

GREAT BARRIER REEF MARINE PARK AUTHORITY

**REEF
ADVISORY
COMMITTEES**

**CHARTER
OF OPERATION**



Australian Government

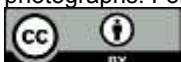
**Great Barrier Reef
Marine Park Authority**

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TABLE OF CONTENTS

REVIEW AND APPROVAL.....	1
TRADITIONAL OWNER ACKNOWLEDGEMENT	2
PURPOSE, TERM AND MEETING FREQUENCY	2
ROLES WITHIN REEF ADVISORY COMMITTEES	3
SELECTION, APPOINTMENT, RESIGNATION AND TERMINATION	5
CONFIDENTIALITY AND PRIVACY.....	7
DISCLOSURE AND MANAGEMENT OF INTERESTS.....	7
CODE OF CONDUCT	8
INDUCTIONS.....	8
MEETINGS	8
REPORTING.....	10
PUBLIC STATEMENTS	10
OFFICIAL TRAVEL AND ALLOWANCES	10
FEES.....	11
INSURANCE	11
APPENDIX 1: INDIGENOUS REEF ADVISORY COMMITTEE TERMS OF REFERENCE	12
APPENDIX 2: TOURISM REEF ADVISORY COMMITTEE TERMS OF REFERENCE	13

REVIEW AND APPROVAL

To ensure that the Charter of Operation – including the Terms of Reference for each of the Committees – remains consistent with the priorities of the Marine Park Authority Board and the Great Barrier Reef Marine Park Authority, a review of the Charter of Operation will be conducted before the end of each term, or upon major governance changes within the Australian Government, the Board or the Authority.

The Marine Park Authority Board will consider these changes, as required.

Formatting and/or minor changes will be approved by the Chief Executive Officer of the Authority.

NEXT SCHEDULED REVIEW DATE

January - June 2022

APPROVAL

Marine Park Authority Board – MPA253

Date: 22 March 2019

TRADITIONAL OWNER ACKNOWLEDGEMENT

The Great Barrier Reef Marine Park Authority acknowledges the continuing Sea Country management and custodianship of the Great Barrier Reef by Aboriginal and Torres Strait Islander Traditional Owners whose rich cultures, heritage values, enduring connections and shared efforts protect the Reef for future generations.

At each meeting of the Reef Advisory Committees, an acknowledgment of Traditional Owners will occur before meeting business. Where known, Traditional Owner groups at the location of the meeting will be recognised.

PURPOSE, TERM AND MEETING FREQUENCY

There are two Reef Advisory Committees (Committees) that provide advice to the Marine Park Authority Board (the Board) through the Great Barrier Reef Marine Park Authority (the Authority) on the management of the Great Barrier Reef Marine Park (Marine Park).

Both Reef Advisory Committees report to the Board, and are sponsored by a member of the Executive Management Group and a nominated Director within the Authority.

The two Reef Advisory Committees are:

- Indigenous Reef Advisory Committee (commonly referred to as the IRAC)
- Tourism Reef Advisory Committee (commonly referred to as the TRAC)

PURPOSE

The Committees' purpose is to provide 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 Committees are not decision making bodies. Advice and recommendations provided to the Board are non-binding.

Each Reef Advisory Committee will operate in accordance with the Charter of Operation, and the relevant Terms of Reference. The Terms of Reference for the Indigenous Reef Advisory Committee is at **Appendix 1**. The Terms of Reference for the Tourism Reef Advisory Committee is at **Appendix 2**.

TERM

The term of the Committees is three-years. To ensure alignment with financial years and strategic planning, each term of the Committees will commence on 1 July, operate for three-years, and conclude on 30 June.

MEETING FREQUENCY

The Authority will fund and facilitate a minimum of two meetings each financial year for the term of the Committee (a minimum of six meetings during the term). 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.

The Authority may from time to time fund and facilitate additional meetings, working groups or forums.

Members may also be called upon out-of-session to provide comments and advice on relevant issues.

ROLES WITHIN REEF ADVISORY COMMITTEES

CHAIRPERSON

The Chairperson of each Committee will ensure the Committee operates in accordance with this Charter of Operation, and the relevant Terms of Reference, including:

- delivering on the purpose and Terms of Reference of the Committee
- approving attendance of government agency representatives, proxies, advisors, guest speakers and observers at meetings
- chairing meetings of the Committee ensuring:
 - agenda items align with the purpose and the Terms of Reference of the Committee
 - meetings address each agenda item
 - each member is given the opportunity to contribute
 - discussions are kept to time and within the boundaries of the agenda item business
 - all attendees comply with the Charter of Operation
 - reviewing and approving final minutes, communiques and reports to the Board
- representing the views of the Committee at meetings of other decision and advisory bodies associated with the Authority
- on occasion, preparing and/or delivering media statements on behalf of the Committee in consultation with the Authority's Director/s and media team.

The Chairperson at all times will remain impartial and ensure committee business is managed without bias.

MEMBERS

Members of each Committee will ensure they contribute to Committee business in accordance with the Charter of Operation, and the relevant Terms of Reference.

Each member in attendance at a meeting is counted for the purpose of forming a quorum.

Members will provide objective advice, insights and recommendations and are encouraged to adopt a broad perspective on issues addressed, mindful of the 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 Committee during the meeting.

Members are expected to be fully prepared for each meeting, having carefully reviewed all meeting papers, and be prepared to participate effectively and engage in Committee discussions.

MARINE PARK AUTHORITY BOARD MEMBER

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

Unless the Board representative is a member of the RAC, he/she is not considered a member for the purpose of forming a quorum.

The Board representative will receive meeting papers prior to the meeting, and is subject to the direction of the Chairperson of the Committee during the meeting

GREAT BARRIER REEF MARINE PARK AUTHORITY STAFF

Each Committee is sponsored by a member of the Authority's Executive Management Group, and nominated Director/s within the Authority to support the management of the Committee through the Charter of Operation and relevant Terms of Reference.

The Authority's General Manager and Director/s will contribute to meeting discussions, however are not considered members for purpose of forming a quorum.

The General Manager and Director/s of the Authority will receive meeting papers prior the meeting and are subject to the direction of the Chairperson of the Committee during the meeting.

Staff of the Authority may attend meetings to provide more detailed information to assist agenda item discussions. The nominated Director/s and Secretariat of the Authority will confirm approval of attendance of Authority staff with the Chairperson of the relevant Committee. The required time and duration of attendance at meetings will be approved and communicated before the meeting.

Authority staff are not considered members for purpose of forming a quorum, and do not represent the advice or recommendations of the Committee.

Staff are subject to the direction of the Chairperson of the Committee during the meeting.

SECRETARIAT

The Authority will assign a Secretariat to the Committee. The Secretariat will support the Committee Chairperson, and the Authority's sponsors, to ensure the Committee operates in accordance with the Charter of Operation and the relevant Terms of Reference.

The Secretariat is not considered a member for the purpose of forming a quorum.

The Secretariat is subject to the direction of the Chairperson of the Committee during the meeting.

GOVERNMENT REPRESENTATIVES

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

The Authority through the nominated Director/s and Secretariat will confirm approval of attendance of government representatives with the Chairperson of the relevant Committee before each meeting. The required time and duration of attendance at meetings will be approved and communicated before the meeting.

Government representatives can contribute to meeting discussions, however are not considered members for purpose of forming a quorum.

Government representatives will receive meeting papers relevant to the agenda items they are present for, and are subject to the direction of the Chairperson of the Committee during the meeting.

PROXIES

It is understood that on occasion, a member may not be able to attend a meeting of the Committee due to competing priorities. If a member cannot attend a meeting, and it was expected that the member would provide specific advice or insights to discussions of agenda items, the member may nominate a proxy to attend the meeting.

The Authority through the nominated Director/s and Secretariat will confirm approval of attendance of a proxy with the Chairperson of the Committee before a meeting.

If approved, a proxy may attend and contribute to all meeting discussions. The proxy will provide objective advice, insights and recommendations relevant to the Terms of Reference of the Committee, 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 of the Reef Advisory Committee during the meeting.

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

ADVISORS, GUEST SPEAKERS, AND OBSERVERS

The Authority through the nominated Director/s and Secretariat will confirm approval of attendance of advisors, guest speakers and observers with the Chairperson of the relevant Committee. The required time and duration of attendance at meetings will be approved and communicated before the meeting.

Advisors, guest speakers and observers are not considered members for purpose of forming a quorum.

Advisors, guest speakers and observers will not receive meeting papers, and are subject to the direction of the Chairperson of the Committee during the meeting, which may include exclusion from the meeting to allow for Committee discussions during the approved attendance duration.

Advisors may be invited to attend a meeting of a Committee to provide advice on behalf of a particular group or business area. The inclusion of advisors ensures that the Committee, in preparing advice to the Board and the Authority, is able to take into account relevant information and issues of concern.

Guest speakers may be invited to attend the Committee. A guest speaker will provide information of interest relevant to the Committee's purpose and the Terms of Reference rather than providing advice on behalf of a particular representative group or sector.

Observers may be approved to attend a meeting of the Committee. Observers will only contribute to discussions if called upon by the Chairperson.

SELECTION, APPOINTMENT, RESIGNATION AND TERMINATION

Membership of the Committee including the Chairperson must be independent from Authority Staff. Members of the Marine Park Authority Board may be members of the Committee, including committee chairperson. .

CHAIRPERSON - SELECTION

The Chairperson of the Committee will be sought by the Authority and approved by the Board.

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

- independent status, and proven ability to remain impartial and a demonstrated ability to manage meetings without bias
- knowledge of Traditional Owner business (for the Indigenous Reef Advisory Committee)
- knowledge of tourism business (for the Tourism Reef Advisory Committee)
- ability to deliver on the Charter of Operation and the relevant Terms of Reference.

MEMBERS - SELECTION

The Committees are competency-based, and members will be appointed taking into consideration their experience, knowledge, skills, relationships and networks with Reef Traditional Owners or relevant groups or sectors identified in the applicable Terms of Reference. All Committee members are expected to adopt a broad perspective on Committee business that is raised.

To ensure diversity on the Committees, reasonably practicable efforts will be made to ensure 50 per cent female and male representation as well as a balanced representation of age and geographical location.

Prior to the beginning of each term the Authority will call for expressions of interest for membership on each of the Committees. The requirements of the expression of interest will be detailed in the advertisement or correspondence.

The call for expression of interest may include one or more of the following:

- an advertisement on the Authority's website
- an advertisement on the Authority's Facebook page
- an advertisement on the Authority's Linked-in account
- an advertisement in regional newspapers
- targeted correspondence to relevant business areas.

Reappointment of existing members will take into consideration:

- experience, knowledge, skills relationships and networks with Reef Traditional Owners or relevant groups or sectors
- diversity of membership on the Committee
- member attendance and participation in previous Committee term/s
- conflicts of interest that may have arisen.

The Authority will review all expressions of interest received, taking into consideration the competencies required, business continuity and collectively the ability to deliver on the purpose of the Terms of Reference of the relevant Committee.

APPOINTMENT PROCESS

After one or more suitable applicants for Chairperson are identified, and consulted with, the Authority will provide recommendations to the Board to consider the appointment of a Chairperson to each of the Committees.

Once all expressions of interest for members of the Committees are reviewed, the Authority will provide recommendations to the Board to consider the appointment of prospective members.

Once the Board approves the prospective Chairperson and members for each of the Committees, the Authority will send an appointment package to the successful applicants for consideration. The package will include:

- letter of offer to the Chairperson or members
- a full copy of the Charter of Operation including the relevant Terms of Reference
- relevant paperwork to enable the Authority to deliver upon the Charter of Operation.

Prior to accepting appointment, prospective members and Chairpersons should give due consideration to their capacity to comply with, and deliver on, the Charter of Operation, and the relevant Terms of Reference.

The Committees' term is three-years. Members and Chairpersons will be appointed until the end of the term.

Members and Chairs may be appointed by the Board throughout the term of the Committees 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.

VACANCIES

The performance of the functions of a Committee will be assessed if and when a vacancy in membership arises, the Authority will determine if there is a need to fill the vacancy.

RESIGNATION

A member of a Committee may resign his or her membership by sending a letter or email through the Chairperson of the Committee to Chief Executive Officer of the Authority.

A Chairperson of a Committee may resign his or her position by sending a letter or email through the Chief Executive Officer of the Authority to the Chairperson of the Board.

TERMINATION OF APPOINTMENT

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

If, in the opinion of a Chairperson of a Committee – in consultation with the relevant General Manager and Director/s of the Authority – a member of that Committee is considered not to be effectively contributing to the purpose or the Terms of Reference of that Committee, the Chairperson of the Committee should inform the Authority in writing, giving reasons why the member is failing in his/her role as member.

The Chairperson and members must attend at least four of the six identified meetings during the term, and a minimum of one meeting each financial year. A proxy may be nominated, or an acting Chairperson identified. If a Chairperson or member fails to comply the minimum meeting attendance their appointment may be terminated.

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 will then make a recommendation to the Board for decision and shall have regard to the substance of the member's response.

CONFIDENTIALITY AND PRIVACY

CONFIDENTIALITY

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

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 Authority with more focused views and comments relating to a specific issue. While members are encouraged to seek advice from their colleagues, members should be mindful that meeting papers and minutes are not to be circulated to others.

PRIVACY

Upon acceptance of membership, members will be required to sign an acknowledgement that they have been provided with a privacy statement as part of the appointment package.

Personal information collected by the Authority from Committee Chairpersons and members, and other participants at Committee meetings, is handled in accordance with the Authority's obligations under the *Privacy Act 1988* (the Privacy Act).

Personal information, advice, recommendations, comments and opinions provided to the Authority during the course of the Committee term, will be used by the Authority for fulfilling the Committees purpose and Terms of Reference.

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

- Chairperson's or member's name
- details of the group or sector the member represents or in the case of Traditional Owners, the name of their Traditional Owner group(s)
- name of any organisation or association the member represents.

Personal information, such as contact information, may also be distributed within each Committee for the purposes of administration and operation of the relevant Committee.

The Authority will not otherwise disclose personal information of Committee Chairperson or member's, 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 Authority collects and handles personal information and its complaint process, please read the [Privacy policy](#) on the Authority's website.

DISCLOSURE AND MANAGEMENT OF INTERESTS

A member who has a direct or indirect financial and/or non-financial interest or a real, perceived or potential conflict of interest in a matter that could be considered by that Committee, shall disclose that interest upon acceptance of membership on the disclosure of interest form provided as part of the appointment package.

Members should ensure their personal or financial interests do not influence or interfere with the performance of their role and seek to ensure the interests of family members, friends or associates do not influence or could be perceived to influence their performance.

Conflicts of interest arise:

- where a member has private interests that could conflict with the purpose or remit of the Committee, now or into the future
- where a member has competing interests through more than one official role or public duty.

Disclosures will be taken into consideration before meeting papers are distributed where a conflict of interest, perceived or real, may become evident. That member will not receive papers associated to the declared interest.

A member who has a direct or indirect financial interest or a potential conflict of interest in a matter that comes to light in the meeting agenda or papers, should as soon as practicable after the relevant facts have come to the knowledge of the member, disclose the nature of the member's interest to the Chairperson and Secretariat.

The disclosure shall be recorded in the minutes of the Committee meeting. The Chairperson of the Committee, in consultation with the nominated General Manager/Director/s, shall determine whether the member shall:

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

CODE OF CONDUCT

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

- behave honestly and with integrity in the course of all Committee business
- act with care and diligence
- treat all meeting participants with respect and courtesy, and without harassment
- comply with all applicable Australian laws
- not be under the influence of alcohol or illicit drugs in the course of all Committee business
- 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 Committee
- declare real or perceived conflicts of interest in meeting business
- not make improper use of:
 - information received by the Committee
 - resources provided to the Committee
 - Committee duties, status, power or authority, in order to gain, or seek to gain, a benefit or advantage for the participant or for any other person.

INDUCTIONS

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

- the Reef Advisory Committee Charter of Operations and Terms of Reference, to ensure all members are clear of what they can expect from participation
- information on the role of the Board and the 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 Committee member explaining why they nominated for the Committee, their field of expertise, their representative sector, Traditional Owner group(s) or organisation (if applicable), and any disclosure of interests.

Throughout the term, if new Members are appointed, they will be required to attend a meeting at the Authority to undertake an individual induction before attending their first meeting. Where possible, the induction will be held directly prior to a Committee meeting occurring.

MEETINGS

Committee meetings will be conducted through one or more of the following mechanisms:

- face-to-face meeting at a location determined by the Authority
- teleconferencing
- video conferencing.

The Committee may carry out business by e-mail or telephone through the Chairperson or the Secretariat.

As far as practicable, the Secretariat should schedule meetings in agreement with the Committee Chairperson and the Authority's Director/s, and take into consideration member's availability.

The Chairperson of a Committee shall preside at all meetings of that Committee at which he or she is present. If the Chairperson of a Committee will not be present at a meeting, the Chairperson shall consult with the nominated Authority Director and decide an alternate member to preside at the meeting acting as Chairperson.

At a meeting of a Committee, a minimum of 40 per cent of members in attendance constitutes a quorum.

Advice and recommendations arising from a meeting of a 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.

AGENDAS

The Secretariat will send a meeting reminder and call for agenda items from members no later than four weeks before a meeting.

The Secretariat, in consultation with the Committee Chairperson and Authority Director/s, 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.

A final agenda will be approved by the Committee Chairperson and nominated Authority Director, and will be circulated to Reef Advisory Committee members by the secretariat 10 working days before the scheduled meeting along with the meeting papers.

MEETING PAPERS

The Secretariat will coordinate meeting papers, and where possible distribute 10 working days prior to a meeting. Papers will be sent electronically. Members will be responsible for printing their own papers for the meeting.

Members who have declared a conflict of interest, will not receive papers relevant to that disclosure.

MEETING SUMMARIES

All meetings of each Committee shall be summarised. The summary of meeting business will include:

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

The meeting summaries will be reviewed by the Authority Director (and relevant Authority Director when they have presented the agenda item), in the first instance, and then reviewed and endorsed by the Committee Chairperson. The Secretariat will then distribute the meeting summary to members for comment.

The meeting summary is not for public distribution.

A verbal summary of the issues considered at each Committee meeting will be reported to the Authority's Executive Management Group at a Senior Management Team Meeting by the nominated Authority Director/s.

COMMUNIQUES

The Authority is subject to the *Freedom of Information Act 1982 (FOI Act)* which establishes an Information Publication Scheme requiring agencies to publish a broad range of information on their website.

To manage the requirements under the Information Publication Scheme, the Authority has developed an [Information Publication Scheme – Agency Plan](#). Under this plan, a majority of recommendations or advice provided by the Committee is required to be published on the Authority's website.

Every meeting paper will be reviewed by the Secretariat to determine if the requested recommendations of the Committee should be published, or are exempt from publication under Part IV the *FOI Act*.

Following the development of a meeting summary, the Secretariat will draft a public report, identified as a 'Communique' to be published on the Authority's website. The communique will further summarise major issues discussed at each Committee meeting, and remove information not required to be published under the

Information Publication Scheme. The communicate will be reviewed by the Authority Director, and approved by the Committee Chairperson. The communicate will satisfy the Authority's obligations under the Information Publication Scheme.

The communicate will be published on the Authority's website and all, or parts thereof may also be included in other communication materials. Following publication of the communicate on the Authority's website, a link will be sent to members, for broader distribution.

REPORTING

Following each official Committee meeting, the Chairperson of the Committee, supported by the nominated Authority Director/s and Secretariats will provide to the Board the outcomes of the meeting and any recommendations. This will typically take the form of the meeting summary.

At each meeting, the Authority's General Manager or relevant Director/s will provide any feedback to each Committee on the Marine Park Authority's consideration of the previous meeting outcomes. This feedback may be provided by the Chairperson of the Board or a member of the Board if the member is in attendance.

Before the completion of the term, each Committee, supported by the nominated Authority Director/s and Secretariats, will provide an end-of-term report to the Board that provides:

- a summary of the Reef Advisory Committee's operations
- an assessment of the Reef Advisory Committee's effectiveness against the Charter and Terms of Reference
- an evaluation of the membership and attendance
- feedback and/or recommendations on the Charter of Operations and the Terms of Reference.

The Chairperson of each Committee may be invited to attend a meeting of the Board to provide insight into the recommendations and operations of the Committee, and to discuss issues being considered by the Committee.

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

PUBLIC STATEMENTS

Should the need arise, the Chairperson of a Reef Advisory Committee may, after a meeting of the Committee, and in consultation with the Authority's Director/s and media team, prepare a media release based on the meeting. The media release shall be subject to clearance by the Chief Executive Officer of the Authority.

OFFICIAL TRAVEL AND ALLOWANCES

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

In order to arrange travel for official meetings, the Chairperson and members will receive a form, as part of the appointment package, requesting relevant personal travel and dietary information. Other meeting attendees who travel will also be required to provide relevant details prior to the Authority arranging travel. The Secretariat will provide all necessary forms to be completed.

Travel will be arranged by the Authority in consultation with the relevant attendee, and in accordance with the Authority's policy on Official Travel. The Committee Chairperson and members will be provided a copy of the Official Travel Policy as part of the appointment package.

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

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

FEES

The Chairperson of each Committee shall be paid a daily sitting fee for official business related to delivering the purpose and remit of the relevant Committee.

The rate of payment is identified in the [Australian Government Remuneration Tribunal \(Remuneration and Allowances for Holders of Part-time Public Office\) Determination](#). This determination is the instrument made under subsections 7(3) and (4) of the *Remuneration Tribunal Act 1973*.

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

A form requesting details required for the payment of fees will be provided to the Chairperson as part of the appointment package. Acting Chairpersons will be provided the form after the relevant Committee meeting.

There shall be no payment if the Chairperson – or acting Chairperson – 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.

Members are not paid sitting fees.

INSURANCE

The Chairperson and committee members who attend committee meetings or activities, at the direction of the Authority, will be covered under the Commonwealth Government's Workers Compensation scheme for loss of income incurred as a result of an accident or injury where the community group is not insured for this purpose.

Proxies, advisors, guest speakers and observers who are employees of, a private sector organisation are responsible for ensuring they are covered by their employer for attending meetings and approved activities relating to the business of the committee.

Proxies, advisors, guest speakers and observers who represent a community group and attend committee meetings or activities, at the direction of the Authority, will be covered under the Commonwealth Government's Workers Compensation scheme for loss of income incurred as a result of an accident or injury where the community group is not insured for this purpose.

Proxies, advisors, guest speakers and observers who do not represent a private sector organisation or community group and attend committee meetings or activities, at the direction of the Authority, will be covered under the Commonwealth Government's Workers Compensation scheme for loss of income incurred as a result of an accident or injury.

Government representatives who are employees of government departments and agencies or semi-government bodies who attend meetings or activities relating to the business of the committee, at the direction of the Authority, as part of their duties are responsible for ensuring they are covered by their employer.

Specific enquiries regarding workers compensation coverage for individual members should be made through the Secretariat.

The Secretariat will complete a *Risk assessment* to be approved by a relevant delegate at the Great Barrier Reef Marine Park Authority for any committee activities (outside of committee meetings) that are undertaken as part of the business of the committee.

APPENDIX 1: INDIGENOUS REEF ADVISORY COMMITTEE TERMS OF REFERENCE

OPERATIONS

The Indigenous Reef Advisory Committee (IRAC) shall operate in accordance with the Reef Advisory Committee Charter of Operation, and the Indigenous Reef Advisory Committee Terms of Reference.

MEMBERSHIP REPRESENTATION

It is recognised that the IRAC is competency-based, and members are appointed taking into consideration their experience, knowledge, skills, relationships and networks with Reef Traditional Owners or relevant groups or sectors. All Committee members are expected to adopt a broad perspective on Committee business that is raised.

Members of the IRAC will be appointed in accordance with the Charter of Operation, and will comprise of the majority of Traditional Owners connected to the Great Barrier Reef, and other persons with the appropriate professional abilities in the area of sea country or marine park management to increase the strategic capacity of the committee.

The IRAC has the following **Terms of Reference**:

1. Advise on matters relating to Marine Park management and the implementation of actions by the Authority to assist Aboriginal and Torres Strait Islander peoples keep their heritage strong, safe and healthy, and contribute towards Aboriginal and Torres Strait Islander aspirations for sea country and heritage management into the future.
2. Advise on ways to facilitate partnerships, enhance engagement with a range of sectors (for example, tourism, natural resource organisations, fisheries) and build capacity and engage with Traditional Owners in management of marine resources in the Great Barrier Reef.
3. Advise on ways to strengthen communications between local communities, managers and reef stakeholders and build better understanding of Traditional Owner issues about management of the Great Barrier Reef.
4. Provide advice on application of world's best practice principles to sea country planning and implementation.
5. Advise on the delivery and the expansion of the Traditional Use of Marine Resources Agreement (TUMRA) program across the Great Barrier Reef World Heritage Area.

APPROVAL

Marine Park Authority Board – MPA253

Date: 22 March 2019

APPENDIX 2: TOURISM REEF ADVISORY COMMITTEE TERMS OF REFERENCE

OPERATIONS

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

MEMBERSHIP REPRESENTATION

It is recognised that the TRAC is competency-based, and members are appointed taking into consideration their experience, knowledge, skills, relationships and networks with the Reef tourism industry or relevant groups or sectors. All Committee members are expected to adopt a broad perspective on Committee business that is raised.

Members of the TRAC will be appointed in accordance with the Charter of Operation, and will be selected based on their representation within one or more of the following:

- Regional Economic Development
- Ecotourism
- Indigenous Tourism
- Reef Traditional Owner
- Tourism Industry Representative Groups
- Tourism entrepreneur
- Charter operations
- Bareboat operations
- Pontoon operations
- Sailing operations
- Cruise Shipping
- Island Resorts
- Aviation

The TRAC has the following **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 management arrangements with to the Reef tourism industry and their guests.
4. Advise and recommend strategies to strengthen partnerships with the Reef tourism industry, Traditional Owners, government and adjacent communities.
5. Advise on priorities for research and monitoring to enhance the resilience and adaptive management of the Great Barrier Reef.
6. Assist the Authority to consider Reef tourism industry issues and facilitate engagement.
7. Consider global tourism management actions and how they can potentially be applied to the management of the Great Barrier Reef Marine Park (for example, the impacts of climate change on ecosystem health and industry business continuity).

APPROVAL

Marine Park Authority Board – MPA253

Date: 22 March 2019



Australian Government

**Great Barrier Reef
Marine Park Authority**

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