



Australian Government
Great Barrier Reef
Marine Park Authority



Reef
Authority

INDIGENOUS REEF ADVISORY COMMITTEE

CHARTER



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REVIEW AND APPROVAL

To ensure that the Indigenous Reef Advisory Committee (IRAC) 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 IRAC 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

January - June 2027

APPROVAL

Marine Park Authority Board - MPA289

Date: 27 February 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 Indigenous Reef Advisory Committee (IRAC) 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 IRAC is an important forum for Traditional Owners and First Nations people to provide strategic advice to the Board about Great Barrier Reef (the Reef) matters; on the work of the Reef Authority in its management of the Reef; and to strengthen the protection of Reef heritage to keep it strong, safe and healthy.

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

ROLES

CHAIRPERSON

The IRAC 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 IRAC include:

- providing input into the agenda and confirming agenda items align with the purpose of the IRAC 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, communiqués 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 IRAC 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 IRAC at meetings of other decision and advisory bodies associated with the Reef Authority.

MEMBERS

Members of the IRAC will ensure they contribute to Committee business in accordance with the IRAC 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 IRAC during the meeting.

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

Prospective members should consider the importance of continuity in their availability to regularly attend and participate in meetings, notwithstanding any unforeseen circumstances which may prevent their attendance.

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

PROXIES

If the IRAC 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 IRAC Sponsoring Director in consultation with the IRAC 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 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 IRAC Sponsoring Director, in consultation with the IRAC 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 IRAC'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 IRAC meetings as a representative of the Board to contribute to meeting discussions and provide a conduit between the Board and the Committee.

THE REEF AUTHORITY IRAC SPONSORING DIRECTOR

The IRAC is sponsored by a member of the Reef Authority's Executive Management Group and their nominated Director/s (the IRAC Sponsoring Director). They will support the management of the IRAC through the Charter and Terms of Reference. It is the IRAC 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 IRAC 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 IRAC who will support the IRAC Chairperson, and the Reef Authority's Sponsoring Director, to ensure the IRAC 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 an IRAC meeting as the Accountable Authority of the agency, as separate to the role on the Board. Staff of the Reef Authority may attend meetings to provide more detailed information to assist discussions on relevant agenda items. Attendance will be approved by the IRAC Sponsoring Director and communicated by the Secretariat to the IRAC Chairperson.

GOVERNMENT REPRESENTATIVES

Commonwealth, State and Local government representatives may request, or be invited to attend IRAC meetings, to provide or seek advice and/or information on matters relating to the management of the Great Barrier Reef 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 IRAC.

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

MEETING PROTOCOLS

A minimum of two meetings will be conducted each financial year for the term of the IRAC (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
- teleconferencing, or
- video conferencing.

The Committee may conduct business by e-mail or telephone through the IRAC 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 IRAC Chairperson and the IRAC Sponsoring Director, taking into consideration availability of the Board and members' availability. 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 participation in working groups or forums.

QUORUM

A quorum is formed when 40% of members, including the IRAC 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/seeking advice from the IRAC. The IRAC Sponsoring Director, in consultation with the IRAC Chairperson, will also identify appropriate matters for inclusion on the IRAC agenda. 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. Topics for the meetings will be approved by the Board.

The final agenda will be approved by the IRAC Chairperson and will be circulated to members by the 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 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 of attendance. Government representatives participating in the meeting will only receive papers relevant to the agenda item for which they are attending the meeting.

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 IRAC, 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 of interest relevant to the IRAC's purpose and as outlined in this Charter and the Terms of Reference.

Observers will only contribute to discussions if called upon by the IRAC Chairperson. The IRAC Sponsoring Director will approve attendance, and the Secretariat will notify the IRAC 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 IRAC Sponsoring Director and subsequently reviewed and endorsed by the IRAC Chairperson. The Secretariat will then distribute the minutes to members for fact checking. The minutes are provided to the IRAC Chairperson, IRAC members, IRAC 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 IRAC Chairperson, IRAC 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 IRAC Chairperson (and members) at the meeting.

COMMUNIQUES

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

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

REPORTING

Following each meeting, the IRAC Sponsoring Director supported by the IRAC 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 IRAC 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 IRAC 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 IRAC Sponsoring Director will provide any feedback/outcomes on the Reef Authority's consideration or action of the IRAC's advice. Feedback may also be provided by the Chairperson of the Board or 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 Chairperson (through the Reef Advisory Secretariat), for media purposes. The IRAC Chairperson and 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 as part of the approval process. Where relating to IRAC business, 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 IRAC Chairperson, Committee 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 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 Committee including the Chairperson must be independent from Reef Authority staff. Members of the Board may be members of the Committee, including in the role of Committee Chairperson.

As part of the selection and appoint process, the Reef Authority will take into consideration opportunities to engage and build capacity for women, and to support/appeal to younger demographics as well. Members who are affiliated with Traditional Use of Marine Resources Agreements are also strongly encouraged to apply. Candidates must supply a letter of endorsement from their TUMRA if applying under this affiliation.

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 IRAC Sponsoring Director. Recommendations relating to a candidate's disclosure of interest will be provided by the IRAC Sponsoring Director to the Board as part of their consideration to appointment of prospective members including the IRAC Chairperson.

TERM

The term of the Committee is three years. To align with financial years and strategic planning, the Committee 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 IRAC 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
- understanding of the inherent rights, interests, and obligations Traditional Owners hold to protect and care for Country
- ability to deliver on the Charter and Terms of Reference
- a range of necessary skills to effectively fulfil the Chairperson duties.

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 likely to be capable of being appropriately managed.

MEMBERS - SELECTION

To ensure diversity of the IRAC, 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.

Where nominations allow, no more than two members from any one Traditional Owner group or geographical location shall be appointed.

The Reef Authority will call for applications for membership of the Committee four to six months prior to the beginning of each new IRAC 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 Reef Traditional Owners, or relevant experience, knowledge, skills, relationships and networks with Reef Traditional Owners that will

not be replaced by any of the incoming applicants/appointees' groups or sectors

- diversity of membership on the IRAC
- member attendance and participation in previous IRAC 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 IRAC Chairperson will be assessed by the IRAC 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 IRAC will be reviewed by the IRAC 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. As part of the appointment process, additional security clearances or official checks may be required and will be requested at the discretion of the Reef Authority.

Once the Board approves the prospective IRAC Chairperson and 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 IRAC 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 IRAC, 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 Chairperson or a member of the IRAC fails to comply with the terms of this Charter, the Board may terminate the appointment of that member.

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

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

The Reef Authority will make a recommendation to the Board for decision, which should also give regard to the

substance of the member's response.

If the IRAC Chairperson or a 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 IRAC Sponsoring Director (in consultation with the both the appropriate Reef Authority General Manager (member of the Executive Management Group) and the IRAC 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 Committee.

This may occur throughout the Committee 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 IRAC Sponsoring Director and Secretariat, will provide an end-of-term report to the Board that includes:

- 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 IRAC Chairperson may be invited to attend Board meetings to provide insight into the recommendations and operations of the IRAC, 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, 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 Reef Authority with more focused views and comments relating to a specific issue. While members are encouraged to seek advice from their colleagues or members of their community/group, members must keep Committee 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, members will be provided with a privacy collection notice as part of the appointment package.

Personal information collected by the Reef Authority from a Committee Chairperson and members, and other participants at Committee 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 Committee term, will be used by the Reef Authority for fulfilling the IRAC's purpose and Terms of Reference.

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

- Chairperson and/or member's name

- the name of their Traditional Owner group(s)
- name of any organisation or group with which the individual is associated.

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

The Reef Authority will not otherwise disclose personal information of members including the Chair, 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 Committee, 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 members in other organisations.

Ongoing obligation to update disclosures in writing

Members must complete a Conflict of Interest Declaration form as part of the application process, prior to appointment. Members have an ongoing obligation to disclose to the IRAC Chairperson (or IRAC Sponsoring Director if the member is the IRAC 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

Members must immediately notify the IRAC Chairperson (or IRAC Sponsoring Director if the member is the IRAC Chairperson) should a Committee agenda item arise in relation to 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 Committee meeting must be recorded in the minutes of the Committee meeting. The IRAC Chairperson, in consultation with the nominated IRAC Sponsoring Director 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.

If the conflict relates to the IRAC Chairperson, the IRAC 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 member is disclosed or identified, it will be reviewed and taken into consideration in the first instance by the IRAC Sponsoring Director and (unless the conflict relates to the IRAC Chairperson) the IRAC Chairperson. The IRAC Sponsoring Director may seek internal legal advice to assist in determining how the conflict should be dealt with.

The IRAC 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 IRAC Sponsoring Director through the MPA Secretariat will notify the MPA Chairperson, who will decide what action should be taken (including whether the member's appointment should be terminated).

If it is decided that an actual, potential or perceived conflict of interest can be appropriately managed, the IRAC Sponsoring Director and IRAC Chairperson must take appropriate steps to manage the conflict. This may include requiring that the 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 IRAC Chairperson and all members and attendees at meetings:

- behave honestly and with integrity during all Committee 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 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 IRAC
- disclose actual, perceived or potential conflicts of interest in accordance with the Charter
- not make improper use of:
 - information received by the Committee
 - resources provided to the Committee
 - Committee 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 IRAC term will be held at the Reef 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 Charter 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 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 member explaining why they nominated for the Committee, their field of expertise, their sector, Traditional Owner group(s) or organisation (if applicable), and any disclosure of interests.

If new 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 IRAC Sponsoring Director, to undertake an individual induction before attending their first meeting. Where possible, the induction will be held directly prior to a IRAC meeting occurring.

FEES

In accordance with MPA Board meeting 269 the 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*. The Chairperson will be paid daily sitting fees for the IRAC meetings and for formal pre-meetings and preparation.

An acting 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.

Members, including the Chairperson, shall be paid a daily sitting fee for attendance and participation in official IRAC 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 Chairperson and members as part of the appointment package. Acting Chairperson's will be provided the form after the relevant Committee meeting.

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

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

APPENDIX 1: INDIGENOUS REEF ADVISORY COMMITTEE TERMS OF REFERENCE

OPERATIONS

The Indigenous Reef Advisory Committee (IRAC) shall operate in accordance with the Indigenous Reef Advisory Committee Charter, and the IRAC 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, geographic location, relationships and networks with Reef Traditional Owners or relevant groups or sectors.

Members of the IRAC will be appointed in accordance with the Charter and will comprise, where reasonably practicable, a majority of Traditional Owners connected to the Great Barrier Reef/from across management areas of the Great Barrier Reef catchment, representatives from Traditional Use of Marine Resource Agreements, 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.

All members are expected to adopt a broad perspective on IRAC business that is raised.

TERMS OF REFERENCE

The Committee will provide objective advice, insights and recommendations on:

1. A range of Reef management strategies including but not limited to plans, programs, legislation, policy and guidelines directly related to the management of the Marine Park and to give effect to the objects of the Great Barrier Reef Marine Park Act 1975 (the Marine Park Act).
2. Designing and implementing strategies to enhance co-management through partnerships and engagement and build the capacity and capability of Traditional Owners with advice on how the Reef Authority can support Traditional Owner management of Sea Country.
3. Culturally appropriate communication and education for use between local communities, managers and Reef stakeholders to build a better understanding and awareness of Traditional Owner's co-management and connection to the Great Barrier Reef.
4. World's best practice inclusion of Traditional Owner knowledge and expertise, representation, science and Sea Country management practices to improve the health of the Reef and demonstrate efforts on a national and international stage.
5. Emerging or unfamiliar issues occurring within the Marine Park and the Great Barrier Reef World Heritage Area.

The Indigenous Reef Advisory Committee is not decision-making body. Advice and recommendations provided to the Marine Park Authority Board are non-binding.

NOTE:

These terms of reference should be considered in the context of guiding Commonwealth and State legislation and policies, including the *Native Title Act 1993*, Universal Declaration of Human Rights, *Queensland Anti-Discrimination Act 1991*, Closing the Gap Policy and National Reconciliation.

The Committee recognises that Indigenous Australians are described by a number of acknowledgements, including but not limited to Traditional Owners, Indigenous Australians and First Nations people, each group identifies with a different acknowledgement and this document is intended to be inclusive.

APPROVAL

Marine Park Authority Board - MPA289

Date: 27 February 2025



Australian Government
Great Barrier Reef
Marine Park Authority



Reef
Authority

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