



Australian Government

**Great Barrier Reef
Marine Park Authority**

**GREAT BARRIER REEF
MARINE PARK AUTHORITY**

REEF ADVISORY COMMITTEES

CHARTER OF OPERATION

2nd Revision

November 2009

SUPERSEDED

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Committees initially established at a meeting of the Board of the Marine Park Authority by decision MPA 172/2 [18/09/1998]. Committees subsequently re-appointed by the Chairperson of the Authority for a second (24/02/2003) and third term (01/08/2006). Indigenous RAC established by decision MPA 2009-210-5 [19/08/2009]. Catchment and Coastal RAC (previously Water Quality and Coastal Development RAC) and Ecosystem RAC (previously Conservation, Heritage and Indigenous Partnerships RAC) established by decision MPA 2009-211-8 [18/11/2009]. Tourism and Recreation RAC re-established by decision MPA 2009-211-8 [18/11/2009].

Charter of Operation established by decision of the Chairperson of the Authority, 11 March 1999, and incorporates decisions of the Authority MPA 172/2 [18/09/1998], MPA 174/14 [19/03/1999] and MPA 174/15 [19/03/1999].

1st Revision, June 2006. Amended March 2007 as a result of the Review's recommendations; MPA 201/5 [13/04/2007].

2nd Revision, November 2009; MPA 2009-211-8 [18/11/2009]. Subsequent amendments by decisions of the Authority are incorporated, including MPA 2010-213-9 [07/06/2010], MPA 2010-214-13 [20/09/2010] and MPA 2010-215-14 [29/11/2010].

AUTHORITY

The Terms of Reference, membership and payments to members shall be determined by the Board of the Great Barrier Reef Marine Park Authority (the Authority), by decision of the Authority at MPA 2009-211-8 [18 November 2009] (including any subsequent amendments by decision).

TERMS OF REFERENCE

The Great Barrier Reef Marine Park Authority (GBRMPA) has four Reef Advisory Committees (RACs) which provide advice to the Authority on management of the Marine Park.

The four RACs are:

- Catchment and Coastal
- Ecosystem
- Indigenous
- Tourism and Recreation.

A key role for the RACs will be to advise the Authority in relation to actions that can be taken to address the risks to the Marine Park identified in the *Great Barrier Reef Outlook Report 2009*.

While climate change remains the major threat to the Reef, there is no separate RAC addressing climate change; instead, issues relating to climate change will be considered by each of the RACs.

The RACs are competency-based committees comprising a cross-section of stakeholder interests with expertise and experience in relevant areas. This is to ensure that policy development and strategic direction are developed in consultation with stakeholders.

Members are appointed to a RAC for their individual expertise and/or experience in an appropriate field, and may also be appointed as a representative of a particular group, sector or government agency. All RAC members are expected to adopt a broad perspective on issues that are addressed.

The Terms of Reference for the RACs are at **Appendix 1**.

REPORTING

The Chairman of each RAC shall provide the following reports in writing to the GBRMPA Chairman:

- After each RAC meeting, the outcomes of the meeting and any recommendations.
- After the completion of the term of the RAC, a summary of the RAC's operations, an assessment of the RAC's effectiveness against the Terms of Reference, and an evaluation of the membership and attendance. Mid-way through the term of membership, the RAC Chairman should seek formal feedback from the GBRMPA Chairman on the performance of the RAC in relation to the effectiveness of the advice being provided to the GBRMPA.

The Chairman of each RAC shall attend a meeting of the Authority once each year to provide a report to the Authority and to discuss issues being considered by the RAC.

RACs shall produce a summary report on each meeting, which will be issued on behalf of the RAC by the Chairman of the RAC, to inform other advisory committees serving the GBRMPA, and persons generally, of the business of the RAC. The summary report shall be accessible to the public on the GBRMPA's website.

Information on the RACs, such as meeting dates and main issues discussed, will be included in the GBRMPA's Annual Report.

MEMBERSHIP

Appointment

The Authority shall appoint the members of each RAC and shall determine the Chairman of the RAC. The Committee shall be appointed for a term of three years, and members shall be eligible for reappointment. Where members are appointed throughout the term of a RAC, to fill a vacancy or an additional position identified subsequent to the original establishment of the membership, their term of membership will be for the remainder of the term of the Committee.

At least two meetings per RAC will be held in each financial year. In addition, members may be called upon, out-of-session, to participate in workshops or to provide comments and advice to the GBRMPA on relevant issues. Prior to accepting appointment to the RACs, prospective members should give due consideration to the importance of continuity in their availability to regularly attend meetings, notwithstanding any unforeseen circumstances which may prevent their attendance. Poor attendance, with or without an apology, may lead to the termination of a member's appointment.

Each RAC meeting will include the relevant GBRMPA staff; specifically the General Manager and Director(s) of the relevant GBRMPA section(s), or the person acting in those positions from time to time.

Vacancies

The performance of the functions of a RAC is not affected by reason of there being a vacancy or vacancies in the membership of that RAC.

Disclosure of Interests of Members

A member of a RAC who has a direct or indirect pecuniary interest or a potential conflict of interest in a matter being considered or about to be considered by that RAC shall, as soon as practicable after the relevant facts have come to the knowledge of the member, disclose the nature of the member's interest at a meeting of the RAC.

The disclosure shall be recorded in the minutes of the meeting of the RAC and the member shall not, unless the Chairman of the RAC in consultation with the nominated Director, otherwise determines:

- a) be present during any deliberation of the RAC with respect to that matter, or
- b) take any part in any decision of the RAC with respect to that matter.

Travel, Fees and Allowances

The GBRMPA shall pay all reasonable official costs in connection with members' transport to and from a meeting. As far as practicable, this transport shall be arranged by the GBRMPA. Members will be booked on flights that will allow the maximum meeting time possible for the Committee. Generally, members will be booked on best-fare-of-the-day flights on any of the major airlines (Virgin or Qantas/Jetstar), depending on their flight schedules and availability, in an effort to ensure value for money when travelling at Commonwealth expense.

Generally, all reasonable official travel costs in connection with representatives of the Australian Government will be met by the relevant Department, and those members will be responsible for arranging their own travel. The GBRMPA will arrange and pay for accommodation. No Travelling Allowance will be paid to Australian Public Service employees.

Unless otherwise arranged, the GBRMPA will pay all reasonable official travel costs in connection with representatives of the Queensland Government, including accommodation and Travelling Allowance.

Where more than one class of travel is available, RAC Chairmen travelling from interstate will be entitled to travel business class, or premium economy where only one class of travel is available. RAC Chairmen travelling intrastate will be entitled to travel premium economy or, by arrangement with the GBRMPA, business class where more than one class of travel is available.

Travel for all other RAC members will be arranged as economy class. Individuals may, if they wish, use their own Frequent Flyer or Velocity awards to upgrade, where possible.

In some cases, it may be necessary for a member to make his/her own flight bookings; however, this should only be done after consultation with the RAC Secretariat. Reimbursement of the costs (up to the equivalent of the best-priced airfare for a similar trip, at the time of the meeting) will be arranged by the RAC Secretariat, on receipt of appropriate documentation.

Although the GBRMPA would prefer RAC members to travel by air, there will be occasions when this is neither possible nor convenient. In this instance, a hire car can be booked for a member; alternatively, a member can use his/her own vehicle for which a vehicle mileage allowance will be paid. Should a member choose not to use air travel, and after consultation with the RAC Secretariat, a vehicle mileage allowance will be paid up to the equivalent of the best-priced airfare for a similar trip, at the time of the meeting. A vehicle mileage allowance will be paid to those members who need to drive to their nearest airport (e.g. Gold Coast to Brisbane, or Port Douglas to Cairns). Costs associated with overnight parking at the airport will be reimbursed on receipt of appropriate documentation. Similarly, bus or train fares associated with members travelling to their nearest airport (e.g. Gold Coast to Brisbane) will be reimbursed on receipt of appropriate documentation.

The Chairman of each RAC shall be paid a daily sitting fee for each meeting, as per Part 2.3 of the *Remuneration Tribunal: Remuneration and Allowances for Holders of Part-Time Public Office*. However, there shall be no payment if the Chairman holds any office or appointment, or is otherwise employed, on a full-time basis in the service or employment of the Commonwealth, the Administration of a Territory or a Commonwealth entity, as set out in sub-section 7(11) of the *Remuneration Tribunal Act 1973*. Fees are updated periodically by the Remuneration Tribunal, and appropriate adjustments will be passed on.

Members are not paid a fee.

The Chairman and each non-staff member of each RAC, if not already in receipt of payment from the GBRMPA for expenses during the period or business of a RAC, shall be eligible to receive a **travelling allowance** that corresponds to the allowance prescribed by the Remuneration Tribunal for part-time 'officers not specified' in accordance with the conditions set by the Tribunal. Allowances are updated periodically by the Remuneration Tribunal, and appropriate adjustments will be passed on.

Resignation by a Member of a RAC

A member of a RAC may resign his or her membership in writing, signed by him or her and forwarded to the Authority through the GBRMPA Chairman.

Termination of Appointment of a Member of a RAC

If a member of a RAC fails, without reasonable excuse, to comply with the terms of this Charter, the Authority may proceed to terminate the appointment of the member.

If, in the opinion of a Chairman of a RAC, and in consultation with the relevant General Manager, a member of that RAC is considered not to be positively contributing to the endeavours of that RAC, for example by not attending at least one meeting in any financial year, with or without an apology, then the Chairman should inform the Authority in writing, giving reasons why the member is failing in his/her role as member. The Authority may then proceed to terminate the appointment of the member.

If a member of a RAC fails, without reasonable excuse, to comply with the member's obligations to disclose any conflict of interest in a matter being considered by that RAC, the Authority shall terminate the appointment of the member.

In proceeding to terminate an appointment, the Authority shall investigate the matter in order to establish the grounds for termination, and shall write to the member concerned setting out the grounds and giving the member a right of reply. The Authority's decision shall have regard to the substance of the member's response.

INFORMATION FOR THE RACS

The Authority shall meet all reasonable requests of a RAC for information relevant to the Terms of Reference of the RAC.

MEETINGS OF THE RACS

Each RAC shall hold such meetings as are necessary for the performance of its functions.

The Chairman of a RAC, in consultation with the nominated Director, shall ensure that at least two meetings are held in each financial year. Some RAC meetings may be conducted using facilities such as teleconferencing or videoconferencing, but at least one RAC meeting per financial year must enable all RAC members to meet face-to-face. In addition, members of a RAC may carry out business by e-mail, facsimile or telephone having regard to confidentiality considerations.

As far as practicable, meetings of a RAC should be scheduled in accordance with the prior agreement of members of that RAC.

At a meeting of a RAC, a majority of its members constitutes a quorum.

The Chairman of a RAC shall preside at all meetings of that RAC at which he or she is present. If the Chairman of a RAC is not present at a meeting of that RAC, the Chairman shall consult with the nominated Director and decide an alternate member to preside at the meeting.

Questions arising at a meeting of a RAC shall be determined by a consensus of the members of that RAC present and, where there is a divergence in views, all views held by members should be recorded.

Meeting papers should, whenever possible, be distributed 10 working days prior to a meeting. Any papers considered "in confidence" will be marked appropriately and printed on yellow paper. Members should observe the confidentiality of all meeting papers, irrespective of the colour of any page. It should be noted that a confidentiality statement to this effect is signed by all RAC members, and others who, by agreement, may be required to attend in a member's stead and thus receive a set of meeting papers.

Meeting papers will not be sent electronically, although this may be necessary in exceptional circumstances. Draft minutes will be sent electronically, if the nominated Director deems that there are no sensitive remarks included. Final minutes will be sent only in hard copy.

GUEST SPEAKERS, OBSERVERS AND ADVISERS

The Chairman of a RAC, in consultation with the nominated Director, and in consideration of the budget, may invite a **guest speaker** to address a meeting of that RAC. The GBRMPA shall pay for all reasonable official costs in connection with a guest speaker's transport to and from a meeting, and accommodation if necessary.

On the invitation of the Chairman of a RAC, and in consultation with the nominated Director, a member of any other RAC is welcome to attend a meeting of that RAC as an **observer**. In this role, the member will not be deemed to be on business of any RAC for this attendance and so will not receive travel assistance from the GBRMPA.

A RAC may, at a meeting, take advice, through the Chairman of that RAC, from one or more **advisers** who represent sections of the community with a stake in the area of general interest of the RAC and/or who may be a member of another RAC. This process will ensure that the RAC, in preparing advice to the Authority, is able to take into account issues of concern from particular groups or sectors. Advisers will not receive travel assistance from the GBRMPA.

Guest speakers, observers and advisers are subject to the direction of the Chairman of the RAC, in consultation with the nominated Director, as to their exclusion from the meeting for any particular matter.

There is no provision in the Charter for a proxy to attend a RAC meeting in place of an appointed member. However, after consultation between the Chairman of the RAC and the nominated Director, the member may be asked to nominate an alternative person if it was expected that the member would have provided specific information to the discussion of an agenda item. In this instance, the GBRMPA shall pay for all reasonable official costs for transport to and from a meeting, and accommodation if necessary.

Generally, only members receive meeting papers. In the case where an alternative person is attending for a member (as described in the previous paragraph), that person will be required to sign the same “Conditions of Acceptance of Membership” as all RAC members, acknowledging their preparedness “to observe confidentiality and exercise tact and discretion when dealing with sensitive issues”.

MINUTES

All meetings of each RAC shall be minuted.

The draft minutes will be provided to the nominated Director, in the first instance, and then to the relevant RAC Chairman for comment. The nominated Director will hear the draft minutes prior to distribution to members for their comment.

Minutes will be provided to:

- The RAC Chairman and members of that RAC
- The General Manager and nominated Director of the relevant GBRMPA section(s).

The minutes are not for public distribution, however, the meeting’s Summary Document (see below) will be placed on the GBRMPA’s website.

Prior to each RAC meeting, the other RAC Chairmen and nominated Directors shall receive a copy of the agenda for their information.

A summary of the issues considered at each RAC meeting will be reported to the Authority through the standing item “Reef Advisory Committee Issues”.

RELATIONSHIPS

The following information is included to clarify the relationship of the RACs to other Authority consultation processes.

The Board of the Great Barrier Reef **Marine Park Authority (the Authority)**, established under the *Great Barrier Reef Marine Park Act 1975*, consists of a full-time Chairman and at least two but no more than four part-time members appointed by the Governor-General. One of the part-time members is nominated by the Queensland Government; one has qualifications or extensive experience in a field related to the functions of the Authority; at least one represents the interests of Indigenous communities living adjacent to the Great Barrier Reef Marine Park; and at least one has knowledge of or experience in the tourism industry associated with the Marine Park.

Whilst a number of permanent committees have been established to help execute Authority responsibilities, other committees are created from time to time to deal with specific issues. All committees have terms of reference and procedures established by the Authority, and their composition and membership is reviewed as required.

The GBRMPA's **Audit Committee** is a committee of the Authority, which advises on audit-related matters. Members are appointed by the GBRMPA Chairman, as Chief Executive Officer, under the *Financial Management and Accountability Act 1997*.

The **Great Barrier Reef Environmental Research Ethics Advisory Committee** is an advisory committee established by the GBRMPA to advise it principally in regard to ethical aspects arising from Reef research activities. The Committee exists on an "as needs" basis.

There are 11 **Local Marine Advisory Committees** (LMACs). The LMACs provide advice about coastal and Marine Park issues in their local region, and provide a communication link between the GBRMPA and the local community. Members are appointed by the Authority.

Each RAC, in its business, shall have regard to the existence of these other committees and may, from time to time, consider recommending, through the Authority, referral of relevant matters for consideration by one of these other committees or another RAC.

SUMMARY DOCUMENTS

A Summary Document, providing a brief report on the major issues discussed at each RAC meeting, will be distributed to members of each of the RACs, as well as to members of the Authority and each of the LMACs. The Summary Documents are also available through the GBRMPA's website.

PUBLIC STATEMENTS

Should the need arise, the Chairman of a RAC may, after a meeting of the RAC, and in consultation with the nominated Director, prepare a media release based on the meeting. The media release shall be subject to clearance by the GBRMPA Chairman.

CONFIDENTIALITY

Where members represent a particular group or sector, it may be necessary, on occasion, to seek the views of colleagues within those groups to provide the GBRMPA with more focused views and comments relating to a specific issue. While members are encouraged to seek advice from their colleagues, the meeting papers or minutes should not be circulated to others. Members are asked to bear in mind that, in accepting membership of the RAC, they have signed confidentiality statements.

A copy of the Agreement and Confidentiality Statements to be signed by all RAC members upon appointment is at **Appendix 2**.

ASSISTANCE FOR THE COMMITTEE

The GBRMPA shall provide such monies as are necessary for the performance of the functions of each RAC. That allocation shall be managed, overall, by the General Manager, Environment and Sustainability, and is taken into account by the relevant Director and the RAC Secretariat when making arrangements for RAC meetings.

Project management responsibilities for each RAC shall fall under the direction of its nominated Director, and with the assistance of the RAC Secretariat. The nominated Director shall take overall responsibility for the administration of that RAC. The Director's responsibilities include:

- Ongoing liaison with the Chairman of the relevant RAC, members of the RAC, and the Executive of the GBRMPA;
- Confirming with the Chairman of the relevant RAC the dates and agenda for meetings and programs for any other business of the RAC;

- The preparation, and arranging for clearance by the appropriate General Manager, of the agenda and meeting papers;
- The monitoring of progress with action arising from meetings; and
- Assisting with the preparation of the annual report from the Chairman of the RAC.

The RAC Secretariat shall be responsible for:

- Meeting preparation
 - date and venue arrangements,
 - copying and despatch of meeting papers,
 - arrangements for travel and payments of allowances;
- Meeting operation
 - taking of notes for the preparation of minutes,
 - meeting logistics;
- Meeting follow-up
 - writing of minutes and action list,
 - finalisation of the minutes,
 - preparation of Summary Documents,
 - distribution of meeting and other RAC reports,
 - management of meeting records,
 - payment of sitting fees for RAC Chairmen,
 - payment of allowances to members; and
- General
 - coordination of meeting paper standards,
 - coordination of proposed changes to and review of the Charter,
 - dissemination of relevant information to members,
 - summary of expenditure for RAC meetings,
 - assisting with the preparation of an annual budget for the RACs.

TRAINING AND INFORMATION

On commencing, members will be fully briefed by the nominated Director of the relevant RAC on their roles and responsibilities and on relevant legislation and policy, including decisions of the Authority. In addition, briefings will be provided on changes in legislation and policy relevant to the RAC when such changes occur.

REVIEW OF CHARTER

To ensure that it remains consistent with the needs of the GBRMPA, the Charter will be reviewed by the Authority on a “as needs” basis.

Appendix 1.1

CATCHMENT AND COASTAL REEF ADVISORY COMMITTEE

The Catchment and Coastal Reef Advisory Committee provides the Great Barrier Reef Marine Park Authority with expertise-based advice on matters in order to build a greater understanding of issues relating to the ecosystem conservation and sustainable use of the Marine Park.

TERMS OF REFERENCE

The Catchment and Coastal Reef Advisory Committee (or CCRAC) has the following **Terms of Reference**:

1. To provide advice to the Authority on matters relating to:
 - The implementation of the key findings of the *Great Barrier Reef Outlook Report 2009*.
 - The protection of coastal ecosystems.
 - The planning and management of the coastal zone.
 - The impact of climate change on the coast.
 - Halting and reversing the decline of water quality.
 - Practical and policy responses to the implications of climate change for the GBRMPA's responsibilities relating to ecosystem conservation and sustainable use within the scope of the GBR Climate Change Action Plan.
2. Further to the above, to provide advice to the Authority on matters relating to any of its objectives, including:
 - Policy development (including priorities for policy development).
 - The development and implementation of plans developed by the Authority including strategic plans, plans of management, zoning plans and recovery plans.
 - Communication strategies and liaison activities.
 - Priorities for research and monitoring to enhance the resilience and adaptive capacity of the Great Barrier Reef ecosystem and the industries that rely on that ecosystem by ensuring ecologically sustainable use of marine resources and the application of ecosystem-based management.
3. Interact with other Reef Advisory Committees on matters of joint interest towards achieving the GBRMPA's Corporate objectives.
4. As necessary for the purposes of carrying out the function of providing advice, to undertake specific tasks/projects such as participating in workshops or other means to progress specific issues or projects.
5. Provision of advice on opportunities to facilitate collaboration and build capacity.
6. To make available, for broad distribution, information about and a record of the CCRAC's activities and outcomes.

Relevant GBRMPA staff:
General Manager, Environment and Sustainability
Director, Coastal Ecosystems and Water Quality

Appendix 1.2

ECOSYSTEM REEF ADVISORY COMMITTEE

The Ecosystem Reef Advisory Committee provides the Great Barrier Reef Marine Park Authority with expertise-based advice on ecosystem-based management issues in order to build a greater understanding of issues relating to the conservation and ecologically sustainable use of the Marine Park.

TERMS OF REFERENCE

The Ecosystem Reef Advisory Committee (or ERAC) has the following **Terms of Reference**:

1. To provide advice to the Authority on matters relating to:
 - The implementation of the key findings of the *Great Barrier Reef Outlook Report 2009*.
 - Maintaining healthy biodiversity and ecological processes.
 - Ensuring use of the Great Barrier Reef is ecologically sustainable.
 - Ensuring heritage values are maintained and heritage obligations are fulfilled.
 - Practical and policy advice to ensure ecologically sustainable fishing and other resource use.
2. Further to the above, to provide advice to the Authority on matters relating to any of its objectives, including:
 - Policy development and implementation (including priorities for policy development).
 - Priorities for research and monitoring to enhance the resilience and adaptive capacity of the Great Barrier Reef ecosystem and the industries that rely on that ecosystem by ensuring ecologically sustainable use of marine resources and the application of ecosystem-based management.
 - Practical and policy responses to the implications of climate change for the GBRMPA's responsibilities relating to ecosystem conservation and sustainable use within the scope of the GBR Climate Change Action Plan.
 - Plans and planning documents developed and/or implemented by the Authority including overarching strategies, plans of management, zoning plans and recovery plans.
 - Communication strategies and liaison activities, including effective interaction with Indigenous peoples, stakeholders, community groups and other agencies, bringing forward issues and communicating GBRMPA policy decisions to those groups/organisations.
3. Interact with other Reef Advisory Committees on matters of joint interest towards achieving the GBRMPA's Corporate objectives.
4. As necessary for the purposes of carrying out the function of providing advice, to undertake specific tasks/projects such as participating in workshops or other means to progress specific issues or projects.
5. To make available, for broad distribution, information about and a record of the ERAC's activities and outcomes.

Relevant GBRMPA staff:
General Manager, Environment and Sustainability
Director, Ecosystem Conservation and Sustainable Use

Appendix 1.3

INDIGENOUS REEF ADVISORY COMMITTEE

The Indigenous Reef Advisory Committee provides the Great Barrier Reef Marine Park Authority with strategic-level advice on matters in order to build a greater understanding of Traditional Owner issues within Marine Park management.

TERMS OF REFERENCE

The Indigenous Reef Advisory Committee (or IRAC) has the following **Terms of Reference**:

1. Advise the Authority on matters relating to the implementation of various programs and strategies that impact Indigenous¹ communities in the Great Barrier Reef World Heritage Area including, but not limited to, the *Great Barrier Reef Outlook Report 2009* and the *Caring for Our Country Reef Rescue Program* and other initiatives.
2. Advise the Authority on ways to facilitate partnerships, build capacity and engage with Traditional Owners² to manage biological and cultural marine resources in the Great Barrier Reef World Heritage Area.
3. Advise the Authority on innovative and best practice communications approaches that facilitate information exchange between Indigenous people, managers and Reef stakeholders, and build a better understanding of the rights and interests of Traditional Owners in the Great Barrier Reef World Heritage Area.
4. Advise the Authority on application of world's best practice principles to sea country planning and implementation.
5. Advise the Authority on appropriate mechanisms to manage traditional use of marine resources, including Traditional Use of Marine Resource Agreements (TUMRAs), across the Great Barrier Reef World Heritage Area.
6. Interact with other Reef Advisory Committees on matters of joint interest towards achieving the GBRMPA's Corporate Objectives.
7. As necessary for the purposes of carrying out the function of providing advice, undertake specific tasks and projects that support the aspirations of Traditional Owners and the obligations and requirements of the GBRMPA.
8. To make available for broad distribution, information about and a record of the IRAC's activities and outcomes.

Relevant GBRMPA staff:
General Manager, Environment and Sustainability
Director, Indigenous Partnerships Group

¹ The term 'Indigenous' refers to Aboriginal and Torres Strait Islander peoples of Australia, and is used in acknowledgement of the definition and reflective meaning of the two inclusive cultural identities.

² In the GBRMPA's Zoning Plan, the term 'Traditional Owner' refers to a person of Aboriginal or Torres Strait Islander descent who (a) is recognised in the Indigenous community or by a relevant representative Aboriginal/Torres Strait Islander body (i) as having spiritual or cultural affiliations with a site or area in the Marine Park, or (ii) as holding native title in relation to that site or area; and (b) is entitled to undertake activities under Aboriginal or Torres Strait Islander custom or tradition in that site or area. Further, 'Traditional Owner group', in relation to a site or area of the Marine Park, refers to the group of Traditional Owners who, in accordance with Aboriginal or Torres Strait Islander custom, speak for the site or area.

Appendix 1.4

TOURISM AND RECREATION REEF ADVISORY COMMITTEE

The Tourism and Recreation Reef Advisory Committee provides the Great Barrier Reef Marine Park Authority with expertise-based advice on matters relating to the conservation and ecologically sustainable use of the Marine Park.

TERMS OF REFERENCE

The Tourism and Recreation Reef Advisory Committee (or TRRAC) has the following **Terms of Reference**:

1. To provide advice to the Authority on matters relating to:
 - The implementation of the key findings of the *Great Barrier Reef Outlook Report 2009*.
 - Ensuring that tourism and recreation use in the Great Barrier Reef Marine Park is ecologically sustainable and contributes to Reef resilience.
 - The strengthening of partnerships with the tourism industry and recreation sector, communities and government.
 - The development and implementation of policy (including priorities for policy development).
 - Priorities for research and monitoring to enhance the resilience and adaptive capacity of the Great Barrier Reef ecosystem and the industries that rely on that ecosystem by ensuring ecologically sustainable use of marine resources.
 - The development and implementation of plans including strategic plans, plans of management, zoning plans and recovery plans.
 - The development and implementation of strategies to encourage ecologically sustainable tourism and recreation use of the Marine Park and to communicate management arrangements appropriately.
2. To assist the Authority to consider community issues and facilitate engagement.
3. Interact with other Reef Advisory Committees on matters of joint interest towards achieving the GBRMPA's Corporate objectives.
4. As necessary for the purposes of carrying out the function of providing advice, to undertake specific tasks/projects such as participating in workshops or other means to progress specific issues or projects.
5. To make available for broad distribution, information about and a record of the TRRAC's activities and outcomes.

Relevant GBRMPA staff:
General Manager, Marine Park Management
Director, Tourism and Recreation

Appendix 2.1

EXAMPLE ONLY

AGREEMENT FORMS FOR RAC MEMBERS

GREAT BARRIER REEF MARINE PARK AUTHORITY

CONDITIONS FOR ACCEPTANCE OF MEMBERSHIP OF RACs

1. I am prepared to act in the best interest of the Great Barrier Reef Marine Park and World Heritage Area rather than as an advocate for any particular organisation or interest group, and I am prepared to observe confidentiality and exercise tact and discretion when dealing with sensitive issues.
2. I recognise that I must have stakeholder confidence and authority to undertake any functions as a member of the RACs, and I am prepared to consult closely with stakeholders on matters relating to my RAC. [For those representing a particular group or sector.]
3. I will endeavour to put forward my views clearly and concisely, and I am prepared to participate constructively to assist the RAC to reach consensus.
4. I will not pursue any personal agenda or self-interest, and I undertake to participate in discussion in an objective and impartial manner.
5. I will endeavour, given my other priorities, to make the necessary commitment of time to ensure that I am able to participate constructively in matters that are considered at RAC meetings.

I, accept / do not accept
(please print your name) (please indicate which one)

the offer of membership and the conditions for acceptance of membership of the RACs for the three-year term 2009 to 2012.

.....
Signed

.....
Dated

.....
Catchment and Coastal / Ecosystem / Indigenous / Tourism and Recreation.....
RAC (please circle the RAC of which you are a member)

Appendix 2.2

EXAMPLE ONLY

AGREEMENT FORMS FOR RAC MEMBERS

GREAT BARRIER REEF MARINE PARK AUTHORITY

CONFIDENTIALITY OF CONTACT DETAILS

To ensure that the GBRMPA meets its obligations under the Commonwealth Privacy Act, your written consent is sought for disclosure and distribution of your contact details to members within your Committee only.

The RAC Secretariat will not provide your details to anyone outside of the RAC process without first gaining your permission.

I, consent / do not consent
(please print your name) **(please indicate which one)**

for disclosure of my contact details to members of my RAC. I understand that these contact details are confidential, and should not be distributed to anyone outside of my RAC.

.....
Signed

.....
Dated

..... Catchment and Coastal / Ecosystem / Indigenous / Tourism and Recreation.....
RAC (please circle the RAC of which you are a member)

Appendix 2.3

EXAMPLE ONLY

AGREEMENT FORMS FOR RAC MEMBERS

GREAT BARRIER REEF MARINE PARK AUTHORITY

CONFIDENTIALITY OF MEMBERSHIP DETAILS

To ensure that the GBRMPA meets its obligations under the Commonwealth Privacy Act, your written consent is sought for inclusion of your name and affiliation in the Summary Document for your RAC. The Summary Document is issued on behalf of the RAC to inform other advisory committees serving the Authority, and persons generally, of the business of the RAC. The document shall be available through the GBRMPA's website, and be accessible to the public.

Your name and affiliation, and photographs in which you appear, may also be used in articles appearing in other GBRMPA publications, such as "SeaReef" or, for TRRAC members, the Tourism and Recreation Section's newsletter, "From the Deck".

In addition, you may be contacted by GBRMPA staff, out-of-session, with a view to providing advice and comments on issues relevant to the Marine Park. In this instance, you would generally receive the information by email from the RAC Secretariat.

I, consent / do not consent
(please print your name) (please indicate which one)

for my name and affiliation to be included in the RAC's Summary Document and other GBRMPA publications; for photographs in which I may appear to be used in relevant publications; and to be contacted by GBRMPA staff, out-of-session, with a view to providing advice and comments on issues relevant to the Marine Park.

.....
Signed

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Dated

..... Catchment and Coastal / Ecosystem / Indigenous / Tourism and Recreation.....
RAC (please circle the RAC of which you are a member)