



**Australian Government**

**Department of Agriculture,  
Fisheries and Forestry**

# Plant Exports

## HORTICULTURE EXPORT INDUSTRY CONSULTATIVE COMMITTEE

### TERMS OF REFERENCE

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<b>Owner</b>	Assistant Secretary, Plant Export Operations
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## 1. Purpose

To provide a forum for the Department of Agriculture, Fisheries and Forestry to consult with the industries involved in the export of horticulture products. Within the framework of government policies and legislation delivered by the department that relate to the export inspection and certification, the committee is the primary consultation body to:

- discuss export inspection and certification issues affecting industry and propose solutions to address these issues
- discuss relevant market access issues
- discuss the performance of the department's programs
- communicate outcomes of the committee's work to relevant export industries; and
- explore, identify and promote opportunities to improve the efficient and effective administration, provision and consumption of the department cost recoverable regulatory activities and services.

## 2. Aims

The committee aims to provide assurance for exporters and other stakeholders involved in horticulture exports that their views are given due consideration before the introduction of any major policy or operational changes by the department.

## 3. Expected deliverables

### 3.1 Industry

Industry representatives on the committee are expected to:

- proactively raise issues affecting the horticulture export industries
- be professional, accountable and transparent in all dealings with the committee
- demonstrate commitment to industry by ensuring that key messages arising from discussions with the department are communicated to stakeholders and their membership; and
- attend meetings and teleconferences or arrange for an appropriate alternative representative (proxy).

### 3.2 Department of Agriculture, Fisheries and Forestry

The department representatives on the committee are expected to:

- ensure that policies and operational procedures support the integrity and reputation of Australia's export and certification systems for horticulture exports and are consistent with Australia's obligations to the International Plant Protection Convention (IPPC)
- be professional, accountable and transparent in all dealings with the committee
- maintain a strong client focus and give due consideration to all advice and issues raised by the committee; and
- seek to ensure other key agencies have the opportunity to be represented when whole of government issues are raised.

## 4. Scope and limitations

The committee acts in a consultative rather than in an advisory capacity and is not a regulatory approval or decision making body. The committee will consider:

- strategic directions for the department's Plant Export Operations Branch ensuring Australia meets its obligations to the International Plant Protection Convention
- significant proposed changes to policy and operational procedures
- program budgets, cost recovery mechanisms and charging levels; and

- key program performance issues such as efficiency and effectiveness indicators;  
but will not consider:
- individual commercial concerns of committee members;
- basic operational issues;
- authorisation of expenditure, or commit funds.

## 5. Expected lifespan

Unless otherwise determined by the Deputy Secretary, the committee's lifespan is currently indefinite but is subject to review on a three-year basis.

## 6. Membership and structure

HEICC is broadly constituted to facilitate industry stakeholder views which are considered by the committee members. The departmental committee representatives should include the director from the relevant departmental programs who are able to provide specialist advice to the committee on the pertinent areas within the department.

### 6.1 Nomination and selection – Industry committee members

Industry Committee members shall be appointed to the committee as endorsed representatives of a stakeholder organisation by the Deputy Secretary based on recommendations from the committee, the chairperson and representatives from the department (Plant Export Operations branch).

Nominations will be assessed against:

- the nominee's ability to represent an industry body/association and ability to demonstrate representation from a national perspective
- the endorsement by an industry body/association for the nominee to be its participating representative
- the requirement for the members to report back to industry

Due to the complexity of infrastructure and other environmental issues at a minimum each committee member must represent a national body that can demonstrate representation of stakeholders from a national perspective. In the absence of a national body, committee members may be appointed that can demonstrate representation of stakeholders from any area of northern, southern, eastern, and western Australia or areas of potential significant export opportunities. Other commodity group can be considered for representation on the committee by the chair on written application. The secretariat will maintain a register of appointed members. See Attachment 1.

Representative groups will included:

Export Commodity groups	Export pathway groups
Citrus	Horticulture Innovation Australia Limited
Cherry	Australian Horticulture Trade
Apples and Pear	
Summerfruit	
Nursery	

Mango	
Table Grape	
Vegetables	
Melons	
Berries	
Avocado	

Industry member appointments to the committee will be for three years (3), at which time members may apply for reappointment. A member's term of appointment shall not be extended beyond two terms but the Deputy Secretary may take into consideration reappointment beyond this term on a case by case basis.

## **6.2 Nomination and selection – Departmental committee members**

The director of the Horticulture Exports program and the director of the Business Systems Program from Plant Exports Operations constitute the departmental committee representatives. See Attachment 1.

Committee members from the department must comply with "Members code of conduct" (see Admin. Guidelines s. 6), "Australia Public Service Code of Conduct" and agree with the HEICC terms of reference.

## **6.3 Nomination and selection - Chairperson of the committee**

The meeting is to be chaired by the department, generally being the Assistant Secretary however this may alter based on availability.

The Deputy Secretary can also appoint the chairperson based on advice from the first Assistant Secretary.

The duration of the chairperson will be limited to two terms; each term being three years.

## **6.4 Nomination and selection – Proxy**

Where a member is not available to attend a committee meeting, the member may nominate a proxy. The member must inform the committee of this decision through the secretariat.

A proxy must be from the same industry group and must apply the same deliverables as the other industry committee members. Refer to s.3.

A committee member is allowed to nominate a proxy for a maximum of two occasions in one year.

At the discretion of the chairperson, the proxy would not have access to the HEICC external website, minutes and action items and cannot be part of a sub-committee.

## **6.5 Nomination and selection - Observers**

An application for an observer can be made by industry or the department. Application for an observer must be made to the chair who will assess and decide the outcome of each application. An observer must be committed to the same deliverables that industry representatives of the committee are committed to. Refer to s.3.

An observer must comply with the appointment process before her/his acceptance within the committee. See Administrative Guidelines.

At the discretion of the chairperson, the observer should not provide comments during discussions of papers or provide input on papers during meeting times. Additionally, the chairperson may request the observer to leave the meeting during discussion of topics not related to the observer.

Additionally, an observer will not have access to HEICC external website, minutes and action items; cannot be part of a sub-committee or present an agenda paper.

## **7. Resignation, dismissal and retiring of members**

Where a member resigns prior to the end of their appointment, a new member will need to be appointed. The appropriate industry group will need to nominate a candidate for consideration by the Deputy Secretary. Application will be made through the secretariat and will need to be endorsed by the CEO of that industry group.

Members may resign or retire at any time, and when this occurs a temporary replacement may be appointed by the chair and the Committee until such time as a permanent replacement is deemed suitable by the Deputy Secretary. HEICC members should advise the Deputy Secretary and HEICC chairperson of their intention to retire or resign in writing through the secretariat.

The Deputy Secretary may terminate or remove a member's appointment to the committee on the recommendation of the chairperson if the member:

- fails to fulfil his or her obligations as a member of the committee
- fails to comply with confidentiality requirements, or
- has an undeclared conflict of interest.

Additionally, where a member fails to attend two consecutive meetings without satisfactory explanation, the committee may recommend to the Deputy Secretary the removal of the member or representative.

Should the Deputy Secretary decide to dismiss a member, the member must be provided written notice explaining the intended decision and the grounds on which it is based.

The member whose appointment has been terminated may submit a request for review to the committee within 30 days of the decision to terminate their appointment. The request must be made in writing and identify the grounds on which the member believes the decision should be reviewed.

The Deputy Secretary will review the decision within 30 days of receipt of the request. The chairperson will advise the affected member in writing of the results of the review and any decisions and outcomes.

## **8. Meeting frequency**

The committee meets a minimum of three (3) times a year in Canberra but meetings may be held at other locations and may be convened by teleconference as required.

## **9. Sub-Committee**

Sub-committees may be formed for specific activities as agreed by the committee. The role, membership and activities of any sub-committee will be determined by the committee. All outcomes of such meetings will be forwarded to the committee for deliberation. Sub-committees have no powers to make decisions, but will make recommendations for consideration by the committee.

## **10. Review of Terms of Reference**

The Committee will review the Terms of Reference every three (3) years

**Attachment 1: Horticulture Export Industry Consultative Committee – Members List**

<b>Name</b>	<b>Member Representative</b>
Rossana Carr (Chairperson)	A/g Assistant Secretary, Plant Export Operation Dept. of Agriculture, Fisheries and Forestry
Russell Cant	Horticulture Exports Program, Dept. of Agriculture and Fisheries, and Forestry
Bell Haddon	Business Systems Program, Dept. of Agriculture, Fisheries and Forestry
Hugh Molloy	Cherry Growers Australia (CGA)
David Daniels	Citrus Australia Limited (CAL)
Justin Smith	Apple and Pear Australia Limited (APAL)
Charlotte Brunt	Summerfruit Australia Limited (SAL)
Lesley Shield	Australian Horticulture Trade (AHT)
John McDonald	Nursery and Garden Industry Australia (NGIA)
Jeff Scott	Australian Table Grape Association Inc. (ATGA)
Anthony Baker	Horticulture Innovation Australia Limited (HIAL)
Michael Coote	Australian Vegetables and Potatoes Growers (AUSVEG)
Ben Martin	Australian Mango Industry Association (AMIA)
Johnathon Davey	Australian Melon Association Inc (AMA)
Jenny Van der Meeberg	Berries Australia Ltd (BA)



Flora Zhang	Avocados Australia Ltd
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