

CHARTER

March 2020

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1. Introduction

The Game and Pest Management Advisory Board (the Board) is constituted under the *Game and Feral Animal Control Act 2002* (the Act). Relevant Sections of the Act relating to the Board are contained in Attachment 1 to this charter.

Part 2 of the Act provides for the appointment, membership and functions of the Board. Under Part 2 the Board is to consist of not more than 8 members appointed by the Minister for Agriculture and Western NSW. Persons appointed to the Board are to include representatives of regional NSW and are to be persons who together have expertise, skill or knowledge in the areas of pest management, wildlife, veterinary science, hunting, education and community engagement.

The functions of the Board are;

- a) To represent the interests of licensed hunters in matters arising under the Act;
- b) To provide advice to the Minister or the Regulatory Authority on game and pest animal management;
- c) To provide advice on request to the Minister on priorities for expenditure on research from the Game and Pest Management Trust Fund;
- d) To provide advice to the Minister or the Regulatory Authority on educational courses relating to hunting.

The Advisory Board is subject to the control and direction of the Minister responsible for the Act (except in relation to the contents of any advice of the Advisory Board).

Under the Act the Regulatory Authority is the Secretary Department of Planning, Infrastructure and Environment (DPIE). This authority has been delegated to the Department of Primary Industries Game Licensing Unit.

Provisions relating to the members and procedure of the Board are contained in Schedule 1 of the Act. Specifically, Schedule 1 prescribes office bearers of the Board, terms of office for Board members, remuneration, personal liability, procedures for managing the vacancy of the office of a member and Board meeting guidelines.

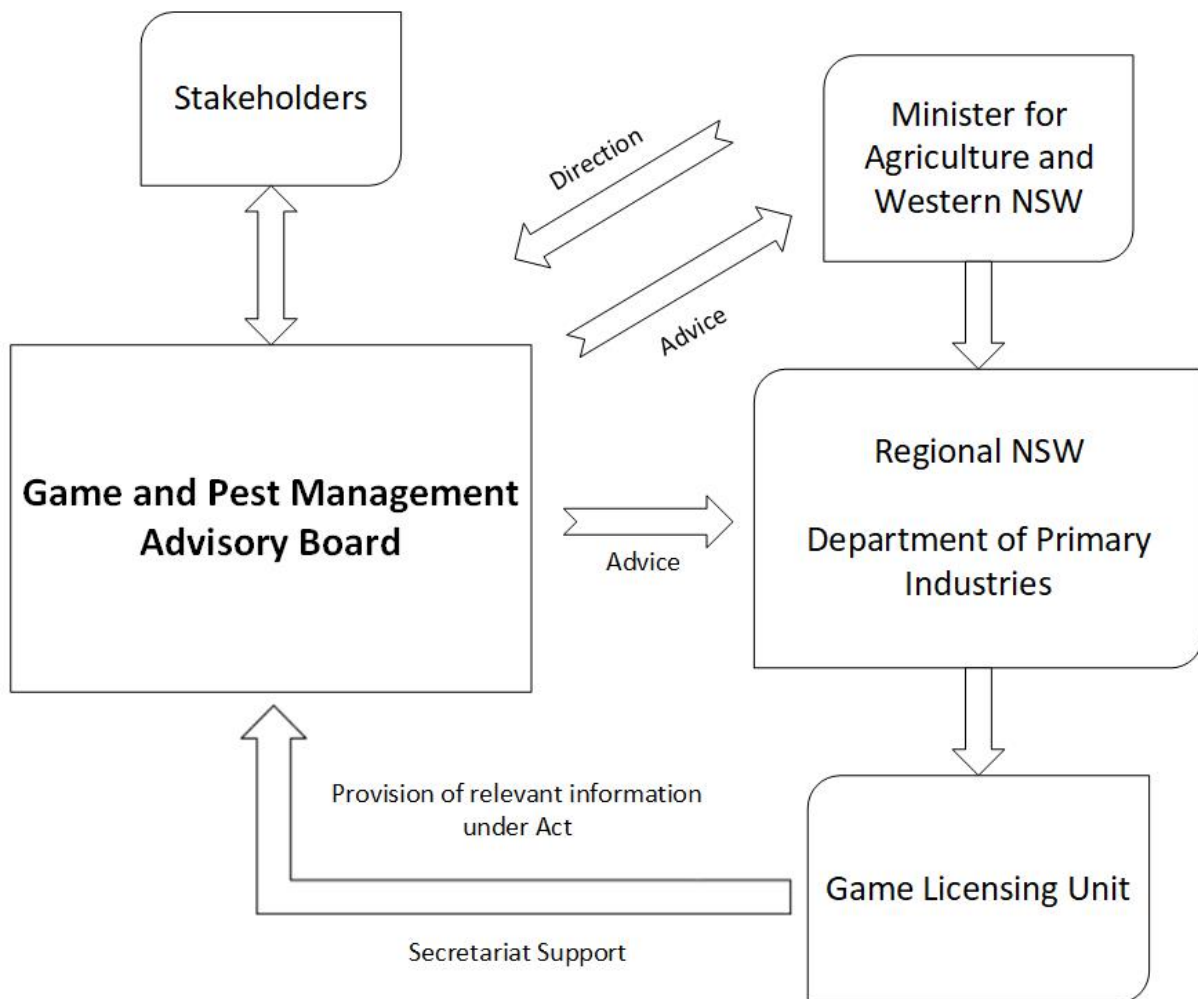
Boards and committees that require Ministerial or Cabinet approval of member appointments should also consult the Public Service Commission's *Classification and Remuneration Framework for NSW Government Boards and Committees*.

The Public Service Commission has also developed principles-based guidance on member appointments as outlined in *Appointment Standards: Boards and Committees in the NSW Public Sector*.

This charter has been developed to incorporate relevant sections of all three documents and serve as a single guide for all matters pertaining to the Board and its business.

Members of boards and committees are also subject to other whole of Government policies and guidelines that apply to the public sector generally, such as guidance regarding conflicts of interest and working with children checks.

The following schematic represents the Board's position within the intent of the Act:



2. Stakeholders

Relevant stakeholders for the Game and Pest Management Advisory Board can broadly be defined as any group or individual with an interest in hunting in NSW. In addition to licenced hunters, stakeholders include the Minister, the regulatory authority (DPI Game Licensing Unit) as well as managers of private and public land.

3. Appointment of the Board

3.1 Appointment standards

The Act requires that persons be appointed to the Board that include representatives of regional NSW and are to be persons who together have expertise, skill or knowledge in the areas of pest management, wildlife, veterinary science, hunting, education and community engagement.

Board appointments should be conducted using both the *Appointment Standards for Boards and Committees in the NSW Public Sector* and the *NSW Government Boards and Committees Guidelines*. Both documents require that processes used to fill Board vacancies are transparent, without bias

and fully documented. These processes should include the advertising of Board vacancies using appropriate assessment criteria and the selection of recommended candidates to the Minister by a suitable assessment panel appointed by the Minister.

Formal approval is required before action to fill a Board vacancy can commence.

3.2 Ministerial Appointment

Board appointments or reappointments must be submitted for endorsement by the Minister. A submission for recommended candidates is required which includes the following information:

- Name of the Board.
- Legislation or terms of reference constituting the body.
- Name of recommended candidate.
- Position and period of appointment including dates.
- Reason for appointment including whether or not the candidate is being recommended for reappointment.
- Qualifications and expertise.
- Names of other boards and committees the candidate sits on.
- Whether or not the candidate is a public servant.
- Whether or not the candidate is on the Lobbyist Register.
- Classification under the Remuneration Framework and actual remuneration.

3.3 Direct appointments by Ministers

Ministers can directly approve the appointment of a member to a NSW Government Board or committee for which they have responsibility. Ministers are required to ensure that the appointment process follows the Public Service Commission's *Appointment Standards*.

3.4 Term of office

The terms of office for all members is listed on their instrument of appointment but cannot exceed a maximum term of 5 years. As good practice, members should not serve more than two consecutive terms on a board or committee, as their tenure should not exceed ten years in total, unless otherwise specified in legislation or where such limitation would be contrary to public interest.

3.5 Chairperson

One of the members is to be appointed by the Minister as the Chairperson of the Board.

The Minister may remove a member from office as Chairperson at any time.

A member who is a member and Chairperson vacates office as Chairperson and member if the person is removed from that office by the Minister or resigns that office by instrument in writing addressed to the Minister or ceases to be a member.

3.6 Deputies

The Minister may, from time to time, appoint a person to be the deputy of a member, and the Minister may revoke any such appointment.

3.7 Vacancy in office of member

The office of a member becomes vacant if the member:

- a) dies, or

- b) completes a term of office and is not re-appointed, or
- c) resigns the office by instrument in writing addressed to the Minister, or
- d) is removed from office by the Minister under this clause, or
- e) is absent from 3 consecutive meetings of the Board of which reasonable notice has been given to the member, except on leave granted by the Board, or
- f) becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or makes an assignment of his or her remuneration for their benefit, or
- g) becomes a mentally incapacitated person, or
- h) is convicted of an offence in New South Wales or elsewhere involving cruelty or harm to animals, or
- i) is convicted in New South Wales of an offence that is punishable by imprisonment for 12 months or more or is convicted elsewhere than in New South Wales of an offence that, if committed in New South Wales, would be an offence so punishable.

The Minister may remove a member from office without notice and for any reason. If the office of any member becomes vacant, a person is, subject to the Act, to be appointed to fill the vacancy.

3.8 Appointment letter

Once an appointment has been approved, the new member should be advised in writing by the Minister or relevant agency and provided with a copy of the code of conduct, Board's charter and induction pack. Members should sign and return a copy of the letter, code of conduct and completed pecuniary interest declaration for inclusion in the Board or committee's records.

3.9 Member induction and development

All Board members should be appropriately briefed on their role and accountabilities. This should include an induction at the commencement of their membership and ongoing member development opportunities.

The induction of new members is an important process that will be delivered by the head of the DPI Game Licensing Unit. The induction should include an opportunity to meet with the Chair and other members, provide relevant training and an induction package. The induction package may include:

- Roles and responsibilities of the member and level of remuneration.
- A copy of the establishing legislation, charter and code of conduct.
- A brief history of the Board, information about current members and copies of minutes from meetings held over the last 12 months.
- A schedule of Board meeting dates, attendance requirements, arrangements for notice of absence and upcoming meeting dates.
- Relevant information about the public sector and the Board or committee's role within the context of Government (including an organisation chart where relevant).

- Information about the operating environment of the Board, including brief discussion of relevant trends, issues and stakeholder groups.
- Copies of any delegations in place.
- Arrangements for declaring interests including conflicts of interest.

4. Conduct of Members

As public officials, members of the Board have an obligation to act in the public interest. All Board members must:

- Comply with the Ethical Framework for the public sector set out in the *Government Sector Employment Act 2013*.
- Comply with the Board's Code of Conduct.
- Have a clear understanding of their public duty and legal responsibilities.
- Act for a proper purpose and without exceeding their powers.

Members of the Board must also comply with a broad range of whole of Government regulations and policies including those stipulated in legislation, regulations, Ministerial Memoranda, Department of Premier and Cabinet circulars, Treasury publications and Public Service Commission policy documents.

4.1 Code of Conduct

The following code of conduct applies to all members of the Board and has been based on the model code of conduct in the NSW Public Service Commission Personnel Handbook.

Integrity

- a) Consider people equally without prejudice or favour.
- b) Act professionally with honesty, consistency and impartiality.
- c) Take responsibility for situations, showing leadership and courage.
- d) Place the public interest over personal interest.

Trust

- a) Appreciate difference and welcome learning from others.
- b) Build relationships based on mutual respect.
- c) Uphold the law, institutions of government and democratic principles.
- d) Communicate intentions clearly and invite teamwork and collaboration.
- e) Provide apolitical and non-partisan advice.

Service

- a) Provide services fairly with a focus on customer needs.
- b) Be flexible, innovative and reliable in service delivery.
- c) Engage with the not-for-profit and business sectors to develop and implement service solutions.
- d) Focus on quality while maximising service delivery.

Accountability

- a) Take responsibility for decisions and actions.
- b) Provide transparency to enable public scrutiny.
- c) Observe standards for safety.
- d) Be fiscally responsible and focus on efficient, effective and prudent use of resources.

4.2 Ethical decision making

Decisions of the Board should be made in the light of applicable legislation, the Code of Conduct, Government policy and agency objectives. Decisions and outcomes must be in the public interest and be able to withstand public scrutiny. Conflicts of interest, including personal gain at public expense, must be avoided.

4.3 Conflict of interest

A conflict of interest exists when it is likely that a member could be influenced by a personal or business interest. If a conflict of interest leads to partial decision making, it may constitute corrupt conduct. A conflict of interest, whether real, potential or perceived, may arise for example from:

- Other directorships or employment.
- Professional and business interests and associations.
- Investment interests or the investment interests of friends or relatives.
- Family relationships.
- Participation in party political activities.
- Personal beliefs or attitudes that affect impartiality.

A member has a duty to declare any private interest that may impinge on a Board decision. When an issue arises, the Board member must as soon as practicable disclose full and accurate details of the interest or issue to the Board. A member must disclose interests to the Board (which include positions and pecuniary interests) in corporations, partnerships or other businesses or organisations that may be relevant to the activities of the Board. A member's interests include those of an associate or close relative.

Disclosure should be made at the beginning of a member's term and during the term as necessary. A register of such interests should be maintained by the Board and must also be reported to the Minister. A Member's Pecuniary Interest Declaration Form should be used to disclose relevant interests.

Where a conflict of interest has been identified, the matter should be considered by the Board. The Board should make a decision as to how to manage the conflict of interest and record reasons for that decision. There are a number of ways of managing conflicts of interest including, but not limited to:

- Agreeing that the member will not to take part in any discussion of the Board relating to the interest or issue, not receive any relevant Board papers, be absent from the meeting room when any discussion or vote is taking place and not vote on the matter.
- Divestment of the interest/issue that is creating the conflict, for example the sale of shares.
- Severing the connection, for example, resignation from a position in another organisation giving rise to the conflict.
- Resignation of the member from the Board.

4.4 Use of public resources

Furniture, equipment, staff and other resources may be provided to the Board to perform its functions and should be used only in relation to those functions and in accordance with any guidelines or rules about the use of those resources.

4.5 Use of official information

Members must not disclose information or documents acquired as a consequence of their membership, other than as required by law, or when the member has been given proper authority to do so. This includes conducting media interviews of a sort that are not sanctioned by the Board Chairperson.

4.6 Gifts and benefits

Members should be aware that it is illegal to seek, offer or receive money or gifts in order to obtain a benefit or favour. Members must also not accept gifts or benefits that could place them under an actual or perceived financial or moral obligation to another organisation or individual. Gifts or hospitality of nominal value may be accepted in limited circumstances where the member's position will not be compromised. The Board will establish a Register of Gifts to provide a high degree of transparency.

4.7 Reporting corrupt behaviour

Corrupt conduct can be generally understood as the dishonest or partial exercise of public official functions. For conduct to be considered corrupt under the Independent Commission Against Corruption (ICAC) Act 1988 definition it has to be serious enough to involve a criminal offence, a disciplinary offence, be grounds for dismissal or, in the case of Members of Parliament, involve a substantial breach of their Code of Conduct.

A report must be made to the ICAC as soon as you have a reasonable suspicion that corrupt conduct may have occurred or may be occurring. Matters must be reported to the ICAC regardless of any duty of secrecy or other restriction on disclosure. It is important that reports to the ICAC be made without advising the person(s) to whom the report relates and without publicity.

The Public Interest Disclosures Act 1994 provides protection to public officials who voluntarily report suspected corrupt conduct. Board members can make reports to the Chairperson of the Board or to the principal officer of the relevant public authority where that is available to the Board or committee in accordance with the agency's internal reporting guidelines. Members can also report directly to the following investigative bodies:

- Disclosures concerning corrupt conduct should be made to the ICAC.
- Disclosures concerning maladministration should be made to the NSW Ombudsman.
- Disclosures concerning serious and substantial waste of public money should be made to the NSW Auditor General.

5. Conduct of Board Meetings

5.1 General procedure

The procedure for the calling of meetings of the Board and for the conduct of business at those meetings is, subject to this Act and the regulations, to be as determined by the Board.

5.2 Quorum

The quorum for a meeting of the Board is a majority of its members.

5.3 Presiding member

- (1) The Chairperson is to preside at a meeting of the Board.

- (2) In the absence of the Chairperson, another member elected to chair the meeting by the members present is to preside at a meeting of the Board.
- (3) The presiding member has a deliberative vote and, in the event of an equality of votes, has a second or casting vote.

5.4 Voting

A decision supported by a majority of the votes cast at a meeting of the Board at which a quorum is present is the decision of the Board.

5.5 Transaction of business outside meetings or by telephone

- 1) The Board may, if it thinks fit, transact any of its business by the circulation of papers among all the members of the Board, and a resolution in writing approved in writing by a majority of those members is taken to be a decision of the Board. In writing includes electronic format.
- 2) The Board may, if it thinks fit, transact any of its business at a meeting at which members (or some members) participate by telephone, closed-circuit television or other means, but only if any member who speaks on a matter before the meeting can be heard by the other members.
- 3) For the purposes of:
 - a. approval of a resolution under subclause (1), or
 - b. a meeting held in accordance with subclause (2), the Chairperson and each member have the same voting rights as they have at an ordinary meeting of the Board.
- 4) A resolution approved under subclause (1) is, subject to the regulations, to be recorded in the minutes of the meetings of the Board.
- 5) Papers may be circulated among the members for the purposes of subclause (1) by
 - a. Email or other electronic transmission of the information in the papers concerned.

5.6 Frequency of meetings

The Board is to meet at least twice each calendar year.

6. Administration

6.1 Secretariat support

The DPI Game Licensing Unit (GLU) will provide secretariat support to the Board. This support will include:

- Working with the Chair to develop agendas, compile and distribute meeting papers and prepare a range of documents to support the operation of the Board.
- Taking minutes of the meeting including actions, recommendations, decisions, discussion and any dissenting views where appropriate.
- Organising facilities and logistics for Board meetings, events and stakeholder forums.
- Liaising with members.
- Booking travel and accommodation for Board members to attend meetings or any other sanctioned Board business.
- Assist Board members with remuneration and expense claims and the processing of claims when lodged.
- Assist the Board with any external communications with stakeholders.
- Inducting the Board and ensuring they have access to relevant Departmental policies and procedures.

6.2 Board remuneration

The Classification and Remuneration framework for NSW Government Boards and Committees identifies that Boards falls within the category Group C with applicable daily sitting fees available:

Chairs:	Daily sitting fee of \$350 (50% for half day)
Members:	Daily sitting fee of \$220 (50% for half day) (current as at March 2020)

In line with Government policy, members of the Board who are NSW Government employees cannot receive fees. Sitting fees will not be paid for travel days.

In addition to sitting fees a member is entitled to be paid such remuneration including travelling and subsistence allowances within Departmental guidelines. A fiscally responsible approach will be taken for travel arrangements. Personal preferences that are not the best value for money will not be reimbursed (e.g. mileage claims will not be paid if a flight is cheaper). Expense claims must be lodged within 2 months of the meeting date to allow for processing and payment.

6.3 Personal liability

A matter of thing done or omitted to be done by the Board, a member of the Board or a person acting under the direction of the Board does not, if the matter or thing was done or omitted to be done in good faith for the purposes of executing this or any other Act, subject a member or a person so acting personally to any action, liability, claim or demand.

6.4 Government Information (Public Access) Act 2009

The Government Information (Public Access) Act 2009 (GIPA Act) contains a right to information system for NSW Government to make government information more readily available and improve openness and accountability. The GIPA Act applies to all NSW government agencies, including Boards and committees. Board members should be appropriately briefed on their obligations under the GIPA Act. Boards are encouraged to proactively release decisions of their meetings in accordance with the NSW Government's Open Government policy unless there is an overriding public interest against disclosure.

7. Interaction with DPI Game Licensing Unit

The DPI Game Licensing Unit is responsible for the implementation and administration of various functions in the Act and Regulation. These functions include:

- administering Game Hunting licensing services;
- implementing and conducting enforcement/compliance operations;
- delivery of education courses;
- administration of public land hunting and native game bird management;
- Initiates and supports research into game and pest animal management control.

The Board may request information from the DPI Game Licensing Unit in order to fulfil its functions under the Act. Information requested by the Board should be:

- Related to the Boards functions under the Act.
- Made through the Chairperson.
- In writing to the Director of the Game Licensing Unit.

Board members must not contact DPI Game Licensing Unit staff in relation to Board matters unless it is sanctioned by both the Board Chairperson and the Director of the Game Licensing Unit.

8. Communications

8.1 Correspondence from stakeholders

An email address has been established on behalf of the Board and will be administered and monitored by the Game Licensing Unit (Board Secretariat) on the Boards behalf. Matters deemed to be of importance and that may need to be addressed by the Board urgently will be discussed with the Board chairperson. Routine correspondence will be saved and brought forward with any urgent correspondence at each successive Board meeting.

The Board email address will be published on the Department of Primary Industries Game Licensing Unit's website for all internal and external stakeholders' correspondence.

The Board may request assistance from the DPI Game Licensing Unit in facilitating stakeholder feedback to them through strategic communications to stakeholders about the Board and its functions and the appropriate way that stakeholders should communicate matters to the Board.

8.2 Independent Advice to Minister and Department

Advice flowing from the Board may be propagated from within the Board and forwarded to either the Minister or Department or both. The Minister may also request advice about a matter relating to the Boards functions from time to time.

All advice flowing from the Board should come from the Chairperson and should be in writing. All advice should remain confidential.

9. Reporting

The Board is to provide the Minister with an annual report of its activities during the previous year.

10. Review of Charter

This Charter is to be reviewed annually to ensure that it remains consistent with the Board's objectives and responsibilities as well as relevant standards of Corporate Governance.

11. Attachments

Attachment 1: Provisions relating to the Game and Pest Management Advisory Board in the Game and Feral Animal Control Act 2002.

Part 2 Game and Pest Management Advisory Board

7 Constitution of Advisory Board

- (1) There is constituted by this Act a Game and Pest Management Advisory Board.
- (2) The Advisory Board has the functions conferred or imposed on it by or under this or any other Act.

8 Membership and procedure of Advisory Board

- (1) The Advisory Board is to consist of not more than 8 members appointed by the Minister.
- (2) The persons appointed as members of the Advisory Board—
 - (a) are to include representatives of regional New South Wales, and
 - (b) are to be persons who together have expertise, skill or knowledge in the areas of pest management, wildlife, veterinary science, hunting, education and community engagement.
- (3) The regulations may make provision for or with respect to the appointment of persons as members of the Advisory Board.
- (4) Schedule 1 contains provisions with respect to the members and procedure of the Advisory Board.

9 Functions of Advisory Board

- (1) The Advisory Board has the following functions—
 - (a) to represent the interests of licensed game hunters in matters arising under this Act,
 - (b) to provide advice on request to the Minister or the Regulatory Authority on game and feral animal control,
 - (c) to provide advice on request to the Minister on priorities for expenditure on research from the Game and Pest Management Trust Fund,
 - (d) to provide advice to the Minister or the Regulatory Authority on educational courses relating to game hunting.
- (2) The Advisory Board is subject to the control and direction of the Minister (except in relation to the contents of any advice of the Advisory Board).
- (3) The Advisory Board is to provide the Minister with an annual report of its activities during the year.

53B Game and Pest Management Trust Fund

- (1) There is established in the Special Deposits Account an account called the Game and Pest Management Trust Fund (*the Fund*).
- (2) Money in the Fund is under the control of the Minister and can be expended by the Minister only for the purposes authorised by this section.
- (3) There is to be paid into the Fund—
 - (a) such percentage of the fees payable under this Act in connection with game hunting licences as the Minister determines from time to time, and
 - (b) any gift or bequest of money for the purposes of the Fund, and
 - (c) any money appropriated by Parliament for the purposes of the Fund or required by law to be paid into the Fund, and
 - (d) the proceeds of the investment of money in the Fund.
- (4) The money in the Fund may be applied for any or all of the following purposes—
 - (a) carrying out research into game and feral animal control,
 - (b) funding the costs of enforcing compliance with the controls imposed under this Act on game hunting,
 - (c) funding the costs of the Game and Pest Management Advisory Board.
- (5) The Minister may invest the money in the Fund—
 - (a) if the Minister is a GSF agency for the purposes of Part 6 of the *Government Sector Finance Act 2018*—in any way that the Minister is permitted to invest money under that Part, or
 - (b) if the Minister is not a GSF agency for the purposes of Part 6 of the *Government Sector Finance Act 2018*—in any way authorised for the investment of trust funds.

Schedule 1 Provisions relating to members and procedure of Game and Pest Management Advisory Board

(Section 8)

1 Definitions

In this Schedule—

Chairperson means the Chairperson of the Advisory Board.

member means any member of the Advisory Board.

2 Terms of office of members

Subject to this Schedule, a member holds office for such period (not exceeding 5 years) as is specified in the member's instrument of appointment, but is eligible (if otherwise qualified) for re-appointment.

4 Deputies

- (1) The Minister may, from time to time, appoint a person to be the deputy of a member, and the Minister may revoke any such appointment.
- (2) In the absence of a member, the member's deputy may, if available, act in the place of the member.
- (3) While acting in the place of a member, a person has all the functions of the member and is taken to be a member.

5 Remuneration

A member is entitled to be paid such remuneration (including travelling and subsistence allowances) as the Minister may from time to time determine in respect of the member.

6 Vacancy in office of member

- (1) The office of a member becomes vacant if the member—
 - (a) dies, or
 - (b) completes a term of office and is not re-appointed, or
 - (c) resigns the office by instrument in writing addressed to the Minister, or
 - (d) is removed from office by the Minister under this clause, or
 - (e) is absent from 4 consecutive meetings of the Advisory Board of which reasonable notice has been given to the member, except on leave granted by the Advisory Board, or
 - (f) becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or makes an assignment of his or her remuneration for their benefit, or
 - (g) becomes a mentally incapacitated person, or
 - (h) is convicted of an offence in New South Wales or elsewhere involving cruelty or harm to animals, or
 - (i) is convicted in New South Wales of an offence that is punishable by imprisonment for 12 months or more or is convicted elsewhere than in New South Wales of an offence that, if committed in New South Wales, would be an offence so punishable.
- (2) The Minister may remove a member from office without notice and for any reason.
- (3) If the office of any member becomes vacant, a person is, subject to this Act, to be appointed to fill the vacancy.

7 Personal liability

A matter or thing done or omitted to be done by the Advisory Board, a member of the Advisory Board or a person acting under the direction of the Advisory Board does not, if the matter or thing was done or omitted to be done in good faith for the purposes of executing this or any other Act, subject a member or a person so acting personally to any action, liability, claim or demand.

8 General procedure

The procedure for the calling of meetings of the Advisory Board and for the conduct of business at those meetings is, subject to this Act and the regulations, to be as determined by the Advisory Board.

9 Quorum

The quorum for a meeting of the Advisory Board is a majority of its members for the time being.

10 Presiding member

- (1) The Chairperson is to preside at a meeting of the Advisory Board.
- (2) In the absence of the Chairperson, another member elected to chair the meeting by the members present is to preside at a meeting of the Advisory Board.
- (3) The presiding member has a deliberative vote and, in the event of an equality of votes, has a second or casting vote.

11 Voting

A decision supported by a majority of the votes cast at a meeting of the Advisory Board at which a quorum is present is the decision of the Advisory Board.

12 Transaction of business outside meetings or by telephone

- (1) The Advisory Board may, if it thinks fit, transact any of its business by the circulation of papers among all the members of the Advisory Board for the time being, and a resolution in writing approved in writing by a majority of those members is taken to be a decision of the Advisory Board.
- (2) The Advisory Board may, if it thinks fit, transact any of its business at a meeting at which members (or some members) participate by telephone, closed-circuit television or other means, but only if any member who speaks on a matter before the meeting can be heard by the other members.
- (3) For the purposes of—
 - (a) the approval of a resolution under subclause (1), or
 - (b) a meeting held in accordance with subclause (2),the Chairperson and each member have the same voting rights as they have at an ordinary meeting of the Advisory Board.
- (4) A resolution approved under subclause (1) is, subject to the regulations, to be recorded in the minutes of the meetings of the Advisory Board.
- (5) Papers may be circulated among the members for the purposes of subclause (1) by facsimile, email or other transmission of the information in the papers concerned.

13 Frequency of meetings

The Advisory Board is to meet at least twice each year.

14 First meeting

The Minister may call the first meeting of the Advisory Board in such manner as the Minister thinks fit.

12. Declaration

I _____ declare that I have read and agree to abide by this Charter and Code of Conduct in my role as a member of the Game and Pest Management Advisory Board.

Signature:

Date:

**Please sign and return full document to gameandpest.advisoryboard@dpi.nsw.gov.au*