

KANGAROO MANAGEMENT REFERENCE GROUP

TERMS OF REFERENCE

**APPROVED BY THE MINISTER FOR ENVIRONMENT AND CONSERVATION ON
21st of SEPTEMBER 2006**

Establishment and membership of Reference Group

1. The Kangaroo Management Reference Group is established.
2. The Reference Group consists of 12 members appointed by the Chief Executive of the Department responsible for the administration of the *National Parks and Wildlife Act 1972*.
3. Of the appointed members—
 - (a) one must be nominated by the Kangaroo Industries Association of South Australia;
 - (b) one must have qualifications or experience as a kangaroo field processor;
 - (c) one must be nominated by the Conservation Council of South Australia;
 - (d) one must represent animal welfare interests, and be nominated by the Royal Society for the Prevention of Cruelty to Animals;
 - (e) one must represent Aboriginal interests in the commercially harvested kangaroo species, and be nominated by the Aboriginal Statewide Advisory Committee;
 - (f) one must be nominated by the South Australian Farmers Federation;
 - (g) one must be nominated by the Pastoral Board;
 - (h) one must be nominated by the Natural Resources Management Council;
 - (i) one must be nominated by the Australian Quarantine Inspection Service;
 - (j) one must have experience or qualifications in meat hygiene regulation, and be nominated by the Department responsible for the administration of the *Primary Produce (Food Safety Schemes) Act 2004*;
 - (k) one must have qualifications or experience in pastoral land management, and be nominated by the Department responsible for the administration of the *Pastoral Land Management and Conservation Act 1989*; and
 - (l) one must be nominated by the Director, National Parks and Wildlife South Australia.
4. All members of the Reference Group must have knowledge of, or experience in, the management of commercially harvested kangaroo species.
5. At least one member of the Reference Group must be a woman and one must be a man, and gender balance is the desired outcome.
6. The Chair of the Reference Group shall be the member nominated by the Director, National Parks and Wildlife.
7. The Chief Executive may appoint a deputy to a member of the Reference Group and the deputy may, in the absence, or during a temporary vacancy in the office, of that member, act as a member of the Reference Group.
8. The appointment of a deputy to a member is subject to the same nomination and qualification requirements as the appointment of a member.
9. The Chief Executive will authorise South Australian Government officers to be in attendance at meetings of the Reference Group, where:

- (a) one must have involvement in science and policy development related to the management plan for commercially harvested kangaroo species in South Australia; and
 - (b) one must have involvement in operational delivery of the management plan for commercially harvested kangaroo species in South Australia.
10. Other persons directly involved in the management of the commercially harvested kangaroo species in South Australia may participate in discussions with the Reference Group at the request of the Chief Executive, the National Parks and Wildlife Council, or by invitation from the Chair of the Reference Group.

Conditions of membership

1. A member appointed to the Reference Group will be appointed for a term, not exceeding three years, specified in the instrument of appointment and will, at the expiration of a term of appointment, be eligible for reappointment.
2. The Chief Executive may remove an appointed member from office—
 - (a) for misconduct; or
 - (b) for failure or incapacity to carry out the duties of his or her office satisfactorily.
3. The office of an appointed member becomes vacant if the member—
 - (a) dies; or
 - (b) completes a term of office and is not reappointed; or
 - (c) resigns by written notice to the Chief Executive; or
 - (d) is removed from office under section (2).
4. If the office of an appointed member of the Reference Group becomes vacant a person must be appointed by the Chief Executive in accordance with these terms of reference to the vacant office.

Vacancies or defects in appointment of members

1. An act of the Reference Group is not invalid by reason only of a vacancy in its membership or a defect in the appointment of a member.

Proceedings of the Reference Group

1. The Reference Group shall convene two meetings per calendar year, with the provision to hold Special Meetings if such meetings are deemed necessary to cover additional business, and the convening of any Special Meetings has been authorised by the Chief Executive.
2. Seven members of the Reference Group constitute a quorum and no business may be conducted by the Reference Group unless a quorum is present.
3. The Chair will preside at each meeting of the Reference Group at which he or she is present.
4. If the Chair is absent his or her deputy will preside or, in the absence of both of them, a member chosen by those present will preside at the meeting.
5. Resolution of matters before the Reference Group will be decided by consensus wherever possible. The Reference Group is not required to conduct formal votes. In cases where a clear consensus is not possible, all views are to be recorded and reported.
6. A conference by telephone or other electronic means between members will be taken to be a meeting of the Reference Group at which the participating members are present if—

- (a) notice of the conference is given to all members in the manner determined by the Reference Group for that purpose; and
 - (b) each participating member is capable of communicating with every other participating member during the conference.
7. Subject to these Terms of Reference, the Reference Group may determine its own procedures.
8. The Reference Group must cause accurate minutes to be kept of its proceedings.
9. The minutes of the proceedings of the Reference Group must be forwarded to the Chief Executive.

Allowances and expenses

1. The members of the Reference Group are entitled to such allowances and expenses as may be determined by the Chief Executive.
2. From 1 May 2000, the remuneration is set at \$100 per four hour session for the Chair and \$80 per four hour session for members.

Functions of the Reference Group

1. The function of the Reference Group is to provide advice to the Department responsible for the administration of the *National Parks and Wildlife Act 1972*, the Chief Executive, and/or the National Parks and Wildlife Council on the review and implementation of the management plan for commercially harvested kangaroo species in South Australia, including–
 - (a) Setting, allocation and issue of commercial harvest quotas;
 - (b) Regulation and compliance of the commercial kangaroo industry;
 - (c) The role of commercial kangaroo harvest in the management of total grazing pressure;
 - (d) Once per calendar year, provide advice on the annual quota proposal for commercially harvested kangaroo species;
 - (e) Once per five calendar years, provide advice on the review of the management plan for commercially harvested kangaroo species.
2. Without limiting section (1), the Reference Group may:
 - (a) Provide advice to the Chief Executive and/or the National Parks and Wildlife Council at the Council's or Chief Executive's request or on its own initiative on any matter relating to the management of commercially harvested kangaroo species in South Australia;
 - (b) Consider any other matter referred to the Reference Group by the National Parks and Wildlife Council or the Chief Executive.
3. Members represent their nominating organisation or stakeholder group on the Reference Group. It is the responsibility of each nominating organisation to provide an appropriate representative, and to ensure that their representative operates in a manner consistent with the organisation's policies.

Executive support

1. The Chief Executive shall nominate an executive officer to be responsible for supporting the operation of the meetings of the Reference Group.