



**Australian
BORDER FORCE**



Trade Facilitation Initiatives Working Group Terms of Reference

June 2026

Table of Contents

Trade Facilitation Initiatives Working Group - Terms of Reference2

- 1. Purpose2
 - 1.1. Functions of the Committee 2
 - 1.2. Responsibilities 3
- 2. Governance3
 - 2.1. Membership..... 3
 - 2.2. Role of Chair 4
 - 2.3. Role of Members 4
- 3. Logistics4
 - 3.1. Frequency of meetings..... 4
 - 3.2. Attendance 4
 - 3.3. Secretariat 4
- 4. Document Control5

Attachment A - TFIWG membership6

- Government Members 6
- Industry Members 6

Trade Facilitation Initiatives Working Group – Terms of Reference

1. Purpose

The **Trade Facilitation Initiatives Working Group (TFIWG)** operates as a working group of the **National Committee on Trade Facilitation (NCTF)** and incorporates the former **Trade Technology Working Group (TTWG)**.

The NCTF provides a strategic forum for government and industry stakeholders to share information and address issues related to international trade facilitation, in alignment with the World Trade Organization's Agreement on Trade Facilitation.

The TFIWG brings together government and industry representatives to advance Australia's customs and border modernisation agenda by collaborating on initiatives that support trade facilitation. The group focuses on identifying challenges, developing solutions, implementing initiatives and promoting innovation, aimed at reforming the trade system and improving its productivity. These efforts are designed to enhance the efficiency and effectiveness of legitimate trade across Australia's international borders, strengthen border integrity, and improve the global competitiveness of Australian businesses.

The TFIWG provides a consultative platform for the Australian Border Force (ABF) and other border agencies to engage with industry representatives. This engagement enables industry to provide feedback on regulatory design in accordance with the Government's Regulator Performance Guide and contributes to shaping innovative solutions for Australia's future border environment.

The TFIWG will maintain its existing remit while incorporating a stronger focus on technology and innovation to deliver improved trade outcomes. The TFIWG will prioritise 3–4 key bodies of work to drive outcomes, to be determined at the first meeting of 2026 and endorsed by the NCTF and reviewed annually or as needed.

For the purposes of the TFIWG, trade facilitation refers to measures designed to expedite the movement, clearance, and release of goods, including goods in transit.

1.1. Functions of the Committee

The TFIWG provides a forum for government and industry representatives to discuss and collaborate on initiatives to reform and modernise how goods flow through Australia's international supply chain and to discuss trade and customs-related legislation, and business outcomes sought through technology initiatives, reforms and projects.

The TFIWG will:

- enable consultation and collaboration between government and industry representatives in developing, testing and implementing customs and border modernisation settings, and trade modernisation technology initiatives;
- provide a forum for government agencies to seek nominations for appropriate industry participants for pilots, trials and proofs of concept;
- respond to taskings and questions from the NCTF Chair, and
- make and refer recommendations to the NCTF Chair where appropriate.

The Chair may ask that certain information not be further disseminated or disclosed. The Chair may also ask members to sign non-disclosure agreements and/or confidentiality undertakings, as necessary.

1.2. Responsibilities

Members of the TFIWG will:

- support the identification and delivery of priority initiatives, including those aligned with technology-driven trade facilitation
- provide views to assist in the development of policy, program design, implementation plans and strategies that form part of the Government's agenda for customs and border modernisation;
- provide input to assist in the development of documents such as strategies, policies, technology designs, technology roadmaps, plans and initiatives to support the Government's agenda for trade modernisation;
- provide views to agencies to assist in the implementation of trade and customs-related reforms to better facilitate and streamline trade; provide feedback to Government on its Regulator Performance Framework Self-Assessment Annual Report;
- provide updates, as required, to all relevant areas of their respective departments, agencies and organisations; and
- assist, as required, with the strategic development of fit-for-purpose initiatives for consideration by government but will not operate as a decision-making body.

2. Governance

The Chair of the NCTF has established TFIWG under the authority of the NCTF Terms of Reference.

2.1. Membership

The TFIWG Chair is the Band 1 equivalent of the Customs and Trade Modernisation, Australian Border Force. TFIWG membership will also reflect openness to industry leadership roles, including the appointment of an industry Co-Chair.

TFIWG membership is open to the following stakeholders:

- members of the NCTF;
- nominated Australian Trusted Traders (ATT) (note: to manage membership size, not all ATTs will be TFIWG members);
- representatives from other government agencies;
- representatives from key logistic service providers;
- representatives from organisations involved in development of technology that could support the facilitation of importing and exporting goods; and
- other representatives from organisations involved in importing/exporting goods.

Nominations for membership consideration may be sought from current NCTF members. Industry organisations and/or peak bodies may submit an expression of interest for membership to the TFIWG.

TFIWG membership is at the discretion of the Chair and Co-Chair.

Membership of the TFIWG will be reviewed every two years or at the discretion of the Chair and Co-Chair as required.

Current members are listed at **Attachment A**.

2.2. Role of Chair

The TFIWG will operate under a dual-chair model, comprising a government Chair and an industry Co-Chair.

The roles of the Chair and Co-Chair are to:

- facilitate open and respectful discussion of the agenda items;
- enable participation, discussion and resolution of relevant topics; and
- ensure that outcomes are reported to the NCTF Chair for review and endorsement.

2.3. Nomination of an Industry Co-Chair

An industry representative will be appointed as a Co-Chair. The industry co-chair position will be for a period of 12 months, as per the financial year, with an option for a further 12 months.

Members, through a nomination process which will be supported by the Secretariat, will vote on the industry co-chair position.

The Secretariat will send all members an industry co-chair nomination form. Members will be given 10 business days to submit an industry co-chair nomination form. Following the nomination process, the Secretariat will advise all members of the outcome of the process.

2.4. Role of Members

The role of members is to:

- participate actively and constructively in meetings;
- provide input and advice on matters relevant to the TFIWG's purpose and role; and
- provide written and oral feedback on reports and studies as requested by the Chair, in consultation with the Co-Chair; and
- provide written feedback on meeting minutes, within 5 days.

3. Logistics

3.1. Frequency of meetings

TFIWG will meet three times a year at a minimum. Meetings may occur more frequently, as required and agreed by the Chair and Co-Chair. Extraordinary meetings may be scheduled at the discretion of the Chair and Co-Chair.

Meetings may be conducted in Canberra, Sydney, Melbourne, or by video conference, as decided by the Chair and Co-Chair.

3.2. Attendance

Members' proxies may attend meetings with prior approval by the Secretariat (in consultation with the Chair and Co-Chair).

Observers may attend meetings at the Chair's invitation, in consultation with the Co-Chair, to provide expertise on particular subject matter.

All costs relating to travel and attendance of TFIWG meetings will be borne by members.

3.3. Secretariat

The Strategic Industry Partnerships section within the Governance and Strategic Partnerships Branch of the ABF will provide Secretariat services to TFIWG.

The Secretariat will communicate relevant information to TFIWG members and provide updates on ongoing issues.

All enquiries and issues pertaining to membership will be managed by the Secretariat.

Papers and reports will be distributed by e-mail no later than 10 business days prior to each scheduled meeting. Minutes and action items from the meeting will be distributed to members no later than 10 business days after the scheduled meeting.

The Secretariat can be contacted at: industry.engagement@abf.gov.au.

4. Document Control

All amendments and variations to the terms of reference that are substantial changes to the content or intent are included in the document control table below. All substantial changes will be circulated to all members for comments and endorsement prior to approval by the chair (or delegate) at the next meeting.

Document control:

Version Number	Date of issue	Brief description of change	Endorsement	Approver
V10	June 2026	Revised membership – JAS worldwide added	TFIWG Chairs	a/g Commander Sharon Linard
V9	January 2026	Revisions following amalgamation of TFIWG and TTWG	Members	AS Aaron O'Neill
V8	June 2024	Revised membership – DHL Global Forwarding added	A/g Dir. M. Kershaw	AS Ashley Bell
V7	February 2023	Member endorsement of ToR	Members	AS Ashley Bell
V6	December 2022	Revisions of ToR following NCTF refresh		
V5	February 2020			
V4	October 2019			
V3	May 2019			
V2	December 2018			
V1	March 2018			

Attachment A - TFIWG membership

Government Members

- Austrade
- Australian Border Force
- Australian Bureau of Statistics
- Department of Agriculture, Fisheries and Forestry
- Department of Finance
- Department of Foreign Affairs and Trade
- Department of Industry, Science, and Resources
- Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts
- Digital Transformation Agency

Industry Members

- Altana AI
- American Chamber of Commerce in Australia (AmCham)
- Australia Post
- Australian Chamber of Commerce and Industry (ACCI)
- Australian Industry Group (Ai Group)
- Australian Peak Shippers Association (APSA)
- Business Council of Australia (BCA)
- BuySellMove
- CargoWise
- Conference of Asia Pacific Express Carriers (CAPEC)
- Data 61
- DHL Global Forwarding
- Expedient
- Export Council of Australia (ECA)
- Food and Beverage Importer Association (FBIA)
- Freight and Trade Alliance (FTA) Pty Ltd
- GS1 Australia
- Heavy Vehicle Industry Association
- Homebush Export Meats
- IKEA
- International Forwarders and Customs Brokers Association of Australia (IFCBAA)
- International Network of Customs Universities (INCUI)
- JAS Worldwide
- Maersk

- Maritime Industry Australia Limited
- Onestop
- Ports Australia
- Shipping Australia Ltd.
- Supply Chain & Logistics Association of Australia (SCLAA)
- Thales Group
- WiseTech
- Woolworths
- World Customs Platform