



**CUSTOMS AND BORDER PROTECTION
NATIONAL CONSULTATIVE COMMITTEE (CBPNCC)**

**Terms of Reference for Service Delivery and Administration Policy and
Legislation Sub-Committees**

Purpose

The Customs and Border Protection National Consultative Committee (CBPNCC) sub-committees are tasked by the CBPNCC with examining technical, administrative and logistical matters. An Australian Customs and Border Protection Service National Director will chair the sub-committees. All Sub-Committee members are advisers to the chair.

Authority

The Australian Customs and Border Protection Service Chief Executive Officer, in his capacity as Chair of the CBPNCC *has authorised* the formation of the sub-committees in consultation with the CBPNCC.

Functions

1. Provide technical advice and recommendations to the CBPNCC on Customs and Border Protection matters affecting industry.
2. Share best practices and act as a sounding board to resolve problems.

Work Program

The CBPNCC sets the work program for each sub-committee. The original proposed programs of work for each Sub-Committee are:

Service Delivery Sub-Committee

- Business processes, in the context of end to end cargo processing
- Service standards and targets
- IT service delivery issues
- Operational impacts of Government announcements and legislation changes

Administration Policy and Legislation Sub-Committee

- Licensing matters
- Education and training
- Legislative compliance

- Consultation on proposed industry related Customs legislation
- Assurance strategies for compliance with Customs law.

Membership

Service Delivery	Administration Policy and Legislation
National Director Cargo (Chair)	National Director Trade and Compliance (Chair)
National Director Trade and Compliance	National Director Cargo
Customs and Border Protection subject experts	Customs and Border Protection subject experts
Industry representatives at practitioner level	Industry representatives at practitioner level

Governing principles

The sub-committees operate in a collegiate and cooperative manner, in which all the members work together to examine issues carefully and make practical recommendations to the CBPNCC.

Secretariat

Secretariat support is provided by the Chair's Division.

Agenda items are sought six weeks from each meeting.

An annotated agenda is to be prepared by the secretariat and circulated with any pre-reading within 1 week of each meeting.

Minutes and action items are to be circulated as soon as practicable after each meeting.

Frequency of meetings

The sub-committees will meet one month prior to the CBPNCC in Sydney. The meetings will occur on a single day with each sub-committee taking a half day.

Review

The CBPNCC will review the operation of the sub-committees after one year of operation.