



DCCC TERMS OF REFERENCE

PURPOSE

The Department of Agriculture, Water and the Environment's Cargo Consultative Committee (DCCC) is the principal consultative committee for the department and industry to collaborate on practical and strategic biosecurity related issues impacting imported cargo.

AIM

The DCCC provides a forum for the department to engage with trade and international logistics service providers and importers to discuss the effective and efficient implementation of biosecurity policy and regulation.

MEMBERSHIP

Industry members will be drawn from relevant sectors including shipping and stevedoring industries, container and cargo terminal operators, customs brokers and freight forwarders, port operators, importers, express carriers, airlines, chambers of commerce and peak bodies for importers.

Industry representatives include:

- International Cargo Handling Coordination Association
- Shipping Australia Limited
- International Forwarders and Customs Brokers Association of Australia Ltd
- Freight and Trade Alliance
- Food and Beverage Importers Association
- Board of Airline Representatives
- Conference of Asia Pacific Express Carriers
- Federal Chamber of Automotive Industries
- Export Council of Australia
- Australia Post
- Ports Australia

Departmental representatives will be:

- First Assistant Secretary Biosecurity Operations Division
- First Assistant Secretary, Biosecurity Strategy and Reform Division
- First Assistant Secretary, Compliance and Enforcement Division
- Assistant Secretary, Cargo Operations and PEQ, Biosecurity Operations Division
- Assistant Secretary, Pathway Policy Cargo and Conveyances, Biosecurity Operations Division
- Principal Director, Industry Partnerships and Engagement, Biosecurity Operations Division
- Assistant Secretary, Enforcement, Compliance and Enforcement Division
- Assistant Secretary, Funding and Revenue, Finance Division

Observers

- Assistant Secretary, Customs and Border Modernisation Branch, Customs Group, Australian Border Force

Appointments will be made by the Chair based on nominations from relevant industry associations and activity groups, including those listed above. Observers and advisors will be allowed to attend DCCC meetings or specific meeting agenda items at the discretion of the Chair.

Terms of Appointment

Appointments of industry members shall be for an initial term of three (3) years with the expectation that any individual will not serve more than two (2) terms. Extension beyond two terms is at the discretion of either the Chair, or the Chair and the majority of DCCC members.

The DCCC may co-opt independent expertise to the DCCC if required and establish working groups to deal with specific issues as required.

GOVERNANCE

The DCCC will be chaired by the First Assistant Secretary Biosecurity Operations Division or, if unavailable to attend a meeting, one of the other departmental representatives.

Secretariat support will be provided by the department and will include preparing agendas, circulating papers, drafting meeting minutes and communiques, organising meeting arrangements, following up on action items from each meeting and maintaining a forward work plan for DCCC discussions.

Members will be invited to nominate agenda items and papers ahead of each meeting.

FREQUENCY OF MEETINGS

The DCCC will meet a minimum of three (3) times per annum. The minimum quorum required to hold a meeting is half the membership of the DCCC with a minimum of two departmental representatives (the Chair and one other) being present.

Working groups and other tasks will be progressed out-of-session as agreed.

CONFIDENTIALITY

All non-government members must sign the DCCC Confidentiality Agreement on appointment as a member.

The department acknowledges that given the nature of appointments to the DCCC, members may need to discuss matters raised at the DCCC with the board of the organisation they represent. It is anticipated that disclosure to board members on an as needed basis could be managed under a standing agreement. The department retains the right to exclude parties from disclosure where breaches of confidentiality have occurred.