



## Consultative Forum—Terms of Reference

### Purpose

The APVMA Consultative Forum provides an opportunity to consult with and involve industry stakeholders to ensure their issues and concerns are understood and considered. It also aims to educate stakeholders on APVMA regulatory activities.

### Objectives

The forum is intended to:

- a. Facilitate genuine engagement between the Australian Pesticides and Veterinary Medicines Authority (APVMA) and industry groups in relation to the National Registration Scheme for Agricultural and Veterinary Chemicals
- b. Share information with stakeholders about changes that will impact them and their members
- c. Consult on mechanisms to achieve the objectives of the APVMA's governing legislation efficiently and effectively
- d. Enable open and transparent communication and information sharing on strategic issues between different stakeholder groups engaging with the APVMA

The forum will not consider or be involved in applications or regulatory decisions.

### Principles of participation

The Forum will achieve its objectives by complying with standards for best practice engagement and communication, including:

- a. Being respectful of stakeholders' time by setting clear objectives for each meeting through the agenda
- b. Ensuring discussions are relevant to the Forum and the right people are included in the conversation
- c. Being transparent and providing sufficient information
- d. Providing all stakeholders opportunities to be heard and understanding all views
- e. Closing the loop with participants and providing members with the opportunity to provide feedback on whether the Forum is meeting their expectations

### Membership

The forum will be Chaired by the Chief Executive Officer (CEO) of the APVMA.

Membership is at the invitation of the CEO of the APVMA and includes stakeholders with knowledge and experience of Agvet chemical manufacture, supply, regulation and use from key industry bodies. Representation will be reviewed every two years or as required to ensure it continues to meet the APVMA's strategic agenda.

Additional stakeholders may be invited to attend meetings where they would provide valuable input into the agenda.

The current membership comprises of one member from each of the following:

- a. Australian Pesticides and Veterinary Medicines Authority (Chair)
- b. Accord Australasia
- c. Agsafe
- d. Animal Medicines Australia
- e. Australian Veterinary Association
- f. CropLife Australia
- g. Farmsafe Australia Inc
- h. National Farmers' Federation
- i. Stock Feed Manufacturers' Council of Australia
- j. Swimming Pool and Spa Association of Australia
- k. The Feed Ingredients and Additives Association of Australia
- l. Veterinary Manufacturers and Distributors Association Ltd
- m. Department of Agriculture (Observer).

The Chair may delegate another APVMA officer to act as Chair.

Organisations shall nominate one person as a member, who will act as the primary point of contact between the APVMA and the organisation. Organisations must notify the APVMA in writing of any changes to the nominated member.

The member may choose to attend each meeting in their own right or nominate a proxy. Members shall provide the name of proxy attendees (through the secretariat).

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Members may invite representatives from relevant industry companies to attend as visitors. Visitor's names must be provided to the APVMA (through the secretariat) one week in advance of the meeting.

A quorum shall comprise of the Chair, plus a majority of members.

Members are appointed for a period up to 30 June 2025. The secretariat will conduct regular reviews of the membership and objectives of the meeting to ensure the Forum continues to meet its objectives , with any significant changes to be made in consultation with members.

## Meetings

Meetings will be held twice a year, or as needed.

The agenda will focus on high-level matters of shared significance to the forum members. The APVMA will develop agendas in consultation with Members. The APVMA will monitor the performance of the forum against the objectives.

## Secretariat

The APVMA will provide the secretariat, including coordination of:

- Call for agenda items approximately one month before each meeting.
- Distribution of agenda and business papers one week in advance of the meeting.
- Preparation and circulation draft minutes out of session for members' approval.
- Publishing a summary of meeting discussions on the APVMA website.
- Alongside the Chair, supporting new members to understand the purpose and objectives of the Forum.
- Establishing meeting dates for the Forum with input from the Chair and Members

## Contact

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