

## Standard Operating Procedures

### Development and approval of out of session submissions

<p><b>Scope</b></p>	<p>Increasingly, Government and its related agencies look to GTA to provide submissions on various issues relating to the Australian and international grain trade.</p> <p>Submissions could also be called for from not for profit and other business related organisations, whether in Australia or overseas.</p> <p>GTA has over 270 members and it is impractical, in most circumstances, to poll members on their views in relation to all requests.</p> <p>Preference is given to an approval process based around GTA receiving feedback from industry via scheduled meetings of its Technical Committees. However, from time to time an approval process is required where:</p> <ul style="list-style-type: none"> <li>• a request and date for lodgement of a submission falls between scheduled meetings or</li> <li>• the timeframe for feedback prohibits wider feedback to be sought and received from members of the Technical Committee(s) to enable a position on the issue to be developed.</li> </ul> <p>Therefore, this SOP relates to an approval process for submissions that need to be lodged by GTA out of session of either the Board or a Technical Committee meeting.</p> <p>This SOP may apply to GTA providing a submission solely or in conjunction with other industry parties.</p>
<p><b>Anti-competitive clause</b></p>	<p><i>Members of the Grain Trade Australia Board and Technical Committee members agree to participate on the understanding they will represent the best interests of all GTA Members and the broader grain supply chain.</i></p> <p><i>Board and Technical Committee Members do not represent their respective companies or industry organisations.</i></p> <p><i>The Board and Technical Committee will recognise and comply with their respective obligations under the Australian Competition and Consumer Act 2010.</i></p> <p><i>Accordingly, meetings and submissions will not (and must not) involve any conduct by words or actions which intentionally or unintentionally lessen competition in the broader grain supply chain. This may include discussion of competitively sensitive information including prices, customers, tenders, suppliers, markets, capacity or output.</i></p>
<p><b>Purpose</b></p>	<p>This SOP details the processes that GTA Board and Technical Committees will follow out of session to:</p> <ul style="list-style-type: none"> <li>• identify issues worthy of a GTA submission;</li> <li>• development of the submission;</li> <li>• approval of a submission; and</li> <li>• lodgement of the submission.</li> </ul> <p>This SOP does not deal with the processes GTA Board and Technical Committees follow to develop submissions following standard meeting schedules (i.e., in session).</p>
<p><b>Considerations</b></p>	<p>The submission process must either involve all members of GTA or be done in consideration of the needs of GTA members. The outcome achieved must be appropriate to GTA members and industry needs in general, be practical and transparent.</p>

	<p>Of particular relevance, is that submissions are quite often time critical and due to a narrow window of opportunity for preparation, quite often submissions have to be prepared and approved out of session.</p> <p>Members of the GTA Board and Technical Committees are nominated and approved to act as a member of the Board or Technical Committee on the basis of their technical competence. GTA members have the right to expect that Board and Technical Committee members are able to make an informed decision without recourse.</p>
<p><b>Procedures</b></p>	<ul style="list-style-type: none"> <li>• <b>Identify issues worthy of a GTA submission</b></li> </ul> <p>In some cases, GTA will receive a request direct from the Government or one its agencies. However, a request may come via a GTA member, industry, industry organisation or via GTA monitoring of routine consultative mechanisms of interest to its members.</p> <p>On receipt of a request, GTA management will forward the request to the Chair of the Board or Chair of the appropriate GTA Technical Committee with a recommendation on:</p> <ul style="list-style-type: none"> <li>• whether to provide/not provide a submission;</li> <li>• technical resources (if any) required;</li> <li>• an outline of a development process; and</li> <li>• any budgetary considerations.</li> </ul> <p>At the Chair’s discretion, they may obtain guidance or approval from the Board or appropriate Technical Committee or subcommittee either in a formal or informal manner.</p> <p>The Chair, on behalf of the Board/Technical Committee, will make a determination relating to the factors noted above and direct Management accordingly.</p> <ul style="list-style-type: none"> <li>• <b>Development of the submission</b></li> <li>• Management will contract technical assistance, if required, based on the Chair’s directions.</li> <li>• Guidance will be obtained from the appropriate forum i.e. Board/Technical Committee or subcommittee relating to content and key points of the submission.</li> <li>• A draft submission will be put to the Board/Technical Committee or subcommittee for comment and/or approval.</li> <li>• Point 3 will be repeated as required until agreement by the Board/Technical Committee or subcommittee.</li> <li>• The process of reaching agreement as per point 4 may involve development of an initial draft submission and provision to the Board/Technical Committee or subcommittee for comment and/or approval (i.e., point 3 may apply before or jointly with point 2).</li> <li>• <b>Approval of submissions</b></li> </ul> <p>Submissions will be circulated to the appropriate forum as follows:</p> <ul style="list-style-type: none"> <li>• <b>Submission prepared at the direction of the Board</b></li> <li>• The Board will not only consider the substance of the submission but also the process undertaken to develop the submission.</li> <li>• Submissions prepared at the direction of the GTA Board must be approved by the GTA Board unless the GTA Board has given delegated authority to a Director(s) or other appropriate company officer to approve.</li> </ul> <p>Reference on approval process - GTA Constitution Clause 12.6 as follows:  <b>Majority decisions</b>  <i>A resolution of the Board must be passed by a majority of the votes cast by Directors entitled to vote on the resolution. If an equal number of votes is cast for and against a resolution, the matter is decided in the negative.</i></p> <ul style="list-style-type: none"> <li>• <b>Submission prepared at the direction of a subcommittee of the Board</b></li> <li>• The Board will not only consider the substance of the submission but also the process undertaken to develop the submission.</li> <li>• Submissions prepared by a subcommittee of the Board must be approved by the Board, unless the GTA Board has given delegated authority to a Director(s) or other appropriate company officer to approve, on a recommendation of the subcommittee.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Submission prepared at the direction of a Technical Committee(s)</b></li> <li>• Submissions prepared on the direction of a Chair of a Technical Committee must be approved by the respective Technical Committee.</li> <li>• The approval process will not only consider the substance of the submission but also the process undertaken to develop the submission.</li> <li>• A majority of 2/3rds of members of the Technical Committee is required to approve a submission put to the Committee.</li> </ul> <p>Guidance on the approval process - GTA Technical Committee Charter Clause 5.1 as follows:</p> <p><b>Voting</b></p> <ol style="list-style-type: none"> <li>a) <i>Each Member at a meeting of the Committee, with the exception of the GTA staff member when called upon by the Chairman, will be entitled to cast a vote on any recommendation put to the meeting.</i></li> <li>b) <i>The Chairman shall have a deliberative vote.</i></li> <li>c) <i>A majority of 2/3rds of members present at a meeting is required to approve a recommendation or motion put to the Committee.</i></li> </ol> <ul style="list-style-type: none"> <li>• In the absence of a reply, it will be taken the Committee member approves the submission.</li> <li>• Once approved by the Technical Committee, the submission must be elevated to the GTA Board for approval on a recommendation of the Technical Committee unless the GTA Board has given delegated authority to a Director(s) or other appropriate company officer to approve submissions on those issues.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Submission prepared at the direction of a subcommittee of a Technical Committee</b></li> <li>• Submissions prepared by a subcommittee must be approved by the Technical Committee on a recommendation of the subcommittee.</li> <li>• The approval process will not only consider the substance of the submission but also the process undertaken to develop the submission.</li> <li>• A majority of 2/3rds of members of the subcommittee is required to approve a submission put to the subcommittee.</li> </ul> <p>Guidance on the approval process - GTA Technical Committee Charter Clause 5.1 as follows:</p> <p><b>Voting</b></p> <ol style="list-style-type: none"> <li>a) <i>Each Member at a meeting of the Committee, with the exception of the GTA staff member when called upon by the Chairman, will be entitled to cast a vote on any recommendation put to the meeting.</i></li> <li>b) <i>The Chairman shall have a deliberative vote.</i></li> <li>c) <i>A majority of 2/3rds of members present at a meeting is required to approve a recommendation or motion put to the Committee.</i></li> </ol> <ul style="list-style-type: none"> <li>• In the absence of a reply, it will be taken the subcommittee member approves the submission.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Lodgement of the submission</b></li> </ul> <p>All submissions will be lodged with the responsible entity by GTA management.</p>
<p><b>Timeframe for Consultation</b></p>	<p>It is the responsibility of GTA staff, Board, Chairs of Technical Committees and industry/GTA Members to make all endeavours to provide a suitable consultation timeframe when undertaking the processes in this SOP.</p> <p>The nature of the issue will in many cases determine the timeframes involved.</p> <p>GTA and the responsible party for implementing this SOP will endeavour to provide adequate timeframes for consultation and feedback, however where this not practical, during the consultation phase the Board or the Technical Committee will be informed of any reduced timing.</p>

<b>Submissions will be lodged without qualification</b>	<p>Submissions will be lodged with the responsible entity by GTA without qualification as to the members who support/don't support the submission.</p> <p>Where a GTA member has a position that is different to that detailed in the submission they are entitled to put their submission to the responsible entity.</p>	
<b>Application</b>	<p>This SOP applies to the conduct of all secretariat functions conducted by GTA which includes but may not be limited to:</p> <ul style="list-style-type: none"> <li>• GTA Board;</li> <li>• subcommittees of the GTA Board;</li> <li>• GTA Technical Committees; and the</li> <li>• Subcommittees of the GTA Technical Committees.</li> </ul>	
<b>Implementation</b>	<ul style="list-style-type: none"> <li>• The GTA Board Governance Committee will oversee and give direction, as required, to the GTA CEO who will implement and manage this procedure.</li> <li>• Day to day operation of this procedure will be managed by either the GTA Chief Executive Officer (CEO) or GTA Operations Manager as appropriate.</li> </ul>	
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• The GTA Board Governance Committee is responsible for the establishment, approval and ongoing sponsorship of this SOP.</li> <li>• The principal contact in the GTA secretariat is the GTA CEO.</li> <li>• The GTA Chair and the Chairs of all GTA Committees are responsible for adhering to this SOP.</li> </ul>	
<b>Further information</b>	GTA CEO can supply further information.	
<b>Effective date</b>	25 September 2015	
<b>Owner</b>	GTA CEO	
<b>Approval</b>	GTA Board	
<b>Version number</b>	<b>Issue Date</b>	<b>Nature of Amendment</b>
1	25 September 2015	New SOP