



Jobs, Skills,  
Industry  
and Regions



# Candidate Information Pack

Board Directors  
Game Management  
Authority



# Information for Candidates

## Board Directors

### Game Management Authority

This information has been prepared for candidates seeking appointment as a Director of the Game Management Authority (GMA) Board.

## About the Game Management Authority (GMA)

### *Establishment and history of the GMA*

The GMA is an independent statutory authority responsible for the regulation of game hunting in Victoria. It delivers programs to improve and promote sustainability and responsibility in game hunting and is responsible for:

- issuing Game Licences;
- managing open and closed seasons for game species;
- enforcing game hunting laws and acting against those who do not hunt legally; and
- educating and informing hunters on how to hunt legally in Victoria.

The GMA also has an important advisory role to Government, other agencies and the broader community on the management of natural resources across Victoria.

The GMA was established on 1 July 2014 to facilitate the effective management of Victoria's game resources and responsible and sustainable game hunting across the state. The GMA operates under the *Game Management Authority Act 2014* (the Act).

The GMA board is responsible to the Minister for Outdoor Recreation, the Hon Steve Dimopoulos MP, for the exercise of the entity's functions.

Relevant Acts include the *Financial Management Act 1994* (Vic), the *Public Administration Act 2004* (Vic) and the *Wildlife Act 1975* (Vic).

### *Objectives and Functions*

The functions of the GMA are:

- to perform the regulatory, investigative and disciplinary functions conferred on the Authority by or under the Act or any relevant law;
- to administer the scheme for issuing game licences under the *Wildlife Act 1975* in relation to hunting, taking or destroying game;
- to promote and monitor compliance with the Act or any relevant law in relation to game hunting;
- to investigate compliance with the Act and any relevant law in relation to game hunting;
- to develop operation plans and procedures addressing:
  - the sustainable hunting of game animals;
  - the humane treatment of animals that are hunted or used in hunting;
  - strategies to minimise any negative impact on non-game wildlife, including protected and threatened wildlife;
  - the conservation of wildlife habitats;
- to work with public land managers to improve the management of public land and facilities on public land where hunting is permitted;
- to promote sustainability and responsibility in game hunting;

- to monitor, conduct research and analyse the environmental, social and economic impacts of game hunting and game management;
- to make recommendations to relevant Ministers in relation to:
  - game hunting and game management;
  - the control of pest animals;
  - declaring public land open or closed to game hunting, open and closed seasons and bag limits; and
  - the management of public and private land as it relates to game and their habitat.

For further information on the GMA's operations please visit [www.gma.vic.gov.au](http://www.gma.vic.gov.au).

### *Board structure*

The GMA board consists of not less than 5 Directors and not more than 9 Directors, one of whom is appointed as the Chairperson and one as the Deputy Chairperson. There are currently 7 sitting Members.

Three subcommittees assist the board: the Audit and Risk Management Committee, the People and Partnerships Committee, and the Science, Welfare and Ethics Committee. Participation on the Board subcommittees may be expected as part of appointment.

### *Board roles and duties*

Accountable to the Minister for Outdoor Recreation, the primary role of the Board is to ensure that the GMA fulfils its legislated functions effectively and complies with the governance framework under the Department of Jobs, Skills, Industry and Regions (DJSIR). The board sets the strategic direction and business objectives of the GMA and ensures that these are consistent with the GMA's legislative and regulatory framework. This includes:

- setting and approving the strategic and business plans;
- approving the annual report;
- regularly reviewing the GMA's major high-risk policies;
- ensuring adequate risk management of all key business and operational risks;
- providing recommendations to relevant Ministers;
- reviewing internal financial and operational controls;
- CEO selection, appointment, succession planning and performance assessment; and
- oversight of the management of the GMA by the CEO to ensure effective operation and a culture of compliance and best practice business performance in all areas of operational, financial, human resources, occupational health and safety, risk management and asset management.

The GMA board is a public entity for the purposes of the *Public Administration Act 2004*. Board Members are therefore public entity directors and subject to the [Code of Conduct for Directors of Victorian Public Entities 2024](#) and the relevant duties described under the *Public Administration Act 2004*. The Victorian Public Sector Commission (VPSC) promotes high standards of governance, accountability, and performance for Victorian public entities. Please refer to the VPSC website for further information <https://vpsc.vic.gov.au/governance/>.

## Information about the role

### *Skills required for the position*

The Minister for Outdoor Recreation appoints the Chairperson, Deputy Chairperson and Directors to the GMA board having regard to the expertise necessary for the GMA to achieve its functions and objectives. Members may be appointed for terms up to three years.

Collectively the Members of the GMA board should have skills, experience or knowledge relating to:

- outdoor recreation
- Aboriginal culture and identity
- public land management
- legal practice
- communications
- wildlife biology or ecology
- animal welfare
- public administration
- game and wildlife management, including pest animal management
- game hunting
- finance or accounting
- private land management as it relates to agriculture

**Applicants are required to outline in the Expression of Interest form which of the above areas they have skills and experience in, including any formal qualifications.**

General qualities required of Directors include:

- integrity;
- demonstrated honesty;
- a track record of acting in good faith and in the best interests of an organisation;
- ability to listen, analyse, think clearly and work well with others, and
- a willingness to attend meetings, ask questions and take responsibility.

### *Term of Appointment*

Directors are appointed by the Minister for a term of up to three years and may be reappointed.

### *Remuneration*

Currently, Directors' remuneration is \$12,047 per annum, plus superannuation.

An additional fee of up to \$5,9578 per annum is payable for eligible members for additional VFA sub-committee work.

Expenses are paid in accordance with rates that apply to employees of the Department of Jobs, Skills, Industry and Regions (DJSIR) for the provision of allowances reasonably incurred for travelling and personal expenses.

### *Time Commitment*

The time commitment of serving as a GMA Board Director varies. The commitments include meeting preparation time, attending Board meetings, annual planning days and sub-committee meetings.

The GMA Board generally meets between six and eight times a year depending on the forward program and any matters the Board deems necessary for its consideration. Most in-person meetings are held at the organisation's head office in Melbourne, but one or two regional visits may be required throughout the year, locations may include Ballarat, Benalla, Bendigo and Traralgon.

Directors may participate on sub-committees, which have varying time commitments. There are currently three GMA sub-committees:

- Audit and Risk Management;
- Science, Welfare and Ethics; and
- People and Partnership.

## *The Victorian Government's commitment to diverse representation*

The Victorian Government's Women on Boards commitment has been in effect since 2015 and is ensuring that all public boards have no less than 50 per cent women. In 2021, 55 per cent of board seats are held by women, compared to 39 per cent six years ago.

The Victorian Government is committed to ensuring that government agencies reflect the rich diversity of the Victorian community. We encourage applications from women, people of all ages, Aboriginal people, people with disability, people from culturally and linguistically diverse backgrounds, LGBTIQ+ people, and people living in rural and regional Victoria.

## About the recruitment process

### *Relevant policy and approvals*

Government expectations regarding recruitment are detailed in the Appointment and Remuneration Guidelines for Victorian Government Boards Statutory Bodies and Advisory Committees (the Guidelines).

Candidates selected for short listing will be required to consent to background and probity checks that meet all the requirements of the Guidelines (see also below).

## Information and Forms to be provided by Applicants

### *How to apply*

Applications including the completed Expression of Interest form and your Curriculum Vitae are to be submitted online by visiting '[Join a public board](#)' referencing GMA Board application: Name of applicant, in the subject line.

**Click here to download the Expression of Interest form that is to be completed - [GMA EOI Form 2024](#).**

All documents are to be attached as a Microsoft Office Word document.

Expressions of interest close **at midnight on 28 April 2024**.

Additional enquiries or assistance with completing the Expression of Interest can be directed to Mr David Baber, 1300 347 437 or email [dbaber@fisherleadership.com](mailto:dbaber@fisherleadership.com). Fisher Leadership is assisting the Department of Jobs, Skills, Industry and Regions in this appointment.

You do not have to disclose any personal information if you do not want to, but it can help us understand how we can support you through the recruitment process and beyond. We invite you to tell us if you identify as Aboriginal, a person with disability, from a culturally or linguistically diverse background, LGBTIQ+ or a young person, aged 25 years old or less. If you identify as any of the aforementioned, we would welcome the opportunity to contact you and discuss how we can support you through the recruitment process. Sharing this information will help you access support should you need it and will also help us to better understand the impact of our work.

### *Accessibility*

DJSIR provides reasonable adjustments for people with a disability. If you need adjustments to fully participate in the application or interview process, please contact the Diversity and Inclusion team at [diversity@ecodev.vic.gov.au](mailto:diversity@ecodev.vic.gov.au).

To receive this information in an accessible format (such as large print or audio) please contact the DJSIR Diversity and Inclusion team at [diversity@ecodev.vic.gov.au](mailto:diversity@ecodev.vic.gov.au).

## SHOULD AN APPLICANT BE SHORTLISTED THERE ARE ADDITIONAL PROBITY REQUIREMENTS

### *Probity Checks*

All shortlisted applicants must undergo the following probity checks to the satisfaction of the Minister, prior to their appointment:

- a National Criminal Record Check;
- Check of the Australian Securities and Investment Commission (ASIC) Register of Persons Banned and Disqualified;
- Australian Financial Security Authority (AFSA) National Personal Insolvency Index (NPII) check;
- Declaration of Private Interests; and
- Diversity Information and Privacy Consent Form.