



TASMANIAN GAME COUNCIL

Terms of Reference

1. Establishment

The Tasmanian Game Council (the Council) is established by the Minister for Primary Industries and Water with these Terms of Reference.

2. Purpose

The purpose of the Council is to provide advice, as an independent advisory body, to the Minister for Primary Industries and Water and the Tasmanian Government on game and browsing wildlife management and hunting in Tasmania.

3. Functions

The Council are to provide advice on matters including:

- The review of browsing wildlife management plans and projects.
- Communication and collaboration strategies associated with managing browsing wildlife and hunting.
- Peri-urban wildlife management.
- Monitoring browsing wildlife and game species populations.
- The delivery of contemporary and effective quality deer management.
- Research and development investment in browsing wildlife and game species management.
- Advice on game seasons, take limits and sustainable management of browsing wildlife and game species.
- Commercial use of browsing wildlife and game species.
- Commercial shooting of browsing wildlife and game species.
- Recreational use of game and browsing wildlife.
- Economic impacts of game, browsing wildlife, hunting and shooting.

- Welfare standards for wildlife management.
- Relevant legislation and regulations.
- other issues as directed or requested by the Minister.

4. Members

4.1 Membership

The Council consists of up to eleven (11) members including:

- One independent chair;
- Eight members appointed for their relevant skills and experience rather than as representatives of specific stakeholder organisations;
- Two representative members as nominated by the Minister from time to time; currently being one representative from the Australian Deer Association and one representative from the Tasmanian Deer Advisory Committee.

Broadly speaking, relevant skills and experience may cover:

- Program management and evaluation
- Stakeholder communication
- Impacts and management of wildlife in urban and/or peri-urban areas
- Wildlife biology and scientific methods associated with wildlife management
- Commercial use of wildlife products
- Hunting or other recreational use of game and wildlife
- Management of an agricultural enterprise, forestry or other commercial enterprise on which game and browsing wildlife impact
- Animal welfare standards in relation to wildlife management

There are no proxies for members.

4.2 Chair

An independent Chair will be appointed by the Minister and will be selected based on skills, knowledge and experience relevant to the business of the Council and demonstrated capability to lead the deliberations of the Council membership in a fair, respectful and accountable manner.

4.3 Deputy Chair

A Deputy Chair may be appointed to preside over meetings of the Council in the Chair's absence by a simple majority from within the existing membership in attendance at the meeting.

In the event of an arranged long-term absence of the Chair, a Deputy Chair is to be appointed via nominations from within existing members in consultation with the Minister. In the case of a long-term absence the Deputy Chair would be entitled to remuneration equivalent to the Chair pro-rata for the time acting.



4.4 Term of Office

The Chair and members are appointed for an initial term of three years and subject to the Minister's approval may be reappointed.

The Chair should not serve more than three terms and Members should not serve more than two terms.

4.4 Resignation

The Chair of the Council may resign at any time by formally writing to the Minister.

Members may resign at any time by formally writing to the Minister via the Chair.

4.5 Termination

In exceptional circumstances, a member's appointment may be terminated by the Minister prior to the expiry of their term, for example when:

- The member is no longer able to commit adequate time to their role.
- There has been a disagreement with other members that cannot be resolved.
- There is a conflict of interest that cannot be mitigated.
- The member is unable to perform the duties of office due to illness or other commitments.
- The member has failed to attend an adequate number of meetings.
- The member has demonstrated unacceptable behaviour.
- The member has been convicted of a relevant offence in accordance with the Department of Natural Resources and Environment Tasmania's 'Relevant Offences Policy'.

4.6 Appointment Process

The Minister is responsible for determining the manner in which a vacancy or upcoming expiry will be addressed.

The Department of Natural Resources and Environment Tasmania is responsible for managing any appointment processes in accordance with whole of government or departmental policies and procedures.

5. Roles and Responsibilities

5.1 Minister for Primary Industries and Water

The Minister will:

- Appoint and determine whether to remove a member from Office.
- Provide the Council with an Annual Statement of Expectations.
- Direct the Council to consider any issues relevant to its role.



The Minister is the media spokesperson for the Council in recognition of its advisory role to Government. From time to time the Chair may be authorised to speak media on behalf of the Minister.

5.2 Chair

The Chair is responsible for:

- Transacting the business of the Council including an appropriate process for setting meeting agendas and recording of Minutes.
- Adequately preparing for, attending and participating in scheduled Council meetings.
- Ensuring the work of the Council progresses between meetings in consultation with the Secretariat, including providing a 'Meeting Outcome Report' to the Minister after each Council meeting.
- Adhering to all Council policies, including but not limited to Terms of Reference, Conflicts of Interest, Code of Conduct and Confidentiality arrangements.
- Developing and sustaining their personal network, such that they can bring a diversity of opinion and ideas to Council discussions.
- Adhering to the Department of Natural Resources and Environment Tasmania's Child and Youth Safety Policy.
- Acting in the best interests of the Council.
- Acting with the degree of care and diligence that a reasonable person might be expected to show in the role.

5.3 Members

Members are responsible for:

- Adhering to all Council policies, including but not limited to Terms of Reference, Conflicts of Interest, Code of Conduct and Confidentiality arrangements.
- Adequately preparing for, attending, and participating in all scheduled Council meetings.
- Developing and sustaining their personal networks, such that they can bring a diversity of opinions and ideas to Council discussions.
- Championing the Council as the peak Ministerial advisory body on game and browsing wildlife management and hunting issues.
- Freely and respectfully sharing information and thoughts regarding game and browsing wildlife management with members of the Council.
- Adhering to the Department of Natural Resources and Environment Tasmania's Child and Youth Safety Policy.
- Acting in the best interests of the Council.
- Acting with the degree of care and diligence that a reasonable person might be expected to show in the role.



Members are expected to demonstrate high standards of accountability and ethical behaviour and to undertake their duties with care and diligence to:

- Treat all members, guests and the Secretariat with respect and value all contributions.
- Disclose any actual or perceived conflict of interest prior to each meeting (refer to section 6).
- Maintain the confidentiality of papers produced for the Committee and the discussions that take place and not inappropriately use this information (refer to Section 7).

Members are expected to give priority to attendance at normal meetings of the Tasmanian Game Council.

Membership may be terminated in consultation with the Minister if a member is absent for more than three consecutive meetings without legitimate cause and notice to the Chair.

6. Conflicts of Interest and Other Exemptions

Members are often appointed for their expertise in a particular area, so it is not uncommon for conflicts of interest to arise.

A real conflict of interest occurs when there is a conflict between the duty and personal interests of a Council member(s) that improperly influences the member(s) in the performance of his/her/their duties.

A perceived conflict of interest occurs where it appears that a member(s) personal interest could improperly influence the performance of his or her duties but is not in fact the case.

Any member with a real or perceived conflict of interest regarding a particular issue or agenda item must declare that interest prior to the commencement of related discussions.

A member may, at any time, excuse themselves from being involved in discussions on an issue or agenda item for personal reasons.

7. Confidentiality

Members must maintain confidentiality regarding the content of meeting papers and the Council's work. Members should use reasonable endeavours to secure all confidential information gained in the performance of their Council duties, and control against loss and unauthorised access, use, modification or disclosure.

8. Remuneration

The Council is sized as E3 (Policy – Narrow) under the Tasmanian Government Board Fee Policy. Sitting fees are determined by the Minister and are applied annually for the Chair, subject to eligibility with the Tasmanian Government Board Fee Policy. Members are not remunerated.

9. Expenses

Allowances may be paid to members by way of reimbursement of reasonable, actual out of pocket expenses incurred in attending Council meetings and for the Chair when conducting the business of the Council, including:

- Travel costs for official business
- Parking expenses



- Meals (if not provided)
- Other out-of-pocket incidental expenses

Approval from the Secretariat for reimbursement needs to occur prior to the expenditure being incurred.

Receipts are required for all reimbursements.

10. Meeting and Administrative Arrangements

10.1 Frequency

The Council meets up to four (4) times a year or as required. Meetings are generally face-to-face with videoconferencing facilities used for additional meetings or out of session work.

10.2 Business Rules

The Chair and Secretariat are to meet approximately ten (10) business days ahead of each meeting to draft the meeting agenda.

Meeting agendas are structured to ensure there is time for separate discussions but also to ensure that the different member perspectives are fully understood.

Meeting papers, if any, will be circulated at least five business days prior to the meeting.

Additional papers may be tabled for discussion at the meeting with the agreement of the Chair.

The Secretariat will keep outcome and action-based minutes of Council meetings.

It is desirable that decisions and outputs are determined by consensus but, if necessary, they will be determined by majority vote with the Chair having the casting vote. Divergent views on an issue or a recommendation will be recorded together with the underlying reasons.

Meeting minutes and a Meeting Outcome Report to the Minister will be drafted by the Secretariat and forwarded for Member endorsement prior to formal submission by the Chair to the Minister.

A quorum of seven members plus the independent Chair will constitute a meeting of the Council.

10.3 Secretariat

Secretarial support to the Council will be provided by Officers from the Department of Natural Resources and Environment Tasmania's Agriculture and Water Division.

The Secretariat is responsible for:

- Consulting with the Governance Branch (or equivalent) before commencing appointment processes for members.
- Induction of new members with the assistance of the Chair.
- Supporting efficient operations of the Council, including:
 - Scheduling meetings at times suitable for members
 - Developing agendas with the Council Chair
 - Assisting the Council in work planning and evaluation activities



- Preparing minutes and monitoring action items arising out of meetings
- Arranging for approval of the payment of fees (if relevant) and reimbursement of members out-of-pocket expenses on application by the Council.
- Distributing advice, recommendations, approvals or correspondence on behalf of the Council.
- Keeping/managing appropriate records in line with agency and archive record keeping requirements.

11. Review of Terms of Reference

The Minister for Primary Industries and Water is to arrange for a review of the Terms of Reference and confirm the continuation of the Tasmanian Game Council on or before three years of the date of last approval.

12. Version Control

Version	Date	Approved
3.0	September 2025	Minister for Primary Industries and Water

