



Department of
Primary Industries

Marine Park Advisory Committee Handbook

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Marine Park Advisory Committee - Handbook

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More information

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Disclaimer: The information contained in this publication is based on knowledge and understanding at the time of writing (August 2019). However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of the Department of Primary Industries or the user's independent adviser.

Superseded documents

This document replaces:

- Memorandum of Understanding between the Marine Parks Authority (MPA) and marine park advisory committees – March 2010
- Marine Parks Advisory Committees Handbook – November 2014 (INT16/65082)

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1. Purpose

The purpose of this document is to guide the establishment and operation of effective and collaborative marine park advisory committees. The NSW Government has identified these non-statutory committees as a priority to provide a voice for local communities in the management of the marine estate and local marine parks.

Any questions regarding this document and its interpretation should first be directed to the local Marine Park Manager. The Marine Park Manager will escalate any enquiries to the Program Leader Marine Operations where required.

2. Role

Marine park advisory committees provide a voice for local communities in the management of the NSW marine estate and local marine parks.

The NSW Government's response to the Report of the Independent Scientific Audit of Marine Parks in NSW (2013) and marine estate reform identified revitalising local marine park advisory committees as a specific aim.

Marine park advisory committees advise the NSW Government, through the Marine Park Manager, on the management of the marine park, in particular including:

- the application of the *Marine Estate Management Act 2014*
- the development and implementation of management plans and rules for a marine park
- local environmental, social, cultural and economic values
- local threats, risks and opportunities
- spatial distribution of values and threats and appropriate spatial management
- emerging issues

Marine park advisory committees may also provide advice to the relevant Ministers responsible for the NSW marine estate, the Marine Estate Management Authority and/or the Marine Estate Expert Knowledge Panel on management of the broader marine estate and the system of marine protected areas within NSW.

Marine park advisory committee will:

- engage with local communities and stakeholders
- provide a forum for local communities to identify values, threats, issues and opportunities
- contribute valuable local knowledge to decision making processes
- provide feedback to the NSW Government to support continuous improvement.

3. Establishment

Each marine park declared under the *Marine Estate Management Act 2014* will have a marine park advisory committee.

4. Membership

Each marine park advisory committee will include individuals with skills, expertise and knowledge in one or more of the following areas to ensure the wide range of community values can be considered:

1. Aboriginal culture
2. commercial fishing
3. local government
4. marine conservation
5. marine science
6. maritime industry (where present)
7. recreational boating
8. recreational fishing
9. recreational water use (other than expertise areas already listed)
10. tourism

Additional areas of expertise may be identified according to the local needs of each marine park with the approval of the Marine Estate Agency Steering Committee. No more than one representative will be appointed for each identified expertise area. The maximum membership of any marine park advisory committee will be twelve to ensure effective operation and productive discussion.

5. Call for nominations

The Marine Estate Agency Steering Committee will approve a call for nominations for members of an advisory committee.

All vacancies except for local government will be publicly advertised. For local government, each Joint Organisation of Councils (or Regional Organisation of Councils where Joint Organisations have not been declared) will be contacted directly in writing and invited to nominate a local government representative.

The public call for nominations can be sought in the following ways:

- Sending letters or emails to stakeholders and throughout local marine park networks
- Publishing a notice on the marine estate and DPI websites
- Placing an advertisement in local newsletters, newspapers or magazines and/or
- Any other means

6. Appointment

Nominations will be assessed by the Department of Primary Industries. Recommendations for appointment will first be made to the Marine Estate Agency Steering Committee for consideration and final recommendation to the Director General, Department of Primary Industries. Members will be appointed by the Director General, Department of Primary Industries (as lead agency for marine park management).

People appointed to advisory committees must be suitably qualified and reflect the diversity of the NSW community. Above all, appointees must be committed to ethical practice, understand appropriate governance principles, have the capacity to think critically, be objective, and understand and manage conflicts of interest.

Appointments to advisory committees will be made on the basis of the following principles and selection criteria.

6.1 Merit

Appointments will be made on demonstrated merit. In all cases, potential appointees will be considered against assessment criteria based on the skills, experience and knowledge required for the role.

6.2 Fairness

The process used to assess potential appointees will be transparent, without bias, and open to qualified persons interested in seeking appointment. The same criteria will be used to assess all persons being considered for appointment at that time.

6.3 Diversity

To the extent reasonable, appointments will reflect the diversity of the local community. Particular attention will be given to the representation of Aboriginal people, women, people with a disability, young people, and people from culturally and linguistically diverse backgrounds. Marine park advisory committees aim to reflect a broad range of stakeholder perspectives in line with the values of marine parks.

6.4 Integrity

Only persons of sound reputation, who are prepared to discharge their responsibilities ethically, diligently and with only the public interest in mind will be appointed.

6.5 Appointment criteria

- Demonstrated ability to act with integrity and exercise sound judgement.
- Active involvement in one of the expertise areas identified in section 4 above.
- Recognised as having well developed specialist skills, experience and knowledge in one of the identified expertise areas.
- Ability to liaise and engage with other members of the expertise area.
- Ability to communicate effectively and actively contribute at meetings and out of session. Access to email to facilitate timely and effective out of session discussions is preferred.
- Ability to prepare for meetings (including reading a variety of documents in advance and liaising with other stakeholders).

- Understanding of the key issues relating to the marine estate and marine parks in NSW.
- Understanding of the NSW Government's marine estate reforms and new approach to marine park planning
- Any other relevant selection criteria as determined by the Marine Estate Agency Steering Committee.

7. Term of appointment

Generally, each member will be appointed for a term not exceeding four years. Terms of individual members may be staggered to support committee continuity and knowledge exchange.

Upon the expiry of a term of service on a marine park advisory committee, members are eligible to apply for reappointment for further terms.

Once appointed, members will be given a copy of this handbook, which includes the Code of Conduct for Marine Park Advisory Committees.

Each member must acknowledge in writing their acceptance of these documents and declare any conflicts of interest before commencing as a committee member.

8. Alternate members

Each call for nominations will include a call for alternate members. One alternate member will be identified for each expertise group in section 4. Alternate members will be subject to the same appointment process as standing members (outlined in section 6) and may be appointed from the suitable pool of nominees for standing membership.

Where sufficient suitable nominations exist, a talent pool may be formed from those nominees not successful in gaining appointment but who wish to remain available should a vacancy occur.

In the absence of a standing member, the alternate for that expertise area may act in the place of the member. While acting in the place of a standing member, the alternate:

- has all of the functions of the member and is taken to be the member, and
- is entitled to be paid such allowances (See Section 18).

9. Appointment of the chair

A chair will be appointed from the standing members of each advisory committee. When the chair's role is vacant, advisory committee members will be asked to recommend a chair. A recommendation supported by a majority of votes cast at a meeting of the committee at which a quorum is present will be taken as the recommendation of the committee.

Persons appointed as chairs must have a demonstrated capacity to lead others, facilitate objective and constructive discussions, summarise complex information, and formulate advice in a professional and effective manner.

The Marine Estate Agency Steering Committee will consider the committee's recommendation for chair based on these criteria, and appoint a chair.

The term of the chair's appointment will be for the remaining term of their committee membership.

The Director General, Department of Primary Industries, may remove the chair at any time in accordance with section 10.

10. Vacancies

The expertise area of an appointed member becomes vacant if the member:

- dies, or
- completes a term of membership and is not re-appointed, or
- resigns the appointment in writing to the relevant Marine Park Manager, or
- is removed by the Director General, Department of Primary Industries.

The Director General, Department of Primary Industries may remove an appointed member or the chair from membership at any time. The Director General may remove a person if in his/her opinion the person:

- breaches the code of conduct for marine park advisory committees (Appendix A)
- becomes unable to adequately provide the skills and expertise the member was appointed for, or
- becomes unable to satisfy the appointment criteria in section 6.5, or
- fails to attend a meeting without providing an apology or valid reason, or ceases to actively contribute to the committee.

The Director General, Department of Primary Industries, may remove a member for any other valid reason. The Director General will seek advice from the Marine Estate Agency Steering Committee before a member is removed.

11. Meetings

The Marine Park Manager will work in conjunction with the chair to determine a schedule of meetings that is appropriate to the committee's role and local issues and priorities. More frequent meetings may be required when a draft management plan is being developed. Advisory committees aim to hold a minimum of two meetings per calendar year. However, out-of-session discussion is recognised as an important tool for effective time management, prompt response to emerging issues and continuous collaboration.

Members of advisory committees give up their time generously and voluntarily on top of work, family and personal commitments. All reasonable efforts should be made to schedule meetings at a time and place to facilitate attendance by a majority of members and make the most productive use of members' time. Meetings will generally be held in person, although where necessary meetings may also be held via teleconference or videoconference.

Not less than seven days' notice should be provided to committee members before each meeting. An agenda and any associated business papers should be provided not less than seven days prior to the meeting.

Marine Park Managers or their representative(s) will attend each marine park advisory committee meeting and provide all administrative support.

Meeting procedures will be consistent with sound meeting practice and ensure that all members are given fair and equal opportunity to participate in the deliberations of the advisory committee.

During the meeting, the chair is responsible for:

- ensuring respectful and ethical conduct
- ensuring that members are clear about any issue or question before them
- maintaining order and giving everyone a reasonable opportunity to speak
- ensuring that deliberations are recorded to a satisfactory level, and that any resolutions or recommendations accurately reflect the majority view (for example by displaying drafted resolutions on a screen or whiteboard)
- interpreting and helping to clarify points of debate, moving the discussion forward and bringing discussion to a resolution
- facilitating reaching of consensus wherever possible.

Conventional rules of debate apply. All debate should be through the chair. The chair has the right to request any disruptive member to leave the meeting for a specified period. Disrespectful and aggressive conduct will not be tolerated. Repetitive disruption may lead to the person being asked to leave the remainder of the meeting, or a recommendation being made to the Director General, Department of Primary Industries for removal of the member from the committee.

Minutes of the meeting will be captured by the Marine Park Manager or their delegate and be available as a draft for members in a reasonable timeframe, typically two weeks. Outcomes and any actions must be recorded for each meeting. These minutes and all committee records may be requested under the provisions of the *Government Information (Public Access) Act 2009*. Minutes may be made publically available on the DPI or marine estate web sites.

12. Quorum

The quorum for a meeting of the Committee consists of a majority of its members as appointed at the time.

13. Observers

Requests from any community member or stakeholder group to attend a committee meeting as an observer will be at the discretion of the committee.

14. Recommendations and advice

The chair will aim to reach consensus on the recommendations and advice to be provided by the committee. A recommendation supported by a majority of votes cast at a meeting of the committee at which a quorum is present will be taken as the recommendation of the committee. However, advice provided by all committee members is valuable and conflicting

opinion and advice will be noted. Consensus is not essential and diverse stakeholder views are still valuable in guiding marine park management.

15. Conflict of Interest

Members are obliged to declare any conflicts of interests to the chair or Marine Park Manager both when appointed and as committee business arises.

Members declaring a conflict of interest may be asked by the chair to absent themselves from the meeting or refrain from debate while the issue is discussed.

If the chair declares a conflict of interest then an alternate chair will oversee the meeting during discussion of relevant matters.

Should any doubts exist about a declared conflict of interest and the advisory committee is unable to agree whether or not the particular member(s) should refrain from participating in discussions or consideration of the issue, the matter is to be referred to the Marine Park Manager for determination. The marine park advisory committee code of conduct (Appendix A) should be referred to for further guidance on conflicts of interest.

16. Public comment

Public comment includes public speaking engagements, comments on radio or television or to a journalist, views expressed in letters or opinions in newspapers or in books, journals, internet sites, social media and notices where the publication or circulation of the comment is publically available.

A view that is publically expressed by a committee member may be perceived or construed by the broader community as a view of the advisory committee or the Department of Primary Industries. A member of the committee must not at any time:

- initiate contact with the media on matters or issues that have been subject to discussion by the committee
- make public comment on behalf of the committee or the Department of Primary Industries
- make public comment on (including to the media or on social media) any matter or issue that has been subject to discussion by the committee
- share any committee records with the media or on social media.

All media enquiries must be directed to the chair or Marine Park Manager.

The chair is the only member of an advisory committee who is authorised to provide public comment on behalf of the advisory committee. The chair is only authorised to provide public comment after consultation with the Marine Park Manager and the Department of Primary Industries communications team.

17. Confidentiality

Marine park advisory committees will discuss a wide range of issues, many of which will be sensitive or contentious. To enable members to provide informed advice on a particular

matter, it will often be necessary to consider 'privileged' information. Such information should be treated with the utmost confidentiality and kept within the confines of the advisory committee.

Advisory committee members have a primary responsibility to the relevant advisory committee in regard to the confidentiality of matters discussed, irrespective of their affiliation with any other groups or organisations. However, they may report to the community on advisory committee matters where such information would normally be available to the public. More information regarding this can be found in the marine park advisory committee code of conduct (Appendix A).

18. Complaints

Complaints, disputes and grievances should always be handled in a timely and professional manner which is fair, courteous and respectful of privacy.

Complaints which are of a minor or personal nature should in the first instance be dealt with informally, through discussion with the chair or Marine Park Manager.

If this matter remains unresolved, the complainant may elect to make a formal complaint via the Department of Planning, Industry and Environment complaints process. This process is outlined at <https://www.industry.nsw.gov.au/policies/about-our-complaints-handling-process>.

19. Allowances

No sitting fees are paid for members of marine park advisory committees.

Members will be reimbursed for any out-of-pocket expenses for travel to and from meetings and other approved advisory committee activities. Anticipated expenses for official activities other than advisory committee meetings must have the prior approval of the Marine Park Manager. Advisory committee members must submit expense claims in a timely manner.

Where members are required to use their own vehicle to attend official advisory committee functions, they are entitled to receive an allowance for mileage at the NSW Government 'official business rate'.

All claims for reimbursement of actual costs should be lodged with the Marine Park Manager on the official form (Appendix B) and must be accompanied by receipts for the costs incurred. Any official air travel or accommodation will be arranged and paid for directly by the Department of Primary Industries.

20. Public notification of membership

Once the members have been appointed, the chair and membership list, including the name of each member and the relevant membership expertise area, will be published on the Department of Primary Industries web site.

21. Important Resources

Title	Location
Marine Estate Management Act 2014	https://www.legislation.nsw.gov.au/#/view/act/2014/72
Complaints handling process	https://www.industry.nsw.gov.au/policies/about-our-complaints-handling-process
Government response to the Report of the Independent Scientific Audit of Marine Parks in New South Wales 2013	https://www.marine.nsw.gov.au/__data/assets/pdf_file/0008/498617/Government-response-to-the-marine-parks-audit-a-new-approach.pdf
NSW Marine Estate Threat and Risk Assessment Report 2017	https://www.marine.nsw.gov.au/__data/assets/pdf_file/0010/736921/NSW-Marine-Estate-Threat-and-Risk-Assessment-Final-Report.pdf
NSW Marine Protected Areas Policy Statement 2017	https://www.marine.nsw.gov.au/__data/assets/pdf_file/0005/726728/Marine-protected-areas-policy-statement-.pdf
NSW Marine Estate Management Strategy 2018-2028	https://www.marine.nsw.gov.au/__data/assets/pdf_file/0007/815596/Marine-Estate-Management-Strategy-2018-2028.pdf
Marine Parks Pilot Frequently Asked Questions 2018	https://www.marine.nsw.gov.au/__data/assets/pdf_file/0004/827554/FAQ-Batemans-Marine-Park-pilot.pdf

Appendix A

Marine Park Advisory Committee

- Code of Conduct

1. Introduction

As public officials, members of committees have a particular obligation to act in the public interest. You are required to demonstrate standards of professional behaviour that will preserve public trust and deliver the best possible outcomes for the people of NSW.

All members of NSW Government boards and committees must:

- Comply with the Ethical Framework for the public sector set out in the *Government Sector Employment Act 2013*
- Comply with the board or committee's Code of Conduct
- Have a clear understanding of their public duty and legal responsibilities
- Act for a proper purpose and without exceeding their powers.

This Marine Park Advisory Committee Code of Conduct has been developed to assist you to understand your obligations and the NSW Government's expectations and requirements.

2. Personal and professional behaviour

You are expected to always:

- act ethically and in the public interest
- act in a professional and non-political way while advising government
- use public resources efficiently and appropriately
- give accurate and impartial advice to government and, where applicable, implement its programs conscientiously
- follow relevant legislative, industrial and administrative requirements
- treat people with dignity and respect, and contribute to a positive and productive committee
- make sure people feel valued and are able to fully participate in the committee
- not discriminate against, harass or victimise anyone on any grounds including gender identity, marital status, pregnancy, age, race, ethnic or national origin, physical or intellectual impairment, sexuality or political or religious conviction
- prevent bullying
- adhere to this code.

Bullying, harassment, intimidation, public criticism, defamation, abuse or aggression towards any individual committee member, community member or government employee will not be tolerated and will result in removal from the committee under section 10 of the Marine Park Advisory Committee Handbook.

3. Work health and safety

Committee members are considered workers for the purposes of the *Work Health and Safety (WHS) Act and Regulation 2011*. Getting our people home safe and well is a top priority for the Department of Planning, Industry and Environment, as is public safety. We will never ask you to put yourself at risk. We can only achieve a safe workplace with your help so we ask you to:

- be aware of, and implement, the safety systems and practices that help keep you and those around you safe and well
- notify the chair or Marine Park Manager as soon as you observe a safety risk
- report all workplace health and safety (WHS) incidents, including near misses, within 24 hours to the Marine Park Manager.

4. Conflicts of interest

A conflict of interest occurs where your private interests make it difficult for you to perform your duties impartially in the public interest. Conflicts are common and can arise, for example, from close personal relationships at work, family relationships, social friendships or animosities, and work you do outside of the committee, including employment, volunteering or any political activities.

Members of government committees are appointed for their expertise and skill in particular areas. As a consequence of their expertise in these areas, there may be the potential for conflicts of interest to arise between a member's duties to the committee, and his or her personal interests (or his or her duties towards others).

A conflict may be:

- *Actual conflict*: there is a direct conflict between your committee duties and responsibilities and your private interests.
- *Perceived conflict*: a person could reasonably perceive that your private interests are likely to improperly influence the performance of your official duties, whether or not this is the case.
- *Potential conflict*: you have a private interest that could conflict with your official duties in the future.

If a conflict of interest leads to partial decision making, it may constitute corrupt conduct. A conflict of interest, whether real, perceived or potential, may arise for example from:

- Other directorships or employment
- Professional and personal business interests and associations
- Investment interests or the investment interests of friends or relatives
- Family relationships
- Participation in party political activities
- Personal beliefs or attitudes that affect impartiality.

The above list is indicative only and there may be other situations that can lead to a real or perceived conflict of interest.

Conflicts must be declared so they can be managed in a careful and transparent way. A member has a duty to declare any private interest that may impinge on a committee decision. When an issue arises, the committee member must as soon as practicable disclose full and accurate details of the interest or issue to the committee. A member must disclose interests to the committee (which include positions and pecuniary interests) in corporations, partnerships or other businesses or organisations that may be relevant to the discussions of the committee. A member's interests include those of an associate or close relative. Disclosure must be made at the beginning of a member's term and during the term as matters arise. A register of such interests should be maintained by the committee and Marine Park Manager.

5. Official and confidential information

During your appointment or work you may have access to sensitive, personal and/or commercially confidential information. This information could relate to members of the community, the NSW Government or government employees. You are expected to protect the integrity and security of information and documents for which you are responsible and to adhere to the principles of the *Privacy and Personal Information Protection Act 1998*.

Members must not disclose official information or documents acquired as a consequence of their membership, other than as required by law, or when the member has been given proper authority to do so.

In short, this means that you:

- may not use information for any unofficial purpose outside the committee
- may use confidential or official information only in relation to your committee role and consistent with your obligation to act impartially
- must be cautious and use sound judgement when you discuss sensitive information with others
- may not use information gained in your capacity as a committee member for personal gain
- may disclose information that is normally available to members of the public
- must not improperly collect, use or disclose the personal information of individuals including community and staff members
- must not use information gained in the course of your committee role to cause harm or detriment to government or any person or organisation
- must safely and securely store any committee records, including emails and electronic information
- must not remove official information from government premises unless you need it for committee purposes
- must treat email and electronic records as carefully as hard copy information.

Misuse of official information or documents includes:

- speculation in shares, commodities, or property on the basis of confidential information about the affairs of a business or of proposed government actions
- seeking to take advantage of another person, for personal reasons, on the basis of information held in official records

- disclosing sensitive information to members of the public, political parties, clients, lobby groups, other public servants, other government organisations, or members of Parliament, without proper authority
- providing or trading confidential information for use by private investigators, banks, credit agencies or other external parties.

These requirements apply to any information you obtain during the course of your committee membership and continue after you complete your appointed term.

6. Intellectual property

Intellectual property includes rights relating to scientific discoveries, industrial designs, trademarks, service marks, commercial names and designations, inventions and activity in the industrial, scientific, literary or artistic fields.

All intellectual property created by you in the course of your committee role is the intellectual property of the Department of Primary Industries. You may therefore not sell or give away intellectual property created during or in connection with your appointment or engagement with the committee. You must provide the Department of Primary Industries with complete copies of any reports, documents or other materials created in the course of your advisory role or work.

7. Use of public resources

You are expected to be efficient in your use and management of public resources.

Furniture, equipment, staff and other resources may be provided to a committee to perform its functions and should be used only in relation to those functions and in accordance with any guidelines or rules about the use of those resources.

Department of Primary Industries communication devices, including internet access, may not be used to browse or download illegal, inappropriate or offensive material. When you use Department of Primary Industries technology, internet and email facilities, the use must be appropriate, lawful, efficient, proper and ethical.

8. Public comment

Public comment must only be made strictly in accordance with section 16 of the Marine Park Advisory Committee Handbook.

9. Alcohol and drugs

You must take responsibility for ensuring the health and safety of yourself and of others whilst participating as a committee member. In particular, you are responsible for ensuring that you do not, by the consumption of alcohol or other drugs, endanger your own safety or the safety of any other person, including the community.

Alcohol and other drugs includes alcohol based products, tobacco, illegal drugs, and medically prescribed and non-prescribed substances, which adversely affect your conduct or work performance.

Workplace means any place where committee activities are performed and includes government vehicles, off-site and field areas.

You must also not participate in any committee activities if you are under the influence of alcohol or other drugs likely to adversely affect your ability to fulfil your duties.

10. Allegations of impropriety

It is important that the conduct of committee members reflects the principles and ethical requirements set out in this code at all times. If allegations about inappropriate conduct are made or aired in the public domain which, if true, would constitute a breach of this code, the member concerned may be removed from the committee in accordance with section 10 of the Marine Park Advisory Committee Handbook.

Allegations made in the public domain include:

- being referred to in sworn evidence (either oral or written) in any court or tribunal proceeding
- being the subject of, or named as a person of interest in, any investigations by the Independent Commission Against Corruption
- being the subject of, or named as a person of interest in, any investigation by the NSW Ombudsman
- being the subject of, or named as a person of interest in, any investigation or proceedings by any other governmental or quasi-governmental body in any jurisdiction.

The member may resume his or her membership of the committee when the relevant court, tribunal or other body makes a finding of fact that the allegations are unfounded, or otherwise when the Director General, Department of Primary Industries, so determines.

11. Gifts and benefits

Members should be aware that it is illegal to seek, offer or receive money or gifts in order to obtain a benefit or favour. Members must also not accept gifts or benefits that could place them under an actual or perceived financial or moral obligation to another organisation or individual. Non-financial gifts or hospitality of modest value may be accepted in limited circumstances where the member's position will not be compromised.

If any gift or benefits is offered to or accepted by a committee member from any person or body with interest in marine park management, full and prompt disclosure must be made to the chair.

12. Breaches of the code

Breaches of this code will result in removal of committee members in accordance with section 10 of the Marine Park Advisory Committee Handbook. Serious incidences of misconduct will be referred to the NSW Police or Independent Commission Against Corruption where appropriate.

Appendix B

Meeting expense claim form



Department of Industry

Expense8 Claim Form for Meeting Expenses

Please complete this form to summarise your travel expenses if you are a member of an official Departmental Board or Committee and forward to your convenor.

If you are the convenor and require the Expense Management team to enter the claim, please email scanned copies of the form and supporting documents to finance.support@industry.nsw.gov.au

MILEAGE CLAIMS	
Please attach a current copy of Comprehensive Car Insurance and Registration papers valid as at the date of travel	
Trip Details Segment – Only One Meeting per Claim Form is to be completed	
Member name <small>(as known by the department)</small>	
Address	
Trip Name <small>(Board or Committee)</small>	
Trip Reason <small>(Purpose of Meeting & Coordinating agency)</small>	
Telephone	
Personnel number <small>Eg. 9xxxxxxx</small>	
Itinerary Segment – Mileage Details (note each segment of the trip must be logged separately)	
Vehicle registration	
Description <small>(enter if different from above Trip Reason)</small>	
Meeting Date	
Trip From	
Trip To	
Description	
Meeting Date	
Trip From	
Trip To	
Summary Segment	
Other Information/Comments	
TOTAL MILEAGE CLAIMED \$ _____ x _____ km	\$

OTHER EXPENSES	
Summary of costs	
Taxi, train fares, parking, bus etc	\$
Airfares	\$
Accommodation	\$
Meal Actuals	\$
TOTAL OTHER EXPENSES	\$

TOTAL MEETING EXPENSES	\$
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Submission			
Board Member Signature		Date	

Attachments included:

Motor Vehicle Comprehensive Insurance and Registration Papers

Tax Compliant Invoices/receipts or Statutory Declaration

Please return the form including attachments to the meeting convenor.

Approval			
Authorised Delegate		Date	

Sitting fees:

Sitting fees must be claimed separately and submitted to pavroll.processing@industry.nsw.gov.au using a [Meeting sitting fee claim form](#).

Office use only – Convenor/Expense Management			
EXPENSE8 TRIP NUMBER CREATED			
Cost Centre / Project Task	Description	GST Applicable	Amount
	Private vehicle use		\$
	Taxi, train fares, parking, bus etc		\$
	Airfares		\$
	Accommodation		\$
	Meal Actuals		\$