

MTAA GOVERNMENT AFFAIRS COMMITTEE

Terms of Reference

1.0 Role and Objectives of the Committee

The Government Affairs Committee (Committee) is a strategic committee of MTAA. The role of the Committee is to:

- a) In conjunction with the secretariat, develop a rolling government affairs program that maximises the input, resources and contributions of MTAA members.
- b) Identify strategic issues in government affairs that impact on the medical technology industry.
- c) Address strategic state procurement issues in order to provide a consistent, transparent and fit for purpose tender and contract between government and industry.
- d) In conjunction with the secretariat, develop a strategic plan on government affairs for endorsement by the Board on an annual basis.
- e) Utilise the input of other MTAA strategic committees and forums in its decision making and planning.
- f) Contribute to the government affairs activities of the MTAA secretariat to ensure a co-ordinated program that maximises industry contribution in this area.
- g) Report to the Board on a regular basis on the implementation of the Committee's strategic plan.

2.0 Membership

- 2.1 The number of members of the Committee will not exceed 11, plus the Chair.
- 2.2 The term of office for a Committee member will be two years, with members eligible for reappointment for a further two years.
- 2.3 The Board reserves the right to retain or recruit a Committee member with subject expertise to ensure adequate industry coverage.
- 2.4 Membership of the Committee is open to member company employees with responsibility for the management of government affairs functions within their company. Members should be experienced in understanding government issues and processes in Australia, both at Commonwealth and State level. Members should be senior representatives within their company in order to ensure that they have the authority of their company in considering policy issues.
- 2.5 Nominations will be invited annually by the MTAA Secretariat from among the employees of voting Members of the Association to fill such vacancies as have occurred during the previous year, either by the expiration of a member's term of office or by the creation of a

casual vacancy (para 3.0). Representatives of Associate member companies or Honorary members will not be eligible to nominate for membership of the Committee except as agreed by the Board.

- 2.6 Where more nominations are received for the Committee than there are positions available, the Board shall select the members in consultation with the Chair of the Committee. Where possible, members should be drawn from a cross section of companies, device sectors and states.
- 2.7 Excluding the Chair, no Member company may have more than one representative on any one Committee.
- 2.8 Member company representatives who are not members of the Committee may be invited by the Chair to attend a meeting (or part of a meeting) to assist in discussion of a particular matter at issue.
- 2.9 Members of the Committee deliberate as representatives of industry and do not participate as representatives of their parent companies. In the event of absence from a meeting, it is not appropriate for the committee member to delegate attendance to another member of the same company.

3.0 Casual Vacancies

- 3.1 A casual vacancy in the office of a member of a Committee occurs if:
 - a) the firm or company represented by the member ceases to be a Member of the Association;
 - b) the member ceases to be employed by the firm or company that nominated him/her as a member of the Committee or the company's nomination of the member is otherwise withdrawn;
 - c) the member resigns from the Committee; or
 - d) the member is absent from three consecutive meetings of the Committee or fails to attend 75% of meetings held in a calendar year, without leave of absence.
- 3.2 The Board may appoint a person with suitable expertise to fill a casual vacancy until the next annual nominations are sought.

4.0 Operation of the Committee

- 4.1 The Committee Chair will be appointed by the Board from among its number.
- 4.2 The Chairman of the Board and the Chief Executive Officer are ex officio members of each Committee.
- 4.3 The Chief Executive Officer will appoint a member of the Secretariat to act as the ex officio Secretary of the Committee.
- 4.4 The Committee will meet not less than 4 times per year.

- 4.5 The Committee will report to the MTAA Board at least quarterly, outlining its performance against its Terms of Reference.
- 4.6 Directors may attend Committee meetings with the approval of the Chair.
- 4.7 The Secretary of the Committee may invite other members of the Secretariat to attend a meeting or part meeting to provide information or seek input from Committee members.
- 4.8 Members may attend meetings in person or by electronic means.

5.0 Quorum

- 5.1 A quorum consists of the chair plus 50% of the total number of other members of the Committee.

6.0 Governance

- 6.1 A member of the Committee must disclose any conflict of interest or likelihood of a conflict of interest, in any matter under consideration. If a conflict is disclosed the member may not participate in the deliberations of the Committee regarding the matter nor any vote relating to it.
- 6.2 All Committee members shall be required to undertake the MTAA training programs on the Code of Practice and anti-competitive behaviour.
- 6.3 All Committee members shall be required to abide by the Confidentiality, Trade Practices legislation, and other requirements of the Association as may be determined by the Board from time to time.

7.0 Agenda and Minutes

- 7.1 The agenda and any accompanying documentation will be distributed to Committee members no later than one week prior to the assigned meeting date.
- 7.2 Committee meetings will be minuted by the Secretary and confirmed at the Committee's next meeting.

8.0 Voting

- 8.1 Decisions of the Committee must be made by a simple majority vote of the attending Committee members, that is, more than 50% of the members in attendance at the meeting (in person or via electronic means).
- 8.2 Experts and observers do not have voting rights at meetings.

9.0 Liaison with Members

9.1 The Committee will ensure that non-confidential information relating to its areas of operation is disseminated by the Secretary to the Members of the Association on a regular basis either in person or electronically, and that Member input is sought on matters at issue.

10.0 Liaison with Government representatives

10.1 With the approval of the Chief Executive Officer, the Committee and relevant senior members of the Secretariat may engage in discussion and/or negotiation with relevant government representatives and may invite such representatives to attend Committee meetings.

11.0 Authority

11.1 Recommendations of the Committee regarding policy matters will be placed on the Agenda for the next meeting of the MTAA Board for approval.

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| TERMS OF REFERENCE, MTAA GOVERNMENT AFFAIRS COMMITTEE | | |
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