

Apicultural Industry Advisory Committee

Position Description

Introduction

The Apicultural Industry Advisory Committee (AIAC) is a statutory ministerial advisory committee constituted by the Minister for Agriculture.

The chairperson and up to 8 committee member positions are available on AIAC for a term of up to three years. Appointments are made by the Minister for Agriculture.

Background

Livestock Disease Control Act 1994

The *Livestock Disease Control Act 1994* (the Act) provides for the collection of registration and annual fees for honeybees from Victorian Beekeepers which support the Honey Bee Compensation and Industry Development Fund (HBCIDF).

The HBCIDF is established under the Act to provide for compensation payable to Victorian Beekeepers in the event of destruction and disinfection of honey bees due to the presence of American Foul Brood.

In addition, the Fund provides for programs and projects for the improvement and development of the apicultural industry in Victoria.

The Act in concert with the *Duties Act 2000*, also provides a statutory arrangement for the collection of duties generated by the sale of cattle, sheep, goats and pigs and their carcasses in Victoria. These duties are collected to support the following funds:

- Swine Compensation Fund
- Cattle Compensation Fund
- Sheep and Goat Compensation Fund.

The Act also provides for the registration and fees payable for Victorian beekeepers, which support the HBCIDF.

The funds deliver outcomes for the four industries and are aligned to the purposes and objectives of the Act as well as the rules legislated for the expenditure of the funds.

Apicultural Industry Advisory Committee (AIAC)

Under the *Livestock Disease Control Act 1994*, the Minister for Agriculture, can make payments from the HBCIDF to support programs and projects for the benefit of the honey bee industry in Victoria.

These payments can only be made once the Minister for Agriculture has considered recommendations from AIAC.

Livestock Biosecurity Fund Grant Program

The Livestock Biosecurity Funds Grant Program funds projects and programs that prevent, monitor, and control diseases, thereby enhancing animal health, biosecurity and market access for the benefit of Victorian honeybee, cattle, sheep, goat, and swine industries.

Program funds are used for projects producing outcomes consistent with the *Livestock Disease Control Act 1994* and demonstrating the following principles:

- Innovative solutions and emerging technologies for livestock biosecurity issues, needs or gaps.
- Collaboration where possible across value chains.
- Real benefits to the industry which are measured and evaluated with evidence and data.

The Livestock Biosecurity Funds Grant Program demonstrates the collaboration and shared responsibility between government and industry in biosecurity.

See the [Agriculture Victoria website](#) for more information on the Livestock Biosecurity Funds Grant Program.

The Apicultural Industry Advisory Committee (AIAC)

Composition

AIAC is established under the *Livestock Disease Control Act 1994* and consists of a chairperson and up to eight members appointed by the Minister for Agriculture.

The chairperson and members may be appointed under one or more of the key selection criteria listed below, after the Minister for Agriculture has considered the balance of skills, expertise and diversity of the candidates received via an expression of interest.

The majority of members will have knowledge and experience of the apicultural industry.

Role

AIAC's primary role is to advise the Minister for Agriculture on recommended projects for funding from the Honeybee Compensation and Industry Development Fund (the Fund) and provide guidance for funding rounds and continuous improvements of the Livestock Biosecurity Funds Grant Program.

AIAC may also provide advice on compensation payable to and registration fees payable for Victorian beekeepers

Meetings

AIAC meets at least two times a year or as required with meetings held online (Microsoft Teams), in person at the Agriculture Victoria site at 475 Mickleham Road, Attwood, or via a hybrid arrangement. Meetings are held during the week and during business hours, generally for half a day.

Remuneration

Members may be eligible to receive a sitting fee to participate on AIAC. Eligibility is determined in accordance with the Appointment and Remuneration Guidelines 2023.

AIAC is classified as a Group C, Band 2 organisation under the Appointment and Remuneration Guidelines. Sitting fees are determined by the Minister and are currently set within a range of \$202 up to \$461 per sitting day for the Chairperson and \$174 up to \$359 per sitting day for a member.

Personal costs (for example, travel and accommodation) for in-person meetings may also be reimbursed in compliance with Department of Energy, Environment and Climate Action's travel and personal expenses policy.

Secretariat

Agriculture Victoria provides secretariat and grant management support for AIAC and the Livestock Biosecurity Funds Grant Program.

Roles available

Chairperson

The chairperson will facilitate an orderly and constructive discussion between members to ensure delivery of the responsibilities of AIAC set out in the AIAC Terms of Reference.

The chairperson is responsible for:

- Engaging with the department on the development of meeting agendas and the progress of actions arising from meetings.
- Subject to confidentiality requirements, the chairperson is the spokesperson for AIAC and may represent AIAC where deemed appropriate by the Minister for Agriculture.
- Monitoring the performance of AIAC including drawing a member's attention to non-adherence to the AIAC Terms of Reference.
- Monitoring the consistency and quality of the work carried out by AIAC.
- Allocating actions in a project brief to a responsible AIAC member or working group.
- Reviewing project milestone reports.
- Meeting or facilitating all reporting requirements outlined in the AIAC Terms of Reference.
- Attendance at departmental meetings on occasion
- The member's responsibilities below.

Up to eight member positions

The primary role of members is to enable AIAC to provide advice to the Minister for Agriculture based on their collective experience, knowledge and in accordance with the *Livestock Disease Control Act 1994*.

Members are responsible for:

- Investing sufficient time prior to meetings to be able to understand matters under consideration by AIAC and to participate in decisions relating to those matters.
- Participating in, and equitably sharing the workload of AIAC where possible while adhering to confidentiality provisions.
- Sharing information and knowledge with other members.
- Committing to the consensus decision of AIAC, regardless of whether or not the final decision was to their liking.
- Complying with the AIAC Terms of Reference, the Act and the Regulations.
- Adhering to the Code of Conduct for Directors
- Acting in the best interests of AIAC.

In the event a member cannot perform the role they have voluntarily assumed, by participating as a member of a collective team of expert advisers to government, they must withdraw from AIAC or may be removed by the Minister of Agriculture.

Selection criteria

Key Selection Criteria

Applicants are required to have knowledge and expertise in one or more of the following areas, relevant to the apicultural industry:

- the apicultural and allied industries
- biosecurity or market access
- quality assurance and food safety
- finance, legal practice or business management
- agricultural, animal or veterinary science
- public policy
- any other area the Minister considers relevant to the functions of the Committee.

Additional Selection Considerations

Other skills and experience that will be taken into consideration include:

- current/previous Livestock Advisory Committee experience
- current/previous membership of Commonwealth, Victorian, local government, or industry bodies and your contributions to these.
- demonstrated experience in industry leadership, industry organisations and/or industry networks preferred.
- research investment expertise.

Qualifications

There are no required qualifications.

The Victorian Government's commitment to diverse representation

The Victorian Government is committed to ensuring that government boards and committees reflect the rich diversity of the Victorian community.

Applications are encouraged from people of all ages, Aboriginal people, people with disability, people from culturally and linguistically diverse backgrounds and from lesbian, gay, bisexual, trans, gender diverse, intersex and queer people, and those aged 25 years old or less

You do not have to disclose any personal information if you do not want to, but it can help us understand how we can support you through the recruitment process and beyond.

If you identify as any of the above, we would welcome the opportunity to contact you and discuss how we can support you through the recruitment process.

Sharing this information will help you access support should you need it and will also help us to better understand the impact of our work.

The Recruitment Process

How to apply

Should you wish to be considered as the chairperson or a member of AIAC, please submit the following:

- Completed expression of interest form, and
- Curriculum vitae

Expressions of interest are to be submitted online by visiting [Join a Public Board](#) and searching for 'Apicultural Industry Advisory Committee'. All documents are to be attached as Microsoft Office Word documents.

Expressions of interest close at midnight on 15 business days after publication.

Curriculum Vitae

Applicants must provide a short CV that includes the following information:

- your current employment and your relevant employment history, including information about your roles and responsibilities in each role
- your qualifications and experience; and
- your current and past memberships to any Commonwealth and Victorian government bodies and non-government bodies (i.e. boards, committees, councils, community groups)

Referees

You will be required to provide details of two referees.

Shortlisting and interviews

Shortlisted applicants will be invited for an interview. Reasonable adjustments may be considered for people with a disability. If you need assistance to fully participate in the application or interview process, please let us know.

Probity checks required

Shortlisted candidates will undergo the following probity checks and will be required to complete associated documents:

- Declaration of Private Interests form
- Diversity Information and Privacy Consent form
- fit2work National Police Checking Service Application/Consent form
- Australian Securities and Investment Commission (ASIC) and Australian Financial Security Authority (AFSA) checks.

Induction

Agriculture Victoria will provide a tailored induction for new members including AIAC's workplan, Honeybee Compensation Development Fund projects and Victorian public board governance and integrity.

Where to get help

For further information or a confidential discussion about this opportunity, please contact Ms Monica Bird, Manager Governance, Agriculture Victoria, Department of Energy, Environment and Climate Action, 0482 690 832.

All recruitment materials are available in an accessible Word format. If you would like help understanding the recruitment materials or would like to receive it in another format please use the National Relay Service 133 677 if required, or email the Governance Unit team on biosecurity.governance@agriculture.vic.gov.au