

Greater Sunraysia Fruit Fly Regional Advisory Group

Terms of reference 2022-2025



Purpose

The purpose of the Greater Sunraysia Fruit Fly Regional Advisory Group (here after referred to as the “group”) is to guide and advise on the development and delivery of the Greater Sunraysia regional program. The program is funded to deliver on Victoria’s Fruit Fly Strategy 2021-2025 with a focus on area-wide management and transitioning to a sustainable funding model.

Term

These terms of reference and the term of membership are effective from 17 February 2022 and continue until 30 June 2025.

Membership

Membership of the group is open to industry representatives from the stone fruit, citrus, table and wine grapes, vegetables, and dried fruits industries, as well as representatives from local and state government organisations.

Membership of the group is open to:

- Two (2) representatives from each of the citrus, table grape and stone fruit industries (maximum 6 members).
- One (1) representative from each of the wine grape, dried fruits, olive, avocado and vegetable industries (maximum 5 members).
- One (1) representative from each of the Mildura and Swan Hill Rural City Councils and Gannawarra Shire Council (maximum 3 members).
- One (1) representative from each of the Agriculture Victoria’s Plants, Chemicals and Invasives Unit and the New South Wales Department of Primary Industries (maximum 2 members).
- The State-wide Fruit Fly Coordinator, Chief Plant Health Officer Units, Agriculture Victoria (1 member)

Appointment of members will be made by the organisations that they represent. A list of the current members is included in Appendix A and will be updated if any changes to membership occurs. The group has will have a maximum of 17 members.

If a nominated member is no longer able to represent their organisation, the relevant organisation will be requested to nominate a new representative.

A member will not be eligible to continue to represent their organisation if the member becomes bankrupt or is convicted of an indictable offence or of an offence, which, if committed in Victoria, would be an indictable offence. A member can be removed from the position for breaches of a code of conduct by a unanimous decision made by the Chair, the Deputy Chair and the State-wide Fruit Fly Coordinator. In the event that breaches of a code of conduct involved the Chair or Deputy Chair a decision will be made via a majority of members.

Roles and responsibilities

The group is intended to provide advice and be a decision-making body using local and industry knowledge to ensure that program development and delivery is optimised to this region. The group should analyse all elements of the program to determine how the program should change over time.

Responsibilities of members

Group members are responsible for representing key stakeholder organisations in the region and keeping these organisations informed.

Each member should understand how the grant is being delivered; participate in discussions on program direction and look for opportunities to improve the program. Members represent their industry group and will be required to have a process for collecting the views from their industry and commit to providing information from the group back to their industry.

Members can request the inclusion of agenda items through the Chair or Regional Coordinator

Responsibilities of Chair and Deputy Chair

The Chair will be responsible for:

- bringing focus and discipline to the proceedings of group meetings;
- facilitating the achievement of an informed and agreed position of the group that aligns with the objectives as set out in the Terms of Reference;
- facilitating constructive and respectful debate considering all perspectives and providing resolution of the agreed position and clear documentation of the agreed position at the conclusion of these discussions;
- keeping a meeting on track (within timelines and aligned to the agenda);
- be able to encourage participation from all members in a meeting and identifying when additional information is required to be brought to the table;
- be able to establish a high degree of mutual trust and respect from all members within the group, and enforce respectful behaviour between each member;
- ensure that direction is taken as agreed and documented in meetings in the required timeframe and
- ensuring the Regional Coordinator is supported in their role and given adequate direction to delivery on funding obligations.

The Chair is the spokesperson for the group and may represent the group at public functions, in media releases, department arranged meetings, or elsewhere as deemed appropriate by the group. Where the Chair is not able to act in this representative capacity, he or she may delegate this duty to the deputy Chair, another Group member or the Regional Coordinator.

The Chair and another nominated member (e.g. Deputy Chair) are required to attending training to assist in developing skills in meeting management, effectively chairing a meeting, code of conduct etc. (this is a requirement of the Greater Sunraysia Regional Fruit Fly Program 2021-2023 Victorian Fruit Fly Strategy Grant).

Code of conduct

The group provides a forum where strong and respectful relationships should be fostered with a high degree of mutual trust that fosters independent perspectives to be shared and issues/ opportunities to be questioned and openly debated.

Agreed behaviour include: professional behaviour at all times; adopting a regional view (as opposed to an individual view); respect diversity of opinions; and encourage a spirit of collaboration.

Observers and technical advisors

The Chair may invite other persons to attend group meetings as observers when appropriate. The Chair may also, from time to time, invite 'technical advisors' including departmental officers or other persons with relevant experience or specialist knowledge to provide additional information sought by the group.

Observers and technical advisors are bound by the same confidentiality and conflict of interest requirements as members. Observers and technical advisors may not vote or form part of final decisions.

Remuneration

The Chair will not receive remuneration. Sitting fees will not be paid to members. Members' time is deemed to be a contribution from their respective organisations and regions.

General operations

Meeting frequency

The meetings will be held quarterly, in February, May, August and November each year until June 2025. The meetings will be held on a Thursday, through online software. Each meeting will be scheduled for a maximum of three hours. A provision is available to hold out of session meetings if required.

Face to face meeting(s) may be held with prior agreement from the members of the group.

Attendance at meetings

It is expected that all members will prioritise attendance at the scheduled quarterly meetings.

Members are expected to lodge an apology if they are unable to attend a scheduled meeting and ideally arrange for a proxy to attend.

After nonattendance (without an apology) at two meetings the Chair will discuss the attendance with the member and propose a course of action.

Meeting agenda and papers

It is the responsibility of the Regional Coordinator to provide executive support to the group to ensure that agendas and papers for meetings are prepared in adequate time and due consideration of relevant issues for consideration and are circulated at least five (5) working days prior to the meeting.

A call for agenda items will be made by the Regional Coordinator inviting all members to raise issues for discussion at least two weeks prior to each meeting. The Chair will work with the Regional Coordinator to finalise the agenda and any supporting documentation. All motions or recommendations for decision must be included in the agenda so that members can canvas their respective organisation prior to attending the meeting.

Conduct of meetings

If the Chair is absent, or the office of Chair is vacant, the deputy chair will preside at that meeting. If both the Chair and Deputy Chair are absent, members present at a meeting shall elect from the members present a member to preside at that meeting.

Quorum

A quorum of the group is constituted by attendance of a majority of members*. (E.g. a quorum is considered present if eight (8) of 15 members* are in attendance). *The total number of members is based on the filled positions only. Any vacant positions will not be considered in the count of total number of members. No meeting shall commence or continue unless a quorum is present.

Consensus decision

While each member may have different views about a matter, the group as a whole, makes the decision. Members must work through issues to agree on a course of action and prepare its advice through consensus. Everyone in the meeting will accept and respect the outcome of a discussion even if it is outside their specific opinion or the direction of their respective industry.

Meeting minutes

All discussions against each agenda item must be recorded unless an in-camera session is held. The voting outcome of motions and any resulting action items will be clarified, and delivery timeframes agreed before the conclusion of the meeting.

The Regional Coordinator will provide draft minutes of the meeting within five (5) business days to the Chair who will review and approve for circulation to all members (including absent and alternate members) within ten (10) business days of the meeting. The draft minutes will be endorsed (or amended) as final at the following meeting.

A meeting summary will be provided by the Regional Coordinator to assist members in providing information back to their respective industry organisations.

Confidentiality

Members and observers will be able to discuss with their respective groups or organisations issues before the Group that are not of a confidential nature. Any meeting agendas, minutes, papers or other materials that are noted to be 'confidential' must not be circulated or discussed without the prior consent of the Chair and/or the Greater Sunraysia Fruit Fly Regional Coordinator.

A breach of confidentiality by distribution (including verbally) of material that is noted as 'confidential' will involve review of the incident by the Chair, the State-wide Fruit Fly Coordinator and Greater Sunraysia Fruit Fly Regional Coordinator. An appropriate course of action for the breach will be determined, including the potential to remove the member from the group.

Conflict of interest

Members and observers must be aware of the need to manage all general or material conflicts of interest.

A conflict of interest occurs when a person has a personal, professional or business interest that may influence, or be perceived to influence, their decisions or interfere with the proper performance of their official duties. Conflict of interest can be actual, perceived or potential. More information on conflict of interest and its management, including the Declaration requirements, can be found in the department's Conflict of Interest Policy and in the guidance material provided by the Victorian Public Sector Commission <https://vpssc.vic.gov.au/ethics-behaviours-culture/conflict-of-interest>.

A member who has an actual, potential or perceived, conflict or represent a conflict of duty for a matter being discussed at a meeting must declare the nature of the interest and the potential for there to be a conflict at the commencement of a meeting or if they become aware of a conflict of interest during discussions, as soon as possible after becoming aware of the interest

When a declaration of an interest is made, it will be recorded in the minutes of the meeting and in the conflict of interest register.

A member who has made a declaration of a potential conflict of interest should not be present or take part in any discussion of the matter to which the declaration relates unless the Chair or member presiding directs otherwise.

Conflicts may be actual, potential or perceived, or represent a conflict of duty.

Actual conflict of interest: There is a real conflict between an employee or director's public duties and private interests.

Potential conflict of interest: An employee or director has private interests that could conflict with their public duties. This refers to circumstances where it is foreseeable that a conflict may arise in future and steps should be taken now to mitigate that future risk.

Perceived conflict of interest: The public or a third party could form the view that an employee or director's private interests could improperly influence their decisions or actions, now or in the future.

Conflict of duty: Will arise when a person is required to fulfil two or more roles that may actually, potentially or be perceived to be in conflict with each other.

Public commentary and media

The Chair is the media spokesperson for the group at local, state and national levels.

A number of key messages will be developed through the Greater Sunraysia Fruit Fly Communication and Engagement strategy 2022-2025, which members are encouraged to promote. Use of key messages will ensure a common approach to media and engagement is adhered to.

The Regional Coordinator and members with appropriate media training can speak on behalf of the Group at a local and regional scale but only if key messages are followed. It is an expectation that the Regional Coordinator would represent the work of the Regional fruit fly strategy 2021-2025 and the associated Action Plan at a local level. All public enquires should go directly to the Regional Coordinator as a first point of call.

Sub-groups and working groups

The group can elect for sub-groups or working groups to investigate specific topics or areas of interest. The sub-groups or working groups will not have decision authority. They will be able to make recommendations to the Greater Sunraysia Fruit Fly Advisory Group for consideration and decision where appropriate.

Regional sustainable fruit fly management model working group

A sub-group/working group will be established to discuss the development of a sustainable fruit fly management model. This working group will be comprised of one representative from each of the stone fruit, citrus and table grape industries as one local council representative. The working group will be supported by the Greater Sunraysia Regional Fruit Fly Coordinator and Victorian State-wide Fruit Fly Coordinator. The membership of this group is not required to be comprised of members of the group however members are not excluded.

The regional sustainable fruit fly management model working group will make recommendations to the Greater Sunraysia Fruit Fly Advisory Group for consideration.

A list of membership is included in appendix B.

Review and amendment of Terms of Reference

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the group members.

Victorian Common Funding

The 'Greater Sunraysia Fruit Fly Regional Advisory Group' is referred to as the "Governance Group" in the Victorian Common Funding Agreement between the Department of Jobs, precincts and Regions and Mildura Rural City Council (01/10/2021) and all associated documentation, including the Victorian Fruit Fly Strategy 2021-2025 grant application.

Appendix A – Greater Sunraysia fruit fly advisory group membership

The following members have been nominated via a letter of support from their organisation and comprised the membership base of the Greater Sunraysia Fruit Fly Advisory Group:

Organisation	Nominated representative
Australian Table Grape Association	Jeff Scott
Australian Table Grape Association	Alison MacGregor
AusVeg	TBA
Citrus Australia	Jessica Lye
Department of Jobs Precincts and Regions (DJPR), Plants, Chemicals and Invasives Unit	Robyn Morrison
Department of Jobs Precincts and Regions, Chief Plant Health Officer Unit	Cathy Mansfield
Dried Fruits Australia	Warren Lloyd
Gannawarra Shire Council	Scott Wishart
Mildura Rural City Council	Chris Parham
Murray Valley Winegrowers Inc	Paul Derrico
NSW Department of Primary Industries	Bev Zurbo
Summerfruit Australia	Trevor Ranford (Temporary)*
Sunraysia Citrus Growers.	Sandra Gregg
Swan Hill Rural City Council	Nicholas Mudge
Swan Hill Summerfruit Development Association	Joelene Williams
Swan Hill Summerfruit Development Association	Rocca Infantino
Olive Industry	Vacant
Avocado Industry	Vacant

Positions are available for the avocado and olive industries if they elect to nominate a representative during the term of the group.

The following representative have been nominated as proxy for their respective organisations in the event that a member of the group is unable to attend:

Organisation	Nominated proxy
Sunraysia Citrus Growers	Kevin Cock
Australian Table Grape Association	Jenny Treeby
Murray Valley Winegrowers Inc	Chris Dent
Swan Hill Rural City Council	Kate Jewell
DJPR, Plants, Chemicals and Invasives Unit	Lauren Donaldson

NSW Department of Primary Industries	Leonie Martin
--------------------------------------	---------------

Regional sustainable fruit fly management model working group

The following people have been nominated to form the Regional sustainable fruit fly management model working group:

	Organisation	Nominated proxy
Citrus industry	TBA	TBA
Table Grape industry	TBA	TBA
Stone fruit industry	TBA	TBA
Local councils	Mildura Rural City Council	Chris Parham
Agriculture Victoria	Department of Jobs Precincts and Regions, Chief Plant Health Officer Unit	Cathy Mansfield

The working group will be supported by the Greater Sunraysia Regional Fruit Fly Coordinator.

Industry Working Group – Regulatory future of the Greater Sunraysia Pest Free Area.

The following people have been nominated to represent the Greater Sunraysia Regional Fruit Fly Advisory group on the “Industry Working Group – Regulatory future of the Greater Sunraysia Pest Free Area”:

Organisation	Nominated representative
Australian Table Grape Association	Jeff Scott
Swan Hill Summerfruit Development Association	Michael Tripodi (Temporary)*
Greater Sunraysia Pest Free Area	Narelle Beattie (Regional Coordinator).