



TERMS OF REFERENCE: MARITIME AGENCIES FORUM

Objective

The primary objective of Maritime Agencies Forum (MAF) is to provide a forum for maritime agencies to collaborate on maritime safety and other issues.

MAF provides an opportunity to discuss shared regulatory issues to improve the consistency and effectiveness of maritime regulation across Australia and between the commercial and recreational sectors.

Role

MAF will consider maritime matters that require cross-jurisdictional cooperation and collaboration and seek to align and coordinate technical maritime safety advice and operational maritime policy for consideration by ITSOC.

Matters that are likely to be considered by the MAF include, but are not limited to:

- application of State and Territory marine safety legislation and responsibilities, as articulated under Section 6 of the *Marine Safety (Domestic Commercial Vessel) National Law Act 2012* (National Law), and the interaction with the National Law and *Navigation Act 2012*;
 - matters under Section 6 of the National Law relevant to MAF include:
 - environmental management, including pollution;
 - pilotage licensing;
 - designation of waters, including designation of waters by reference to the vessels that are or are not permitted to operate in those waters;
 - regulation or prohibition of the operation of specified vessels or classes of vessels in specified areas;
 - speed limits, navigation aids, traffic management plans, rules for prevention of collisions, no wash zones, the management of events on waterways, wrecks, salvage, passing dredges, towing objects, bar crossings and local knowledge requirements;
 - removing obstructions (including abandoned, sinking and derelict vessels) from navigable waters;
 - the actions of persons under the influence of alcohol or other drugs;
 - requirements for vessels conducting particular dangerous operations or operations that may cause offence, including hauling garbage;
 - marine radio; and
 - monitoring of marine communication services.
- amendments to the National Law and impacts on State and Territory responsibilities and legislation;
- gender equity, indigenous representation, social inclusion, and accessibility in the domestic maritime industry; and
- other maritime-related topics, as relevant from time to time.

MAF members are responsible for:

- providing policy and operational advice to the forum on their respective jurisdictions;
- advancing collaboration to promote efficiencies in maritime safety education, compliance activities and investigations;
- communicating the outcomes of the forum's work to their respective agency;

- facilitating collaboration between participating agencies where required; and
- producing an annual forward work plan to inform the focus of the Forum including priorities relating to policy, advice and guidance, and joint operational activities.

MAF is an advisory, non decision-making forum. Matters that require decision may be escalated to the Infrastructure and Transport Senior Officials' Committee or the Infrastructure and Transport Ministers' Meeting through established processes.

Membership

Member agencies are:

- Australian Maritime Safety Authority
- Maritime Safety Queensland
- Transport for NSW
- Marine and Safety Tasmania
- Safe Transport Victoria
- Department for Infrastructure and Transport (South Australia)
- Department of Infrastructure, Planning and Logistics (NT)
- Department of Transport (WA)
- Department of Infrastructure, Transport, Regional Development, Communications and the Arts (Cth)

As an inter-governmental committee each agency listed as a member is required to make an initial nomination of a representative who holds an appropriate level of authorisation or delegation within their respective agency. Members may replace their nominations from time to time by providing advance notice to the Chair.

Observers

Observers may be invited to meetings when it is beneficial to the Forum's discussion and deliberations. The Chair or, members with advance notice and approval from the Chair, may invite subject matter experts to contribute to discussions and correspondences on specific topics.

Secretariat

AMSA will provide the Secretariat for the Forum including assistance with preparation and distribution of papers, preparation and distribution of meeting minutes, and logistics for Forum meetings. The Secretariat will distribute meeting papers no later than 5 business days prior to each meeting.

Meeting arrangements

Frequency

MAF will meet a minimum of twice a year, with timing to coincide with the Australian Recreational Boating Safety Committee (ARBSC) meetings. Intersessional work programs for time sensitive activities, or where beneficial to the Forum's work, may be established where required.

Location

Meetings will be conducted in person or via Microsoft Teams. Forum members should advise the Secretariat in advance of their preferred attendance method when confirming attendance at a meeting. The location of in-person meetings will align with the meeting location for the ARBSC meeting.

Chair

The Chair will be rotated by agreement amongst the jurisdictions every 2 years with the outgoing Chair to complete a review of the MAF's functions and operations.

Quorum

A minimum 60% of MAF members are required to be in attendance (in person or virtually) for any Forum meeting. A proxy may attend a Forum meeting with advance notice to the Chair and the Secretariat.

Absence

Members will notify the Secretariat in advance if they are unable to attend, and a suitable proxy cannot be provided.

Standing Agenda Items

Standing agenda items include:

- Acceptance of previous Forum meeting minutes
- Action Items
- Member Updates
- Safety Data
- Priority Topics
- Diversity and inclusion in Maritime
- Other Business

Review

The Terms of Reference will be reviewed annually.

Version Control Table

Version	Date	Nature of Change
1	July 2024	Initial version
2	November 2024	Logo included, no content changes