

# TOURISM REEF ADVISORY COMMITTEE CHARTER



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## REVIEW AND APPROVAL

To ensure the Tourism Reef Advisory Committee (TRAC) Charter — including the Terms of Reference — remains consistent with the priorities of the Marine Park Authority Board and the Great Barrier Reef Marine Park Authority (Reef Authority), a review of the TRAC Charter will be conducted regularly, or upon major governance changes within the Australian Government, the Marine Park Authority Board or the Reef Authority. The Marine Park Authority Board will consider these changes, as required. Formatting and/or minor changes will be approved by the Reef Authority's Chief Executive Officer.

### NEXT SCHEDULED REVIEW DATE

June 2026

### APPROVAL

Marine Park Authority Board – MPA292

Date: 19/08/2025

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**The Great Barrier Reef Marine Park Authority acknowledges the expertise, wisdom, and enduring connections that have informed the guardianship of the Reef for millennia. We pay our respects to the Traditional Owners as the first managers of this land and sea Country, and value their traditional knowledge which continues to inform the current management and stewardship of the Reef for future generations.**

## PURPOSE

The Tourism Reef Advisory Committee (TRAC) provides advice to the Marine Park Authority Board (the Board) through the Great Barrier Reef Marine Park Authority (Reef Authority) on the management of the Great Barrier Reef Marine Park (Marine Park).

The TRAC provides objective advice, insights and recommendations on:

- legislative, policy, and guideline review and development, directly related to the management of the Marine Park
- strategic plans and programs that give effect to the objects of the Great Barrier Reef Marine Park Act 1975
- actions that can be taken to address risks to the Marine Park identified in the Great Barrier Reef Outlook Report (released by the Great Barrier Reef Marine Park Authority every five-years)
- emerging or unfamiliar issues occurring within the Marine Park and the Great Barrier Reef World Heritage Area

The TRAC is not a decision-making body. Advice and recommendations provided to the Board are non-binding. The TRAC operates in accordance with this Charter including the outlined Terms of Reference (see **Appendix 1**).

## ROLES

### CHAIRPERSON

The TRAC Chairperson will ensure the committee operates in accordance with this Charter and Terms of Reference (see **Appendix 1**) and will remain impartial ensuring the committee business is managed without bias. Duties in accordance with chairing meetings of the TRAC include:

- providing input into the agenda and confirming agenda items align with the purpose of the TRAC and the Terms of Reference
- ensuring meetings address each agenda item
- giving each member the opportunity to contribute
- ensuring discussions are kept to time and within the boundaries of the agreed agenda items
- ensuring final minutes, communiques and reports to the Board are reviewed and approved in a timely manner
- reporting any attendee's non-compliance with the Charter
- approving (in consultation with the TRAC Sponsoring Director, and MPA Chairperson where required) attendance of government agency representatives, proxies, advisors, guest speakers and observers at meetings.

Other duties of the Chairperson role include representing the views of the TRAC at meetings of other decision and advisory bodies associated with the Reef Authority where required.

## **MEMBERS**

Members of the TRAC will ensure they contribute to Committee business in accordance with the TRAC Charter and Terms of Reference.

Members will provide objective advice, insights and recommendations and are encouraged to adopt a broad perspective on issues addressed/raised, while being mindful of the Reef Authority's objectives and corporate priorities.

Members will receive meeting papers prior to the meeting and are subject to the direction of the Chairperson of the TRAC during the meeting.

Members are expected to be fully prepared for each meeting — having reviewed all meeting papers and prepared to actively participate in Committee discussions.

Members must attend at least six of the nine identified meetings during the term, and a minimum of two meetings each financial year.

## **PROXIES**

If the TRAC Chairperson is unavailable due to unplanned or extenuating circumstances, then a Deputy Chairperson for the meeting may be appointed. This will be managed by the TRAC Sponsoring Director in consultation with the TRAC Chairperson and the MPA Chairperson.

If a member cannot attend a meeting — and it was expected that the member would provide specific advice or insights to inform discussions of agenda items — and is unable to provide that advice in written form — the member may nominate a proxy to attend the meeting.

The TRAC Sponsoring Director, in consultation with the TRAC Chairperson, will pre-approve attendance of a proxy. The proxy should have the equivalent skills/experience and understanding of the Marine Park as the member they are representing.

If approved, a proxy may attend and contribute to all meeting discussions once they have completed relevant confidentiality and conflict of interest requirements. The proxy will provide objective advice, insights and recommendations in accordance with the relevant Terms of Reference and are counted as a member for the purpose of forming a quorum. The proxy will receive meeting papers and is subject to the direction of the Chairperson during the meeting. The proxy will be remunerated in accordance with the conditions outlined in the fees section of this Charter.

Members may only nominate a proxy for attendance twice during the TRAC's three-year term, and not more than once in any financial year (as identified in 'Termination of Appointment' within this Charter).

## **MARINE PARK AUTHORITY BOARD MEMBER**

The Chairperson of the Board, or a nominated member of the Board, may attend all or part thereof of TRAC meetings as a representative of the Board to contribute to meeting discussions and provide a conduit between the Board and the Committee.

## **REEF AUTHORITY TRAC SPONSORING DIRECTOR**

The TRAC is sponsored by a member of the Reef Authority's Executive Management Group and their nominated Director/s (the TRAC Sponsoring Director). They will support the management of the TRAC through the Charter and Terms of Reference. It is the TRAC Sponsoring Director's responsibility to ensure relevant work of the Reef Authority (and other government agencies where suitable) is brought before the committee for consideration and advice. The TRAC Sponsoring Director must attend all meetings and contribute to meeting discussions, as well as pre-and-post meeting requirements.

## **SECRETARIAT**

The Reef Authority will assign a Secretariat to the TRAC who will support the TRAC Chairperson, and the Reef Authority's Sponsoring Director, to ensure the TRAC operates in accordance with the Charter and Terms of Reference.

## **REEF AUTHORITY CHIEF EXECUTIVE OFFICER AND STAFF**

The Reef Authority's Chief Executive Officer may attend a TRAC meeting as the Accountable Authority of the agency, separate to the role on the Board. Staff of the Reef Authority will attend meetings to provide more detailed information and presentations to assist discussions on relevant agenda items. Attendance will be approved by the TRAC Sponsoring Director and communicated via the RAC Secretariat to the TRAC Chairperson.

## GOVERNMENT REPRESENTATIVES

Commonwealth, State and Local government representatives may request, or be invited to attend TRAC meetings, to provide or seek advice and/or information on matters relating to the management of the Great Barrier Reef Marine Park (Marine Park) and/or the Great Barrier Reef World Heritage Area. Representatives may also be invited to address or receive insights into pertinent issues being discussed by the TRAC.

The TRAC Sponsoring Director will pre-approve any attendance by representatives and communicate this attendance via the TRAC Secretariat to the TRAC Chairperson before each meeting.

## MEETING PROTOCOLS

A minimum of two meetings will be conducted each financial year for the term of the TRAC (a minimum of six meetings during the term) through one or more of the following mechanisms:

- face-to-face meeting at a location determined by the Reef Authority, or
- video conferencing.

The Committee may conduct business by e-mail or telephone through the TRAC Chairperson or the Secretariat. Members may also be called upon out-of-session to provide comments and advice on relevant issues.

As far as practicable, the Secretariat should schedule meetings in agreement with the TRAC Chairperson and the TRAC Sponsoring Director, taking into consideration availability of the Board and members. The Secretariat will send a meeting reminder to members approximately four weeks before a meeting.

Advice and recommendations arising from a meeting of the Committee shall be determined by a consensus of the members present and, where there is a divergence in views, all views held by members should be recorded.

The Reef Authority may, from time-to-time, fund and facilitate TRAC member participation in working groups or forums.

Committee members are expected to handle all information and knowledge shared within the committee appropriately; individuals who are conscious of the sensitivity of certain information, and prefer it not to be used, are entitled to withhold such information at their discretion.

## QUORUM

A quorum is formed when 51% of members, including the TRAC Chairperson, are present. Additional attendees, including Reef Authority staff and Board members are not counted as members for the purpose of forming a quorum.

## AGENDAS

The Board will provide input into items for consideration/advice from the TRAC and approve a list of topics for the meetings. The TRAC Sponsoring Director, in consultation with the TRAC Chairperson, will also identify appropriate matters for inclusion on the TRAC agenda. TRAC members should raise any topics with the TRAC Chair through the Secretariat where appropriate for consideration. Where needed they will engage with Commonwealth, State and Local government representatives to ascertain if there are matters relating to the management of the Marine Park and/or the Great Barrier Reef World Heritage Area that require briefings or formal advice from the Committee. Agenda items may be identified from the Reef Authority's Annual Operating Plan and the Board's forward planning calendar.

The final agenda will be approved by the TRAC Chairperson and will be circulated to members by the RAC Secretariat at least 10 working days (where possible) before the scheduled meeting. The agenda will also be provided to the Board Chairperson.

## MEETING PAPERS

The TRAC Sponsoring Director and RAC Secretariat will coordinate meeting papers for relevant agenda items. A copy of all meeting papers will be sent electronically to members 10 working days prior to a meeting (where possible). Members are responsible for printing their own papers for the meeting.

Additionally, papers will be provided to the Board representative and appropriate Reef Authority staff (in alignment with the agenda) and in accordance with attendance. Government representatives participating in the meeting will only receive papers for the relevant agenda item.



## **ADVISORS, GUEST SPEAKERS, AND OBSERVERS**

**Advisors** may be invited to provide advice on behalf of a particular group or business area. The inclusion of advisors ensures that the TRAC, in preparing advice to the Board and the Reef Authority, can consider relevant information and issues of concern.

**Guest speakers** may be invited by the Reef Authority to provide information relevant to the TRAC's purpose and as outlined in this Charter and the Terms of Reference.

**Observers** will only contribute to discussions if called upon by the TRAC Chairperson. The TRAC Sponsoring Director will approve attendance, and the RAC Secretariat will notify the TRAC Chairperson.

Advisors, guest speakers and observers will not receive meeting papers, and are subject to the direction of the Chairperson during the meeting. This may include exclusion from portions of the meeting to allow for Committee discussions during their agenda item.

## **MEETING MINUTES**

The summary will include:

- date and location of meeting
- attendees and absences on each meeting day
- summary of discussions
- recommendations and advice
- actions to be taken.

The meeting minutes will be reviewed by the TRAC Sponsoring Director and subsequently reviewed and endorsed by the TRAC Chairperson. The RAC Secretariat will then distribute the minutes to TRAC members for fact checking. The minutes are provided to the TRAC Chairperson, TRAC members, TRAC Sponsoring Director, the Board, Reef Authority Executive Management Group, and the RAC Secretariat. The minutes are not for further or public distribution (unless on exception by approval from the TRAC Chairperson, TRAC Sponsoring Director or Board). To complete the process, the final version of the minutes is included in the next meeting pack and endorsed by the TRAC Chairperson (and TRAC members) at the meeting.

## **COMMUNIQUE**

In addition to the minutes, the RAC Secretariat will draft a Communique — this is a summary of meeting discussions. The Communique will be approved by the TRAC Sponsoring Director and subsequently sent to the TRAC Chairperson, along with the minutes, for review and endorsement.

The Communique is then submitted to the Board for approval, a copy sent to TRAC members and the final version is published on the Reef Authority's e-library.

## **REPORTING**

Following each meeting, the TRAC Sponsoring Director supported by the TRAC Secretariat, will provide a paper to the Board regarding the outcomes of the meeting and any advice provided. This paper may be submitted as part of the RAC standing Board paper.

The TRAC Sponsoring Director will also present a verbal summary of the issues considered and the advice provided to the Reef Authority's Executive Management Group. Where relevant, the TRAC Sponsoring Director may also engage members of the Reef Authority's Senior Management Team to provide relevant updates and outcomes.

At the following meeting, the TRAC Sponsoring Director will provide any feedback/outcomes on the Reef Authority's consideration or action of the TRAC's advice. Feedback may also be provided by a member of the Board if they are in attendance.

Information on the Committees, such as meeting dates and key issues discussed, may be included in the Authority's Annual Report.

## **PUBLIC STATEMENTS**

On occasion, the Reef Authority's media team may liaise with the TRAC Chairperson (through the RAC Secretariat), for media purposes. The TRAC Chairperson and TRAC members must not make public

statements in their capacity as a member of the Committee without prior approval from the Reef Authority's media team (through the RAC Secretariat). The Reef Authority's media team will liaise and seek necessary approvals. Where related to TRAC business, TRAC members must follow the Australian Public Service Commission social media guide for Australian Public Service employees.

## OFFICIAL TRAVEL AND ALLOWANCES

The Reef Authority will arrange and cover all reasonable travel costs for the TRAC Chairperson, TRAC members, Reef Authority staff, Secretariat, proxies, advisors, and guest speakers attending official Committee meetings, including additional meetings, working groups and forums approved by the Reef Authority.

Travel will be arranged by the Reef Authority RAC Secretariat in consultation with the relevant attendee, and in accordance with the Reef Authority's policy on Official Travel.

Generally, all reasonable official travel costs in connection with representatives of the Australian and Queensland governments will be coordinated and met by the relevant Department.

The Reef Authority will not cover official travel costs or allowances for observers.

## SELECTION, APPOINTMENT, RESIGNATION AND TERMINATION

Membership of the TRAC including the TRAC Chairperson must be independent from Reef Authority staff. Members of the Board may be members of the TRAC, including in the role of TRAC Chairperson.

As part of the selection and appointment process, the Reef Authority will take into consideration opportunities to engage and build capacity for women, and to support/appeal to younger demographics.

As part of a candidate's application, a Conflict-of-Interest Declaration form must be completed. This information will be taken into consideration during the application review process. Any declarations of real, perceived or potential conflicts of interest provided in the application process will be assessed by the TRAC Sponsoring Director. Recommendations relating to a candidate's disclosure of interest will be provided by the TRAC Sponsoring Director to the Board as part of their consideration to appointment of prospective members including the TRAC Chairperson.

### TERM

The term of the Committee is three years. To align with financial years and strategic planning, the TRAC will commence on 1 July, operate for three years, and conclude on 30 June. At the end of the three-year term, the Board has the option to extend members for another twelve months.

### CHAIRPERSON - SELECTION

The recruitment of the TRAC Chairperson will be managed by the Reef Authority and approved by the Board.

When seeking a Chairperson, the Reef Authority will look for:

- independent status, and proven ability to remain impartial with a demonstrated ability to manage meetings without bias
- knowledge of the Great Barrier Reef tourism industry, and/or extensive tourism business experience
- ability to deliver on the Charter and Terms of Reference

Where an actual, potential or perceived conflict of interest is declared or identified during the selection process, the Reef Authority will consider whether the conflict is able to be appropriately managed.

### MEMBERS - SELECTION

To ensure diversity of the TRAC, reasonable and practicable efforts will be made to create a diverse and balanced membership base. This includes age, gender, and geographical location. Generally, members are drawn from across the Great Barrier Reef catchment, however, members can be from other areas throughout Australia. Members must be over 18.



Members from a range of industry backgrounds, including but not limited to the following, will be considered in the selection process:

- Regional Economic Development
- Ecotourism
- Tourism Industry representative group
- Vessel charter operation
- Bareboat operations
- Tourism marketing bodies
- Indigenous tourism
- Reef traditional owner
- Pontoon operation
- Sailing operation
- Cruise shipping
- Cruising yacht
- Island Resort
- Aviation

The Reef Authority will call for applications for membership of the TRAC four to six months prior to the beginning of each new TRAC term. The requirements set out above will be included in the advertisement or correspondence, along with additional relevant information.

In addition to standard recruitment options used by the Reef Authority, calls for applications may also be placed across a range of audience targeted digital, print and radio platforms.

Reappointment of existing members may occur, taking into consideration:

- relevant experience, knowledge, skills, relationships and networks with relevant groups or sectors, or relevant experience, knowledge, skills, relationships and networks with relevant groups or sectors that will not be replaced by any of the incoming applicants/appointees groups or sectors
- diversity of membership on the TRAC
- member attendance and participation in previous TRAC term/s
- conflicts of interest that may have arisen.

The Reef Authority will review all applications received, taking into consideration the competencies required, any declared or identified conflicts of interest (actual, perceived or potential), business continuity and the collective ability to deliver on the purpose and the Terms of Reference. Recruitment will follow an inclusive process that acknowledges cultural diversity and allows all candidates to best demonstrate their capabilities.

Appointed members are expected to attend scheduled meetings for the duration of the meeting. Prospective members should consider the importance of continuity in their availability to regularly attend meetings, notwithstanding any unforeseen circumstances which may prevent their attendance.

## **APPOINTMENT PROCESS**

Candidates for the TRAC Chairperson will be assessed by the TRAC Sponsoring Director and a shortlist of all suitable applicants will be provided to the Board for consideration prior to any potential interviews taking place.

All candidates for membership of the TRAC will be reviewed by the TRAC Sponsoring Director who will provide recommendations to the Board to consider the appointment of prospective members. As part of the appointment process, the Reef Authority may conduct reference checks, additional security clearances or official checks requested at the discretion of the Reef Authority.

Once the Board approves the prospective TRAC Chairperson and TRAC members for appointment, the Reef Authority will send an appointment package to the successful applicants for their consideration.

The package will include:

1. Letter of Offer
2. Instrument of Appointment
3. Conflict of Interest Declaration form
4. Charter (including Terms of Reference)
5. Reef Authority's Official Travel Policy
6. Any other relevant paperwork for appointment.

Prior to accepting appointment, prospective members/Chairperson should consider their capacity to comply with, and deliver on, the Charter including the Terms of Reference.

The Committees' term is three-years, with the TRAC Chairperson and members being appointed until the end of the term. A member is considered appointed once they return their signed Letter of Offer and Instrument of Appointment to the Reef Authority.

## **RESIGNATION**

A member of the TRAC, including the Chairperson, may resign their membership by sending a letter (including via email) to the Chairperson of the Board.

## **TERMINATION OF APPOINTMENT**

If the TRAC Chairperson or a member of the TRAC fails to comply with the terms of this Charter, the Board may terminate the appointment of that member.

The TRAC Chairperson may identify where a member is not effectively contributing to the TRAC's purpose or complying with this Charter. The TRAC Chairperson must inform the TRAC Sponsoring Director in writing, giving reasons why the member should be terminated. The same formal process is available to TRAC members, should they wish to raise concerns about the TRAC Chairperson in relation to complying with the Charter and Terms of Reference.

The TRAC Sponsoring Director will investigate grounds for termination. The Sponsoring Director (through the RAC Secretariat) must write to the TRAC member concerned setting out the grounds and offering a right of reply.

The Reef Authority will make a recommendation to the Board for a decision, which should also give regard to the substance of the TRAC member's response.

If the TRAC Chairperson or a TRAC member fails to comply with the minimum meeting attendance, their appointment may be terminated.

If an actual, potential or perceived conflict of interest is declared or identified throughout the term which, in the view of the TRAC Sponsoring Director (in consultation with the both the appropriate Reef Authority General Manager (member of the Executive Management Group) and the TRAC Chairperson), is unlikely to be capable of being managed appropriately, it may result in termination of appointment (effective immediately). Should it result in termination, the Sponsoring Director (through the RAC Secretariat) must write to the member concerned setting out the grounds of the termination and offering a right of reply.

## **VACANCIES**

If a member resigns or is terminated, or a need for an additional member is identified, the Board in consultation with the Reef Authority will determine if there is a need to fill that vacancy, considering the performance and functions of the TRAC.

This may occur throughout the TRAC term with any new members being appointed for the remainder of the term (not a full three years from appointment).

## **END OF TERM**

Before the completion of the term, members supported by the TRAC Sponsoring Director and RAC Secretariat, will provide an end-of-term report to the Board that may include:

- a summary of operations
- an assessment of effectiveness against the Charter and Terms of Reference
- an evaluation of the membership and attendance
- feedback and/or recommendations on the Charter and the Terms of Reference.

The TRAC Chairperson may be invited to attend Board meetings to provide insight into the recommendations and operations of the TRAC, and to discuss any issues and recommendations being raised by the Committee upon completion of their term.

## CONFIDENTIALITY AND PRIVACY

### CONFIDENTIALITY

Upon acceptance of membership, TRAC members will be required to sign a confidentiality undertaking as part of the appointment package.

Where TRAC 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 Reef Authority with more focused views and comments relating to a specific issue. While TRAC members are encouraged to seek advice from their colleagues or members of their community/group, TRAC members must keep TRAC discussions (specific detail information) confidential and acknowledge that meeting papers, minutes and other related information are not to be circulated to others.

### PRIVACY

Upon acceptance of membership, TRAC members will be provided with a privacy collection notice as part of the appointment package.

Personal information collected by the Reef Authority from the TRAC Chairperson, TRAC members, or other participants at TRAC meetings, is managed in accordance with the Reef Authority's obligations under the *Privacy Act 1988* (the Privacy Act).

Personal information, advice, recommendations, comments and opinions provided to the Reef Authority during the TRAC term, will be used by the Reef Authority for fulfilling the TRAC's purpose and Terms of Reference.

The Reef Authority may publish the following personal information on its external website:

- TRAC Chairperson and/or TRAC member's name
- name of any organisation or group with which the individual is associated.

Personal information, such as contact information, may also be distributed amongst TRAC members for the purposes of TRAC administration and operation.

The Reef Authority will not otherwise disclose personal information of members including the TRAC Chairperson, or other participants, to any third party without that person's consent unless it is required to do so by law.

For further information on how the Reef Authority collects and handles personal information and its complaint process, please read the [Privacy policy](#) on the Reef Authority's website.

## DISCLOSURE AND MANAGEMENT OF INTERESTS

### What is a conflict of interest?

A **conflict of interest** means an actual, potential, or perceived conflict between obligations and duties that members owe to the TRAC, and their own personal interests or the interests of individuals or organisations with whom they have a relationship or an interest in. A conflict of interest includes direct or indirect interests, does not need to be a pecuniary interest, and may include roles held by TRAC members in other organisations.

### Ongoing obligation to update disclosures in writing

TRAC members must complete a Conflict of Interest Declaration form as part of the application process, prior to appointment. TRAC members have an ongoing obligation to disclose to the TRAC Chairperson (or TRAC Sponsoring Director if the member is the TRAC Chairperson) in writing, any actual, potential or perceived conflicts of interest that arise during the term of their appointment, and of any changes to existing disclosures. The preferred method of disclosure is to provide an updated Conflict of Interest Declaration form.

### Disclosures made in response to agenda items

TRAC members must immediately notify the TRAC Chairperson (or TRAC Sponsoring Director if the member is the TRAC Chairperson) should a TRAC agenda item arise which they have an actual, perceived or potential conflict of interest. Notification must occur once the agenda has been circulated and before meeting papers are distributed.

### Conflicts identified during meetings

Any actual, potential or perceived conflict of interest of a member identified during a TRAC meeting must be recorded in the minutes of the TRAC meeting. The TRAC Chairperson, in consultation with the nominated TRAC Sponsoring Director shall determine whether the TRAC member shall:

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

If the conflict relates to the TRAC Chairperson, the TRAC Sponsoring Director in consultation with the Board representative at the meeting, will determine the above.

### Process for long-term management of conflicts

Where an actual, perceived or potential conflict of interest of a TRAC member is disclosed or identified, it will be reviewed and taken into consideration in the first instance by the TRAC Sponsoring Director and (unless the conflict relates to the TRAC Chairperson) the TRAC Chairperson. The TRAC Sponsoring Director may seek internal legal advice to assist in determining how the conflict should be dealt with.

The TRAC Sponsoring Director will discuss all conflicts of interest with the appropriate Reef Authority General Manager (member of the Executive Management Group). If there is a concern that the conflict of interest cannot be effectively managed, the TRAC Sponsoring Director through the MPA Secretariat will notify the MPA Chairperson, who will decide what action should be taken (including whether the TRAC member's appointment should be terminated).

If it is decided that an actual, potential or perceived conflict of interest can be appropriately managed, the TRAC Sponsoring Director and TRAC Chairperson must take appropriate steps to manage the conflict. This may include requiring that the TRAC member not be provided with any papers or other information associated with the conflict and requiring the member to vacate the meeting when matters relating to the conflict are being discussed.

## CODE OF CONDUCT

The following Code of Conduct outlines the standards of conduct required of the TRAC Chairperson and all TRAC members and attendees at meetings:

- behave honestly and with integrity during all TRAC business
- act with care and diligence
- treat all participants with respect and courtesy, and without harassment
- comply with all applicable Australian laws
- not be under the influence of alcohol or illicit drugs during all TRAC meetings
- not provide false or misleading information in response to a request for information
- at all times behave in a way that upholds the integrity and good reputation of the TRAC
- disclose actual, perceived or potential conflicts of interest in accordance with the Charter
- not make improper use of:
  - information received by the TRAC
  - resources provided to the TRAC
  - TRAC duties, status, power or authority, to gain, or seek to gain, a benefit or advantage for the participant or for any other person.

## INDUCTIONS

The first meeting of any new TRAC term will be held at the Reef Authority's head office in Townsville. A portion of the meeting will be dedicated to an induction of TRAC Members. Topics covered in the induction will include:

- the Charter and Terms of Reference, to ensure all TRAC members are clear of what they can expect from participation
- information on the role of the Board and the Reef Authority, including strategic direction and governance arrangements
- information on the role of relevant management partner agencies and their relevant policies and management responsibilities
- introduction by each TRAC member explaining why they nominated for the TRAC, their field of expertise, their sector, Traditional Owner group(s) or organisation (if applicable), and any disclosure of interests.

If new TRAC members are appointed during the term they will be required to attend the Reef Authority head office, or attend a virtual meeting agreed to by the member and the TRAC Sponsoring Director, to undertake an individual induction before attending their first meeting. Where possible, the induction will be held directly prior to a TRAC meeting occurring.

## FEES

In accordance with MPA Board meeting 269 the TRAC Chairperson and TRAC members will be paid daily sitting fees in accordance with the 'Other office holders' 'meeting days' rates identified in the [Australian Government Remuneration Tribunal \(Remuneration and Allowances for Holders of Part-time Public Office\) Determination 2024](#). This determination is the instrument made under subsections 7(3) and (4) of the *Remuneration Tribunal Act 1973*.

The TRAC Chairperson will be paid daily sitting fees for the TRAC meetings and for formal pre-meeting meetings with the Board Chair.

An acting TRAC Chairperson will be paid a daily sitting fee in accordance with the rate of payment identified above.

In accordance with the Australian Government Remuneration Tribunal (Remuneration and Allowances for Holders of Part-time Public Office) Determination 2024 normal meeting preparation time on non-meeting days will not be paid.

TRAC members, including the TRAC Chairperson, shall be paid a daily sitting fee for attendance and participation in official TRAC meetings where a member is not already paid by their employer to attend the meeting.

A form requesting details required for the payment of fees will be provided to the TRAC Chairperson and TRAC members as part of the appointment package. Acting TRAC Chairperson's will be provided the form after the relevant TRAC meeting.

Remuneration will only be applied after each TRAC meeting, following confirmation from the TRAC Chairperson as to the actual attendance of each TRAC member claiming remuneration.

Sitting fees will be processed within 10 working days following the TRAC meeting to allow processing time.

## APPENDIX 1: TOURISM REEF ADVISORY COMMITTEE TERMS OF REFERENCE

### OPERATIONS

The Tourism Reef Advisory Committee (TRAC) shall operate in accordance with the Tourism Reef Advisory Committee Charter, and the Tourism Reef Advisory Committee Terms of Reference.

### MEMBERSHIP REPRESENTATION

TRAC is competency-based, and members are appointed taking into consideration their experience, knowledge, skills, and networks within the Reef tourism industry and/or relevant groups or sectors. During the course of TRAC business, TRAC members are expected to adopt a broad perspective on matters relevant to the Great Barrier Reef Marine Park.

The Reef Authority will appoint members of the TRAC in accordance with the TRAC Charter, and based on their representation within one or more of the following:

- Regional Economic Development
- Ecotourism
- Indigenous Tourism
- Reef Traditional Owner
- Tourism Industry representative groups
- Vessel charter operation (including fishing charters)
- Tourism marketing body
- Bareboat operation
- Pontoon operation
- Sailing operation
- Cruise shipping
- Cruising yacht
- Island Resort
- Aviation

### TERMS OF REFERENCE

1. Advise on matters relating to key findings of the *Great Barrier Reef Marine Park Authority Outlook Report* and implementation of the *Reef 2050 Plan*.
2. Advise on the development and implementation of strategies, management policies, plans, and guidelines to ensure ecologically sustainable tourism within the Great Barrier Reef Marine Park, including priorities for policy development.
3. Advise on the development and implementation of strategies to communicate with the Reef tourism industry and Reef visitors.
4. Advise and recommend strategies to strengthen partnerships with the Reef tourism industry, Traditional Owners, government and Reef dependent communities.
5. Advise on priorities for research to enhance the resilience and adaptive management of the Great Barrier Reef.
6. Assist the Reef Authority to consider Reef tourism industry issues and facilitate engagement.
7. Consider global tourism management actions and how they may be applied to improve the management of the Great Barrier Reef Marine Park.

### APPROVAL

Marine Park Authority Board – MPA292

Date: 19/08/2025



