

# TERMS OF REFERENCE

Version: December 2024

## Background

The Inland Fisheries Advisory Council is established and given its Authority under the *Inland Fisheries Act 1995* (the Act). The general functions and powers of the Council are outlined in Division 2 – section 20B:

- (1) The Council has the following functions
  - a) *to advise the Minister on any matter under this Act;*
  - b) *to advise the Minister on any matters referred to it by the Minister;*
  - c) *to provide a forum for consultation on policy matters;*
  - d) *to advise the Minister on the functions of the Director as they relate to public expectations;*
  - e) *to promote understanding and acceptance of the functions of the Director;*
  - f) *to encourage community support for fisheries management activities;*
  - g) *to review management plans for inland fisheries.*
- (2) *The Council may do anything necessary or convenient to perform its functions.*

## Membership of the Council

Membership of the Council will be in accordance with section 20A of the Act. Council membership will aim for 50% representation of women, consistent with the Tasmanian Government's *Women on Boards Strategy 2015 - 2020*.

## The Role of the Council

The Council will focus on the fulfilment of its statutory responsibilities as outlined above.

## Ministerial Brief

In discharging its statutory functions, in particular providing advice to the Minister, the Council will at all times be mindful of the priorities of the Director of Inland Fisheries and the Inland Fisheries Service generally, in particular:

- a) Recognising the unique values of the inland fishery, and promoting and increasing the economic, recreational, social and health benefits the inland fishery contributes to the Tasmanian community, economy and Brand.
- b) Advocating for sustainable management of Tasmania's freshwater in the context of the sustainability of inland fish and resilient inland fisheries.
- c) Developing and promoting Tasmania's unique wild trout fisheries.
- d) Maintaining thriving, attractive and exciting recreational fishing and associated experiences.

- e) Increasing recreational angling participation for local, interstate and international anglers with a focus on female and junior anglers.
- f) Providing a diverse range of opportunities and improving angler's access to recreational fisheries for all levels of ability.
- g) Supporting the development of sustainable and contemporary industry best practice fisheries including wild harvest eels and freshwater aquaculture.
- h) Undertaking continuous improvement in corporate governance, risk management, succession planning, human resources, health and safety and strategic planning of the Inland Fisheries Service.
- i) Ensuring ongoing financial sustainability of the Inland Fisheries Service including revenue generation, service delivery and public sector financial management requirements.
- j) Undertaking comprehensive consultation with a wide range of stakeholders to the Inland Fisheries Service and encouraging collaboration and strategic partnerships to achieve best outcomes.

### **Meetings of the Council**

The Council will meet in accordance with the *Inland Fisheries Act 1995*, SCHEDULE 3 - Membership and Meetings of Council.

The chairperson or any other 2 members may convene a meeting of the Council. The Council is to meet at least 4 times a year.

The quorum at any duly convened meeting of the Council is 6 members, one of whom must be the chairperson. Any duly convened meeting of the Council at which a quorum is present is competent to transact any business of the Council.

A question arising at a meeting of the Council is to be determined by a majority of votes of the members present and voting.

The chairperson is to preside at all meetings of the Council. If the chairperson is not present at a meeting of the Council, a member elected by the members present is to preside at that meeting.

The Council is to keep minutes of the proceedings at the meetings; and attendance of members at the meetings. Minutes kept of a meeting are to be signed by the chairperson at the next meeting.

## **Communication**

Whilst only IFAC members can attend IFAC meetings members are encouraged to discuss Council business with stakeholders and representative groups where appropriate. Council will identify which issues can be discussed with stakeholders at the conclusion of each meeting.

No member is to speak to the media on behalf of IFAC without the prior approval of the Minister.

## **Managing Conflicts of Interest**

IFAC is comprised of members appointed for their representation and expertise and functions to provide advice and information and can make recommendations to the Minister on matters concerning the administration of the Act. It is important that the Council operates at all times to meet contemporary expectation with respect to governance and management of conflict of interest.

Conflicts of interest arise in the context where a member in the course of their engagement with the Council has the potential to be influenced or seen to be influenced by personal or private interests.

Any declarations of conflict of interest are to be recorded in the Chair's summary of the meeting. Chair summaries of meetings are provided to the Minister allowing the Minister to be aware of individual member's material personal interests when considering the recommendations, information and advice of the Council.

Probity of process is addressed by all members providing accurate and complete advice of their material personal interest and the Minister being clearly aware of these interests when considering the advice and recommendations provided by Council, from which the Minister makes decisions.