

KANGAROO MANAGEMENT REFERENCE GROUP

TERMS OF REFERENCE

Approved 9 June 2019

Establishment and membership of Reference Group

1. The Kangaroo Management Reference Group is established.
2. The Group consists of ten members appointed by the Chief Executive of the Department responsible for administration of the *National Parks and Wildlife Act 1972*.
3. Of the appointed members—
 - (a) one shall have experience as a domestic kangaroo meat processor and hold a current South Australian permit for the processing of kangaroo meat or skins;
 - (b) one shall have experience as an export kangaroo meat processor and hold a current South Australian permit for the processing of kangaroo meat or skins;
 - (c) one shall have experience as a kangaroo field processor and hold a current South Australian permit for the harvesting of kangaroos;
 - (d) one shall have expertise in conservation, particularly in relation to kangaroos or other abundant species;
 - (e) one shall have expertise in animal welfare interests, particularly in relation to animals killed in the wild;
 - (f) one shall represent Aboriginal interests in kangaroo management;
 - (g) one shall have knowledge of the impacts of kangaroos on agriculture;
 - (h) one shall have knowledge of the impacts of kangaroos on pastoral stations;
 - (i) one shall have knowledge of the impacts of kangaroos on natural resources management;
 - (j) one shall have experience in the administration of the commercial kangaroo harvesting provisions of the *National Parks and Wildlife Act 1972*.
4. 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.
5. The chair will be selected from the membership of the group and be appointed by the Director of National Parks and Wildlife.
6. 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.
7. The appointment of a deputy to a member is subject to the same qualification requirements as the appointment of a member.
8. All members of the Reference Group must have knowledge of, or experience in, the management of kangaroo species, or related relevant fields.
9. The Chief Executive or Chair may invite other persons to be in attendance at meetings of the Reference Group. These may include, but not be limited to, persons involved in:
 - (a) meat hygiene regulation, and the administration of the *Primary Produce (Food Safety Schemes) Act 2004*;
 - (b) representing the Australian Government Department responsible for international export of food products;
 - (c) industry development;

(d) the management of the commercially harvested kangaroo species in South Australia.

Conditions of membership

10. 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.

11. 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.

Vacancies or defects in appointment of members

12. 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 11).

13. If the office of an appointed member of the Group becomes vacant, a person must be appointed by the Chief Executive in accordance with these terms to the vacant office.

14. 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

15. The Reference Group shall convene two meetings per calendar year, with the provision to hold extra meetings if such are deemed necessary to cover additional business.

16. Six members of the Reference Group constitute a quorum and no business may be conducted by the Reference Group unless a quorum is present.

17. The Chair will preside each meeting of the Reference Group at which they are present.

18. 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.

19. 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.

20. 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.

21. Subject to these Terms, the Reference Group may determine its own procedures.

22. The Reference Group must cause accurate minutes to be kept of its proceedings.

23. The minutes of the proceedings of the Reference Group must be forwarded to the Chief Executive. Summaries of meeting outcomes may be displayed on the DEW website.

Allowances and expenses

24. The members of the Reference Group are entitled to such allowances and expenses as may be determined by the Chief Executive.

25. Remuneration will be in accordance with Level 3, in the *Remuneration for internal (non-statutory) DEW committees: Policy and Procedure*.

Functions of the Reference Group

26. 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 Parks and Wilderness Council on the management of kangaroos in South Australia and the implementation of the South Australian Commercial Kangaroo Management Plan, including–

- (a) The humane treatment of kangaroos
- (b) Community awareness and participation
- (c) Options available to manage the impacts of kangaroos on land condition
- (d) Monitoring kangaroo populations
- (e) Adaptive management and research
- (f) Program reporting and review
- (g) Regulation and compliance of the commercial and non-commercial management of kangaroos
- (h) Once per calendar year, provide advice on the annual quota proposal for commercially harvested kangaroo species for the following year
- (i) Once per calendar year, provide advice on the annual kangaroo harvest report, including harvest statistics for the previous year

27. Without limiting section 26, the Reference Group may:

- (a) Provide advice to the Chief Executive or the Parks and Wilderness Council when requested or on its own initiative on any matter relating to the management of kangaroo species in South Australia;
- (b) Consider any other matter referred to the Reference Group by the Parks and Wilderness Council or the Chief Executive.

28. Members have been appointed as people with appropriate knowledge and understanding to represent the interests of a wider group of stakeholders. Members may be invited to indicate how they think their represented stakeholders may view a topic, and may discuss issues in the course of their membership with their stakeholders in order to do so. However, members may not release any data or information that is confidential; and may not report the views or comments of any individuals in the meeting.