

# Coastal Line Advisory Group

## Terms of Reference

<b>Document title</b>	Coastal Line Advisory Group
<b>Contact details</b>	Department of Agriculture and Fisheries, NT Fisheries Division
<b>Approved by</b>	Matthew Osborne, Senior Executive Director, NT Fisheries
<b>Date approved</b>	21 January 2026
<b>Document review</b>	NA
<b>TRM number</b>	NA

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Changes made</b>
1	September 2025	NT Fisheries	First version
2	January 2026	NT Fisheries	Minor clarifications at request of membership

<b>Acronyms</b>	<b>Full form</b>
CLF	Coastal Line Fishery
NT	Northern Territory
CLAG	Coastal Line Advisory Group

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# 1. Role of the Coastal Line Advisory Group

The Coastal Line Advisory Group (CLAG) is established to provide advice to the Director of Fisheries (the Director) on the sustainable management of the NT's coastal reef fish resources.

The CLAG will provide specific advice on:

- the development and implementation of a recovery plan for inshore reef fish in the Greater Darwin Region
- the operation of the harvest strategy
- any other matter the Director seeks advice on.

## 2. Governance

The CLAG is established by the Director. As such, it is not subject to the NT Government boards and committee's framework, which only applies to groups established by Ministers, Cabinet or a decision of the Government. However, for consistency, the CLAG will be managed in line with the NT Government boards and committee's framework where possible.

The CLAG may refer matters to specialist working groups, which will report back to the CLAG

## 3. Period of operation

The CLAG will operate for a period of two years, after which its role and effectiveness will be reviewed by the Director. The group may be extended or disbanded based on the outcomes of this review.

Meetings will be held on an as-needs basis, and may be conducted in person, virtually, or through other suitable means of communication.

The Director may seek advice from the CLAG out-of-session.

## 4. Membership and composition

### 4.1. Membership

Appointment as a member of the CLAG brings with it a range of important responsibilities including the requirement to act in the best interests of the fishery rather than as an advocate for any organisation or interest group. Members must not pursue personal agendas or self-interest but participate in discussions and offer advice in an objective and impartial manner.

The Advisory Group will be comprised of:

- a Chair appointed by the Director
- two persons with expertise in commercial fishing
- one person with expertise in recreational fishing
- one person with expertise in charter tourism fishing
- one person with expertise with Aboriginal traditional marine harvest.

A Department representative will attend meetings *ex officio* to provide support.

The Director may invite additional members as needed, engage specialists to work with the CLAG, and remove any member from the CLAG at their discretion (further details on the removal of members is provided in the NT Fisheries Engagement Code of Conduct).

Before attending any meeting, members must review, agree to, and sign any required meeting documentation, including Codes of Conduct and Terms of Reference. They must also disclose any conflicts of interest.

## 4.2. Proxies and observers

Proxies and observers may attend meetings only with prior written approval from the Chair or the Director.

Requests to attend as an observer must provide a rationale for attendance, and be submitted to the Chair or the Director no later than one week before the meeting.

Observers must not contribute to meeting deliberations unless invited by the Chair or the Director.

Before attending any meeting, both proxies and observers must review, agree to, and sign any required meeting documentation, including Codes of Conduct and this Terms of Reference. They must also disclose any conflicts of interest.

The Chair or the Director reserves the right to revoke permission for attendance at any time.

## 5. Secretariat support and meeting records

NT Fisheries will operate as Secretariat to the Chair or the Director.

### 5.1. Agenda

A draft agenda will be circulated to members at least two weeks prior to each meeting, allowing sufficient time for members to review and propose additional agenda items or supporting papers. All proposed additions must be approved by the Chair or the Director no later than one week before the meeting.

The finalised agenda and all relevant documents will be distributed to members at least one week prior to the meeting.

Observers are not permitted to submit agenda items. However, the draft agenda will be provided to non-members on request to help them decide whether to attend the meeting as observers.

### 5.2. Outcomes

CLAG advice will be formed based on the views of all members, not by voting. Consensus is not required, and differing views will be documented to ensure that all perspectives are presented to the Director.

The CLAG will not have the authority to bind or otherwise affect the rights and obligations of the NT Government or any other party/stakeholder.

### 5.3. Minutes and meeting summaries

No audio or video recording of meetings is permitted without prior consent from the Chair, or the Director and all members present.

Minutes of meetings will capture key outcomes, recommendations, and relevant points of discussion. Draft minutes will be circulated to CLAG members within two weeks of the meeting. Draft minutes will not be shared with observers.

CLAG members have five working days to submit written amendments to the draft minutes. These amendments will be circulated to all members, who will then have an additional five working days to review and consider the proposed changes.

If significant differences of opinion arise on the content of the draft minutes, the Chair or the Director may suspend their finalisation until the next meeting to allow for further discussion.

The Chair or the Director may prepare a meeting summary, informed by the minutes, which can be a public document.

## 6. Personal behaviour

CLAG members are expected to:

- attend all scheduled meetings or, if unavailable, arrange for an alternate representative (proxy) with prior approval from the Chair
- act with impartiality and integrity, prioritising the sustainable management of aquatic resources; members must not misuse their position to gain personal advantage or to benefit any other individual or organisation
- adhere to the NT Fisheries Engagement Code of Conduct.

## 7. Communication and confidentiality

The CLAG is bound by the NT Government's Information Privacy Principles as published by the Information Commissioner: <https://infocomm.nt.gov.au/privacy/information-privacy-principles>.

All CLAG members must maintain the confidentiality of matters discussed within the group unless explicit approval for disclosure is granted by the Chair. This applies to all documents, discussions, materials and information shared during CLAG activities. Any breach of the NT Government's Information Privacy Principles will result in the member being prohibited from attending advisory meetings in the future.

CLAG members are expected to:

- respect the role and responsibilities of the department when communicating with staff on CLAG-related matters
- refrain from disclosing any information or documents obtained through CLAG membership – including discussions – unless required by law or explicitly approved by the Chair
- uphold the confidentiality and privacy of all information pertaining to individuals
- ensure the secure storage and handling of CLAG records, including emails and electronic documents
- promptly raise any concerns related to CLAG activities with the Chair

CLAG members must not:

- make public statements or comments on behalf of the CLAG and/or the department

- comment publicly (including to the media or on social media) on deliberations or outcomes of meetings, unless authorised by the Chair or the Director, or the deliberations or outcomes of meetings have been made public through legitimate means
- share CLAG records or materials with external parties, including the media or via social media platforms

Members should be aware that all written materials related to the CLAG – including correspondence, draft papers, emails and personal notes – are subject to NT freedom of information legislation and may be made publicly available.

## 8. Inappropriate behaviour/conduct

Any behaviour or conduct by a CLAG member deemed to breach the expectations outlined in the NT Fisheries Engagement Code of Conduct may result in the Director removing the member from the CLAG.

## 9. Review

The CLAG Terms of Reference will be reviewed annually to ensure they remain relevant and effective. Any CLAG member may propose amendments which will be subject to review and approval by the CLAG and the Director.

## 10. Acknowledgment

I, \_\_\_\_\_ acknowledge that I have read, understood and commit following the Coastal Line Advisory Group Terms of Reference.

Signed \_\_\_\_\_ Date \_\_\_\_\_