



## **Australian Pesticides and Veterinary Medicines Authority (APVMA) Advisory Group –Terms of reference**

### **Purpose**

The APVMA Advisory Group is established to provide expert advice and stakeholder perspectives to the APVMA on matters relating to the statutory criteria of safety, efficacy, trade, and labelling in the regulation of agricultural and veterinary (agvet) chemicals.

The advisory group will support evidence-based decision making by offering insights into emerging issues, regulatory challenges, and stakeholder concerns. It will serve as a forum for engagement between the APVMA and key stakeholders, fostering collaboration and transparency in the agvet chemical regulatory process.

### **Objectives**

The advisory group will:

- Provide expert, industry and community insights on the safety, efficacy, trade, and labelling of agvet chemicals.
- Identify emerging risks, challenges, and opportunities relevant to regulatory decision making.
- Support the APVMA's continuous improvement by offering practical advice and perspectives.
- Facilitate engagement between the APVMA and representatives from public health, occupational health and safety, environmental protection, trade, animal health, and the agvet chemical industry.
- Ensure diverse, evidence based and balanced stakeholder input in discussions regarding the APVMA's regulatory processes.

This group will not engage in regulatory decision making.

### **Membership**

The advisory group will consist of 20 members, appointed based on expertise and industry/sector representation. To ensure the group is equipped to discuss matters relating to the statutory criteria, a portion of the membership will be reserved for representation or expertise in the following sectors:

1. Public/human health
2. Occupational Health and Safety
3. Environment
4. Animal safety (veterinary medicines)
5. Animal safety (for non-target species)
6. Trade impacts
7. Seller/point of sale
8. Efficacy of veterinary chemicals

9. Efficacy of agricultural chemicals

10. Agvet chemical product users

Membership will be determined during the selection process. Organisations may appoint their representative to the group and change their representative at any time by writing to the Chair.

### Observers

Other government entities will be invited to attend the advisory group as observers, including but not limited to:

- Department of Agriculture, Fisheries and Forestry
- Department of Health and Aged Care
- Department of Climate Change, Energy, the Environment and Water

### Appointment and tenure

- Members will be appointed through an Expression of Interest (EOI) process and selected based on their expertise, relevance to their wider sector, and capacity to satisfy membership conditions.
- Appointments will be for a term of up to 4 years, with the option to request a shorter term.
- At the end of a member's term, they must express interest in renewing their membership. Previous membership does not automatically grant membership renewal.
- Members may resign by providing the Chair with written notice.
- The APVMA may review and adjust membership as needed to ensure balanced representation.
- The APVMA may appoint replacement members through an EOI process or by invitation if necessary.

### Termination of membership

Membership may be terminated by the APVMA in the following circumstances:

- Non-attendance at 2 consecutive meetings without reasonable cause.
- Failure to engage constructively, including disruptive behaviour or actions that undermine the group's objectives.
- Breach of confidentiality or failure to disclose actual or perceived conflicts of interest.

Termination decisions will be at the discretion of the Chair. Members subject to the termination process will be given an opportunity to respond before a final decision is made.

### Meetings

- The advisory group will meet 4 times per year (quarterly). Additional meetings may be scheduled as required.
- Meetings will be conducted virtually or hybrid, depending on circumstances and member availability.
- A quorum will be the Chair, plus 60% of members.
- The APVMA will distribute meeting agendas and papers at least 5 business days before each meeting.

- The APVMA will record meeting minutes and key outcomes and share these with members and relevant stakeholders within 10 business days following each meeting.
- A public summary of each meeting will be made available after each session.

## **Roles and responsibilities**

### **Chairperson**

- The Chief Executive Officer of the APVMA or a designated official will chair the meetings.
- The Chair will facilitate discussions, ensure balanced participation, and maintain focus on the group's objectives.

### **Members**

- Provide independent, expert, and sector-informed advice.
- Engage constructively in discussions and adhere to confidentiality requirements where required.
- Review meeting materials in advance and contribute actively.
- Disclose any conflicts of interest at the beginning of each meeting.

### **Secretariat**

- The APVMA will provide secretariat support, including scheduling meetings, preparing agendas, distributing materials, recording minutes, and preparing a public summaries for the APVMA website.

### **Confidentiality and Conflict of Interest**

- Members must adhere to confidentiality requirements when instructed to by the APVMA.
- Members declare any actual or perceived conflicts of interest and comply with the APVMA *Conflict of Interest Policy*.

### **Reporting and review**

- The effectiveness and composition of the group will be reviewed every 2 years to ensure it continues to meet regulatory needs.