

RBTA

2003

CURRENT POLICIES AND PRACTICES
RARE BREEDS TRUST OF AUSTRALIA

Policy Manual

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The Purposes of the Trust

The principal purpose of the Company is to protect and encourage the conservation and breeding of endangered domestic farm livestock in Australia to ensure their survival worldwide and in particular:

To become and act as the trustee of and administer a gift fund to be founded by rare breeds trust of Australia and to be called the "rare breeds trust of Australia fund", such fund to be established by the trust deed on or about the date of this constitution;

To preserve, promote and protect breeds of domestic livestock which are in danger of extinction in Australia and worldwide;

To preserve, promote and protect breeds of domestic livestock which form part of Australia's heritage;

To strengthen the appeal of endangered breeds of domestic livestock to the domestic and overseas food markets;

To maintain international links with organisations striving to stabilize and increase the genetic diversity between and within agricultural livestock breeds;

To provide an active forum on domestic livestock for the communication of information and for the education of members and of the public; and

To undertake promotional activities and any other activities conducive to the achievement of the foregoing objectives of the company.

The Company will apply the income and property of the Company solely towards promoting the objects of the Company .

The Company must conduct its activities in furtherance of the Principal Purpose in Australia and for the benefits of persons in Australia.

Without limiting the generality of Article 2(c) of the Constitution, the Company must at all times have a physical presence in Australia and, to that extent, must incur its expenditure and pursue the principal purpose principally in Australia.

Formation of the Rare Breeds Trust of Australia

The Trust was developed with the work of a steering committee set up in 2001 with three members from the Australian Rare & Minority Breeds Association Inc (ARMBA), Ian Mullins, Val Smith and Khris Abuid along with three members from Rare Breeds Victoria (RBV), Warwick Turner, Christine Ross and Fiona Chambers. Both groups eventually voted to dissolve themselves and form the new unified group called the Rare Breeds Trust of Australia.

Pro bono assistance to devise and set up the structure and finally register the company and trust fund was obtained through the law firm Clayton Utz.

The Board

The Board was created with the setting up of the company on 14th September 2001 and consisted of six foundation members – Warwick Turner, Ian Mullins, Khris Abuid, Christine Ross, Fiona Chambers and Anne Sim

In 2002, the board decided, as it is empowered to do under the constitution, to increase the size of the board to 7 members. Board members are elected rotationally at each AGM for a period of 3 years. Whilst Board positions are advertised with expected role responsibilities indicated, the Board members themselves to make decisions as to how to assign roles from within the Board's membership. Current Board members and their roles are:

BOARD MEMBER	ROLE (S)	YEAR ELECTED	TERM IN YEARS	YEAR TERM EXPIRES
Warwick Turner	President – promotion trust fund representative	2002	3	2005
Anthony Dufty	Secretary	2002	3	2005
Jan Duff	Treasurer	2002	2	2004
Fiona Chambers	Director - species committees – rarity lists	2002	3	2005

Christine Ross	Director - marketing	2002	2	2004
Katy Brown	Director – events	2002	3	2005
Ian Mullins	Managing director Director – newsletter website & special projects Trust fund representative	2002	2	2004

Election of some of the directors above were made at the February 10th 2002 AGM where each director's name was drawn by lot with the following result:

- 1 year term: Brendan O'Leary
- 1 year term: Fiona Chambers
- 2 year term: Ian Mullins
- 2 year term: Christine Ross
- 2 year term: Anne Sim
- 3 year term: Anthony Dufty
- 3 year term: Warwick Turner

Two directors were elected at the October 26th 2002 AGM for a three year term of office. These Directors are:

- Katy Brown (Director - Events)
- Fiona Chambers (Director – Species Committees)

Jan Duff was appointed by the Board at its meeting on 26th October 2002 to replace resigning Director, Anne Sim, and will therefore will hold office for the balance of Anne's original term in 2004.

Role Statements

All role statements were approved by the Board in 2001 with the exception of the President's role and the Marketing Director's role, however, the statements below were notified to members in newsletter of December 2001 as being the roles both directors would undertake if elected.

CHAIRPERSON

Chair meetings of the Board, the AGM and General Meetings of RBTA.
Assist State and or Regional Branches to evolve and function effectively.
Liaise with State /Regional Branch Secretaries and State /Regional Presidents to provide support for programs they run.
Report to the Board each meeting on the operation of State / Regional Branches.
Be the spokesperson for RBTA nationally.
Initiate & maintain political contacts to further the objectives of the Company.

Assist the Managing Director where necessary in promoting the company and its objectives in the farming and wider community.

DIRECTOR – PROMOTIONS

- Report to each Board meeting on the activities of the committee
- Convene meetings of and maintain a committee of members which will:
 - Assist in seeking sponsorship for RBTA projects, events and activities
 - Maintain and operate a RBTA Library
 - Provide, publish and distribute information material for company
 - Initiate publicity and media releases for RBTA projects, events and activities
 - Advise Branches and the Board on appropriate publicity strategies

SECRETARY

- To keep records of all meetings, general AGM, SGM, Directors Meetings and any other meetings as required by the Company.
- Set Agenda's for meetings as required.
- Ensure the motions and actions required by the Company are acted upon.
- Maintain a database of all Company members.
- Keep files of the company's correspondence and archive where appropriate.
- Act as Returning Officer for all elections for the Company.
- Keep appropriate records of all monies handled for the Company. (Quickbooks)
- Handle all queries from the general public and /or channel them to the appropriate Director or species co-ordinator as required.

TREASURER

Maintain the financial records of the Company.

Pay all accounts of the company expeditiously once payment approval has been received from The Board.

Provide financial statements to meetings of the Board and Members where appropriate.

Ensure that an annual audit of accounts is conducted.

Devise an annual budget for the Company after consultation with Board members.

Ensure that State Branches comply with proper financial practices in administering their monies.

Advise the Board on financial matters.

Coordinate the sponsorship activities carried out by members.

MANAGING DIRECTOR

- Chair meetings of the board in the absence of the Chairperson.
- With the Secretary, devise agendas for all meetings.

- Be the spokesperson for RBTA nationally in conjunction with the Chairperson.
- Assist in interpreting matters of policy for the company.
- Assist the Secretary in the day to day operation of the company.
- Initiate & maintain communication with Australian & overseas agricultural associations and bodies.
- Assist the Chairperson where necessary in promoting the company and its objectives in the farming and wider community.

SPECIES CO-ORDINATOR

Coordinate the National Audit of breeds of Domestic Farm Livestock including

- Collation of existing information
- Planning of audit process & procedures in liaison with animal coordinators, funders, other stakeholders
- Implementation

Oversee the management of the “Animal section ” including ·
Planning priority tasks in consultation
with the animal coordinators

- Submitting budget to Board for approval
- Managing the budget according to plans
- Establishing accountability protocols with responsible coordinators
- Oversee communications (e.g. newsletter submissions, communications between coordinators, planning schedule...)

Liaise with Animal Coordinators to Establish process /mechanism for the inclusion of

- new animal categories to be managed by RBTA
- Establish a breeder directory database.
- Establish a database of rare breed societies.

Liaise with webmaster to ensure information regarding rare breeds is available

– in particular...

- What breeds are rare?
- What are the breed standards of excellence?
- Where can I purchase rare breeds? (breeder directory)
- Where can I find out more about this breed? (breed society and other links)

Liaise with Government authorities on policy issues relating to the preservation of rare breeds.

EVENTS DIRECTOR

Events Co-ordinator Role

- Organise displays as decided by the Events Committee and, from time to time, the Directors.

- Co-ordinate the staffing, advertising (in conjunction with the promotions coordinator) and the setting up and dismantling of shows, displays and events.
- Propose a range of events, displays, open days, workshops and field days each year to promote the aims of the Trust.
- Organise the storage of the Trust's display equipment and provide coordination for its use by members.
- Purchase and maintain a range of display materials for event use.

DIRECTOR – NEWSLETTER

The role of the Newsletter Editor is to edit and produce a newsletter for distribution to members.

Board policy on this is that a Newsletter should be produced and circulated to all financial members on a bi-monthly basis. The focus of the newsletter will be to inform and educate the membership about rare breeds of domestic livestock and their status / plight in Australia and the world. Additionally, the Newsletter will act as a conduit of information from the Board to the members. The director will oversee the activities of the Newsletter Editor and facilitate his /her task as much as possible.

DIRECTOR – WEBSITE

The role of the director is to facilitate the production and maintenance of a company website. The Webmistress / master will be responsible for the day to day operation of the site. The purpose of the website will be to inform and educate the membership about rare breeds of domestic livestock and their status / plight in Australia and the world. Additionally, the website will act as a conduit of information from the Board to the members. The director will oversee the activities of the Webmistress / master and facilitate his /her task as much as possible.

DIRECTOR – SPECIAL PROJECTS

The role of the director is to facilitate the operation of projects designated under this area.

MARKETING DIRECTOR

Assist members to find markets for their Rare Breeds, both registered and unregistered.

Investigate the setting up of a marketing program through the RBTA.

Liaise with other farm produce marketing groups to encourage the marketing of Rare Breeds produce.

Encourage the development of nation wide registration system for all species of Rare Breeds.

Financial Control

The Treasurer will maintain the gift fund in accordance with clause 3 of the Trust Deed.

The Treasurer will keep written financial records that:

- correctly record and explain the company's transactions and financial position and performance; and
- would enable true and fair financial statements to be prepared and audited.

The Treasurer will report to each board meeting of the financial state of the company.

The AGM

The AGM of the Trust is held annually around October.

The Constitution

The Trust's Constitution was developed with assistance from Clayton Utz Solicitors, was ratified by Board Members at the Inaugural Directors Meeting on 23rd September 2001 and was accepted by members at the first AGM in February 2002.

The Trust Fund

The Trust has set up a separate fund called the "Rare Breeds Trust of Australia Fund". This fund has a separate constitution from the Trust called the "Rare Breeds Trust Of Australia Trust Deed", but has the same purposes as the Trust. Having a Trust Fund allows for the provision of gifts to the Trust which are tax deductible for the donors.

Both Warwick Turner and Ian Mullins are the Settlers who act on behalf of the Trust to administer this fund in conjunction with the Trust Fund Committee.

Funds from the Trust Fund can only be distributed to:

- (a) Rare Breeds Trust of Australia; and
- (b) any person who from time to time undertakes any of the Charitable Purposes and who is selected by the Trustee to be an Eligible Beneficiary for the purposes of this Deed.

The Trust Fund Committee

The general control, management and administration of the Trust Fund shall be vested in a committee constituted by the Trustee.

At all times, the Committee must be formed by a majority of persons having a degree of responsibility to the general community; that is, the Committee must always have a majority of persons who are not members of the Rare Breeds Trust of Australia.

Currently the Committee consists of the following members:

Warwick Turner (RBTA Rep)

Ian Mullins (RBTA Rep)

Cherry Ripe

Noel Maughan

Board Meetings

Meeting Frequency

The board meets every two months, currently at the Collingwood Children's Farm, in Abbotsford, Melbourne. For 2003 this is on the last Sunday of January, March, May, July, September and November, from 1.00pm

Board Meeting Agendas & Directors Reports

The Secretary will circulate copies of the Agenda and necessary papers to Board members by the Wednesday prior to the Board Meeting. This will be done electronically where possible.

Members of the Board must have all agenda items to the Secretary by the Tuesday prior to the Board meeting.

Board members are expected to produce a written report on their areas of responsibilities for each Board meeting and provide this to the Secretary for distribution with the Agenda.

Board Minutes

The Secretary will take minutes of all meetings indicating therein those directors responsible for actioning of decision. Section 16.1 of the Constitution indicates matters on which records must be kept.

Board Meeting Procedures

Section 15 of the Constitution outlines procedures to be followed for all meetings of the Trust.

All directors are requested to pass letters, membership forms, notices or information requests to relevant directors within a fortnight of receipt of same.

Events

*Events include shows, expo, field days and members open days.
The Director in charge of this area, co-ordinates these events.*

Purpose of Events

Events have the following purposes:

- Increase awareness of the plight of rare breeds to increase the numbers of breeders and breeding stock
- Increase consumption of rare breeds commodities through signposting to outlets
- To encourage new and existing member to be actively involved in RBTA through their membership , participation & sharing of knowledge
- Raise funds through increased memberships & fundraising for the promotion of rare breeds

Animals for Display

The Board in January of 2003 decided that “all breeds presented to the general public under the aupices of RBTA at shows, field days and open days where a recognised registration process is in place must be registered with their recognised governing body.”

Consequently members and directors co-ordinating displays on behalf of the Trust need to ensure that animals used for display are of registered stock, in the case of young animals, or are themselves registered animals, where a registration process exists for the breed. This applies to mammal breeds. No registration process exists for poultry, but there should be careful selection of suitable display stock in this area.

Events Supported

Directors have agreed to share the work of co-ordinating events where animal and static displays are to be held. The Board has decided to support the following events for 2003:

- Seymour Expo
- Yarra Glen Expo
- Royal Melbourne Show (depending upon suitability of site)
- RSPCA All animals Day – Static Display
- Benella Strong Wool Sheep Show - Static Display

Other Events may be supported if there are members to staff displays and willingness from local members to set up such displays.

Color Coding of Membership Forms for Events

Each event will have membership forms printed in a color as decided by the Events Director so that new memberships numbers can be ascertained per event.

Proformas for Events

Each Co-ordinator of an event will complete the proforma decided by the Events Director. The current proforma is at Appendix 1.

Newsletter

Newsletter Frequency

The Newsletter will be published six times a year. All members of the Trust will be entitled to receive a copy of the Newsletter. Newsletters will be posted to members, but electronic copies of the newsletter may be available in the future from the Trust's website. Back Copies of the Newsletter will cost \$3 each and members who wish to have a second Newsletter sent with their Membership will be required to pay an additional \$15 per year.

Editorial Control & Content

The Newsletter editor will have complete editorial control of content in the Newsletter and will be responsible for maintaining a high level of relevance to domestic rare breeds matters in the content of produced articles.

Copyright of Photographs

The photographer owns copyright even if the photo was paid for and commissioned by article writers. Contributors must ensure that they have permission to use photos or articles before submitting these to RBTA. Original photos are preferred for scanning, but .bmp & .tiff files acceptable.

Articles – Copyright and Submitting Copy

Rare Breeds Trust of Australia (RBTA) welcomes original articles for publication, with proper attribution of any sources, which are not previously published. A right to edit content for clarity, style or legal reasons is reserved. Copy and disks will only be returned if accompanied by a self addressed envelope and sufficient postage. RBTA is not responsible for lost manuscripts or postage. RBTA reserves the right to reprint or reuse any submissions in any format or medium. Opinions or views expressed by contributors may not necessarily coincide with those of the Company.

- Newsletter publication will be in the months of: February, April, June, August, October, December.
- Closing date for all copy is the third Friday of 'odd' months.
- Article size will be limited to 1500 words except in exceptional circumstances
- Copy is to be provided on floppy disk, 100mg Iomega zip disk, CD, or emailed as a MS Word or rtf attachment.

Costs for Advertising in the Newsletter

Costs for advertising are as follows:

Display Advertising – Black & White

A4 full page \$25.00 / \$90.00

A4 1/2 page \$15.00 / \$50.00

A4 1/4 page \$8.00 / \$30.00

Display Advertising - Black & White - Page 2 or page 3

A4 full page \$35.00 / \$120.00

A4 1/2 page \$20.00 / \$60.00

A4 1/4 page \$12.00 / \$40.00

Classified Ads (*three lines maximum*)

Free to Members

\$5 per edition to non- members

The Editor's Role

- Collate material sent from members and other contributors and edit it for magazine production
- Keep an updated branch events column in the magazine
- Ensure that contact material for the newsletter is regularly updated
- Solicit appropriate material from members and other sources for publication in the Newsletter
- Ensure that there is a balance of material on all breeds of domestic animals presented over a two year cycle
- Publish in the Newsletter notices to members as requested by the Board Secretary
- Publish the RBTA Annual Report as soon as possible after the AGM

Types of Advertising Accepted

The Editor may accept advertising for the Newsletter even if it does not relate to rare breeds matters.

Listing of New Members

Where the Board has recently approved new members, their names and states of residence will be printed in the Newsletter

Website

The Website promotes the Trust on the internet and provides a modern means of communicating our objectives and presence.

Site Name and Server

RBTA currently owns the website address <http://rbta.org> and pays a monthly fee through Graaf Computers in Castlemaine for this service. The Name is registered annually through the same service provider.

Updating the site

The site will be updated regularly and at least every two months. Directors are requested to provide material of the site to the director in charge of this area.

The Webmistress / master role

- Collate material sent from members and other contributors and edit it for website content
- Develop a user friendly website in line with company policy
- Forward enquiries from visitors to appropriate directors / committees for reply / comment.
- Ensure that contact material for the site is regularly updated
- Solicit appropriate material from members and other sources for publication on the site
- Ensure that the site complies with all legal requirements
- Ensure that there is a balance of material on all breeds of domestic animals presented on the site.
- Publish on the site notices to members as requested by the Board Secretary

Content Control

The Webmistress / master will have complete editorial control of content on the site and will be responsible for maintaining a high level of relevance to domestic rare breeds matters in the content of produced material.

Directors' Photos

All Directors are required to provide their own photos to the Webmistress, or the Director overseeing the Website, for the publication of board member's profiles.

Species Co-ordination

Species Co-ordinators were selected by a panel of the Board after a call for expressions of interest in 2002. A meeting of these co-ordinators in May 2002, chaired by the Director in charge of Species Co-ordination, refined processes they needed to follow.

Species Co-ordinator Role

1. Set up communication links with all breed societies representing rare breeds
2. Manage the process for updating key contact's information (for breeders of specific breeds, breed societies and emergency accommodation listings)
3. Collate breeder directory information
4. Source information for newsletters and relay stories to the newsletter editor (e.g. breed/breeder profiles)
 - It would be expected that 1 article per Newsletter from each of the animal co-ordinators

Guidelines for Acceptance of Breeds into RBA's Priority List

First Approved May 2002

Section A: Genetic Basis

1. Has the breed existed continuously for 40 years?
2. Has there been an accepted Stud/herd/flock book for at least 6 generations, or in the case of poultry and waterfowl, is the breed recognised in the Current Australian Poultry Standard?

3. Have other breeds contributed less than 20 percent of the genetic makeup of the breed in the last six generations?
4. Are the parent breeds used in the formation of this breed no longer available in Australia?

If the answer to 1 is affirmative, and if two or three of the other answers are affirmative, proceed to Section B.

If the breed does not qualify under this section, it is not accepted unless it possesses a distinct characteristic not found elsewhere.

Note: Australian Heritage breeds shall be identified in Bold in all listings.

Section B: Numerical Basis

1. A breed will be included in the lists if there are fewer than the following number of breeding females in the breed: Cattle 750; Horses 1000; Sheep 1500; Goats 500; pigs 500.
2. Breeds with four or fewer distinct male lines will be included on the priority list. A watching brief will be kept on breeds with six or fewer distinct male lines, (A male line is one which has no ancestors in common with another in the last four generations, i.e. up to and including great grandparents.)
3. Breed priorities will be set according to the table below.

	Critical	Endangered	Vulnerable	At Risk
Cattle (based on self replacing herd numbers 17%)	<150 breeding females <25 annual registrations	<250 breeding females <42 annual registrations	<450 breeding females <76 annual registrations	<750 breeding females <127 annual registrations
Sheep (based on self replacing herd numbers 25%)	<300 breeding females <75 annual registrations	<500 breeding females <125 annual registrations	<900 breeding females <225 annual registrations	< 1500 breeding females <375 annual registrations
Pigs (based on self replacing herd numbers 20%)	< 100 breeding females <20 annual registrations	<167 breeding females <33 annual registrations	<300 breeding females <60 annual registrations	<500 breeding females <100 annual registrations
Goats (based on self replacing herd numbers 25%)	<100 breeding females <25 annual registrations	<167 breeding females <42 annual registrations	<300 breeding females <75 annual registrations	<500 breeding females <125 annual registrations
Horses (based on self replacing herd numbers)	<200 breeding females <20 annual registrations	<333 breeding females <33 annual registrations	<600 breeding females <60 annual registrations	<1000 breeding females <100 annual registrations

Poultry	<100 breeding animals	<200 breeding birds	< 300breeding birds	<500 breeding birds
Waterfowl	<100 breeding animals	<200 breeding birds	<300 breeding birds	<500 breeding birds

Section C: Current Trends

1. Are the numbers of the breed decreasing significantly?
2. Is the breed found in fewer than four distinct units which are more than 100 km apart?

Affirmative answers to these questions may give the breed a higher priority within the list, or may even permit a breed which does not qualify otherwise to be included.

Review submissions are invited by the review committee each year. Proposals listing the advantages and disadvantages for each recommended amendment should be forwarded to the National Species Coordinator prior to 30th April for review.

Note: Points to be reviewed in May 2003 include:

- Increasing the minimum time for a breed to be in existence from 40 years to 75 years (or more).
- Introducing a clause to specifically exclude dogs and cats from the listing.
- Increasing the distance determining distinct breeding units from 100km to 500km (or more)

Current Species Co-ordinators

Species	Co-ordinator
Sheep	Megg Miller
Pigs	Fiona Chambers
Poultry	Ian Mullins
Horses	Katy Brown
Cattle	No Appointment
Goats	No Appointment

Other Matters

Membership

The Board approves the admission of all members to the Trust and may, in its absolute discretion, decline to admit any person as a Member and shall not be under any obligation to give any reason for rejecting an application for membership.

Membership Fees

Annual membership fees are due on the first of July each year. New members applying for membership after the First of January in any year are entitled to receive a half year membership from January 1st to 30th June and, therefore, pay only half the normal membership fee due.

Insurance

The Trust has taken out third party liability insurance and product liability insurance to cover members involved in events and in undertaking duties for the Trust.

Confidentiality

Every Director, manager, Secretary, auditor, trustee, member of a committee, agent, accountant or other Officer is bound to observe confidentiality with respect to all transactions of the Company.

If required by the Board, every such person will, before commencing that person's duties or employment or at any time afterwards, sign and make a declaration in a book to be kept for that purpose that they will not reveal or make known any of the matters, affairs or concerns which may come to their knowledge as Director, manager, Secretary, auditor, trustee, member of a committee, agent, accountant or other Officer and whether relating to transactions of the Company with its customers or the state of the account of any individual or to anything else, to any person or persons except:

- in the course and in the performance of their duties; or
- under compulsion or obligation of law; or
- when officially required so to do by the Board or by the auditors for the time being.

By Laws Officer

The Board had determined to appoint a By Laws Officer with the following responsibilities:

1. To advise members on matters relating to the keeping of Rare Breeds of Domestic Livestock in so far as this relates to Shire Council regulations and Requirements.
2. To support members, who have problems with Shire Council Requirements, in keeping or proposing to keep Rare Breeds.
3. To assist members in formulating submissions to Shire Councils in relation to the keeping of Rare Breeds.
4. To act on behalf of the Board in making submissions to Shire Councils and other relevant statutory authorities for the preservation of Rare Breeds.
5. To report to the Board as required on activities undertaken on its behalf.

Appendix 1 – Sample Proforma

RBTA Events 2003

Date:

Event:

Event Contact:

Venue:

RBTA Event Co ordinator:

RBTA Event Site Manager:

Paperwork Completed:

Insurance :

Roster for Display RBTA Member Volunteers:

Animals on Exhibition:

Type of Animal	Breed	Provided by	Contact Details	For?	OK?
Pigs					
Horses					
Sheep					
Cattle					
Fowl					
Turkeys					
Ducks					
Geese					

Trailer to be picked up by:

Trailer to be collected from:

Trailer to be returned to:

Literature Required:

No. of Membership forms reqd

Membership forms color code for this event:

Payments received:

Memberships received:

Advertising /Editorial Organised:

Send this section to:

Katy Brown
25 School Road
Menzies Creek Vic 3159

✂-----

Expenditure Form for Events

Event _____

Event Co-ordinator.....

Person for whom reimbursement is requested

Date	Receipt Amount	What was it for	Who paid for it	Reimbursement made

All receipts must be returned with this form to the Treasurer, money cannot be reimbursed without a receipt.

Authorised by (Please Print) _____

Signature _____

Send to:
Jan Duff
RBTA Treasurer
PO Box 220
Heathcote Vic 3523

