



## **NATIONAL WORKING PARTY ON GRAIN PROTECTION STRATEGIC WORKING GROUP**

### **TERMS OF REFERENCE**

#### **1 ROLE**

The NWPGP is the industry body responsible for the management and providing leadership to industry in the areas of postharvest storage, chemical use, market requirements and chemical regulations. Issues addressed by the NWPGP include entomology, insect infestation, grain protectants, fumigants, physical control methodology, pesticide residue violations, market requirements and market access, application technology, extension, and technical relationships with domestic customers. Furthermore, National and International Regulation are discussed across a wide range of Industry organisations in an attempt to identify specific problems and determine directions for resolution. Regulatory requirements, reviews and information requests are considered, and agreed Industry submissions produced and submitted to regulatory organizations.

The Strategic Working Group, as a subset of the NWPGP, is formed to assist the NWPGP to operate successfully and achieve its desired outcomes.

As a committee appointed by the NWPGP and agreed by the GTA Board of Directors, the role of the NWPGP Strategic Working Group is to consider those issues listed below, and other subsequent issues that may have a potential impact on GTA services to members and NWPGP industry functions, and to advise the Board through the GTA Standards Committee and the NWPGP on appropriate action.

The NWPGP Strategic Working Group will act on behalf of the NWPGP and industry and thus will recommend actions to GTA and the NWPGP to assist industry in its endeavours.

#### **2 SCOPE OF OPERATION**

2.1 The NWPGP Strategic Working Group shall make recommendations to the GTA Board via the Standards Committee and to the NWPGP on issues relating to:

- (a) Chemical usage – correct use and compliance with regulatory and market requirements;
- (b) Insect Control – suitability of existing and new chemicals and fumigants;
- (c) Market requirements – current and future trends in relation to chemical residues;
- (d) Quality assurance, Codes etc. across the industry to assist compliance with chemical use and market requirements;
- (e) Communication, education and training issues, specifically those supporting chemical use and insect control;

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## Terms of Reference – GTA NWPGP Strategic Working Group

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- (f) Other relevant matters of concern to GTA members, the NWPGP and industry in general and within the area of expertise of the NWPGP Strategic Working Group and its sub-groups.
- 2.2 The NWPGP Strategic Working Group shall have no executive powers with respect to its findings but shall make recommendations to the GTA Board via the GTA Standards Committee and to the NWPGP.
- 2.3 The NWPGP Strategic Working Group shall have the authority, on behalf of the Board, to seek information through GTA from members and on behalf of the NWPGP to GTA non members, NWPGP members and other industry groups, with respect to issues under consideration by the NWPGP Strategic Working Group.
- 2.4 The NWPGP Strategic Working Group shall direct the sub-groups as appropriate on their tasks and shall report to the Standards Committee and the NWPGP outcomes of those deliberations.
- 2.5 The NWPGP Strategic Working Group shall have no power with respect to complaints brought by industry participants or GTA Members. Such issues shall be dealt with by GTA executive management in conjunction with GTA Board members and the NWPGP where appropriate.

### 3 SPECIFIC OBJECTIVES

- 3.1 As a sub-set of the NWPGP and reporting to both the NWPGP and the GTA Standards Committee, the NWPGP Strategic Working Group shall:
  - 3.1.1 Have overall management and planning of the annual NWPGP conference
  - 3.1.2 Reviewing existing (and the need for alternative) sub-groups and recommend changes to sub-group functions
  - 3.1.3 Receiving feedback from and guide sub-groups on all NWPGP and related matters
  - 3.1.4 Recommending insect control strategies for all sectors of industry based on industry feedback
  - 3.1.5 Develop, in conjunction with industry, quality assurance protocols across the grain value chain
  - 3.1.6 Advise on the effective use of chemicals and insect control techniques by individuals and by the relevant sectors of the industry
  - 3.1.7 Foster communication between the GTA Board, Management, NWPGP, industry and the NWPGP Strategic Working Group/sub-groups on industry matters that relate to chemical use, market requirements and compliance and insect control
  - 3.1.8 Report and make recommendations to the industry at the annual NWPGP conference on all matters of relevance addressed by the NWPGP Strategic Working Group and its sub-groups

3.1.9 Participate on as required and direct the activities of the various sub-groups formed under the NWPGP Strategic Working Group

3.1.10 Work with all sectors of industry with an interest in chemical use and insect control with a view to progressing Good Agricultural Practice

#### **4 MEMBERSHIP**

4.1 The NWPGP Strategic Working Group shall consist of at least three members.

4.2 The NWPGP Strategic Working Group shall appoint its own Chairperson for the forthcoming year.

4.3 The members shall be drawn from the grain industry and be individuals with specialist skills in chemical use, insect control, storage and handling.

4.4 The GTA Board and the NWPGP has discretion to vary appointments to the NWPGP Strategic Working Group at any time.

4.5 Assistance to the NWPGP Strategic Working Group

4.5.1 The NWPGP Strategic Working Group may invite any member of the NWPGP and industry, including GTA staff, to join the NWPGP Strategic Working Group in an advisory capacity and determine their ongoing involvement in the NWPGP Strategic Working Group.

4.5.2 Such advisers are not deemed to be members of the NWPGP Strategic Working Group for the purposes of voting, calling a meeting or constituting a quorum.

4.5.3 GTA shall appoint a Secretary to the NWPGP Strategic Working Group. The Secretary is not a member of the NWPGP Strategic Working Group.

#### **5 MEETINGS**

5.1 The Chairperson will take the chair at all meetings of the NWPGP Strategic Working Group. In the Chairperson's absence the Chairperson will nominate a Deputy Chairperson.

5.2 GTA will provide the secretariat for all NWPGP Strategic Working Group meetings.

5.3 Convening a Meeting

5.3.1 The NWPGP Strategic Working Group will schedule a minimum of two meetings per year and shall hold other such meetings as are necessary for the performance of its functions.

5.3.2 The Chairperson, in consultation with GTA management, may at any time convene a meeting of the NWPGP Strategic Working Group.

5.3.3 Any NWPGP Strategic Working Group member may request the Chairperson to convene a meeting. The discretion to convene the meeting rests with the Chairperson and GTA management.

5.3.4 Not less than seven clear days oral or written notice of a meeting of the NWPGP Strategic Working Group will be given to each member unless members agree to the holding of a meeting at shorter notice on the basis that a quorum is available to meet.

5.3.5 Additional members to the NWPGP Strategic Working Group may be called for a specific meeting or for future meetings as agreed by the NWPGP Strategic Working Group members.

5.4 Conduct of meetings

5.4.1 The business to be considered by a meeting of the NWPGP Strategic Working Group shall be only those matters, which relate to the objectives detailed in section 3.

5.4.2 Meetings of the NWPGP Strategic Working Group shall be held by the members of the being present in person (or a replacement approved by GTA) at the appointed time and place for the meeting, unless the Chairperson determines that the meeting or all meetings of the NWPGP Strategic Working Group may be held by:

- telephone linkup between all members of the NWPGP Strategic Working Group who are able to participate, or
- any other means of communication by which all members of the NWPGP Strategic Working Group who are able to attend the meeting are able to speak to and hear each other.

5.5 Quorum

The quorum necessary for the transaction of the business of the NWPGP Strategic Working Group shall be no less than three (3) of the members.

5.6 Voting

5.6.1 Each Member at a meeting of the NWPGP Strategic Working Group, with the exception of the GTA staff member and other advisors (see 4.5), when called upon by the Chairperson, will be entitled to cast a vote on any recommendation put to the meeting.

5.6.2 The Chairperson shall have a deliberative vote.

5.6.3 In the case of an equality of votes, the Chairperson shall have a casting vote.

**6 REPORTING**

6.1 The Chairperson of the NWPGP Strategic Working Group shall forward recommendations from the NWPGP Strategic Working Group to the GTA Standards Committee and GTA Board and the NWPGP as appropriate.

6.2 The Secretary of the NWPGP Strategic Working Group shall circulate the Minutes of each meeting to:

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## Terms of Reference – GTA NWPGP Strategic Working Group

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- All members of the NWPGP Strategic Working Group;
- The GTA Chief Executive Officer;
- GTA staff assisting the NWPGP Strategic Working Group at that time; and
- A summary of all meeting outcomes to the NWPGP annual conference.

### **7 FUNDING**

- 7.1 GTA and the NWPGP do not provide as a matter of course, travel and accommodation or sitting fees to members. Members need to be able to finance these aspects of their role from their own means.
- 7.2 In exceptional circumstances, reasonable out of pocket expenses may be incurred with prior approval of the Chairperson.
- 7.3 GTA will host all teleconferences of the NWPGP Strategic Working Group.

### **8 INDEMNITY**

The Chairperson, Members, GTA staff assisting the NWPGP Strategic Working Group and secretariat of the NWPGP Strategic Working Group will be at all times be indemnified by GTA in respect of all liability, loss, damage, expense and claims whatsoever arising from any agreed NWPGP Strategic Working Group actions or decisions taken in good faith by the NWPGP Strategic Working Group.

### **9 CONFIDENTIALITY**

In order to ensure that Members of the NWPGP Strategic Working Group are able to participate fully in the NWPGP Strategic Working Group, GTA may provide certain information, which GTA considers is confidential. Members will be required to retain such information as confidential and confirm their intention to do so by formal agreement.

### **10 MEDIA ACTIVITIES**

All media activities will be handled by the Chair of the NWPGP and CEO of GTA on behalf of the NWPGP. No member is to discuss, give interviews or otherwise engage in media activities that relate to their role, activities and/or deliberations within the NWPGP Strategic Working Group unless agreed by the CEO of GTA or specifically agreed by the Chair of the NWPGP.

### **11 SUB-GROUPS**

Where relevant, the abovementioned Terms of Reference will apply to the various sub-groups formed from time to time under the NWPGP Strategic Working Group.

However, to differentiate it is expected that each sub-group:

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**Terms of Reference – GTA NWPGP Strategic Working Group**

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- Will meet by teleconference as required potentially only once a year or more often as required
- Will carry out its functions as a representative sub-group of the NWPGP
- GTA will host teleconference calls and provide administrative support
- Participants will provide input in their relevant areas of expertise on behalf of industry
- Will fully scope their purpose, activities and membership once the sub-group has been formed
- Will liaise as required with other sub-groups and the NWPGP Strategic Working Group
- Elect a Chairperson
- Will identify issues and recommend solutions by existing industry parties or methods or recommend alternative approaches
- Will report to the NWPGP Strategic Working Group
- Will carry out tasks as determined by the NWPGP Strategic Working Group

Various sub-groups under the auspices of the NWPGP will be formed as required.