

# TORG EXTERNAL STAKEHOLDER APPLICATION FORM

Traditional Owner Reference Group  
Mackay • Whitsunday • Isaac

## APPLICATION DETAILS

Name	Email address	
Organisation	Application date	
Street address	Postal address (if different)	
Town / Suburb	State	Postcode
Phone number	Select if you are applying to attend to present to the TORG or to attend as an observer	
	Present to the TORG	Observer
Reason for application (please provide a detailed response, attach additional pages if required)		

External stakeholders agree to abide by the terms and conditions outlined on the following pages



# TORG MEETING PROCEDURES FOR EXTERNAL STAKEHOLDERS

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## EXTERNAL STAKEHOLDERS

- For the purposes of the TORG, external stakeholders are considered to be any party who are not TORG members or Reef Catchments staff.
- External stakeholders are welcome to apply to join TORG activities as either observers or to present to the TORG.
- External stakeholders wishing to observe or present to the TORG must fill out a request form and forward to [reception@reefcatchments.com](mailto:reception@reefcatchments.com)
- Requests from external stakeholders will be notified via email or telephone once the request has been approved.
- When approved, external stakeholders will also be forwarded a copy of the 'TORG Meeting Procedures for External Stakeholders'.
- Applicants wishing to present to the TORG will typically be scheduled to talk immediately following the 'Welcome to Country/Acknowledgment of Country' and will depart after they have presented to the TORG, unless they have requested to be an observer.
- External stakeholders who have applied and been accepted to observe TORG meeting/s or activities are considered an observer for that occurrence only.
- Observers are entitled to see and hear the proceedings of the meeting but have no voting rights and no right to speak at meetings, unless invited to do so by TORG members. Observers must leave the meeting when requested by the TORG members, or if any matters are to be considered in closed session. Observers are not entitled to a sitting fee.
- External stakeholders must maintain confidentiality and privacy in accordance with the TORG Terms of Reference.

## CONFIDENTIALITY & PRIVACY

This section applies to all TORG members and external stakeholders (including observers)

- The TORG shall determine whether any of the TORG agendas, minutes or discussions are considered confidential. This shall be recorded in the minutes. Agendas and minutes are not distributed to observers unless authorised by the TORG.
- Where no decision has been recorded regarding confidentiality the assumption shall be that it is confidential.
- Public statements about the TORG will be authorised by the group (e.g., media releases).
- Projects and products produced by the TORG must stay within the group unless authorised for release by the TORG.
- Projects and products produced by Traditional Owner Groups within the TORG may be taken back to others of the broader Traditional Owner Group for further discussion.
- Correspondence with external parties will be prepared and approved by the TORG.
- Decisions related to one person's country will ultimately be the responsibility of that Traditional Owner Group. Including correspondence.
- All members and external stakeholders (including observers) must respect and maintain confidentiality.
- In the event of a breach of confidentiality and privacy, the matter will be investigated by the TORG or Reef Catchments as required by the circumstance, and appropriate action taken. The party that breaches will be responsible for any damages.

## INTELLECTUAL PROPERTY

This section applies to all TORG members and external stakeholders (including observers).

- All intellectual property and related material that is developed or produced by the TORG will be the sole property of the TORG member of each respective tribal group.
- The use of Intellectual Property is restricted unless consent is given by the relevant party.
- The party who breaches will be responsible for any damages resulting from the unauthorised use of Intellectual Property.
- Upon termination of membership to the TORG, the individual will return any documents, records, confidential information back to Reef Catchments.



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## CONDUCT OF MEMBERS

This section applies to all TORG members and external stakeholders (including observers).

- All members of the TORG and external stakeholders are to abide by Reef Catchments Code of Conduct and all their Policies and Procedures relevant to the TORG nature of business activities.
- Members must declare in writing or before meetings any interests in any report tabled at the meeting covered by the Code of Conduct, Conflict of Interest and Pecuniary Interests.
- All members and observers shall conduct themselves respectfully, ethically, and honestly in all matters and always in relation to the TORG and its activities.
- All members will act in a professional and responsible manner with the information they obtain as a member, as the TORG requires openness and honesty to function well.
- Members should feel free to express opinions and views without fear of recrimination.
- It is essential for members to accept collective responsibility, remain loyal to decisions of the TORG and Reef Catchments, even where they may not have agreed with the final decision.
- The TORG should not be used as the forum to try and resolve issues of conflict between individual members, observers, or Traditional Owner Groups – unless it impacts on the TORG or TORG member and is agreed/decided by all TORG members.
- Reef Catchments (as facilitator) reserves the right to ask a TORG member or external stakeholder (including observers) to leave if their behaviour is inappropriate.

## DISPUTE RESOLUTION

This section applies to all TORG members and external stakeholders (including observers).

- If two or more TORG members have difficulty working together (for example because of a conflict of personalities or ideological differences) and it is unduly affecting the functioning of the TORG, the matter will be resolved as soon as possible in the interests of remaining group members.
- TORG members and observers will avoid disputes with other TORG members and observers, where possible.
- If a dispute arises, the TORG members who are in dispute will make a reasonable, thorough, and conscientious attempt to resolve it on an informal basis.
- During informal attempts to resolve a dispute, if the disputing parties are of the view that the TORG should be notified of the existence of the dispute, for example because it may pose a major risk to the effective operation of the TORG, the matter will be placed on the agenda of the next TORG meeting for noting and/or monitoring.
- Members in dispute must continue to act respectfully to other members with whom they may be in conflict. Members in dispute must actively work in good faith to resolve the dispute.
- Reef Catchments (as facilitator) reserves the right to ask a TORG member to leave if their behaviour is inappropriate.

