

TERMS OF REFERENCE
FOR THE
STRATEGIC PLANNING WORKING GROUP

Endorsed by the Food Regulation Standing Committee (FRSC) on 7 May 2020

Purpose

The role of the Strategic Planning Working Group is to support and advise FRSC on strategic issues and directions consistent with the functions of FRSC. The Working Group supports FRSC in its strategic planning processes and in its responsibility of providing direction to the Implementation Subcommittee for Food Regulation (ISFR). It also develops annual workplans for FRSC endorsement.

Scope

In supporting FRSC in its strategic planning, the Working Group will:

- use environmental scanning and monitor progress against agreed priorities to provide intelligence and advice to FRSC and the FRSC Chair;
- under FRSC guidance, draft the Food Regulation System strategic plan/directions;
- facilitate regular discussion at FRSC for FRSC to agree strategic directions and priorities that are contemporary and meet the needs of stakeholders;
- coordinate the forward planning for the whole Food Regulation System to provide FRSC with advice on directions to ISFR that align with priorities and strategic directions;
- develop an annual Food Regulation System workplan for FRSC endorsement;
- act as an incubator during the establishment of major initiatives as directed by FRSC;
- coordinate FRSC agreed General Stakeholder Engagement Forums;
- under FRSC guidance, manage the work allocation of the FRSC Senior Project Officer; and
- undertake any other work referred by FRSC.

The Working Group will investigate issues that relate to strategic or policy issues as appropriate.

Membership

Membership is open to all Australian jurisdictions and New Zealand with the intent that as many jurisdictions as possible are represented. The ISFR Chair and FSANZ CEO are *ex-officio* members. FRSC will appoint the Chair who should act as an independent Chair and not represent their jurisdiction.

The Working Group will operate on an ongoing basis with the Chair appointment reviewed by FRSC every three years.

Resources and Meetings

Each jurisdiction will bear their own members costs for attendance/participation. The jurisdiction providing the Chair will resource committee expenses that are incurred for meetings (room hire, catering). The Working Group meets as required to fulfil its role and tele or video conferencing will be made available for meetings.

The Food Regulation Secretariat will provide support to the Working Group as negotiated.

Any other resources required for the work of the Working Group will be agreed by FRSC.