

TOURISM REEF ADVISORY COMMITTEE

CHARTER



Traditional Owner Acknowledgement

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.

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REVIEW OF THE CHARTER

To ensure that 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 in the last year of the committee's term, unless otherwise required, 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

January 2028

APPROVAL

Marine Park Authority Board – MPA295 | **Date:** March 2026

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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.

The TRAC provides objective advice, insights and recommendations to the Board on:

1. legislative, regulatory and policy review and development related to the Marine Park
2. strategic plans and programs giving effect to the *Great Barrier Reef Marine Park Act 1975*
3. actions to address risks to the Marine Park identified in the Great Barrier Reef Outlook Report
4. emerging or unfamiliar issues of the Marine Park and in 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 and 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. Duties include:

1. providing input into the agenda in line with the purpose of the TRAC
2. ensuring meetings address each agenda item in a timely manner
3. giving each member the opportunity to contribute
4. reviewing final minutes, communiques and reports to the Board in a timely manner
5. reporting any attendee's non-compliance with the Charter and Terms of Reference
6. approving (in consultation with the TRAC Sponsoring Director, and MPA Chairperson where required) attendance of government agency representatives, proxies, advisors, guest speakers, or observers.

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

REEF AUTHORITY AND SPONSORING DIRECTOR

The TRAC is sponsored by a member of the Reef Authority's Executive Management Group and their nominated TRAC Sponsoring Director. The role of the TRAC Sponsoring Director is to attend all meetings, contribute and facilitate discussions and workshop items, and assist in pre-and-post meeting activities. The Reef Authority ensures the Committee reviews content relevant to the Reef Authority and other government agencies, if suitable.

MEMBERS

Members are required to provide objective advice, insights and recommendations and are encouraged to adopt a broad perspective, while being mindful of the Reef Authority's objectives. Members are subject to the direction of the TRAC Chairperson and are expected to prepare for meetings and contribute to discussions.

Members must attend at least six of the nine meetings during their 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 may be appointed. This process will be managed by the TRAC Sponsoring Director in consultation with the MPA Chairperson.

The Sponsoring Director may approve proxies with equivalent skills if a TRAC member is unavailable. Proxies are expected to act in accordance with the Charter, Terms of Reference, and are remunerated (refer to fees section).

Members may nominate a proxy twice during a three-year term, and not more than once in any financial year.

MARINE PARK AUTHORITY BOARD MEMBER

The Board Chairperson, or a nominated member of the Board, may attend TRAC meetings to contribute to discussions and provide a conduit between the Board and TRAC.

RAC SECRETARIAT

The Reef Authority assigns a RAC Secretariat to support the TRAC Chairperson, the Sponsoring Director, the facilitation of meetings and the broader secretariat functions for the purpose of TRAC as required.

ACCOUNTABLE AUTHORITY AND STAFF

The Reef Authority's Chief Executive Officer may attend a TRAC meeting as the agency's Accountable Authority. Reef Authority staff will attend meetings to provide information or presentations as outlined on the agenda. Attendance will be approved by the TRAC Sponsoring Director with visibility provided to the TRAC Chairperson and TRAC Sponsoring General Manager.

GOVERNMENT REPRESENTATIVES

With approval of the Sponsoring Director, Commonwealth, State and Local government representatives may attend meetings to provide or seek advice on matters relating to the management of the Great Barrier Reef Marine Park (Marine Park) or the Great Barrier Reef World Heritage Area.

MEETING PROTOCOLS

GENERAL

Nine meetings will be held per term, virtually or in person. Changes to meeting frequency will be at the discretion of the MPA Board, the Reef Authority, and in consultation with the TRAC Chairperson. The Committee may conduct business through email, online, and telephone, and out-of-session meetings can be called. Meetings are scheduled through the RAC Secretariat in consultation with the TRAC Chairperson, MPA Chairperson or representative member, and TRAC Sponsoring Director.

Advice and recommendations should arise from a consensus and where there is divergence in views, all standpoints should be recorded. On occasion, the Reef Authority may fund and facilitate TRAC member participation in working groups or forums.

Committee members are expected to handle all information and knowledge appropriately and with discretion. Committee members who are conscious of the sensitivity of certain information (such as cultural knowledge or sensitivities), are entitled to withhold such information at their discretion or share without transferring ownership.

Committee members and the TRAC Chairperson are expected to act consistently with the APS Code of Conduct (Section 13. Public Service Act) and with honesty, integrity, care, diligence, and respect, ensuring conflicts of interest are appropriately managed.

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 considered part of the quorum.

AGENDA

Topics for agendas are informed by the Board, the Board's forward planning calendar and the Reef Authority's Annual Operating Plan. Input into agendas is also provided by the TRAC Sponsoring Director, TRAC Chairperson and members. Where needed, and relevant, engagement with Commonwealth, State and Local government representatives will take place. Topics for the meetings will be approved by the Board. Any amendments will be provided to the MPA Chairperson out of session for approval.

The final agenda will be approved by the TRAC Sponsoring Director and TRAC Chairperson and circulated to members by the RAC Secretariat 10 working days prior to a meeting (where possible). The agenda will also be provided to the Board Chairperson and representative Board member attending the meeting.

MEETING PAPERS

The TRAC Sponsoring Director and RAC Secretariat will coordinate meeting papers for relevant agenda items.

Meeting papers will be sent electronically to members 10 working days prior to a meeting (where possible).

All papers will be provided to the Board Chairperson and representative Board member. Reef Authority staff and other government representatives participating will only receive papers for the relevant agenda item.

ADVISORS, GUEST SPEAKERS, AND OBSERVERS

Advisors and guest speakers may be invited to provide advice, information or context. Observers, to be approved by the TRAC Sponsoring Director, will only contribute to discussions if called upon by the TRAC Chairperson.

Advisors, guest speakers and observers will not receive meeting papers and may not be included in the entire meeting.

MEETING MINUTES AND ACTION ITEMS

The RAC Secretariat prepares meeting minutes, including action items tabled in a separate register. Minutes are reviewed by the TRAC Sponsoring Director, endorsed by the TRAC Chairperson, and approved by the TRAC members at the following meeting. Minutes may also be shared with Board and Reef Authority Executive Management Group. The minutes are not for further or public distribution (unless exceptionally approved by the TRAC Chairperson, Sponsoring Director or Board); where relevant, extracts may be provided to internal staff for additional context.

COMMUNIQUES

The RAC Secretariat will draft a Communique (summary of meeting discussions). The Communique is reviewed by the TRAC Sponsoring Director and approved by the TRAC Chairperson. The Board approves the Communique for publishing on the Reef Authority's e-library and distribution to members.

REPORTING

The TRAC Sponsoring Director, supported by the RAC Secretariat, provides the Board with outcomes of the meeting and advice provided. Board feedback will be circulated back to the TRAC or the TRAC Chairperson in written form or orally. Feedback from the Board to the TRAC may be provided through the Board representative who attended the TRAC meeting. The TRAC Sponsoring Director is responsible for providing relevant updates to the Senior Management Team and Executive Management Group.

PUBLIC STATEMENTS

The TRAC Chairperson and TRAC members must not make public statements in their capacity as committee members without prior approval from the Reef Authority's media team (managed through the RAC Secretariat). 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

Travel for members to attend meetings is arranged, and paid for, in accordance with the Reef Authority's Policy on Official Travel. Additional meetings, working groups and forums approved by the Reef Authority may also be covered.

Generally, all reasonable official travel costs for the Queensland Government member will be coordinated and met by the relevant Department.

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

RECRUITMENT, APPOINTMENT, RESIGNATION AND TERMINATION

TERM

The term of the Committee is three years — from 1 July to 30 June.

At discretion of the Reef Authority, and if deemed appropriate, members and the TRAC Chairperson may be re-appointed to serve multiple terms. This requires consultation and approval from the Board.

Members may be extended under the condition of re-evaluation and adherence to the appropriate recruitment process. The TRAC Chairperson may serve a maximum of two consecutive terms as Chairperson but may apply to be appointed as a member for other terms.

RECRUITMENT

General

TRAC membership, 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.

Practicable efforts will be made to create a diverse and balanced membership from across the Great Barrier Reef catchment, not, however, excluding wider Australia. In selection process, focus will also be placed on geographical knowledge and representation from across the Reef. The Reef Authority will ensure TRAC member selection is guided by APS Diversity and Inclusion policies and strategies, including encouraging opportunities for women, younger people, and Traditional Owners. Members must be over 18 years of age.

An individual from the relevant tourism department of the Queensland Government will be invited to join the TRAC as a member.

Reappointment of existing members may occur, taking into consideration unique contributions, diversity, previous participation, and conflicts of interest that may have arisen.

COI

A Conflict-of-Interest Declaration form must accompany all applications and will be considered 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 Sponsoring Director. Recommendations relating to a candidate's disclosure of interest will be provided by the Sponsoring Director to the Board. 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.

Expertise

Members from a range of industry backgrounds, including but not limited to the following, will be considered in the selection process: (1) Regional economic development, (2) Ecotourism and Nature-based Tourism, (3) Tourism industry representative group, (4) Vessel charter operations, (5) Bareboat operations, (6) Tourism marketing bodies, (7) Indigenous tourism, (8) Reef Traditional Owner, (9) Pontoon operation, (10) Beach hire operations, (11) Cruise shipping, (12) Island resort, (13) Aviation.

Members are appointed based on expertise. Should the representation or expertise of a TRAC member change significantly over the course of their appointment, their suitability to hold a TRAC membership may be reassessed by the Reef Authority and the Board throughout a given term.

Process

Recruitment begins four to six months before the end of term. Platforms for recruitment include but are not limited to standard Reef Authority recruitment options, digital, print, and radio.

The Reef Authority will review all applications received, taking into consideration competencies, any declared or identified conflicts of interest (actual, perceived or potential), business continuity, and the ability to deliver on TRAC's purpose, goals, and the Terms of Reference.

APPOINTMENT

The Sponsoring Director shortlists all suitable applicants and provides a consolidated list to the Reef Authority's Executive Management Group. The Board reviews the candidate shortlist and provides recommendations and endorsement on the shortlist. After the Board's review, interviews take place for the Chairperson. The RAC Secretariat provides the Board with a final list of candidates for approval. As part of the appointment process, the Reef Authority may conduct reference checks, interviews, security clearances, or other official checks.

Prospective members will receive a package containing (1) Letter of Offer, (2) Instrument of Appointment, (3) Conflict of Interest Declaration, (4) TRAC Charter, (5) Reef Authority Official Travel Policy. A member is considered appointed once they return their signed Letter of Offer and Instrument of Appointment to the Reef Authority.

Candidates should consider their capacity to comply with and deliver on the Charter and Terms of Reference. Appointed members are expected to attend scheduled meetings for the duration of the meeting. Members are required to adhere to the APS Code of Conduct.

RESIGNATION

A member of the TRAC, including the TRAC Chairperson, may resign their membership by sending a letter

(including via email) to the Chairperson of the Board.

TERMINATION

Grounds

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.

Grounds for termination include but are not limited to ineffective contribution, changes of work representation within the tourism industry, non-compliance with the Charter, and non-compliance with the minimum meeting attendance. Should exceptional circumstances arise, it is at the Board's discretion to assess grounds for termination.

Further, if an actual, potential or perceived conflict of interest is declared or identified throughout the term which, in the view of the Sponsoring Director (in consultation with the appropriate Reef Authority General Manager and the TRAC Chairperson), is unlikely to be capable of being managed appropriately, it may result in termination of appointment, effective immediately.

Process

The TRAC Chairperson may identify where a member is not effectively contributing to the TRAC's purpose or complying with this Charter. They must inform the Sponsoring Director of a reason for termination in writing.

Grounds for termination will be investigated by the Sponsoring Director.

Respective members must be informed, and a right of reply must be offered.

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.

VACANCIES

In special circumstances the Board may call for additional members or vacancies to be filled.

END OF TERM

The Committee will provide the Board with an end-of-term report, including summary of operations, assessment of effectiveness against the Charter and Terms of Reference, evaluation of membership and attendance, feedback and recommendations. The TRAC Chairperson may be invited to attend Board meetings for delivery.

CONFIDENTIALITY AND PRIVACY

CONFIDENTIALITY

Upon acceptance of membership, TRAC members will be required to sign a confidentiality agreement 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 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 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 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 Sponsoring Director shall determine whether the TRAC member shall:

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

If the conflict relates to the TRAC Chairperson, the 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 Sponsoring Director and (unless the conflict relates to the TRAC Chairperson) the TRAC Chairperson. The Sponsoring Director may seek internal legal advice to assist in determining how the conflict should be managed.

The 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 Sponsoring Director through the MPA Secretariat will notify the Board Chairperson, who will decide what action should be taken.

If it is decided that an actual, potential or perceived conflict of interest can be appropriately managed, the 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 papers or other information associated with the conflict and require the member to vacate the meeting when matters relating to the conflict are being discussed.

CODE OF CONDUCT

The TRAC Chairperson and all TRAC members and attendees must behave honestly, with integrity, and treat one another with respect, courtesy, and without harassment.

The TRAC Chairperson and all TRAC members and attendees must act with care and diligence and comply with all applicable Australian laws, and the APS Code of Conduct. They must not provide false or misleading information. They must not make improper use of information received by the TRAC or resources provided to the TRAC.

The TRAC Chairperson and all TRAC members and attendees must not abuse TRAC duties, status, or authority for personal benefit or advantage.

The TRAC Chairperson and all TRAC members and attendees must disclose actual, perceived or potential conflicts of interest in accordance with the Charter.

The TRAC Chairperson and all TRAC members and attendees must not be under the influence of alcohol or illicit drugs during all TRAC meetings.

INDUCTIONS

The first meeting of the new TRAC term will aim to be held at the Reef Authority's Townsville office to ensure all TRAC members are clear on roles, responsibilities, processes, strategic direction, and governance arrangements. New TRAC members appointed during the term will visit the Reef Authority or undergo a virtual induction before their first meeting.

FEES

The TRAC Chairperson and 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*. Meeting preparation time on non-meeting days will not be remunerated.

The TRAC Chairperson will also be remunerated for formal pre-meeting and post-meeting activities with the Board Chairperson (1 x daily rate).

The TRAC Chairperson and members receive a form requesting payment details as part of the appointment package. Acting TRAC Chairperson's will be provided the form after the relevant TRAC meeting.

Remuneration is applied after each meeting following confirmation of attendance from the TRAC Chairperson.

Sitting fees will be processed within 10 working days following the TRAC meeting.

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, and networks within the Reef tourism industry and/or relevant groups or sectors. The Reef Authority will also consider geographical representation in the committee composition. During the course of TRAC business, TRAC members are expected to adopt a broad perspective on matters relevant to management of 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 and Nature-based tourism
- Indigenous tourism
- Reef Traditional Owner
- Tourism Industry representative groups
- Vessel charter operation (including fishing and sailing charters)
- Tourism marketing body
- Bareboat operation
- Pontoon operation
- Beach-hire operation
- Cruise shipping
- Island resort
- Aviation

TERMS OF REFERENCE

1. 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 legislative, regulatory, policy and program development.
2. Advise on matters relating to key findings of the Great Barrier Reef Marine Park Authority Outlook Report and implementation of the Reef 2050 Plan.
3. Advise on the development and implementation of strategies that effect the Reef tourism industry and Reef visitors.
4. Assist the Reef Authority to consider Reef tourism industry issues and facilitate engagement.
5. Advise and recommend strategies to strengthen partnerships with the Reef tourism industry, Traditional Owners, government and Reef dependent communities.
6. Advise on priorities for research to enhance the resilience and adaptive management of the Great Barrier Reef.
7. Consider global tourism management actions and how they may be applied to improve the management of the Great Barrier Reef Marine Park.
8. Provide information, knowledge, and data to the Reef Authority around tourism industry related projects and initiatives.

APPROVAL

Marine Park Authority Board – MPA 295

Date: 03/03/2026



Australian Government
Great Barrier Reef
Marine Park Authority



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