

# Wool Industry EDP User Group (WIEDPUG)

## Terms of Reference

### **1. Scope, Purpose & Authority**

- 1.1 The Wool Industry EDP User Group (WIEDPUG) is established to provide a forum for the development of strategies, directions and standards for electronic communication of data for use within the wool industry.
- 1.2 WIEDPUG may make recommendations to the wool industry in respect to electronic data communication strategies, directions and standards. Wool industry organisations may elect to implement any WIEDPUG recommendations. WIEDPUG cannot impose its decisions on wool industry organisations or to interfere with any organisation's right to retain control of their data and/or audit requirements.
- 1.3 WIEDPUG may from time-to-time, seek formal endorsement and support for its recommendations from Wool Industries Australia (WIA).
- 1.4 Any recommendations and/or changes made in relation to electronic data communications must take into consideration any relevant wool industry functions regulated by other bodies.

### **2. Objectives**

WIEDPUG shall strive to:

- 2.1 provide a forum for discussion among members;
- 2.2 encourage and facilitate the adoption and implementation of appropriate and effective electronic data communication within the wool industry;
- 2.3 monitor the efficiency of the arrangements for electronic communication of data between organisations within the wool industry;
- 2.4 establish and maintain the various files, records, codes, etc. used in wool industry data communication and to employ this information to produce national industry standards. Such national industry standards shall be updated and/or published from time-to-time in the Wool Industry Data Communication Handbook. The handbook shall be made available to the wool industry via an appropriate public website or from the Secretary;
- 2.5 seek to have the national industry standards developed by WIEDPUG adopted internationally, where appropriate;
- 2.6 periodically review communication methodologies in use against then current technology and developments and to recommend and facilitate upgrades within the wool industry where worthwhile benefits are able to be obtained;
- 2.7 promote the use of established data exchange procedures within the wool industry and to encourage extensions into areas where efficiencies and cost advantages can be derived; and
- 2.8 liaise with wool industry bodies in relation to data communication matters and their effect on and/or implications for the wool industry.

### **3. Membership**

- 3.1 Member Organisations listed in Appendix A (as amended from time-to-time) may appoint up to 2 persons to WIEDPUG (Member Representative). Member Organisations may remove and/or appoint a Member Representative at any time upon providing written notice to the Secretary.
- 3.2 WIEDPUG shall review its membership from time-to-time to ensure that it remains representative of current industry structures and requirements. WIA shall approve any changes to the Member Organisations list in Appendix A, following a recommendation from the WIEDPUG Chair.
- 3.3 Where relevant to the agenda, a Member Organisation may, by written application to the Secretary, seek approval from the Chair for additional persons to attend particular meetings of WIEDPUG.

- 3.4 Persons and organisations may seek WIEDPUG Observer Membership via written application to the Secretary. Such applications will be considered and may be approved by WIEDPUG in its absolute discretion. A list of current Observer Organisations is contained in Appendix A. Observer Membership may be revoked at any time by a majority decision of Member Representatives.
- 3.5 Observer Organisations are permitted to appoint one person to WIEDPUG (Observer Representative) to attend WIEDPUG meetings. Additional persons may be nominated to attend a particular meeting by an Observer Representative via written application to the Secretary and approval by the Chair. Observer Representatives have no voting entitlements.
- 3.6 The Chair may, with the approval of a majority of the Member Representatives, ask a participant to leave a meeting, should that attendee's conduct be deemed inappropriate.
- 3.7 Member Representatives may meet separately from Observer Representatives when discussing policy matters.
- 3.8 In the event that there is a failure to reach consensus on any issue among Member Representatives, the Chair shall advise WIA of the issue and the views on the matter expressed by individual Member Representatives, with a view of seeking a resolution.

Where the matter cannot be so resolved, it will be declared as such, but may be reintroduced for consideration at a later time, whether in its original or amended form.

#### **4. Chair & Secretary**

- 4.1 The Chair of WIEDPUG shall be appointed by WIA for a 3-year term following recommendation received from Member Representatives.
- 4.2 The Secretary shall be appointed by the Member Representatives.

#### **5. Terms of Reference**

- 5.1 A current copy of the Terms of Reference of WIEDPUG shall be available on a public website or from the Secretary.
- 5.2 These Terms of Reference may be altered from time-to-time, subject to approval by WIA.

#### **6. Meetings**

- 6.1 Meetings of WIEDPUG shall be held as required and determined by the Chair and Member Representatives.
- 6.2 No less than 14 days' notice will be given to all appropriate Representatives of the date, time and place of all such meetings, together with an agenda for the meeting. This may be altered provided all Member Representatives agree to waive the normal notice period.
- 6.3 Member Representatives from more than half of the Member Organisations present shall be a quorum.

#### **7. Minutes of Meetings**

- 7.1 The Secretary will keep accurate Minutes of the proceedings of such meetings and enter the same in the Minute Book. Such Minutes, subject to confirmation at the next meeting, will be accepted as the official record of such meetings.

#### **8. Funding/Finance**

- 8.1 Member and Observer Organisations shall be responsible for the expenses incurred by their Representatives through attendance at meetings or on other WIEDPUG business.

#### **9. Indemnity**

- 9.1 The Chair, Members, Observers and Secretary shall be indemnified by their respective Member and Observer Organisations against all claims, liability, loss, damage and expense incurred as a result of any action or decision properly taken in good faith in relation to the performance of their roles as Member and/or Observer Representatives.

**Member Organisations**

1. Australian Council of Wool Exporters & Processors Inc
2. Australian Wool Exchange Ltd
3. Australian Wool Testing Authority Ltd
4. AWH Pty Ltd
5. Private Treaty Wool Merchants of Australia Inc
6. The National Council of Wool Selling Brokers Australia Inc

**Observer Organisations**

1. AuctionsPlus
2. Business Dashboards
3. Golden Micro Solutions Ltd
4. Jumbuck
5. New Zealand Wool Testing Authority Ltd
6. SGS
7. Symbotic
8. Talman Pty Ltd
9. Wool Data Solutions