

Wet Tropics statutory advisory committee meeting operational guidelines

1. Agendas and minutes

The meeting agenda will be subject to the approval of the committee's Chair (Chair).

Prior to preparing a draft agenda, the secretariat will liaise with the Chair to identify specific matters raised by the Board on which the advice of the committee is sought.

A draft agenda will then be prepared by the secretariat in consultation with the Chair and be circulated to all members two weeks prior to the meeting. A member may seek the addition of further agenda items. The final agenda is to be approved by the Chair of the committee.

The secretariat will facilitate and coordinate the preparation, collation and circulation of agenda papers to all committee members at least one week prior to meetings.

The secretariat will arrange meeting logistics and take meeting minutes.

The meeting minutes will include:

- a listing of the members in attendance and apologies
- a brief record of the proceedings under each agenda item conveying recommendations, actions and responsibilities
- any statements which members request to be recorded.

Final draft minutes are to be approved by the Chair prior to distribution to members no later than **one month** following the meeting.

Upon distribution of the minutes members are invited to accept the minutes as a true and accurate record or provide amendments.

2. Conduct of meetings

A quorum shall be a minimum of 50% of the current membership.

The Chair will normally preside at meetings. If the Chair is not able to attend the meeting, the Chair may nominate another Board Director or Wet Tropics Management Authority (WTMA) staff member to preside the meeting.

The committee does not formally 'vote' on issues but may indicate to the Board that recommendations are unanimous or represent a majority view. When committee members have dissenting views or divergent views these should be identified and conveyed to the Board.

The committee should function as more than just a sounding board on matters. Members should endeavor to understand other points of view and try to move issues in the direction of a consensus outcome or identify, in the first instance, the aspects of issues that prevent a consensus outcome.

Committee members are not expected to be ambassadors for the Wet Tropics World Heritage Area (the Area) or its management, although individual members may elect to be recognised by their sectors as such through their role. Members are not considered authorised representatives of WTMA.

3. Reporting

The committee shall report through its Chair to the WTMA Board. The committee's Chair may invite a committee member to attend a Board meeting to present on a particular issue.

The committee Chair or secretariat will report back to the committee on any decisions or relevant matters raised by the Board.

The Chair will, after each committee meeting, convey to the Board a report on the agenda items considered at the meeting. The report should include the committee's advice.

4. Committee operating expenses, resources and secretariat support

WTMA will, within its human resource and budget constraints, provide adequate support to the committee to enable it to function effectively and designate an officer to provide secretariat services to the committee.

Committee membership is on a voluntary basis as per Queensland Government policy, with Rainforest Aboriginal committee members paid in accordance with the [Department of the Environment, Tourism, Science and Innovation \(DETSI\) First Nations Payment Guide](#).

Where a committee member is not already covered for attending a committee meeting by the member's employer or research institution, personal out-of-pocket expenses, including travel and living expenses associated with committee meeting attendance will be met by WTMA at the standard Queensland Government rate.

Invited guests, observers and specialist advisers attend at their own expense unless otherwise approved by WTMA's Executive Director.

5. Committee spokesperson

Only the Chair has the authority to make statements on behalf of the committee. No other person may act as the spokesperson for the committee in relation to a media enquiry on any committee matter, unless authorised to do so on a particular issue by the Chair.

Unauthorised and/or deliberate misrepresentation of the committee is grounds for termination.

6. Code of conduct

Members of the committee are required to comply with the Queensland Government's [Public service Code of Conduct](#).

All members are to act honestly, fairly, and with respect and proper regard for the rights and obligations of others. Members will abide by all laws in the State of Queensland including the [Wet Tropics World Heritage Protection and Management Act 1993](#).

Members must abide by the following committee principles:

- promotion of open discussion
- recognition of respective roles and responsibilities of each member
- management of issues in a consistent and effective manner.

Any breaches of the code of conduct will be dealt with and could lead to termination of membership.

7. Fraud and corruption

All members are to act ethically and with integrity ensuring that all actions and decisions are transparent, accountable, honest and impartial as per the [Public service Code of Conduct](#)

Fraudulent and/or corrupt activity will be investigated, dealt with and will lead to termination of membership.

8. Conflict of interest

Members of the committee are required to read the [Conflicts of interest, gifts, and benefits](#) information provided by the Queensland Government.

A member of the committee who has a direct or indirect conflict of interest in a matter being considered or about to be considered by the committee shall, as soon as practicable after the relevant facts have become known to the member, disclose the nature of the member's conflict of interest.

Any disclosure of a conflict of interest, whether pecuniary or otherwise, must be recorded in the minutes. The Chair of the committee will determine whether the member can remain present during discussions on the matter and whether they can contribute to the committee's advice regarding the matter.

9. Confidentiality

All documents provided to members—except those normally available to the public—are to be considered by members as confidential working documents unless otherwise indicated.

At times there may be a conflict between providing information to members' sectors of representation and respecting the confidentiality of information provided to the committee. It is the responsibility of members to identify such conflicts and seek direction, either during committee meetings or through WTMA's Executive Director.