



THE BIOSECURITY MINISTERIAL ADVISORY COMMITTEE'S TERMS OF REFERENCE

As approved by the Minister for Biosecurity and endorsed by Cabinet on 20 September 2010, and amended by the Minister for Primary Industries on 18 September 2013.

The Committee's Role

1. The Biosecurity Ministerial Advisory Committee (BMAC) has been convened by the Minister for Primary Industries to provide the Minister with high quality independent advice on the performance of New Zealand's biosecurity system.
2. The committee will provide the Minister advice that recognises:
 - a) a fully integrated, multi-layered biosecurity system.
 - b) a world class biosecurity system as a critical component of the Ministry for Primary Industries (MPI) strategy to grow and protect New Zealand and its goal of doubling the value of exports by 2025.
 - c) MPI has a leadership role in the biosecurity system but will work in partnership with other agencies and with those in New Zealand's primary sectors and other related industries.
3. BMAC will provide advice to the Minister about how a world-class biosecurity system can be achieved. Activities associated with the provision of this advice includes:
 - a) advising the Minister and the Ministry for Primary Industries (MPI) how the biosecurity system as a whole and/or any specific activities, programmes, strategies or policies associated with this system can assist in creating an environment that supports economic growth, innovation and sustainability across the primary industries;
 - b) assisting the Minister and MPI to ensure that the biosecurity system supports and protects the economic, environmental, human health and social/cultural outcomes sought by the government and a wide range of stakeholder groups;
 - c) helping the Minister and MPI identify opportunities to improve the performance of the biosecurity system by considering biosecurity as whole system with many distinct but interconnected layers;
 - d) providing the Minister and MPI with advice on the efficiency, cost-effectiveness and capability of the biosecurity system as a whole and/or any specific activities or programmes that MPI undertakes in this system; and
 - e) providing the Minister and MPI with advice on future trends, risks and issues that may impact on the performance of the biosecurity system, based on their own areas of expertise and networks.



4. BMAC will consist of no more than 10 members, selected from a wide range of backgrounds related to biosecurity.
5. BMAC's meeting schedules and the papers generated for these meetings are based on a forward-looking work programme, agreed to by the Committee and the Minister every 12 months.
6. BMAC will also provide advice regarding any urgent biosecurity matters at the Minister's discretion.

Expectations of Committee Members

7. Members of the Biosecurity Ministerial Advisory Committee are appointed at the discretion of the Minister for Primary Industries for a duration of time the Minister sees fit. Members are expected to:
 - a) attend each BMAC meeting, unless extenuating circumstances provide otherwise;
 - b) prepare adequately prior to each meeting by reading all papers provided to them;
 - c) ensure that biosecurity matters of significance are brought to the attention of the Minister for Primary Industries;
 - d) bring to the Committee perspectives based on their experiences and interests;
 - e) take a whole of biosecurity system view and not regard themselves as representatives or advocates for particular sectors or interests;
 - f) base their advice on understanding of broader biosecurity issues;
 - g) draft reports and comment on reports drafted by other members and the Ministry; and
 - h) declare any conflict of interest, or potential conflicts of interest, that may arise.
8. The Chair is also expected to:
 - a) chair meetings;
 - b) organise the agenda, with the assistance of the secretariat;
 - c) determine what action is appropriate if a member or the Deputy Chair has a potential conflict of interest;
 - d) meet the Minister for Primary Industries to report on the activities of the Committee, as required;
 - e) maintain an effective working relationship with the Minister for Primary Industries; and
 - f) oversee the development of a 12 month work programme for BMAC, which is approved by the Minister for Primary Industries.
9. The Deputy Chair is also expected to:
 - a) take over the role of the Chair, when the Chair is unavailable;
 - b) determine what action is appropriate if the Chair has a potential conflict of interest;



- c) attend meetings the Chair has with the Minister for Primary Industries; and
- d) provide support to the Chair to facilitate the running of the committee and so the objectives of the Chair can be met.

Conditions of Appointment

10. Appointments to the Biosecurity Ministerial Advisory Committee are subject to the following conditions:
 - a) Each member is appointed for a three year term.
 - b) Any reappointments are made for a duration that is at the Minister's discretion.
 - c) A member may resign from the Committee by informing the Minister for Biosecurity in writing.
 - d) Members serve at the pleasure of the Minister and may be removed at any time.
 - e) The Minister does not have to provide a reason for removing a member.
11. The Minister for Primary Industries will review these terms of reference every three years in consultation with the Committee.