

# **LOCAL MARINE ADVISORY COMMITTEE**

## ***GUIDELINES***

**Version 1.7 - February 2009**



**Australian Government**

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**Great Barrier Reef  
Marine Park Authority**

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## **1. PURPOSE OF LOCAL MARINE ADVISORY COMMITTEES**

The purpose of the Local Marine Advisory Committees (LMACs) is to:

1. Improve the involvement and support of local communities in the management, the ecologically, socially and economically sustainable use, and the conservation of the Great Barrier Reef World Heritage Area.
2. Advise the Great Barrier Reef Marine Park Authority (the Authority or GBRMPA), the Environment Protection Agency (especially, Queensland Parks and Wildlife [QPW]), Day-to-day Management, and appropriate agencies on issues and policies relating to specific activities, conservation, environment, public information and public education concerning their local catchment, marine and coastal region.
3. Facilitate communication between user groups in the local community.
4. Promote the exchange of information about, and raise awareness of, issues impacting on the Great Barrier Reef ecosystem between communities, the GBRMPA, the Environment Protection Agency (especially, QPW), Day-to-day Management, and other management agencies.

## **2. TERMS OF REFERENCE OF LMACS**

1. To provide a forum for discussion of matters relevant to the management, the ecologically, socially and economically sustainable use, and the conservation of marine and coastal resources in the Great Barrier Reef World Heritage Area (GBRWhA) especially in matters relevant to the local region.
2. To keep informed of relevant local GBRMPA and QPW issues, and local community views and concerns.
3. To provide a channel of communication between users of the GBRWhA, management agencies and interest groups to work towards identifying and resolving issues at a local level.
4. To provide a mechanism, including helping to source funding, for the active participation of local communities and regional bodies in environmental actions and activities associated with the GBRWhA.
5. To enhance public awareness through participating in the sharing of information within their local communities on marine and coastal environment and associated issues and the role of LMACs.
6. To advise relevant marine management agencies on matters which may involve alterations to the marine and associated coastal wetland environments, which may impact on the GBRWhA.
7. To provide an equitable forum in which to allow all committee members to express the views and opinions of their representative groups.
8. To instigate, facilitate, and /or participate in projects in partnership with the Authority, QPW and /or other agencies on matters relevant to the management, ecologically sustainable use, and conservation of marine and coastal resources in the GBRWhA.
9. To provide, where possible, a foundation for volunteers to work from, when conducting, facilitating, participating in and / or supporting marine related projects - this activity may be through a sub-group or working group drawn from the main committee.

### **3. EXPECTED OUTCOMES OF LMACS**

1. LMACs are recognised by local communities, relevant industry and community organisations, and State and Commonwealth Government agencies, as a means whereby local communities have an effective input into, the ecologically, socially and economically sustainable use, and the conservation management of the Great Barrier Reef World Heritage Area especially in matters relevant to the local region.
2. The Authority and relevant management agencies are advised on important local matters relating to management of the GBRWHA, the ecologically sustainable use, and the conservation of marine and coastal resources.
3. The Authority and other relevant agencies receive advice, as requested, on management decisions, including the development of policies and guidelines.
4. Management agencies remain informed of important local issues and maintain a high degree of community contact through LMACs input on management procedures, systems and plans etc.

## **4. COMPOSITION OF LMACS**

Usually there are eleven Local Marine Advisory Committees in the following regions:

1. Burnett - Burnett Local Marine Advisory Committee
2. Gladstone - Gladstone Region Local Marine Advisory Committee
3. Yeppoon - Capricorn Coast Local Marine Advisory Committee
4. Mackay - Mackay Local Marine Advisory Committee
5. Whitsundays - Whitsunday Local Marine Advisory Committee
6. Townsville - Townsville Local Marine Advisory Committee
7. Hinchinbrook - Hinchinbrook Local Marine Advisory Committee
8. Cassowary Coast - Cassowary Coast Local Marine Advisory Committee
9. Cairns - Cairns Local Marine Advisory Committee
10. Port Douglas - Douglas Local Marine Advisory Committee
11. Cape York - Cape York Local Marine Advisory Committee

Other advisory mechanisms may be employed to work with communities in the north of Cape York.

### **4.1 Membership of LMACs**

Membership of LMACs is voluntary. The indicative size of LMAC membership is approximately fifteen (15) people but may vary from region to region. LMACs can be comprised of a limited number of representatives from the range of interest groups or individuals who wish to contribute to the management of the Great Barrier Reef World Heritage Area including:

- Commercial fishing industry interests
- Recreational fishing interests
- Charter Boat/Fishing Guides/Game Fishers
- Recreational boating (eg. yachting clubs)
- Agricultural industry
- Aquaculture industry
- Conservation interests
- Aboriginal and Torres Strait Islander interests
- Tourism interests
- Local Government Authorities
- Progress Associations
- Port, shipping or industrial interests
- Local user groups involved in the management of natural resources, such as Canegrowers Association and Integrated Catchment Management committees
- Any other person/interest group who can demonstrate a separate significant interest in marine resource matters in the region.

## **4.2 Selection of Members**

Members are appointed by the Great Barrier Reef Marine Park Authority. The Authority will call for nominations for membership of the LMACs every three years, as far as possible, at the beginning of the financial year. This will be done by advertising in the local press and contacting the major stakeholder groups seeking nominations for members. Members should be acknowledged formally by their representative group (where applicable) as being representative of that group or be able to demonstrate a capability of contributing on behalf of the local community more broadly.

The Authority will advertise in the regional newspapers, calling for representatives to sit on the LMAC or for existing members to continue their representation. This advertisement will identify relevant user/interest groups and specify the requirements of the representative to sit on the committee.

The selection process will be based upon the nominee's ability to be committed to the LMAC, and their capacity to represent effectively, and report back to their respective organisation. Consideration will be given to ensure a balance of interest groups is represented on the LMAC and in consultation with the existing LMAC Chair. In particular, membership will be subject to appointment of appropriate representatives to dedicated seats on each LMAC that should reflect the entire range of interest groups for each LMAC region.

The Authority will appoint members by way of an appointment letter.

The committee may recommend expansion of the committee or replacement of a member by writing to the Chair of the Authority.

## **4.3 Other Participants at Meetings**

### **Guests**

Committees may request other participants to attend the LMAC meetings as guests, e.g. for specialist briefings or to allow greater numbers of representative group members to hear a specific briefing. Determination of these matters should be reached under the LMAC Chair's direction.

Where possible, specific user or interest groups should be notified by the Committee Chair if a topic is to be discussed that will affect or impact upon those groups. If a group is not represented on the committee it may be a good opportunity to invite them to attend an initial meeting and then to nominate a member if appropriate.

### **GBRWhA Agencies**

Regular meeting attendees include Great Barrier Reef Marine Park Authority and Queensland Parks and Wildlife (QPW) staff. Being the partner agencies responsible for management of the GBRWhA, these staff are not formal members of the LMAC. They attend meetings in the capacity of guests, to listen to the committees' concerns regarding management of the GBRWhA and to keep the committee informed of agency activities.

### **Other Government Agencies**

Representatives of State and Commonwealth agencies (eg. Queensland Department of Primary Industries and Fisheries, including the Queensland Boating and Fisheries Patrol) are not members of the LMACs, but may be invited to meetings as guests to contribute to the work of the LMAC.



### **Proxies**

A person may appoint a proxy to represent them and their stakeholder group at a meeting in their absence. The proxy is appointed in writing or verbally by the person being represented, and must be approved by the LMAC Chair prior to the meeting.

The proxy may vote on behalf of the person and stakeholder group they represent, however the proxy's vote counts as one vote only.

A proxy is not a member of the committee and should only attend meetings in the absence of the person and stakeholder group they are representing.

## **5. REQUIREMENTS OF THE CHAIR AND SECRETARY**

### **5.1 Chair**

#### **Election of Chair**

Chairs will be selected by committee members, in consultation with the Authority. Any vote for positions may be by secret ballot at the discretion of the meeting. When selecting a Chair, the Committee should give consideration to the nominee's:

- previous involvement with community groups;
- experience in chairing meetings;
- standing within the local community; and
- demonstrated ability in the role of Chair, as described below.

An election should be held every three years to appoint a Chair for each of the Committees. This is done by requesting nominations for the position of Chair from the Committee for the following three years. Once a delegate or delegates have been nominated, a vote is taken on the suitability of that delegate/s and, if appropriate, the delegate/s states whether he/she accepts or declines that position. The person must then be accepted in that position by the Chair of the Authority and appointment will be made in writing. A record must be kept of who nominates the delegate/s, as well as the delegate/s elected.

In order to maintain some uniformity between the LMACs, it is desirable for the Committees to work within the boundaries of the Committee term - the election should take place as close as possible to the beginning of the term.

An independent Chair is an option for some LMACs, as on occasion there is conflict of interest in some regions. The Authority will assist in finding and selecting such a Chair and will have regard for the appointee's independence and standing in the community of the respective region. There will be a vote taken on the election of this Chair by the existing Committee after suitable nominations are identified by the Committee and the Authority.

#### **Role of the Chair**

1. The Chair's primary role is to preserve order by chairing the meetings of the Committee according to generally accepted meeting procedures (Appendix 2).
2. In the event that the Chair is absent from any Committee meeting, members present may elect a member to chair the meeting.
3. The Chair must be consistent, impartial and without bias. He/she must follow the rules of natural justice, the LMAC Guidelines, and comply with common law requirements (see Appendix 2). The Chair should encourage broad representation at every opportunity.

The Chair must prepare for the meetings by liaising with the Secretary and Regional Liaison Staff to arrange invitations to guest speakers, agendas and notice of meetings etc. It is expected the Chairs will meet together at least once a year to discuss issues and achievements.

#### **Fees for Chairing**

Chairs will be paid a fee of \$120 by the Authority for each meeting. Funding is provided for 6 meetings per year (see Appendix 7).

## 5.2 Secretary

### **Election of the Secretary**

An election should be held every three years to appoint a Secretary for each of the Committees. This is done by requesting nominations for the position of Secretary from the Committee for the following three years. Nominees must apply for the position and refer to their skills against the role of the Secretary as described below. If a member is nominated, a vote is taken on the suitability of that member. Any vote for positions may be by secret ballot at the discretion of the meeting. If appropriate, the member states whether he/she accepts or declines that position. A record must be kept of who nominates the member as well as the member elected.

The Committee may also seek, with the assistance of GBRMPA staff, a suitable person outside the Committee to provide professional secretarial support. The committee should advise the Authority accordingly. The Authority will provide funding for secretarial support (see below).

### **Role of the Secretary**

The Committee Secretary is responsible for:

- the preparation of correspondence from the Chair or the Chair's delegate;
- coordinating incoming mail;
- maintaining an attendance register;
- preparation and circulation of meeting agendas (Form B), minutes and action sheets;
- coordination of LMAC activities as required.

Records of meetings are to be drafted by the Secretary, confirmed by the Chair of the LMAC and then circulated to members and other LMACs and agencies that have requested copies. The record of meetings should comprise **minutes** from the previous meeting and an action sheet together with relevant background notes. These should be circulated within three weeks of the meeting.

A **notice of meeting** with date, venue, time, agenda etc. should be sent to members no later than one week prior to the next meeting.

**Agendas** should have a standard time allocation of approximately ten minutes for the GBRMPA and QPW representatives to brief the committee on relevant issues. Representatives of other Government agencies (eg. the Queensland Department of Primary Industries and Fisheries including Queensland Boating and Fisheries Patrol) staff should also brief the committee on relevant issues that have arisen since the last meeting.

In preparation for LMAC meetings, the Secretary should summarise incoming and outgoing correspondence. This summary can be given to committee members at the meeting or sent with the agenda rather than reading the correspondence at the meeting.

### **Funding for Secretarial support**

Funding will be provided for secretarial support at the rate of \$25/hour for a maximum of 10 hours/meeting (see Appendix 7). All time allocated to LMAC business must be logged for the secretary to be eligible for this remuneration. If more than 10 hours of secretarial support is required, it is possible to seek prior approval for this from the GBRMPA, subject to explaining the need. Travel will also be paid at the rate of 53.8 cents/km, up to 50 km/meeting (see Appendix 7). Funding is provided for 6 meetings per year.

### **5.3 Reporting procedures for LMACs on specific issues**

To facilitate the Authority's and other appropriate agencies' consideration of issues Committee Chairs are requested to provide a short written or verbal report after each meeting to the relevant Director (if absent) on issues addressed, action taken, outcomes achieved and advice to the Authority on how best to manage the impacts of these issues. Operational issues could also be raised in these reports.

When reporting on specific issues, it is recommended that the report be supported with appropriate documentation. It is intended that these reports be very short and the format and content be determined in consultation with the Regional Liaison Manager. See Appendix 1.

### **5.4 Communication with other Advisory Committees**

It is desirable that the LMAC Chair contacts other LMAC Chairs to discuss the exchange of minutes. Financial support may also be provided, upon assessment of a written proposal, to allow each LMAC to visit and participate in a meeting, with one other LMAC each year. This will help ensure that members are kept informed on issues of mutual interest. The Regional Liaison Staff can facilitate the sharing of meeting minutes between LMACs. It is the Regional Liaison Staff's responsibility to compile brief reports to the relevant Director of the Authority, through the Director of Community Partnerships Group, following each meeting. These reports may also be provided to Reef Advisory Committees as appropriate. In addition, communication between different LMACs, communication with RAC's and the general public will be facilitated by placing the Minutes of LMAC meetings on the internet.

The Director responsible for co-ordination of LMACs will ensure that a paper on current work of the LMACs and issues for LMACs is made available as a standing item at MPA meetings.

GBRMPA Directors attending LMAC meetings are required to report on the meetings and issues raised to the Authority's Senior Management Team.

## **6. OPERATING PROCEDURES**

### **6.1 Induction**

At the first meeting of the LMAC after appointment, the Director, Regional Liaison Staff, QPW staff and committee members should organise and participate in an induction program that would include:

1. Familiarisation with the LMAC Guidelines, especially addressing the LMAC role so all members are clear of what they can and cannot expect from participation in an LMAC.
2. Information on the structure of the GBRMPA and its relevant policies and management regimes.
3. Information on the structure of the QPW and its relevant policies and management regimes.
4. Introduction of each of the members by themselves as to their particular skills, the stakeholder group they represent, and their issues and interests.

A separate, dedicated induction program, arranged by the Regional Liaison Staff, should be conducted with LMAC Chairs and LMAC Secretaries as to their roles, responsibilities and to provide additional skills training as required.

## **6.2 Annual Work Program**

The annual work program needs to recognise that LMAC members are volunteers, often also members of other volunteer community organisations, and limited in the commitment that they may make to projects and activities.

To assist in prioritising the work of the LMAC, each Committee, in consultation with the relevant Director and regional staff of the QPW should develop an annual work program. This work program should reflect the key issues in each region, priority issues for the management agencies, and incorporate a focussed, prioritised and realistic action plan to address these issues. The annual work program should distribute the workload throughout the LMAC members and throughout the year.

## **6.3 Frequency and Timing of Meetings**

The frequency of LMAC meetings should usually be bi-monthly and a date decided upon by the committee having regard to issues of business to be dealt with according to the annual work program.

The Authority will fund up to six meetings per year. Additional meetings will not attract financial support unless agreed in advance by the Authority.

There may be the provision for special meetings, should the need arise and the option of holding subcommittee meetings between general meetings to address specific issues that may arise.

Committees may hold public information sessions, in consultation with the Authority, on particular issues. These public meetings may be advertised in the regional newspaper to allow the community the opportunity to attend (see Appendix 10). Matters raised at public meetings should not be regarded as Committee resolutions or decisions.

## **6.4 Funding**

### **Annual Administration Fee**

The Authority will provide annual funding of \$1000 to provide for administrative costs, such as postage, fax and telephone. This will be paid in advance, upon receipt of an invoice from the LMAC (see Appendix 7). The administrative funding is required to be acquitted by the Committee's Chair annually, at the end of each Financial Year in a format approved by GBRMPA. (See also Section 6.11 and Appendix 11)

Acquittals should be sent to the relevant Regional Liaison Manager and must provide a balance of funds and a detailed reconciliation of expenditure. The following year's administration fee will not be paid without acquittal of the previous year's funding.

Any proposed use of the annual funds apart from administrative costs should be discussed with the Regional Liaison Manager. The decision to use these funds will depend on the LMAC terms of reference whilst bearing in mind the need for the Authority to account for the expenditure of public monies.

The LMAC is required to open a bank account for receipt and disbursement of administration funding. At least two signatures are required on the bank account.

A balance of funds should be reported at every meeting and recorded in the minutes.

### **Project Funding**

Funding of up to an additional \$4000 based on project proposals to each LMAC may also be available. The additional \$4000 is to fund proposals in each LMAC's work program and will be subject to approval by the Director associated with the LMAC. For example, proposals in the work program may involve: support to Reef Guardian Schools, public information forums, local monitoring relevant to the Marine Park, subsidies for excessive travel by distant LMAC members or attendance by LMAC members or school children at conferences.

### **Funding for Service**

In addition to this, the Authority will pay fees for Chairs and Secretarial duties based on bi-monthly meetings (see Appendix 7). Chairs will be paid a fee per meeting in recognition of their contribution, to offset travel and communication costs (see section

5.1). Secretarial support will also be funded on an hourly basis (see section 5.2) and paid for travel expenses. In the case of attendance at workshops, conferences and special meetings, the committee should discuss the possibility of additional funding with the Regional Liaison Staff.

### **Other**

If an agency, other than Great Barrier Reef Marine Park Authority proposes that an LMAC undertake a task or hold an additional meeting to address issues or provide advice for that agency, these costs should be met by the agency initiating the request. Should the need arise for individual committees to form a sub-committee to work on a particular issue, the Authority will, at the request of the committees, consider additional funding for secretarial support, if the annual allocation is insufficient for this purpose.

The Authority will host and fund an annual workshop in Townsville and invite all LMAC Chairs and one member of each committee.

## **6.5 Insurance Cover for Members**

LMAC members undertaking LMAC activities, under the direction of the GBRMPA, are covered for workers compensation, accidents or injuries as follows: (a) Employees of government departments and agencies or semi-government bodies who attend meetings as part of their duties should be covered by their employer; (b) Employees of private sector organisations who attend meetings to represent their employer or industry should be covered by their employer; (c) Other persons who attend an LMAC activity to represent a community group, which is not insured for this purpose, or as an individual, will be covered under the Commonwealth Government's Workers Compensation scheme for loss of income incurred as a result of an accident or injury. Specific enquiries regarding workers compensation coverage for individual LMAC members should be made to the Human Resources Manager, GBRMPA through the Regional Liaison Manager.

## **6.6 Term of Appointment of Members**

Generally, members will be appointed for three years.

## **6.7 Resignation of Members**

On resignation, members representing an association or interest group will be requested to nominate a replacement from that association or interest group to fill the residual portion of the three-year term. A nomination form for the nominated individual with endorsement from the association or interest group should be completed and forwarded to GBRMPA for consideration of appointment by the GBRMPA.

## **6.8 Responsibility of Members**

The LMAC member is expected to report back to his/her constituency after each meeting and circulate any relevant documentation to their group. In the case of absence, the member can nominate a proxy for voting purposes.

Members must accurately represent the views of their group or organisation - without personal bias and without letting self interests interfere with the committee processes.

Members should conduct themselves according to generally accepted meeting procedures (Appendix 2). If there is a recurring problem with a specific member being disruptive, the

Committee should decide if that member's group/organisation should nominate a replacement representative.

## **6.9 Endorsement of Representatives in other forums**

Any person representing an LMAC at another forum must be endorsed to do so by a meeting of the LMAC or by the Chair.

### **6.10 When to Vote - Quorum**

As a general rule, it is not expected that Committees should put issues to a vote. In any such case, standard meeting procedures (see Appendix 2 part B) should be followed, and only Committee members are to participate in voting.

A minimum of 50% + 1 of a Committee's members constitute a quorum at any meeting of a Committee. In some cases when a specific interest/user group is absent from a meeting at which a discussion takes place that could affect that organisation/group, members should be advised of the issue prior to the following meeting to ensure they have an opportunity for input. If the opportunity to comment has not been taken by an absent user/interest group, the Committee should proceed with the discussion and any subsequent advice.

As a matter of course, all members of the Committee, including the affected user/interest group, should be notified of the outcome of such discussions, usually through the minutes.

#### **Chair to have Casting Vote**

The member chairing a meeting of a Committee may have a deliberative vote and, in the event of an equal number both for and against, also has a casting vote.

#### **Recommendations of an Advisory Committee - Voting**

Subject to the direction of the chair, a recommendation of a majority of the members present and voting at a meeting of a Committee at which a quorum is present, shall be the recommendation of a Committee and deliberations of committees are to be recorded in the minutes showing majority/minority views.

### **6.11 Records to be Kept**

The Secretary of the Committee shall keep a record of its recommendations and accurate minutes of its proceedings at meetings and distribute to the Regional Liaison Manager and to other LMACs, via each Secretary, if requested. Meeting records and correspondence are to be kept by the Secretary and filed so as to allow access by committee members, auditors and the Regional Liaison Staff. Financial records of receipts and expenses are also to be kept by the Secretary.

#### **Acquittals**

At the end of each financial year the Chair is required to submit an annual acquittal of administration funds. An acquittal form is provided in Appendix 11 item H. The acquittal should provide a summary of expenditure and a balance of funds held.



## **6.12 Guest Speakers**

A guest speaker may be invited to address the committee on a specific issue or provide information. It is appropriate to ask the speaker to provide a hard copy or some backup documentation of their presentation to help with accuracy of recording minutes. It is desirable for the speaker to give their presentation early in the meeting so they do not have to stay for the entire meeting. It is recommended that the LMAC Chair consult with the Regional Liaison Staff to organise guest speakers for meetings.

## **6.13 Authority to make Media Comment**

Media releases are to accurately reflect the views of the Committee. Any such media releases are only to be made upon the authorisation of the Committee and only through the Chair with approval by the relevant GBRMPA Director, Communication and Education Director or relevant media managers (see Appendix 10). It is considered good practice for LMACs to release media comment after each meeting if relevant and topical issues have been discussed for the purpose of informing the community of the diversity of subjects discussed and any resolutions. It is understood that the committee has the confidence in the Chair to make correct/accurate comments on behalf of that committee if necessary.

If the LMAC wishes to make comments to the media regarding LMAC meetings or LMAC events this may occur without consultation with GBRMPA. However, it would be considered a courtesy to inform the relevant GBRMPA Regional Liaison Manager, Director, Communications and Education Director or relevant media manager (see Appendix 10). This does not refer to management or policy matters relevant to GBRMPA, QPW or other management agencies.

As a reciprocal courtesy, and in the interests of good communication, the GBRMPA will ensure that LMAC Chairs receive all relevant GBRMPA media releases.

The initial contact with media is to be made through the Chair of the committee, unless otherwise nominated or specified. No member may speak independently on behalf of the committee or comment on any business transacted in the meetings without authority from the Chair. However they can speak on behalf of the LMAC to their organisation/group. Often the 'Letters to the Editor' column is a valuable way to get an opinion across.

The GBRMPA Communications team can assist the LMAC by providing Communications support including a timely editorial service for media releases if required, to maximise potential for media uptake (see Appendix 10).

## **6.14 Making Comments**

As is the case with any comments, verbal or written, individuals commenting on behalf of the LMAC or themselves must be careful not to defame the character of any individual/organisation in any way. The LMACs are not incorporated, therefore any individual who makes comments, or repeats comments, that may defame another individual may be personally liable to legal action. (Appendix 1)

## **6.15 Vacation of Office**

A member shall be deemed to have vacated his or her office:

- (a) If he/she is absent from three consecutive ordinary meetings of a Committee of which reasonable notice has been given; or
- (b) If he/she resigns membership by writing to the Chair of the LMAC.

## **6.16 Subcommittees/Working Groups**

On occasion when a specific issue may need to be addressed outside the general parameters of LMAC meetings, the Chair from the existing committee may form a subcommittee. Once such a sub-committee or working group has been formed, it is at the discretion of that committee how often it meets. The general LMAC meeting should be addressed by a spokesperson from the subcommittee to keep members updated on progress of the subcommittee.

As a general rule, when a subcommittee drafts responses to a specific issue these drafts must be sent to all committee members prior to the next meeting to allow perusal and to ensure endorsement can be made at the next LMAC meeting. Such draft responses must be tabled before the meeting and the documents approved by members as an accurate representation of the views of the LMAC. The endorsed responses are then sent to the relevant parties.

However, in the event that frequent meetings are not practical or possible, the Committee may agree that the subcommittee make a submission on behalf of the LMAC.

## **7. APPENDICES**

### **APPENDIX 1. Additional Information**

#### **Giving advice**

To facilitate the Authority's and other appropriate agencies' consideration of issues and advice from the LMAC, advice should be written and supported with appropriate documentation. The following guide is to assist in compiling advice:

- a) Does the LMAC support the type of proposal or activity stated?
- b) Provide a brief explanation of the issue being addressed and why it is being addressed.
- c) What are the various options that may be considered to solve the problem and the advantages/disadvantages of each?
- d) If consensus is not reached, records must show an indication of the level of support and opposition to the proposal, together with the identification of the groups or individuals supporting or opposing the proposal.
- e) It is important to include the best available information and reference this to support the proposal. If a preliminary recommendation only is forthcoming, it would be appropriate to indicate that extra information or data collection is necessary.
- f) Identify the effects of implementing the proposal on different groups and the community, and if necessary any actions that may offset such effects.
- g) The Authority will provide written feedback in response to the advice.
- h) On occasions, advice to parties other than GBRMPA should more appropriately come from one or more individual organisations represented on the LMAC.
- i) When the LMAC wishes to provide advice on an issue that affects more than one LMAC region, the relevant GBRMPA Director can assist in coordination of advice from multiple LMACs.

#### **Information**

If the LMAC considers it appropriate, the Secretary or Chair may keep a reference library that members are able to refer to if the need arises. The GBRMPA has an extensive library that is available for public use. For access to the Library's collection and services, contact the Librarian on 4750 0801. If an LMAC requires maps or zoning plans for a specific project, then consult with the Regional Liaison Staff. Once these maps are provided they will remain the property of the LMAC.

## **APPENDIX 2. Meeting Procedures (Parts A and B)**

### **A. LMAC meeting procedures**

#### **1. LMAC Chair roles and responsibilities**

##### **Prior to meeting**

- Prepare for each meeting by liaising with the LMAC Secretary and Regional Liaison staff on agenda items; arrange invitations to guest speakers, and notice of meetings etc.
- Ensure you have a personal copy of the minutes of the previous meeting.
- Prepare update of the status of LMAC projects, activities and actions.
- Prepare, in consultation with the LMAC Secretary a brief verbal report on LMAC finances prior to each meeting.

##### **During meeting**

- Chair the LMAC meetings according to generally accepted meeting procedures (see LMAC Guidelines).
- Provide update of the status of LMAC projects, activities and actions.
- Provide a brief verbal report on LMAC finances at each meeting.

##### **Post meeting**

- Provide input on the meeting minutes when requested by the LMAC Secretary.
- Arrange with other LMAC Chairs to exchange meeting minutes as required.
- Submit LMAC Chair payment claim form to the Regional Liaison Manager (more information on how to claim the payment is available in Appendix 7).

##### **Other responsibilities**

- Coordination of LMAC activities as required.
- Provide an annual acquittal of administration funds at the end of each financial year (or otherwise as requested by GBRMPA). The acquittal should provide a summary of income expenditure and a balance.
- The LMAC Chairs will meet together at least once a year.

More information on the roles and responsibilities of a Local Marine Advisory Committee (LMAC) Chair can be found in Section 5.1 of the Local Marine Advisory Committee Guidelines.

#### **2 LMAC Secretary roles and responsibilities**

##### **Prior to meeting**

- Seek input into items for the next meeting agenda from the GBRMPA LMAC Director, Regional liaison staff, LMAC Chair and members.
- Prepare meeting agenda (Form A) incorporating comments from LMAC Director, Regional liaison staff and LMAC Chair. Regional liaison staff will provide the Secretary with the consolidated comments from GBRMPA.
- Prepare a report coordinating or summarising the incoming mail for distribution (maybe verbal) to LMAC members.
- Distribute (via email) a notice of meeting, agreed agenda, incoming mail summary, the previous meeting minutes (for noting accuracy) and any other information to all LMAC members and regular guests/observers.
- Print and take copy of the revised previous meeting minutes to the meeting for finalisation.

#### During meeting

- Record meeting attendances, including any apologies.
- Drafting records of meetings or minutes of the meeting (Appendix 7), including recording any action items or decisions made.

#### Post meeting

- Compile the meeting minutes, including listing the motions and decisions reached during the meeting (see template – Appendix 7) and distribute to LMAC Chair, RLM and Director for their comment.
- Incorporate the consolidated comments received from the RLM and ensure the LMAC Chair has confirmed them in order to finalise the meeting minutes.
- Provided a typed (electronic) copy of the final approved minutes to Regional staff.
- Distribute meeting minutes to all LMAC members, regular guests/observers and the RLM for uploading of the decisions/motions minutes to the GBRMPA website.
- Submit LMAC Secretary payment claim forms to the Regional Liaison Manager as soon as possible after LMAC meeting (more information on how to claim the payment is available in Appendix 7).

#### Other responsibilities

- Preparation of correspondence from the LMAC Chair.
- Coordinating incoming and outgoing mail.
- Maintaining meeting attendance register.
- Coordination of LMAC activities as required.
- Maintain and file a record of meeting minutes, correspondence and LMAC financial records.
- Assist with the preparation of the annual financial acquittal of income expenditure.
- Assist in the coordination of LMAC activities as required.

More information on the roles and responsibilities of an LMAC Secretary can be found in Section 5.2 of the Local Marine Advisory Committee Guidelines.

### **3. Regional Liaison staff roles and responsibilities**

Regional Liaison staff are responsible for coordinating the operation of the LMACs in their region.

#### **General tasks**

- Manage the LMACs and represent the GBRMPA's views and policies in relation to issues.
- Coordinate attendance of GBRMPA employees at meetings and provide information link between the LMACs and GBRMPA.
- Facilitate and manage the provision of secretariat services (if required) for the LMACs.
- Liaise and consult with stakeholders, clients regarding LMAC operations and information flow.
- Help arrange travel if required.

#### **General responsibilities**

- Operational maintenance of LMACs.
- Ensure LMAC's operate within their guidelines.
- Attend LMAC meetings as required.
- Ensure relevant policies are dealt with at LMAC meetings and the effective two-way flow of information between LMACs.
- Ensure advice from committees is brought to attention of relevant GBRMPA staff.
- Maintain LMAC files – ensure copies of Agendas, Minutes etc are filed.

#### Prior to meeting

- Ensure LMAC Secretary has distributed previous meeting minutes to LMAC Director, LMAC members, regular guests/observers and any guest speakers.
- Ensure all GBRMPA action items from previous meetings have been addressed or completed.
- Be the point of contact for all GBRMPA staff with regard to GBRMPA agenda items.
- Provide input, in consultation with LMAC Director, on the proposed agenda and forward consolidated comments to the LMAC Secretary.
- Coordinate with LMAC Chair, Secretary and any guest (including GBRMPA) speakers. Ensure a balance of GBRMPA staff attendance at meetings.
- Liaise with guest speakers on travel details and presentation requirements.
- Help the LMAC Director prepare the GBRMPA update.
- Print and take copies of the agenda and previous meeting minutes (for self and Director) to the meeting.

#### During meeting

- Ensure the LMAC Chair provides a report on LMAC finances at each meeting (this can be a 30 second verbal update).

#### Post meeting

- Provide and coordinate GBRMPA comments on the meeting minutes when requested by the LMAC Secretary.
- Report on the meeting and issues raised to the appropriate people and forums.
- Forward the decision/motions meeting minutes to the GBRMPA web master for uploading to the GBRMPA website.
- Ensure Chairs and Secretaries submit payment claim forms as soon as possible after the meeting (more information on how to process these payments is available in Appendix 7).

#### **Other responsibilities**

##### LMAC correspondence

- Regional staff to forward correspondence received from the LMAC to the appropriate GBRMPA officer for action and follows up that reply has been sent by the due date.

##### LMAC meeting minutes and agenda's

- File a paper copy of the agenda and minutes in the appropriate LMAC permanent record file.
- Save minutes in the LMAC file server area under LMAC files/Minutes and correspondence / then the respective LMAC region and calendar year.
- Ensure finalised agenda and decision/motions meeting minutes are uploaded to the GBRMPA web page.
- Facilitate in consultation with the LMAC Chair, the exchange of meeting minutes with other LMAC Chairs.

##### Issues and Action items

- Help ensure the LMAC Director reports any issues raised at the LMAC meetings at the next SMT meeting.
- Ensure that any follow-up actions to manage the issues identified are directed to the appropriate officer. Follow up to ensure appropriate action is taken.
- LMAC Director and regional staff to ensure the information request or response to the identified issue are provided for the next meeting and are discussed with the LMAC to their satisfaction.

#### **4. GBRMPA Director roles and responsibilities**

A GBRMPA Director is assigned each LMAC to ensure the flow of communication of local concerns to the Executive and other senior managers, and to ensure the committee obtains the GBRMPA's position on all relevant issues first-hand.

##### **General tasks**

- In consultation with RLM, select LMAC members from nominations.
- Attend bi-monthly meetings of their LMAC, in conjunction with the regional staff.
- Chair first meeting until Chair is selected.
- Introduce GBRMPA with a presentation at first LMAC meeting.
- Address any queries about GBRMPA and Marine Park management at meetings.
- Offer advice as to how GBRMPA may help the LMAC with issues.

##### **General responsibilities**

- Report on LMAC issues at Senior Management Team Meetings following each LMAC meeting.
- Liaise with the RLM and LMAC Chair on issues of concern to their LMAC.
- Ensure LMAC is supported by GBRMPA.
- Retain an interest in activities and issues affecting their LMAC.

##### **Prior to meeting**

- Print and take copy of the previous meeting minutes and the agenda to the meeting.
- Liaise with Regional staff to prepare GBRMPA update.

##### **During meeting**

- Deliver GBRMPA update, including reporting on the completion of any action items.

##### **Post meeting**

- Report on the meetings and issues raised at the LMAC meeting to the Senior Management Team.

##### **Other responsibilities**

- Ensure that GBRMPA action items from previous meetings are completed (or addressed) and provide report to this effect at next meeting.

#### **5. LMAC members roles and responsibilities**

##### **Prior to meeting**

- Print and take a personal copy of the previous meeting minutes.
- Gather information of importance to their group or organisation to present at the meeting.
- Submit any agenda items (topics for discussion) to the Secretary when requested.

##### **During meeting**

- Present information of relevance.
- Represent the views of their group or organisation.
- Raise any issues or concerns for discussion.

##### **Post meeting**

- Report back or circulate relevant information to your constituency after each meeting.

## B. A Guide to Meeting Procedures

### **Summary from *Horsley's Meetings Procedure, Law and Practices*\***

“A function of meetings generally speaking, is to arrive at and make decisions. These decisions are expressed in the form of resolutions”.

### **The Agenda**

1. An agenda is a list of items or guide to matters to be dealt with at the meeting. It provides a program to facilitate the business in an orderly manner and to be completed within a set time. It enables the items to be arranged in a logical way and helps the meeting to flow. It provides restraint on members from raising matters, which are to be discussed under a later heading, and provides a basis on which to write the minutes of the meeting. The agenda should be a logical, comprehensible document designed to communicate the nature and substance of the business to be dealt with.
2. Members should be provided with an agenda no later than one week prior to the meeting with the notice of meeting.
3. Preparation of the agenda is one of the responsibilities of the Secretary in consultation with the Chair and GBRMPA staff (Regional Liaison Manager or Director).
4. Planning of the agenda can help the meeting to be orderly and efficient. The items should be numbered in sequence, with distinct groups sub-divided under a common heading.
5. The order of business should follow the sequence stated in the agenda unless the Chair has the consent of the meeting to alter the order of the agenda.
6. The agenda generally begins with minutes of the previous meeting. This acts as a reminder of decisions made and progress reported at the last meeting. The sequence that follows may be influenced by the relative importance of items to the committee. It is preferable to address business arising from the minutes as individual items or at a later stage under ‘business arising from the minutes’.
7. It is generally agreed that routine matters should be dealt with early in a meeting. This applies to all regular business such as treasury reports, appointment of members, adoption of recommendations by subcommittees etc. The precise nature of routine items acts to establish a conventional meeting atmosphere, which is suitable when discussing contentious matters, and helps to make decisions on important matters. Also if discussion of routine matters occurs late in the meeting, a quorum may no longer be present, as some members may need to leave early. No further resolutions could be passed about items without a quorum, however routine.
8. Where a special resolution is to be proposed, the precise wording of the motion should be on the agenda so that all members can see the exact proposal, which is to be voted on at the meeting.

### **The Debate**

1. The rules of debate of a meeting assist the whole tone and orderly conduct of a meeting and the smooth and efficient running of its business. Its basis is the ordinary rules of good manners and common decency.
2. A debate provides an opportunity for every member (who has something to contribute) to state his/her views. One of the duties of the Chair is to ensure the preservation of the

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\* W John Taggart, 1983. *Horsley's meetings Procedure, Law and Practice*, 2<sup>nd</sup> ed, Butterworths.



right of minorities to air their views during a debate. At the same time a Chair has the authority to curtail a discussion, which may cause unnecessary delay in making a decision. However, even after reasonable discussion the Chair may not terminate the debate if one or more persons wish to speak, unless the majority (by formal motion being carried) consent to its cessation.

3. A Chair needs to be impartial and consistent in his rulings on all occasions, regardless of his personal views and beliefs on the subject, whether or not he has made his views known.
4. Offensive language, personal reflections on another person are not acceptable. Repeated interjections, deliberate heckling or conversation between persons at a meeting should not occur. Such behaviour may be considered by the Chair to be disorderly conduct.
5. A Chair's rulings regarding procedure and the general conduct of a meeting should not be disputed. However a person may move a motion of dissent from a Chair's ruling.
6. All persons present need to appreciate that the business of a meeting is facilitated by their personal observance of the rules of debate and their support of the Chair in his decisions, rulings and maintenance of order.

### **Motions and Resolutions**

1. In a formal meeting, each item of business should be introduced in the form of a motion. In principle a person may not make a speech unless a motion is made at the beginning.
2. When someone makes a motion it is customary for another person to second it. When a motion has been accepted by the Chair he should then re-state the proposal clearly, and it should be recorded in the minutes.
3. The terms motion and resolution are commonly confused. A motion is a proposition submitted to the meeting with a view to it being adopted by a majority vote. A resolution is a motion, which has been carried and is recorded in the minutes as such. To pass a resolution requires no more than a simple majority of those voting by a show of hands.
4. A motion should be clearly worded and in a positive affirmative form. It should commence with the word "that", and be worded in such a way to enable persons to vote in favour or against the proposal.
5. Except for the mover of the motion, each person may speak only once during the debate or 'discussion' about the motion. An exception to this 'once only' rule is that the person who moves a motion has a 'right of reply' and if the motion is debated may speak a second time. The Chair may also use his discretion to allow a second comment by a speaker where, they may need to add an explanation of what was said earlier.
6. A Chair may decline to accept a motion if it does not meet certain requirements:
  - Should not stand in conflict with rules of the committee or contrary to the law.
  - It must be within the scope and authority of the meeting
  - It must be relevant to the business item
  - It must not constitute either a negative of a previous resolution or an attempt to reverse a lost motion.

## **Point of Order**

A person may not be interrupted while they are speaking except for:

- A person moving a closure motion;
- The chair may interrupt in the interests of orderly conduct or to ask the speaker to get to the point;
- Point of order being raised.

A point of order relates more to the manner of speech or to the procedure than to the substance of what is being said. It is an allowable interjection that directs the Chair's attention to breach of order. In effect it is an appeal to the Chair for his ruling. A point of order is often framed as a query, eg "is the speaker in order by ...?"

## **Voting**

1. One of the Chair's most important responsibilities is to ascertain the sense of a meeting for each motion. The true sense, i.e. the overall opinion, attitude is established by putting the motion to the vote.
2. A vote may be cast in several ways; however voting by a show of hands is the primary common law method of ascertaining the sense of a meeting.
3. Voting using a show of hands is conducted by the Chair who requests that those in favour of the motion, raise their hands; then those against. The votes are counted and when the majority of votes is favourable, the Chair announces that the vote is carried, i.e. the resolution passed, and where the majority is not in favour, it is lost.
4. Each person present is entitled to one vote only, however they may choose to abstain from voting.
5. A proxy cannot vote unless the committee's terms of reference say otherwise. Even when the rules permit a proxy to vote, a member who holds a proxy for another may still exercise only one vote.

## **Proxies**

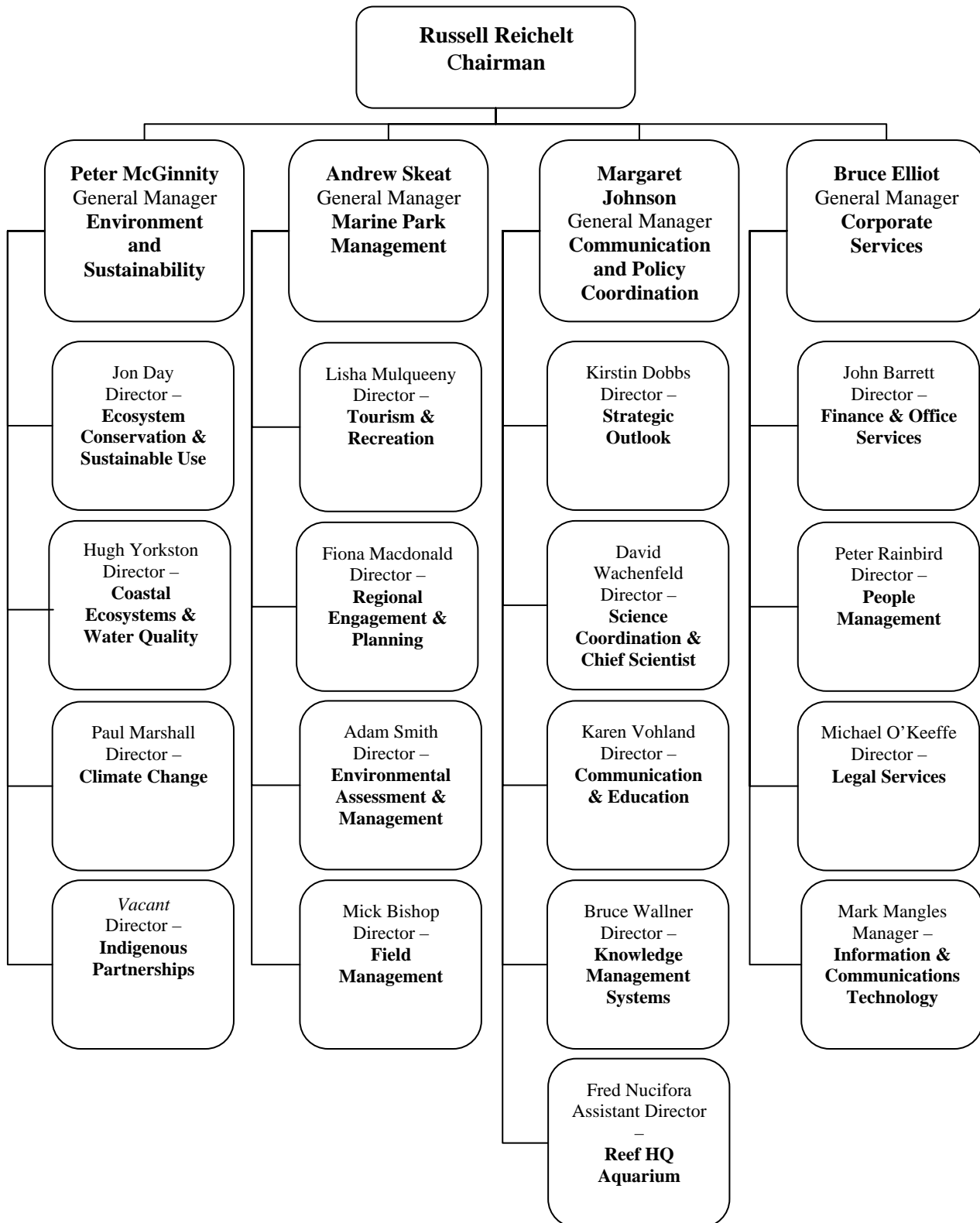
1. A person may appoint a proxy to represent them at a meeting in their absence. The proxy is appointed in writing by the person being represented, prior to the meeting
2. The proxy may be authorised by the committee rules to vote on behalf of the person they represent. If they are permitted to vote, the vote cast by that proxy counts as one vote only.
3. A proxy is not a member of the committee and should only attend meetings in the absence of the person they are representing.

## **Minutes**

1. The purpose of minutes is to provide an accurate, objective account of the proceedings of a meeting, in particular, the decisions made. Preparation of the minutes is one of the Secretary's principal duties. The Chair's responsibility is to be satisfied that they are an accurate record.
2. Written minutes should be prepared for all formal meetings.
3. As the minutes are to provide a correct record of a meeting, there must be no attempt to insert anything in minutes that occurs or develops after the close of the meeting.
4. Minutes must record the exact words of each resolution passed at the meeting.

5. The minutes should be written up as soon as possible after the meeting whilst the events are still fresh in the minds of both Secretary and Chair.
6. The minutes of a previous meeting are generally confirmed at the start of a meeting. This is to allow members to verify that those minutes are an accurate record of the proceedings. If the accuracy of items is queried, it is addressed and may be altered before the meeting agree that they are an accurate record. The Chair then makes the corrections and signs off the minutes.

## APPENDIX 3. GBRMPA Structure



## APPENDIX 4. GOVERNMENT DEPARTMENTS

<b>MARINE ANIMAL HOTLINE</b>	To report injured marine animals	<b>1300 130 372</b>
<b>FISHWATCH HOTLINE</b>	To report illegal fishing activities	<b>1800 017 116</b>
<b>FISH KILLS</b>	To report dead fish sightings	<b>EPA or QPW (as detailed in this appendix)</b>
<b>POLLUTION HOTLINE</b>	To report pollution of marine waterways	<b>1300 130 372</b>
	To report oil spills	<b>Local harbourmaster</b>

### *Queensland Parks and Wildlife (QPW)*

#### **COOKTOWN**

PO Box 611  
COOKTOWN QLD 4895  
Ph: 4069 5777  
Fax: 4069 5574

#### **CAIRNS**

PO Box 2066  
CAIRNS QLD 4870  
Ph: 4046 6601  
Fax: 4046 6606

#### **PORT DOUGLAS**

PO Box 430  
PORT DOUGLAS QLD 4877  
Ph: 4099 4709  
Fax: 4099 4849

#### **INNISFAIL**

PO Box 44  
INNISFAIL QLD 4860  
Ph: 4061 5900  
Fax: 4061 5999

#### **CARDWELL**

PO Box 74  
CARDWELL QLD 4849  
Ph: 4066 8601  
Fax: 4066 8116

#### **INGHAM**

PO Box 1293  
INGHAM QLD 4850  
Ph: 4777 2822  
Fax: 4777 2863

#### **AIRLIE BEACH**

PO Box 332  
AIRLIE BEACH QLD 4802  
Ph: 4946 7022  
Fax: 49 46 7023

#### **MACKAY**

PO Box 623  
MACKAY QLD 4740  
Ph: 4944 7800  
Fax: 4944 7811

#### **ROCKHAMPTON**

PO Box 3130  
ROCKHAMPTON QLD 4701  
Ph: 4936 0511  
Fax: 4936 2171

#### **ROSSLYN BAY**

PO Box 770  
YEPPOON QLD 4703  
Ph: 4933 6595  
Fax: 4933 6619

#### **GLADSTONE**

PO Box 5065  
GLADSTONE QLD 4860  
Ph: 4971 6500  
Fax: 4972 1993

#### **BUNDABERG**

PO Box 1735  
BUNDABERG QLD 4670  
Ph: 4131 1600  
Fax: 4131 1620

**TOWNSVILLE**

PO Box 5391  
TOWNSVILLE QLD 4810  
Ph: 4722 5211  
Fax: 4722 5222

**BRISBANE**

PO Box 155  
BRISBANE ALBERT ST QLD 4002  
Ph: 3227 8185  
Executive Director –Parks Office  
Fax: 3227 7676

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*Queensland Department of Primary Industries and Fisheries (QDPI&F)*

**TOWNSVILLE**

PO Box 1085  
TOWNSVILLE QLD 4810  
Ph: 4722 2688  
Fax: 4778 3634

**CAIRNS**

Northern Fisheries Centre  
PO BOX 5396  
CAIRNS QLD 4870  
Ph: 4052 9888  
Fax: 4035 1401

**MACKAY**

PO Box 668  
Mackay QLD 4740  
Ph: 4951 8724  
Fax: 4951 4509

**ROCKHAMPTON**

PO Box 76  
ROCKHAMPTON QLD 4702  
Ph: 4936 0211  
Fax: 4936 1484  
Fax: 4936 1484

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*Queensland Boating & Fisheries Patrol*

**THURSDAY ISLAND**

38 Victoria Parade or  
PO Box 238  
THURSDAY ISLAND QLD 4875  
Ph: 4069 1772  
Fax: 4069 1385

**AIRLIE BEACH**

Office 9 Able Point Marina, or  
PO BOX 851  
AIRLIE BEACH QLD 4802  
Ph: 4946 7003  
Fax: 4946 5186

**PORT DOUGLAS**

Ashmore Avenue or  
PO Box 412  
PORT DOUGLAS QLD 4871  
Ph: 4099 5160  
Fax: 4099 5172

**TOWNSVILLE**

60 Ross Street  
SOUTH TOWNSVILLE QLD 4810  
Ph: 4772 7311  
Fax: 4721 5458

**CAIRNS**

64-66 Tingara Street  
CAIRNS QLD 4870 or  
PO Box 7453  
CAIRNS QLD 4870  
Ph: 4035 0700  
Fax: 4035 1603

**BOWEN**

6 Herbert Street or  
PO Box 1080  
BOWEN QLD 4805  
Ph: 4786 3444  
Fax: 4786 3542

**INGHAM**

7 Haigh Street or  
PO Box 1213  
INGHAM QLD 4850  
Ph: 4776 1611  
Fax: 4776 3637

**MACKAY**

DPI Building  
Tennyson Street or  
PO Box 668  
MACKAY QLD 4740  
Ph: 4951 8724  
Fax: 4951 3004

**GLADSTONE**

Alf O'Rourke Drive, Gladstone Marina or  
PO Box 1258  
GLADSTONE QLD 4680  
Ph: 4972 0699  
Fax: 4972 0855

**BUNDABERG**

Enterprise Street or  
PO Box 1143  
BUNDABERG QLD 4670  
Ph: 4131 5817  
Fax: 4131 5829

**PINKENBA**

McArthur Avenue East  
BRISBANE QLD 4008 or  
PO Box 10  
BRISBANE QLD 4008  
Ph: 3860 3506  
Fax: 3860 3550

**YEPPON**

John Dowes Drive  
ROSSLYN BAY QLD 4703 or  
Po Box 927  
Ph: 4933 6404  
Fax: 4933 6359

**BRISBANE**

5<sup>th</sup> Floor, Forestry House  
160 Mary St or  
GPO Box 3129  
BRISBANE QLD 4001  
Ph: 3224 7797  
Fax: 3229 6079

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*Queensland Water Police***THURSDAY ISLAND**

Douglas Street or  
PO Box 190  
THURSDAY ISLAND QLD 4875  
Ph: 40 69 1520  
Fax: 40 69 1432

**WHITSUNDAY**

Shingley Drive  
AIRLIE BEACH QLD 4802  
Ph: 4967 7222  
Fax: 4967 7211

**CAIRNS**

64-66 Tingira Street  
PORTSMITH QLD 4871  
Ph: 4035 1733  
Fax: 4052 7477

**YEPPON**

Lot 136 Britannia Ave  
ROSSLYN BAY QLD 4703  
Ph: 4933 7990  
Fax: 4933 7992

**TOWNSVILLE**

55 Sixth Street  
Townsville QLD 4810  
Ph: 4760 7812  
Fax: 4721 6715

**HERVEY BAY**

1 Jetty Road  
URANGAN QLD 4655  
Ph: 4125 3900  
Fax: 4125 3833

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***Australian Maritime Safety Authority***

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**BELCONNEN**

Buildings 7 & 8

Benjamin Offices

BELCONNEN ACT 2617 OR

PO Box 1108

BELCONNEN ACT 2616

Ph: (06) 279 5000

Fax: (06) 279 5866

**BRISBANE**

**8th Floor**

363 Adelaide Street

BRISBANE QLD 4000

Ph: 3835 3600

Fax: 3832 1202



## APPENDIX 5. AGENCIES AND STATUTORY AUTHORITIES

### *Queensland Seafood Industry Association Inc (QSIA)*

QSIA

PO Box 6597

CAIRNS QLD 4870

Ph: 4035 2438

Fax: 4035 1394

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### *Australian Institute Of Marine Science (AIMS)*

AIMS

Cape Ferguson

PMB No. 3

TOWNSVILLE QLD 4810

Ph: 4753 4444

Fax: 4772 5852

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### *Great Barrier Reef Marine Park Authority (GBRMPA)*

#### **GBRMPA**

TOWNSVILLE OFFICE

2-68 Flinders Street East

PO Box 1379

TOWNSVILLE QLD 4810

Ph: 4750 0700

Fax: 4772 6093

CAIRNS OFFICE

Level 2, Orchid Plaza

58 Lake Street

PO Box 6091

CAIRNS QLD 4870

Ph: 4057 0700

Fax: 4051 9866

MACKAY OFFICE

43 River Street

PO Box 94

MACKAY QLD 4740

Ph: 4951 3454

Fax: 4951 3487

ROCKHAMPTON OFFICE

130 Victoria Parade

PO Box 6091

CENTRAL QLD MC 4702

Ph: 4921 4055

Fax: 4921 4034

#### **Reef HQ**

2-68 Flinders Street East

PO Box 1379

TOWNSVILLE QLD 4810

Ph: 4750 0800

Fax: 4772 5281

---

### *James Cook University (JCU)*

#### **CRC Reef Research Centre**

c/- JCU Post Office

James Cook University

TOWNSVILLE QLD 4811

Ph: 4781 4976

Fax: 4781 4099

#### **Marine Biology**

Department of Marine Biology

c/- JCU Post Office

TOWNSVILLE QLD 4811

Ph: 4781 4345

Fax: 4725 1570

## APPENDIX 6. Local Marine Advisory Committee Contacts

### **Cape York Local Marine Advisory Committee**

Cape York Regional Liaison Office  
PO Box 6091  
CAIRNS QLD 4870

Ph: 4057 0706  
Fax: 4051 9866

### **Douglas Local Marine Advisory Committee**

### **Cairns Local Marine Advisory Committee**

### **Cassowary Coast Local Marine Advisory Committee**

Far Northern Regional Liaison Office  
PO Box 6091  
CAIRNS QLD 4870

Ph: 4057 0710  
Fax: 4051 9866

### **Hinchinbrook Local Marine Advisory Committee**

### **Townsville Local Marine Advisory Committee**

Northern Regional Liaison Office  
PO Box 1379 TOWNSVILLE QLD 4810

Ph: 4750 0843  
Fax: 4772 6093

### **Whitsunday Local Marine Advisory Committee**

### **Mackay Local Marine Advisory Committee**

Central Regional Liaison Office  
PO Box 94  
MACKAY QLD 4740

Ph: 4951 3454  
Fax: 4951 3487

### **Capricorn Coast Local Marine Advisory Committee**

### **Gladstone Region Local Marine Advisory Committee**

### **Burnett Region Local Marine Advisory Committee**

Southern Regional Liaison Office  
PO Box 301  
ROCKHAMPTON QLD 4700

Ph: 4921 4055  
Fax: 4921 4034

## **APPENDIX 7. Financial matters**

### **A. LMAC Financial procedures**

#### **1. LMAC Chairs - Claiming LMAC payments**

All LMAC Chairs are paid a sitting fee of \$120 by the GBRMPA for each meeting based on 6 meetings per year.

##### **Non-Independent LMAC Chairs**

Non-Independent LMAC Chairs are elected from within the LMAC membership. At the time of writing (Mar 07) all current LMAC Chairs are non-independent.

To claim the Chair sitting fee you must first complete (once only) a GBRMPA payment data collection form (Appendix 11 G).

Then you must complete the following forms and forward them to GBRMPA through regional staff after each meeting:

- An invoice for \$120 and a signed *Statement by a supplier* form (Appendix 11 E).
- A signed claim form (Appendix 11 C) to the Regional Liaison Manager to authorise payment of the amount of \$120.
- GBRMPA Finance will pay the \$120 sitting fee into your nominated bank account within 14 days of receiving these forms.

##### **Independent LMAC Chairs**

Independent LMAC Chairs are not derived (elected) from within the LMAC membership.

To claim the Chair sitting fee you must first register (once only) on the GBRMPA payroll by supplying the following and forwarding to regional staff:

- Your superannuation details
- Tax file number declaration (available from most newsagents and GBRMPA HR dept)
- GBRMPA payment data collection form (Appendix 11 G).

Then after each meeting submit a signed claim form (Appendix 11 C) to the Regional Liaison Manager to authorise payment of the amount of \$120.

- GBRMPA will pay the \$120 sitting fee into your nominated bank account within 14 days of receiving these forms.

##### **Donating LMAC Chair sitting fees**

LMAC Chairs who wish to forego receipt of the Chairs sitting fee may nominate the payment to be credited to the LMAC bank account.

To enable this the LMAC Chair must provide the Director, Community Partnerships with written notification to this effect. This notification will remain valid for the term of the Chairmanship unless otherwise notified in writing.

#### **2. LMAC Secretary - Claiming LMAC payments**

##### **LMAC Secretary Payments**

Funding is provided for LMAC secretarial support at the rate of \$25/hour to a maximum of 10 hours per meeting. Travel will also be paid at the rate of 53.8 cents/km, up to 50 km/meeting. Funding is provided for 6 meetings per year.

The total amount that can be paid per meeting is \$250 plus an amount of travel to the maximum of 50 km. Secretaries must record all time spent on LMAC business (even if it exceeds the maximum claim amount of 10 hours) to be eligible for this remuneration.

To claim this payment you must first register on the GBRMPA payroll (once only) by supplying the following and forwarding to regional staff:

- Your superannuation details
- Tax file number declaration (available from most newsagents or GBRMPA HR dept)
- GBRMPA payment data collection form (Appendix 11 G).

Then after each meeting, LMAC Secretaries should submit a signed claim form (Appendix 11 G) to the Regional Liaison Manager to authorise payment of the amount. The claim form must clearly show the total amount claimed for meeting preparation, minutes and any travel expenses, and must also be signed by the LMAC Chair.

GBRMPA Finance will pay the amount claimed (up to \$250) into your nominated bank account within 14 days of receiving these forms.

#### LMAC Administration fees

The LMACs are funded by GBRMPA to ensure they have \$1000 (or a lesser amount if agreed) annually to cover administrative costs including stationery, postage, printing, photocopying, e-mail and telephone calls.

To receive this payment the LMAC must establish a bank account and provide details, including the signatories (including any changes to these banking details over time) to GBRMPA regional staff.

To activate the payment annually:

- Provide GBRMPA with a completed acquittal form (Appendix 11 H) that acquits the past financial years expenditure by August 31.
- Advise GBRMPA of the LMAC bank balance at the end of the past financial year by August 31.
- If insufficient funds are available in the LMAC bank account to cover the next financial year's administration costs, then you should prepare and send an invoice to your Regional Liaison Manager for \$1000 (or a lesser amount if agreed), with a signed *Statement by a supplier* form (Appendix 11 E).
- GBRMPA will pay the \$1000 administration fee (or a lesser amount if agreed) within 14 days of receiving the invoice.

Additional project monies may be available through consultation with your Regional Liaison Manager depending on the project plan and objectives and the amount of funds required.

### **3. Regional liaison staff - Processing LMAC payments**

#### LMAC Administration fees

The LMACs are funded \$1000 annually by GBRMPA to cover administrative costs including stationery, postage, printing, photocopying, e-mail and telephone calls.

To facilitate this payment:

- Notify GBRMPA Finance of the new Chair and Secretary for each LMAC, Bank account details, including signatories at the beginning of each new term or upon any change to any of these details.

- Ensure each LMAC Secretary sends an invoice to GBRMPA for \$1000 (or a lesser amount if agreed), with a signed *Statement by a supplier* form (Appendix 11 E) and a completed acquittal form (Appendix 11 H) that acquits the past financial years expenditure.
- Ensure completed Invoice, statement of supplier form (Appendix 11 E) and acquittal form (Appendix 11 H) is forwarded to the Accounts Payable Officer in Finance.
- Finance Department will deposit \$1000 (or a lesser amount if agreed) into the LMAC bank account within 14 days and send remittance advise (via email or fax) to Secretary and will advise the Regional Liaison Manager of the date of payment

#### LMAC Chair and Secretary payments

Regional Liaison Manager receives payment forms from the Chair/Secretary

- Check dates, amounts etc and sign and date form.
- Send a copy to the Community Partnerships Administration officer.

#### *Independent Chairs and all Secretaries*

- Forward the counter-signed payment form to GBRMPA Payroll officer (HR dept).
- Payroll officer sends remittance advice back to the recipient within 14 days and sends a copy the Regional Liaison Manager.

#### *Non-Independent Chairs*

- Forward the Invoice and signed *Statement by a supplier*(Appendix 11 E) form to the Finance dept.

Regional staff should be aware at all times of the status of all payments and bank balances of LMACs under their responsibility.

## APPENDIX 8. Acronyms

AAPMA	Association of Australian Ports and Marine Authorities
AAT	Administrative Appeals Tribunal
ACF	The Australian Conservation Foundation
ACIAR	Australian Centre for International Agricultural Research
ACRS	Australian Coral Reef Society
AFMA	Australian Fisheries Management Authority
AFZ	Australian Fishing Zone
AGPS	Australian Government Publishing Service (now AusInfo)
AGS	Australian Government Solicitor
AHC	Australian Heritage Commission
AIMS	Australian Institute of Marine Science
ALS	Australian Littoral Society (name changed, see AMCS)
AMCS	Australian Marine Conservation Society
AMOSC	Australian Marine Oil Spill Centre Pty Ltd
AMPTO	Association of Marine Park Tourism Operators
AMSA	Australian Marine Science Association
AMSA	Australian Maritime Safety Authority
ANCA	Australian Nature Conservation Agency
ANPWS	Australian National Parks and Wildlife Service
ANZECC	Australian and New Zealand Environment and Conservation Council
ARC	Australian Research Council
ASSESS	A System of Selecting Suitable Sites
ATSI	Aboriginal and Torres Strait Islander
AusAID	Australian Agency for International Development
AUSLIG	Australian Surveying and Land Information Group
BPA	Beach Protection Authority
BRD	By-catch Reduction Device (this term includes TEDs)
CITES	Convention on International Trade in Endangered Species of Wild Fauna and Flora
CMIST	Consultative Group on Marine Industries Science and Technology
CNPPA	Commission on National Parks and Protected Areas
COTS	crown-of-thorns starfish
COTSAC	Crown of Thorns Starfish Advisory Committee
COTSARC	Crown of Thorns Starfish Advisory Review Committee
COTSREC	Crown-of-thorns Starfish Research Committee
COTSWATCH	reporting scheme for crown-of-thorns starfish sightings
CPMA	Coastal Protection and Management Act
CRC Reef	Cooperative Research Centre Reef Research Centre
CRIMPS	Cairns Region and Island Marine Park Strategy
CSIRO	Commonwealth Scientific and Industrial Research Organisation
CZM	Coastal Zone Management
DDM	Day-to-day Management
DDMCU	Day-to-day Management Coordination Unit
DEST	Department of Education, Science and Training
DEW	Department of the Environment and Water Resources (formerly Department of Environment and Heritage; formerly Environment Australia)
DIMIA	Department of Immigration and Multicultural Indigenous Affairs
DNRM	Department of Natural Resources and Mines
DOFA	Department of Finance and Administration
DOTC	Department of Transport and Communications
DPA	Dugong Protection Area
EEZ	Exclusive Economic Zone
EIA	Environmental Impact Assessment
EIM	Environmental Impact Management
EIS	Environmental Impact Statement

EMC	Environmental Management Charge
EPA	Environment Protection Agency
EPBC Act	<i>Environment Protection and Biodiversity Conservation Act 1999</i>
ERIN	Environmental Resources Information Network
FAD	Fish Aggregating Device
FRDC	Fisheries Research and Development Corporation
FOE	Friends of the Earth - Australia
GA	Geosciences Australia
GBR	Great Barrier Reef
GBRCC	Great Barrier Reef Consultative Committee
GBRMC	Great Barrier Reef Ministerial Council
GBRMP	Great Barrier Reef Marine Park
GBRMPA	Great Barrier Reef Marine Park Authority
GBRWHA	Great Barrier Reef World Heritage Area
GIS	Geographic Information System
GPS	Global Positioning System
HOMA	Heads of Marine Agencies
HoRSCERA	House of Representatives Standing Committee on Environment, Recreation and the Arts
IAS	Impact Assessment Statement
ICLARM	International Center for Living Aquatic Resources Management
ICRI	International Coral Reef Initiative
ICZM	Integrated Coastal Zone Management
IDC	Interdepartmental Committee
ILC	Indigenous Land Council
IMCRA	Interim Marine and Coastal Regionalisation for Australia
IMO	International Maritime Organization
INTROMARC	International Tropical Marine Resource Centre
IOC	International Oceanographic Commission
IRIS	Island and Reef Information System
IUCN	International Union for the Conservation of Nature and Natural Resources (name changed, see IUCN below)
IUCN	The World Conservation Union
IWC	International Whaling Commission
JCC	Joint Consultative Committee (now A C G)
JCU	James Cook University
JSC	Joint Steering Committee
LMAC	Local Marine Advisory Committee
MACs	Management Advisory Committees (TrawlMAC, ReefMAC, Tropical Finfish MAC, HarvestMAC, CrabMAC, Eastern Tuna MAC)
MARPOL	International Convention for the Prevention of Pollution from Ships
MEPAs	Marine and Estuarine Protected Areas
MESA	Marine Education Society of Australasia
MNP	Marine National Park zone
MPA	Marine Park Authority (see GBRMPA)
MPA	Marine Protected Area
MTSRF	Marine and Tropical Science Research Facility
NHT	Natural Heritage Trust
NOAA	National Oceanic and Atmospheric Administration (USA)
NRM	Natural Resource Management
NRSMMPA	National Representative System of Marine Protected Areas
OUCH	Order of Underwater Coral Heroes
PER	Public Environmental Review
POM	Plan of Management
POLREP	pollution reports
PPP	public participation program
PSC	Public Service Commission
QB&FP	Queensland Boating and Fisheries Patrol

QDPI&F	Queensland Department of Primary Industries and Fisheries
QDT	Queensland Transport
QFS	Queensland Fisheries Service (previously Queensland Fisheries Management Authority)
QMPCC	Queensland Marine Parks Consultative Committee
QPW	Queensland Parks and Wildlife
QSIA	Queensland Seafood Industry Association Inc
QTTC	Queensland Tourist and Travel Corporation (now Tourism Queensland)
QWP	Queensland Water Police
QWQC	Queensland Water Quality Council
RAC	Reef Advisory Committee (Tourism, Conservation Biodiversity and World Heritage, Fisheries)
RAMSAR	Convention on Wetlands of International Importance Especially as Waterfowl Habitat
RAP	Representative Areas Program
RCG	Regional Consultative Group
RCMP	Regional Coastal Management Plan
Recfish Australia	Australian Recreational and Sport Fishing Industry Confederation
R&D	Research and Development
REEFPLAN	Contingency plan for oil spill response in the Great Barrier Reef
Regs	Regulations
RMRAC	Regional Marine Resources Advisory Committee
RWQPP	Reef Water Quality Protection Plan (Reef Plan)
SAR	Search and rescue
SCERAC	Socio-cultural and Economic Research Advisory Committee
SCMP	State Coastal Management Plan
SMART	Specific, Measurable, Achievable, Realistic and Time Bound
SOMER	State of the Marine Environment Report
TED	Trawl Efficiency Device or Turtle Excluder Device
The Act	<i>Great Barrier Reef Marine Park Act 1975</i>
TROMES	Tropical Marine Ecosystem Project
TUMRA	Traditional Use of Marine Resources Agreement
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNESCO	United Nations Educational, Scientific and Cultural Organization
VIMS	Victorian Institute of Marine Science
VMS	vessel monitoring system
'Wet Tropics'	Wet Tropics of Queensland World Heritage Area
WHA	World Heritage Area
WTC	Wet Tropical Coast
WTMA	Wet Tropics Management Authority
WWF	WWF Australia (formally World Wildlife Fund)
ZAC	Zonal Advisory Committee
ZP	Zoning Plan





## APPENDIX 10. Media Relations Procedures

### Media relations

The media provides a good opportunity for LMACs to raise their profile through the release of media comment when relevant and topical issues have been discussed, to inform the community of these, and any actions or resolutions made.

The GBRMPA Communication and Education (C&E) team can assist the LMAC by providing a conduit to the media as well as communication advice and support. This includes a timely editorial service for media releases to enhance the likelihood of their uptake by the media.

There is 24-hour access to a GBRMPA staff member assist with media relations. Please contact the Communications Unit on (07) 4750 0846 (24 hours) or email (office hours):

[media@gbrmpa.gov.au](mailto:media@gbrmpa.gov.au)

### Definitions

1. A *media release* is generated (usually proactively) on a topic or issue that the LMAC wants the community to be informed of through the media. It is important to note that generating a media release does not necessarily mean that the media will pick it up OR that the messages contained in that release will be printed or presented exactly as you have written them.
2. *Media comment* is when the media approaches the LMAC for comment on a topic, issue or question.

For more information please refer to section 6.13 of the LMAC Guidelines.

### Media releases: general principles

1. It is advisable that LMACs discuss any proposed media activities with their LMAC Director or regional staff who will then seek the advice of the Director (or Manager) of C&E.
2. All media releases should:
  - accurately reflect the views of the LMAC;
  - be generated on a topic agreed by the LMAC membership at their meetings; and
  - quote the LMAC Chair (or an authorised nominee).
3. The C&E Director, C&E Manager or LMAC Director (GBRMPA) must approve the content of all LMAC media releases.
4. Other relevant GBRMPA Directors (including the Director, CPG and LMAC Directors) should be informed of the potential for a media release when the topic/issue relates to their area of responsibility.

### Media releases: procedures

1. The LMAC membership agrees on the issue or topic for media release at their meeting.
2. The LMAC Chair discusses the idea with the LMAC Director or regional staff who then seeks the advice of the Director (or Manager) of C&E.
3. LMAC Director, regional staff or C&E liaises with the LMAC Chair on the potential media release topic.
4. If it decided to proceed with a media release the LMAC Chair will develop a first draft of the release or dot points/notes and provides these to C&E for development and finalising.
5. C&E informs regional and other relevant staff of the potential media release.

6. C&E returns the draft media release to the LMAC Chair and LMAC Director for comment and approval within 24 hours.
7. C&E incorporates comments, finalises the release and then coordinates approval of the release through relevant GBRMPA Directors and Executive if required.
8. C&E and the LMAC Chair discuss and agree on the media release distribution arrangements and C&E informs regional staff of these arrangements.
9. Regional staff may help promote media release to local media contacts.
10. Regional staff can help facilitate the procedures outlined above if required.

### **Media comment: general principles**

1. It is advisable for LMACs to discuss all proposed media activities with their LMAC Director or regional staff who will then seek the advice of the Director (or Manager) of C&E (except for where point 3 below applies).
2. All comments made to the media should:
  - accurately reflect the views of the LMAC; and
  - be delivered by the LMAC Chair (or an authorised nominee).
3. LMACs (through the LMAC Chair) may make media comment regarding LMAC meetings, events or business without consultation with GBRMPA.
4. LMACs may not make media comment regarding management or policy matters relevant to GBRMPA, QPW or other management agencies without the permission of the relevant agencies.
5. Ordinary members may not provide comment to the media on behalf of the LMAC without the authority of the LMAC Chair. Ordinary members may however speak on behalf of the LMAC to their organisation/group.

### **Media comment: procedures**

1. Discuss the proposed media comment or request for comment from media with the C&E Director, Manager or Senior Communications Officers, to determine an appropriate course of action or response (unless point 3 above applies). This should be done immediately by phoning (07) 4750 0846 (24 hours).
2. Depending on the issue, C&E and the LMAC Chair will develop strategy to manage media comment and C&E will progress any necessary approvals and inform relevant Directors (including the Director in charge of LMACs and Regional staff).
3. Regional staff can help facilitate the procedures outlined above if required.

## **APPENDIX 11. Templates and forms**

- A. LMAC Agenda Template
- B. LMAC Minutes Template
- C. LMAC Chair payment form
- D. LMAC Secretary payment form
- E. Statement by a supplier form (inc. guide to using the form)
- F. Electronic funds transfer form
- G. Data Collection Form (personal details of committee members)
- H. Annual Acquittal Form

**(LOCAL) MARINE ADVISORY COMMITTEE MEETING**

Personalise header to suit

xx Month 200X

7:00 pm

Meeting room

***PROPOSED AGENDA***

1. Secretary's report
2. Business arising
3. QPW/GBRMPA report
4. Agenda item
5. Agenda item
6. Agenda item

<< <i>LMAC NAME</i> >> <b>LOCAL MARINE ADVISORY COMMITTEE</b> <i>(Personalise header to contain name and address of Chair, Secretary or LMAC contact address)</i>		
Minutes of the Meeting held in <i>meeting room</i> , <i>Town</i> at <i>Time</i> , <i>Day</i> , <i>date</i> .		
<b>PRESENT</b>	Name	Organisation
<b>APOLOGIES</b>	Name	Organisation
<b>CONFIRMATION OF MINUTES</b>		
Resolved: That the minutes of the meeting <i>date</i> be accepted as an accurate record of that meeting.		
Moved:		Seconded:
<b>Agenda Item: 1</b> Secretary's report		
<i>Main Points and Detail</i>		
<b>Agenda Item: 2</b> Business arising		
<i>Main Points and Detail</i>		
<b>Decision/Motion:</b>		
Moved by:		Seconded by:
<b>Action Required:</b>		Member Responsible:
		Deadline:
<b>Agenda Item: 3</b> QPW/GBRMPA reports		
<i>Main Points and Detail</i>		
<b>Decision/Motion:</b>		
Moved by:		Seconded by:
<b>Action Required:</b>		Member Responsible:
		Deadline:
<b>Agenda Item: 4</b>		
<i>Main Points and Detail</i>		
<b>Decision/Motion:</b>		
Moved by:		Seconded by:
<b>Action Required:</b>		Member Responsible:
		Deadline:
<b>NEXT MEETING</b>		
The next meeting will be held at <i>time</i> , <i>Day</i> , <i>date</i> in the <i>meeting room</i> with guest speaker, topic.		
<b>CLOSURE</b>		
The meeting closed at 0.00 PM.		

## ADDITIONAL ITEMS

<b>Issue:</b>		
<i>Main Points and Detail</i>		
<b>Decision/Motion:</b>		
Moved by:	Seconded by:	
<b>Action Required:</b>		Member Responsible:
		Deadline:

<b>Issue:</b>		
<i>Main Points and Detail</i>		
<b>Decision/Motion:</b>		
Moved by:	Seconded by:	
<b>Action Required:</b>		Member Responsible:
		Deadline:

<b>Issue:</b>		
<i>Main Points and Detail</i>		
<b>Decision/Motion:</b>		
Moved by:	Seconded by:	
<b>Action Required:</b>		Member Responsible:
		Deadline:

GBRMPA use only.  
Cost Code A\_\_\_\_.30101.2933

**LMAC CHAIR SITTING FEE  
PAYMENT FORM**

LMAC: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Sitting fee payable: **\$120** \_\_\_\_\_

Chair's Name: \_\_\_\_\_

Statement of claim: \_\_\_\_\_  
*Chair (signature)* *Date*

Confirmed By: \_\_\_\_\_  
*Regional Liaison Manager (signature)* *Date*

RLM (Please print): \_\_\_\_\_



**Australian Government**  
**Great Barrier Reef**  
**Marine Park Authority**

Payroll Office Use Only

*Processed:* \_\_\_\_\_

*Pay Period:* \_\_\_\_\_

GBRMPA use only.  
Cost Code A\_\_\_\_.30101.2933

**LMAC SECRETARY****PAYMENT FORM**

LMAC: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Secretary Name: \_\_\_\_\_

**Hours claimed**

ACTIVITY	TIME
Meeting preparation	
Meeting	
Minutes	
Correspondence	
<b>Total</b>	

Amount Claimed (hours x \$25 to max of 10hrs): \$ \_\_\_\_\_

Travel claimed (kms x 53.8 cents to max 50 km): \$ \_\_\_\_\_

**Total claim:** \$ \_\_\_\_\_

Statement of claim: \_\_\_\_\_

*Secretary (signature)**Date*

Confirmed by: \_\_\_\_\_

*Chair (signature)**Date*

Confirmed By: \_\_\_\_\_

*Regional Liaison Manager (signature)**Date*

RLM (Please print): \_\_\_\_\_



**Australian Government**  
**Great Barrier Reef**  
**Marine Park Authority**

Payroll Office Use Only

Processed: \_\_\_\_\_

Pay Period: \_\_\_\_\_



Please contact the LMAC Coordinator to obtain the most current version of the

‘Statement by a Supplier Form’

Telephone Contact: 07 4750 0700

Email: [LMAC@gbrmpa.gov.au](mailto:LMAC@gbrmpa.gov.au)

Please contact the LMAC Coordinator to obtain the most current version of the

‘Electronic Funds Transfer (EFT) Form’

Telephone Contact: 07 4750 0700

Email: [LMAC@gbrmpa.gov.au](mailto:LMAC@gbrmpa.gov.au)

Please contact the LMAC Coordinator to obtain the most current version of the

‘Data Collection Form (personal details of committee members)’

Telephone Contact: 07 4750 0700

Email: [LMAC@gbrmpa.gov.au](mailto:LMAC@gbrmpa.gov.au)

# LOCAL MARINE ADVISORY COMMITTEE

## ANNUAL ACQUITTAL

LMAC name: .....

Acquittal period: **1 July 20.... to 30 June 20....**

Incoming funds	Amount \$	Notes
Annual funding from GBRMPA	1000	Date deposited ...../...../.....
Other funds (bank interest, grants)		
<b>TOTAL FUNDS</b>		
Outgoing expenses	Amount \$	Notes
Stationery		
Photocopying		
Telephone/ Email		
Fax		
Postage		
Catering		
Miscellaneous		
<b>TOTAL EXPENSES</b>		
<b>BALANCE</b> (Funds - expenses)		

Confirmation of income and expenditure:

...../...../200.....  
Secretary/Treasurer (Date)

...../...../200.....  
Chair (Date)

...../...../200.....  
Regional Liaison Manager (Date)

GBRMPA use only.  
Cost Code A\_\_\_\_.30101 .2931