



# POPPY ADVISORY AND CONTROL BOARD INFORMATION PACKAGE

<b>POSITION</b>	Member
<b>TERM</b>	For a period not exceeding 5 Years
<b>LOCATION</b>	State-wide
<b>CONTACT</b>	Sarah Campbell – Manager, Regulated Crops (03) 6777 2223 or <a href="mailto:Sarah.Campbell@nre.tas.gov.au">Sarah.Campbell@nre.tas.gov.au</a>

## COMPOSITION

The Poppy Advisory and Control Board is established under the *Poisons Control Act 1971* (the Act). The Poppy Advisory and Control Board's membership, powers and procedures are outlined in Part VB of the Act and specifically Section 59I. In practical terms the functions include:

- oversee security matters for Tasmanian poppy crops, including the destruction of non-authorized crops;
- determine production estimates for the contract growing and harvesting of poppy material and ensure compliance with the estimates;
- process applications for licences to grow poppies;
- advise on any matters relating to the alkaloid poppy industry for example the cultivation, production and transport of poppies and poppy material;
- collect and collate relevant statistical information and reports; and
- liaise with the Australian Government to fulfil Australia's obligations under the international drug conventions (including the United Nations Single Convention on Narcotic Drugs).

The Poppy Advisory and Control Board consists of six persons who are appointed by the Minister of Primary Industries and Water.

## ROLE DESCRIPTION

Members are responsible for:

- Having a general understanding of the Act and the powers and functions of the Poppy Advisory and Control Board.
- Complying with the Terms of Reference and Act.
- Adequately preparing for, attending, and participating in meetings.
- Adhering to all Poppy Advisory and Control Board policies, including but not limited to Conflicts of Interest, Code of Conduct and Confidentiality.
- Acting in the best interests of the Poppy Advisory and Control Board.
- Acting with the degree of care and diligence that a reasonable person might be expected to show in the role.

## MEETINGS

The Poppy Advisory and Control Board meets at least two times a year or as required, with meetings held in person at both a northern and southern location. There is an opportunity to join online, but the preference is for in person meetings. On occasion, Out of Session meetings may be required which are generally conducted online.

Meetings are held during business hours, generally for two hours maximum and may also additionally include field trips.

A time commitment of approximately 0.5 hours per month is required and includes preparing for and attending meetings.

## REMUNERATION

Members may be eligible to receive an annual fee to participate on the Poppy Advisory and Control Board. Eligibility is in accordance with the Tasmanian Government Board Fee Policy.

Poppy Advisory and Control Board is sized as an F2 (Regulatory – Broad) Board under the Tasmanian Government Board Fee Policy. Sitting fees are determined by the Minister and are currently set at \$17,000 annually for the Chairperson and \$10,857 annually for an independent member.

Expenses incurred as a member of Poppy Advisory and Control Board may also be reimbursed in compliance with the Department of Natural Resources and Environment Tasmania's travel and personal expenses policy.

## SECRETARIAT

Regulated Crops within the Department of Natural Resources and Environment Tasmania provides secretariat support for the Poppy Advisory and Control Board.



## KEY SELECTION CRITERIA

Applicants are required to have knowledge or expertise in the following areas:

### EXPERIENCE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"><li>Experience of the poppy growing industry or the poppy processing industry.</li></ul>	<ul style="list-style-type: none"><li>Previous experience as a Member of a Board, Committee and/or Advisory Group.</li></ul>

### SKILLS AND ATTRIBUTES

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"><li>Not currently engaged in the poppy growing or poppy processing industries</li></ul>	<ul style="list-style-type: none"><li>Ability to summarise complex information and arguments</li></ul>
<ul style="list-style-type: none"><li>Highly developed communication and liason skills</li></ul>	<ul style="list-style-type: none"><li>Ability to exercise sound judgment, remain objective, and to understand and manage conflicts of interest.</li></ul>

## THE RECRUITMENT PROCESS

### HOW TO APPLY

Should you wish to be considered for appointment, please submit the following:

- A completed Expression of Interest Form (including a Conflict of Interest Disclosure Form);
- A maximum two-page statement that outlines your relevant qualifications and experience; and
- Your current curriculum vitae

To [Statutoryauthorities@nre.tas.gov.au](mailto:Statutoryauthorities@nre.tas.gov.au) by 5:00pm, Sunday 27 October 2024.

### SHORTLISTING AND INTERVIEWS

A panel will convene after the closure date to review all applications received. Shortlisted candidates may be invited for an interview. Recommendations of suitable candidates will be submitted to the Portfolio Minister for consideration.

### APPOINTMENT

Government policy requires that a Minister briefs Cabinet on all proposed appointments and re-appointments to Tasmanian Government boards and committees. This briefing must occur before a potential appointee can be offered an appointment by way of an Instrument of Appointment.

Appointments do not proceed without Cabinet endorsement.

### PROBITY CHECKS REQUIRED

Candidate/s recommended for appointment will undergo the following probity checks:



- Australian Securities and Investment Commission (ASIC)
- Australian Financial Security Authority (AFSA)

### **TIMING**

It is not uncommon for the process to take a period of three to six months.

### **GENDER EQUITY GUIDELINES**

The Tasmanian Government is committed to 50 per cent representation of women across all of its boards and committees. More information can be found in the Government's Women on Boards Strategy 2020-25 available at:  
[https://www.women.tas.gov.au/information\\_and\\_resources/women\\_on\\_boards\\_and\\_committees](https://www.women.tas.gov.au/information_and_resources/women_on_boards_and_committees)

