



## **Agriculture Chemicals Working Group Working Group: Terms of reference**

### **Purpose**

The Agricultural Chemicals Working Group is established to provide a forum for registrants (fee payers) and their representatives to engage with Australian Pesticides and Veterinary Medicines Authority (APVMA) on practical and operational matters related to the regulation of agricultural chemicals.

The group facilitates discussions on:

- Fees and levies, including cost recovery arrangements.
- Application processes and regulatory requirements for registrations, renewals, and approvals.
- Operational improvements to enhance regulatory efficiency and industry compliance.
- Emerging challenges and practical issues affecting registrants.

The working group supports transparency, collaboration, and continuous improvement in regulatory administration.

### **Objectives**

The working group will:

- Provide a structured forum for registrants and permit holders to discuss practical and operational issues related to regulatory processes.
- Offer feedback on cost recovery arrangements, including fees and levies.
- Identify opportunities to improve administrative efficiency and reduce unnecessary regulatory or administrative burden.
- Enhance communication and engagement between the APVMA and registrants.

The group will not participate in regulatory decision-making.

### **Membership**

#### **Composition**

The working group will comprise 20 members, selected through an Expression of Interest (EOI) process, including:

- Registrants from companies or organisations with active agricultural chemical/veterinary medicine registrations.
- Current permit holders or organisations representing current permit holders.
- Industry representatives, including relevant peak bodies and associations.
- Observers from the following may attend as required:
  - Department of Agriculture, Fisheries and Forestry
  - Department of Climate Change, Energy, the Environment and Water
  - Food Standards Australia and New Zealand

## Appointment and tenure

- Members will be appointed through an Expression of Interest (EOI) process and selected based on their expertise and sectoral relevance.
- 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 written notice to the Chair.
- 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.
- Persistent failure to contribute meaningfully to discussions or meet participation expectations.

Termination decisions will be at the discretion of the Chair following consultation with the APVMA Executive Leadership Team. Members subject to termination proceedings will be given an opportunity to respond before a final decision is made.

## Meetings

- The working group will meet 2 times per year. Additional meetings may be held as required.
- Meetings will be conducted virtually or as a hybrid virtual and in-person event, 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.

## Roles and responsibilities

### Chairperson

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

### Members

- Provide practical insights and industry expertise.
- Engage constructively in discussions and respect confidentiality where required.
- Review meeting materials 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 written materials, recording minutes, and preparing a public summary for the APVMA website.

## Establishment of sub-working groups

The Chair may convene time-bound sub-working groups for a specific issue or topic, with a defined outcome or deliverable, noting that external stakeholders cannot be involved in regulatory decisions.

### Criteria for establishing a sub-working group

A sub-working group may be established at the APVMA's discretion if:

- The issue requires specialist expertise or technical input.
- The matter is complex and would benefit from targeted discussions.
- A clear scope, deliverables, and timeframe can be defined.
- The issue is not already covered within the working group's regular agenda.

### Membership and operation

- Members will be drawn from the existing working group and may include additional subject matter experts, or members of the APVMA Advisory Group.
- The sub-working group will be chaired by a designated APVMA representative.
- Meetings will be held as required, with updates provided to the main working group.
- The sub-working group will report back with recommendations or findings within an agreed timeframe.

### Confidentiality and Conflict of Interest

- Members must maintain confidentiality regarding sensitive discussions and regulatory matters.
- 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 that group objectives are being delivered and remain aligned to the APVMA's requirements.