by resolution whether to confirm or revoke the resolution.
- 7.6 If at the meeting of the Grievance Committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the WestVic Dairy in general meeting against the resolution.
- 7.7 If the Secretary receives a notice under sub-rule 7.6, he or she must convene a General Meeting to be held within 21 days of receipt of the notice.
- 7.8 At a General Meeting convened under sub-rule 7.7:
- a) No business other than the question of the appeal may be conducted
 - b) The Grievance Committee may place before the meeting details of the grounds for the resolution and the reasons for passing the resolution
 - c) The Member, or his or her representative, must be given an opportunity to be heard; and
 - d) The Members present must vote by secret ballot to confirm or revoke the resolution. The resolution will only be confirmed if 80% of Members vote in person in favour of the resolution

DISPUTES AND MEDIATION

- 8.1 The grievance procedure set out in this Rule 7.2 applies to disputes under these Rules between:
- a) A Member and another Member; and
 - b) A Member and WestVic Dairy
- 8.2 The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all parties to the dispute.
- 8.3 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 8.4 If the parties are unable to resolve the dispute at the meeting or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- 8.5 The mediator must be:
- a) A person chosen by agreement between the parties; or
 - b) In the absence of agreement:
 - (i) In the case of a dispute between a member and another member, a person appointed by the Grievance Committee; or
 - (ii) In the case of a dispute between a Member and WestVic Dairy a person appointed by the Dispute Settlement agency of the Victorian Government (however named).
- 8.6 The mediator, in conducting the mediation, must:
- a) Give the parties every opportunity to be heard;
 - b) Allow due consideration by all parties of any written statement submitted by any party; and
 - c) Ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 8.7 The mediator must not determine the dispute.
- 8.8 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Associations Incorporation Reform (VIC) Act 2012 or otherwise at law.

ANNUAL GENERAL MEETING

- 9.1 WestVic Dairy shall convene an annual general meeting of its Members between 30th June and 31st October of each year.
- 9.2 The annual general meeting shall be specified as such in the notice convening it.

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- 9.3 The ordinary business of the annual general meeting shall be:
- a) To confirm the minutes of the last preceding annual general meeting
 - b) To receive reports upon the transaction of WestVic Dairy during the preceding financial year and
 - c) To receive and consider the statement submitted by WestVic Dairy in accordance with section 30 (3) of the Act.
- 9.4 The annual general meeting may transact special business of which notice is given in accordance with these rules.
- 9.5 The annual general meeting shall be in addition to any other general meetings that may be held in the same year.
- 9.6 The rules and procedures relating to general meetings that are set out in rules 11.1 to 19.2 apply to annual general meetings in the same way as they apply to other general meetings.

GENERAL MEETING

10. All meetings other than the annual general meeting shall be called general meetings.
- 11.1 The Executive of WestVic Dairy may, whenever it thinks fit, convene a special general meeting of WestVic Dairy and, where more than fifteen months would lapse between annual general meetings, shall convene a special general meeting before the expiration of that period.
- 11.2 WestVic Dairy shall, on the requisition in writing of Members representing not less than 4 Members of the total number of Members, convene a general meeting of WestVic Dairy.
- 11.3 The requisition for a general meeting shall state the object of the meeting and shall be signed by the Members making the requisition and be sent to the address of the Executive Officer or nominee and may consist of several documents in a like form, each signed by one or more of the Members making the requisition.
- 11.4 If WestVic Dairy does not cause a general meeting to be held within one month after the date on which the requisition is sent to the address of the Executive Officer, the Members making the requisition, or any of them, may convene a special general meeting to be conducted as per proceedings at meetings (See Rules 14, 16, 17, 18 & 19).
- 11.5 A general meeting convened by Members in pursuance of these rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by WestVic Dairy and all reasonable expenses incurred in convening the meeting shall be refunded by WestVic Dairy to the persons incurring the expenses.

NOTICE OF MEETING

- 12.1 The Executive Officer or nominee of WestVic Dairy shall, at least fourteen days before the date fixed for holding a general meeting of WestVic Dairy, cause to be sent to each Member of WestVic Dairy at his/her address appearing in the register of Members, a notice by pre-paid post and/or email stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 12.2 A Member desiring to bring any business before a meeting may give notice of that business in writing to the Executive Officer or nominee, who shall include that business in the notice calling the next general meeting after the receipt of the notice.

URGENT MEETING

- 13.1 In cases of urgency, a meeting can be held without notice being given in accordance with rule 12.1 provided that a minimum of 48 hours (2 days) notice is given to each committee member by the quickest means practicable.
- 13.2 Any resolution made at the meeting must be passed by an absolute majority of the Board.
- 13.3 The only business that may be conducted at the meeting is the business for which the meeting is

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convened.

PROCEEDINGS AT MEETINGS

- 14.1 Four Full Members personally present (of which at least 3 are farmers) constitute a quorum for the transaction of the business of a general meeting.

No item of business shall be transacted at a general meeting unless a quorum of Members entitled under these rules to vote is present during the time when the meeting is considering that item.

- 14.3 If within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present, the meeting, if convened upon the requisition of Members shall be dissolved and in any other case shall stand adjourned. If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, this meeting will be cancelled.

Chair's absence:

- 15.1 The Chairman, or in his absence, the Vice-Chairman or nominee, shall preside as Chairman at each general meeting of WestVic Dairy.
- 15.2 If the Chairman and the Vice-Chairman are absent from a general meeting, the Members present shall elect one of their number to preside as Chairman at the meeting.

Adjournment of meeting:

- 16.1 The Chairman of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no further business shall be transacted at an adjourned meeting. With the agreement of Members, designated agenda items and other unfinished business from the meeting, at which the adjournment took place can be carried over to the next meeting.
- 16.2 Where a meeting is adjourned for fourteen days or more, notice of the adjourned meeting must be given in accordance with rule 12.1.
- 16.3 Except as provided in rules 15.1 and 15.2, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.

Voting / questions arising:

- 17.1 A question arising at a general meeting of WestVic Dairy shall be determined on a show of hands and unless before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairman that a resolution has, on a show of hands, been carried or carried unanimously in the Minute Book of WestVic Dairy is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.
- 17.2 Upon any questions arising at a general meeting of WestVic Dairy a Member has one vote only.
- 17.3 All votes shall be given personally.
- 17.4 In the case of an equality of voting on a question, the Chairman of the meeting is entitled to exercise a casting vote.

Polling:

- 18.1 If at a meeting a poll on any question is demanded by not less than three Members, it shall be taken at that meeting in such manner as the Chairman may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- 18.2 A poll that is demanded on the election of a Chairman or on the question of an adjournment shall be taken forthwith and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairman may direct. The Members may agree to hold a secret ballot with the Executive Officer or nominee acting as the returning officer.

Use of Technology:

- 19.1 Any secure technology may be used to help with the conduct of general meetings or committee meetings, such as teleconference, videoconference or online video communication.

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- 19.2 For the purposes of this Part, a member participating in a meeting as permitted under sub-rule (19.1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

OPERATION OF WESTVIC DAIRY

- 20 The affairs of WestVic Dairy shall be managed by its officers and Ordinary Members.
- 20.1 The officers forming the Executive of WestVic Dairy shall be:
- A Farmer Chairman
 - A Farmer Vice Chairman
 - A Treasurer; and
 - An Ex-Officio Executive Officer – non-voting
- 20.2 The Executive:
- will control and manage the business and affairs of WestVic Dairy;
 - may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by WestVic Dairy other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of WestVic Dairy; and
 - subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the Executive to be essential for the proper management of the business and affairs of the WestVic Dairy.
- 20.3 The Executive has the power to appoint subcommittees as required and set the terms of reference and reporting structures to be followed by those subcommittees from time to time.
- Subcommittees:**
- The Executive may establish subcommittees as it sees fit and in establishing a subcommittee must determine the membership and Terms of Reference of the subcommittee and give directions as to reports it must make to WestVic Dairy
 - The Executive may appoint Members or appropriately qualified or skilled third parties (external nominees) to subcommittees
 - The Executive may confer on or delegate to a subcommittee, functions and powers necessary to carry out its Terms of Reference; and
 - The Executive will appoint one subcommittee member to chair appropriate subcommittees as required. These subcommittees will operate within the charter of their Terms of Reference.
 - The Executive can appoint Members to subcommittees for short-term projects to operate under WestVic Dairy direction
- 20.4 The Executive must appoint a person as Secretary, most likely Executive Officer, of WestVic Dairy.
- 20.5 Each officer of the Executive of WestVic Dairy shall hold office for a period of one year. Following his/her election he will take office at the meeting immediately following the annual general meeting and retire immediately following the annual general meeting one years after his/her election, but is eligible for re-election.
- 20.6 In the event of a casual vacancy in the Executive of WestVic Dairy, WestVic Dairy may appoint one of its Members or a person with desired skills to the vacant office and the Member so appointed will hold office during such time only as the vacating officer would have held the same if the vacancy had not occurred.
- 20.1 No WestVic Dairy Member may hold more than one position on the Executive of WestVic Dairy.
- 20.2 Nominations of candidates for election as officers of WestVic Dairy shall be:
- Nominated verbally and accepted at a general meeting immediately after the annual general meeting or as soon as possible after this.
- 20.3 If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held taking account of Rule 18.2.
- 20.4 The ballot for the election of officers shall be conducted at the general meeting in such usual and proper manner as WestVic Dairy may direct.

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20.5 Meetings of the Executive

- a) The Executive must meet at least three times in each year at such place and such times as the Executive may determine.
- b) Special meetings of the Executive may be convened by the Chairman or by any 4 members of the Executive.

20.6 Notice of Executive meetings

- a) Written notice of each Executive meeting must be given to each member of the Executive at least two business days before the date of the meeting.
- b) Written notice must be given to members of the Executive of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

20.7 Quorum for Executive meetings

- a) Any three members of the Executive constitute a quorum for the conduct of the business of a meeting of the Executive.
- b) No business may be conducted unless a quorum is present.
- c) If within half an hour of the time appointed for the meeting a quorum is not present—
 - (i) in the case of a special meeting—the meeting lapses;
 - (ii) in any other case—the meeting shall stand adjourned to the same place and the same time and day in the following week.
- d) The Executive may act notwithstanding any vacancy on the Executive.

20.8 Presiding at Executive meetings

At meetings of the Executive:

- a) The Chairman or, in the Chairman's absence, the Vice-Chairman presides; or
- b) If the Chairman and the Vice-Chairman are absent, or are unable to preside, the members present must choose one of their number to preside.

20.9 Voting at Executive meetings

- a) Questions arising at a meeting of the Executive, or at a meeting of any subcommittee appointed by the Executive, shall be determined on a show of hands or, if a member of the Executive requests, by a poll taken in such manner as the person presiding at that meeting may determine.
- b) Each member present at a meeting of the Executive, or at a meeting of any subcommittee appointed by the Executive (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

20.10 Removal of an Executive member

- a) The Executive of WestVic Dairy in general meeting may, by resolution, remove any member of the Executive before the expiration of the member's term of office and appoint another Member in his or her place to hold office until the expiration of the term of the first-mentioned member.
- b) A member of the Executive who is the subject of a proposed resolution referred to in sub-rule (a) may make representations in writing to the Secretary or Chairman of WestVic Dairy (not exceeding a reasonable length) and may request that the representations be provided to the members of the Executive.
- c) The Secretary or the Chairman may give a copy of the representations to each member of the Executive or, if they are not so given, the member may require that they be read out at the meeting.

20.11 Minutes of meetings

The Secretary of the Executive must keep minutes of the resolutions and proceedings of each general meeting, and each Executive meeting, together with a record of the names of persons present at Executive meetings.

20.12 Leave of absence

The Board may grant a member a leave of absence from meetings for a period not exceeding 3 months. The Board will not grant leave retrospectively unless it is satisfied that it was not feasible for the member to seek the leave in advance.

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21. The Executive Officer will consult and advise as authorised by WestVic Dairy, reporting directly to the Chairman in the first instance and to WestVic Dairy as appropriate, operating within the Executive Officer Position Description.

MINUTE SECRETARY

22. The Minute Secretary of WestVic Dairy shall keep minutes of the resolutions and proceedings of all general meetings and each Executive meeting of WestVic Dairy in a place provided for that purpose together with a record of the names of persons present at WestVic Dairy meetings.

SECRETARY

23. The Executive shall subject to the provisions of the Act appoint from time to time a person, most likely the Executive Officer, to the position of Secretary of the Association.

TREASURER

- 24.1 The Treasurer of WestVic Dairy:
- a) Shall be responsible for the collection and receivables of all monies due to WestVic Dairy and make all payments authorised by WestVic Dairy; and
 - b) Shall keep correct accounts and records showing the financial affairs of WestVic Dairy with full details of all receipts and expenditure connected with the activities of WestVic Dairy.
- 24.2 The minutes referred to in Rule 22 shall be available for inspection by Members and reported in general meetings.

REPLACEMENT OF MEMBER OF WESTVIC DAIRY

25. WestVic Dairy in a general meeting may by resolution remove any Member of WestVic Dairy before the expiration of the term of office and appoint another Member instead to hold office until the expiration of the term of the first-mentioned Member.

FORMS OF PAYMENT

26. Forms of payment including all cheques and electronic transfers, and other negotiable instruments shall be signed / authorised by two of four persons authorised by WestVic Dairy. All cheques must be printed with the ACN number as required by the Australian Taxation Office - Reg. No. A0020936W

ALTERATION OF RULES AND STATEMENT OF PURPOSES

- 27.1 Subject to Rule 27.2, these rules and the statement of purposes of WestVic Dairy may only be changed (or, in the case of the rules, rescinded) after notice of motion is given as in Rule 12.1, and only then if voted for by a majority of Members in attendance at the relevant meeting, which majority must include at least of 4 members of the Executive.
- 27.2 If an amendment to, or the rescission of, the existing Rules is proposed, Members must receive 21 days' notice of the proposal before the relevant meeting is held.

CONFLICT OF INTEREST

- 28.1 Due to the nature of WestVic Dairy, Members of WestVic Dairy may from time to time have a conflict of interest between the interests they represent and those of WestVic Dairy. The Member must declare their conflict of interest to the meeting as soon as the Members are aware of it and the remaining Members will determine how this will be handled.
- 28.2 All officers, Ordinary or co-opted Members and agents may contribute to the development of WestVic Dairy projects.
- 28.3 At the time the project progresses into the decision-making stage, the potential conflict of interest must be recorded and the officer, Ordinary or co-opted Member or agent must withdraw from the

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discussion and decision process

CONFIDENTIALITY

- 29.1 Confidential Information means all non-public information relating to written submissions received by WestVic Dairy or by research and other development services including, without limitation, information relating to Intellectual Property and other information of a commercially sensitive nature.
- 29.2 No officer, Ordinary or co-opted Member or agent of WestVic Dairy shall disclose any Confidential Information to any person or organisation outside WestVic Dairy.

NOTICES

- 30.1 A notice may be served by or on behalf of WestVic Dairy upon any Member either personally or by sending it by post to the Member at the address shown in the Register of Members.
- 30.2 Where a document is properly addressed pre-paid and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post.

WINDING UP OR CANCELLATION

- 31.1 WestVic Dairy may be wound up, if after notice of motion is given by any Member with 21 days' notice of meeting and must be passed by at least 80% of members entitled to vote.
- 31.2 The income and property of WestVic Dairy shall be used and applied solely in promotion of its purposes and the exercise of its powers as set out herein and no proportion thereof shall be distributed paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the Members of WestVic Dairy provided that nothing herein contained shall prevent the payment in good faith of interest to any such Members in respect of monies advanced by him/her to WestVic Dairy or otherwise owing by WestVic Dairy to him/her or of reasonable and proper remuneration to any officers or servants of WestVic Dairy or to any Member of WestVic Dairy or other person in return for any services actually rendered to WestVic Dairy provided further that nothing herein contained shall be construed so as to prevent the payment repayment to any Member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by WestVic Dairy or reasonable and proper rent for premises demised or let to WestVic Dairy or the provision of services to a Member to which he would be entitled in accordance with the purposes if he/she were not a Member.
- 32.3 If WestVic Dairy shall be wound up in accordance with the provisions of the Associations Incorporation Reform (VIC) Act 2012, and there remains, after satisfaction of all its debts and liability, any property, whatsoever, the same shall be given or transferred to some other charitable institution or charitable institutions having purposes similar to the purposes of WestVic Dairy which is approved by a Deputy Commissioner of Taxation for the purpose of the Income Tax Assessment Act 1936 as amended, such charitable institution or charitable institutions to be determined in accordance with a special resolution of the Members of WestVic Dairy, or in the absence of a special resolution of the Members by the Registrar.

CUSTODY OF RECORDS

33. Except as otherwise provided in these Rules, the Executive Officer or nominee shall keep in custody or under control all books, documents and securities of WestVic Dairy.

FUNDS

34. The funds of WestVic Dairy shall be derived from Dairy Australia, Government funding, donations and such other sources as WestVic Dairy determines.



Dairy
Australia

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