



National Biosecurity Committee Terms of Reference

Approved by the Australian Grape & Wine Board

September 2025

Purpose

The National Biosecurity Advisory Committee (the Committee) provides advice to:

- the Executive and the Board of Australian Grape & Wine, either directly as requested, or via reporting to the Membership Electoral College Committees, and
- to Wine Australia.

The Committee advises on emerging issues relating to biosecurity, with the aim of promoting safe and sustainable winegrape growing and identifying priorities for related research. The Committee fosters collaboration across those links in the vine-to-wine supply-chain for which biosecurity is an issue of concern.

Recognition of jurisdictional responsibilities

Governance arrangements and responsibility for biosecurity largely falls to state and territory jurisdictions under their respective biosecurity legislation, but is also supported by a government-industry partnership in Plant Health Australia (PHA), to which Australian Grape & Wine has input into biosecurity at a national level.

Scope

The Committee will develop whole-of-sector policies relating to biosecurity, with the objective of ensuring a sustainable viticulture and wine sector. It will provide industry input into Australian Grape & Wine's Biosecurity Annual Operating Plan and identify research priorities which Australian Grape & Wine may raise for consideration by Wine Australia.

The scope of Committee's business will include the:

- Evaluation of biosecurity risk management processes,
- review of the effectiveness of national biosecurity protocols and practices,
- identification of knowledge and preparedness gaps, and research priorities,
- review of national biosecurity surveillance measures, diagnostics and information systems, and
- sector's capacity building and advocacy to support adoption of best practice biosecurity measures.

Through the Australian Grape & Wine executive, the Committee will liaise with other stakeholders such as PHA, State and Federal Government agencies, as well as the broader viticulture sector. It will align its priorities with PHA strategies and priorities to improve plant biosecurity outcomes and manage plant biosecurity risks through leadership, strategic direction and collaboration with stakeholders.

Membership

Up to ten members will be appointed for a 3-year term with an opportunity to extend by mutual agreement.

Australian Grape & Wine will issue an open call for nominations, when new Committee members are required to fill vacancies, and no less often than every 3 years.

The call for nominations will be issued in line with the standardised [Advisory Committee Nomination Process](#).

Given the various jurisdictional responsibilities across the Federal, State and Territory Governments, Australian Grape & Wine will seek to ensure that representatives from each major wine producing state be included on the Committee, and that there is an Industry Liaison Coordinator or Officer from each State.

Membership should comprise individuals with skills sets in the following biosecurity areas:

- Identification and management of viticultural risk;
- Understanding of policy issues and their impact upon emerging threats, innovation and challenges;
- Viticulture production processes and supply chain management including germplasm, nurseries, vine improvement and propagation;
- Agrichemicals;
- Communication and collaboration with stakeholders, including other sectors;

- Provision of scientific and technical advice on Research and Innovation including gaps in biosecurity preparedness and response capabilities;
- Development and extension programs and activities to achieve optimal value from government and industry investment;
- Building relationships with State and Federal jurisdictions;
- The implementation of the Emergency Plant Pest Response Deed; and
- Promoting the importance of sustainable and biosecure viticulture.

Observers

- Wine Australia
- PHA
- Representatives of State and Territory Government jurisdictions.

Subject to approval from the Chair, additional expertise or consultants may be engaged on an 'as needs' basis to support the functions of the committee.

Subject to the approval of a majority of Committee members, standing observers and guests may be appointed, upon the understanding that discussions and papers are confidential.

Secretariat

- The CEO of Australian Grape & Wine will appoint the Committee Secretariat.

Operations

The Committee acts in an advisory capacity only. Participating organisations are not bound by discussions held in this committee, and retain the right to make decisions as per the legislative requirements of their jurisdiction.

The Committee may appoint taskforces or sub-committees in response to specific needs.

Members can request Australian Grape & Wine to convene a meeting should issues of concern arise.

Members will be responsible for their own travel and accommodation if required.

Electronic communication out of session is allowable.

Agenda papers will be distributed no later than 5 working days before each meeting. By agreement of the Committee, out-of-session decisions will be deemed acceptable. Where agreed, all out-of-session decisions shall be recorded below the minutes of the previous meeting and circulated with the papers at the next scheduled Committee meeting.

Frequency of Meetings

The Committee shall meet a minimum of twice per year. Meetings will be held as face-to-face meetings or by teleconference with a minimum of one face-to-face meeting held each year.

Quorum

A quorum of at least five Committee members including at least one representative of the Vigneron's Committee is required for the meeting to be recognised as an authorised meeting for the recommendations, actions or resolutions to be valid.

Conflicts of Interest

Members of the Committee must declare any conflicts of interest at the start of each meeting or before discussion of the relevant agenda item or topic. To enable this, a conflict-of-interest register should be maintained by the Committee secretariat.

Where members or observers at meetings are deemed to have a real or perceived conflict of interest, the Chair may request for the member or observer to excuse themselves from deliberations on the issue.

Confidentiality

Information provided to the Committee and any decisions will remain confidential until the content for dissemination/communication is agreed.

Members must ensure that the confidentiality of the Committee business is maintained. Members must be clear about what matters are permitted to be discussed with people that are not the Committee members and, in doing so, will be familiarised with the extent of information that should be made publicly available.

Reporting

The format of records shall be as a concise record of the actions and any discussion points relevant to those actions, along with a list of issues put forward by the Committee for consideration for research investment. Minutes of meetings will be provided to the Board of Australian Grape & Wine and its Membership Committees upon request.

A summary of the Committees activities will be provided to Australian Grape & Wine's Membership Committees biannually ahead of Membership Committee meetings.

A communique fit for broader distribution may also be provided.

These records will be prepared by the Committee secretariat within 14 days and provided to the committee for comment/approval.

Review of the Terms of Reference

Australian Grape & Wine will review the Terms of Reference for the Biosecurity Committee every three years.

The Committee membership and membership structure will be reviewed every three years.

Australian Grape & Wine ensures that membership Committee selection reflects its commitment to, and compliance with, the principles outlined in its Diversity and Equality in Wine Charter

[AGW-Diversity-Equality-and-Inclusion-in-Wine-Charter-2.0.pdf](#)

