

Game and Pest Management Advisory Board

Position Description and Required Skills and Experience

The Game and Pest Management Advisory Board is to be formed in accordance with the provisions of the *Game and Feral Animal Control Act 2002*. The Act establishes a Board to advise the Minister for Agriculture and Western NSW (the Minister) and the Department on issues relating to game and feral animal hunting and pest management.

The Board will include representation from regional NSW and will consist of up to eight members.

Administration support for Board activities will be provided by the Game Licensing Unit of the NSW Department of Primary Industries.

Game and Pest Management Advisory Board Overall Responsibilities

The Game and Pest Management Advisory Board will be responsible for:

- Representing the interests of licensed game hunters in matters arising under the *Game and Feral Animal Control Act 2002*.
- Providing advice on request to the Minister and the Department on game and feral animal control.
- Providing advice on request to the Minister on priorities for expenditure on research from the Game and Pest Management Trust Fund.
- Providing advice to the Minister and the Department on educational courses relating to game hunting.
- Ensuring good governance and leadership, including ensuring that the Board's statutory obligations (including governance and reporting) are met.
- Collaborating with a range of government and non-government agencies and organisations to deliver sound and considered evidence-based advice to the Minister and the Department.

Core Duties for Game and Pest Management Advisory Board Members

The core duties of each member of the Board are to:

- Keep abreast of current and emerging issues or trends relating to any advice to be provided to the Department and/or the Minister.
- Prepare for and participate in the discussion and deliberations to be undertaken at each Board meeting.
- Attend meetings of the Board as required.
- Ensure compliance with the Board's statutory requirements and charter.
- Develop and utilise strong and effective relationships with game hunting and pest management stakeholders.
- Foster positive working relationships with other Board members and the Chairperson of the Board.
- Adhere to the Game and Pest Management Advisory Board Charter.
- Contribute to the development of an annual report for the Minister.
- Participate in sub-committees of the Board, as may be required.
- Be aware of and declare any conflicts of interest.

Skills and Experience Required for Game and Pest Management Board Members

Board Members will demonstrate the following specific skills and competencies:

- High-level demonstrated experience in **one or more** of the following areas of expertise:
 - game and feral animal hunting;
 - pest animal management, education and/or research;
 - wildlife management, education and/or research;
 - veterinary science and/or practice;
 - education;
 - community engagement.
- Knowledge of strategic planning processes.
- Knowledge of the workings of Government, especially the work of boards and committees and how they inform and impact upon policy.
- The ability to formulate sound advice.
- Well-developed communication and negotiation skills.
- Experience working with industry, government and other partners.
- Knowledge of audit, reporting and risk management.
- Skills in summarising information and arguments.
- Sound communication and collaboration skills, and commitment to high ethical standards and teamwork.
- Ability to travel to meetings or other engagements of the Board as required.

Core Duties for the Board Chairperson

The Chairperson of the Game and Pest Management Advisory Board will be appointed by the Minister from its members and will have the following core duties:

- Chair meetings of the Board with impartiality and balance, ensuring that it functions effectively, interacts optimally with Government and non-Government agencies and stakeholders and fulfils all of its advisory functions.
- Lead the Board in accordance with the Game and Pest Management Advisory Board Charter.
- Provide leadership and strategic direction to the Board, by establishing short and long term goals, objectives and priorities for the Board in its statutory obligations.
- Monitor and evaluate the effectiveness and direction of the Board in its advice to the Department and the Minister.
- Assist Board members to understand their roles and responsibilities, as well as risk and liability.
- Ensure the timely delivery of an annual report of the Board's activities for the Minister.
- Be aware of and declare any conflicts of interest and assist Board members identify and declare conflicts of interest.
- Foster a positive working relationship among Board members.
- Develop Board meeting agendas in consultation with Board members and with consideration of the provision of timely advice to the Department and the Minister.
- Communicate any important information from a range of sources to the Board pertaining to its role and operations.
- Actively manage the Board's general business, including resolving conflict within the Board.
- Develop and maintain effective and transparent relationships with all key stakeholders.
- Oversee the provision of advice on matters referred to the Board by the Minister and the Department.



Skills and Experience Required for the Chairperson in Addition to Board Member Requirements

The leadership skills of the Chairperson of the Game and Pest Management Advisory Board will be a key determining factor in the effectiveness of the Board in providing relevant, timely and accurate evidence-based advice to the Minister and the Department.

The Chairperson of the Board must act with integrity and impartiality to effectively discharge his/her responsibilities and act in the best interests of the Game and Pest Management Advisory Board and the wider community of NSW.

The Chairperson will meet the skill, knowledge and experience requirements of a Board Member. In addition, the Chairperson must demonstrate the following specific skills and competencies:

- Exceptional skills and a track record as a leader and strategic thinker.
- Outstanding communication skills, with demonstrated ability to effectively engage and collaborate with all stakeholders across the community and Government.
- Demonstrated understanding of governance and risk management frameworks in relation to Boards and Committees.