

			
TITLE	Operations of the Marine National Facility Steering Committee		
Policy reference and Version No:	Policy 2004/2/v.1		
Policy type	Marine National Facility (MNF) Organisational Policy (relates to the proper and efficient performance of the functions of the MNF).		
Commencement date:	12-09-05	Review date:	January 2007
Scope	Members and support staff of the MNFSC		
Group responsible	Ship Management Group		
Further advice	Captain Frederick R. Stein, Director, Research Vessels, ph: (03) 6232 5024 e-mail: Fred.Stein@csiro.au		

POLICY STATEMENT

Purpose	To clarify the operations of the Marine National Facility Steering Committee (MNFSC)
Overview	The MNFSC is an independent advisory committee appointed by the Minister to assist CMR in the management of the MNF. It was established as the Interim National Facility Steering Committee on 21 June 1984. The Hon Peter McGauran MP, Minister for Science, appointed new independent members and confirmed the Operating Guidelines for the current MNFSC on 14 August 2003. This policy statement summarises the operations, roles and responsibilities of the MNFSC previously approved by the Australian government.
Objectives	To set out the operations of the MNFSC, including: <ul style="list-style-type: none"> • its membership; • the nomination and appointment of Chairman and members; • the term of appointment of members; • the remuneration of members; and • the Ministerial Operational Guidelines.
Definitions	<p>The Minister: the Australian government Minister responsible for science.</p> <p>MNF: the Marine National Facility that includes: its management (Steering Committee and CMR), staff, the sea-going research platform, its equipment and data products and services.</p> <p>MNFSC: Marine National facility Steering Committee - the</p>

	<p>independent committee appointed by the Minister that assists CMR in the management of the MNF.</p> <p>National Research Facility host: the research organisation that owns and operates research infrastructure as a National Research Facility on behalf of the nation. For the MNF this is CSIRO Marine Research on behalf of CSIRO.</p> <p>Independent MNFSC member: a member of the MNFSC, appointed by the Minister, and who is not an employee of CSIRO.</p> <p>MNFSC Chairman: the independent member appointed by the Minister to chair MNFSC meetings.</p> <p>ex officio member: person who is entitled to be a member of the MNFSC or SAC by right of his or her position of employment.</p> <p>MNFSC Operational Guidelines: series of statements approved by the Minister that establishes the mode of operation, roles and responsibilities of the MNFSC.</p> <p>MNFSC meeting: a formally convened, minuted meeting of the MNFSC.</p> <p>Sitting fees: payments to the Chair and other independent members of the MNFSC and SAC for preparing for and attending meetings or for conducting other MNFSC business.</p>
<p>Policy provisions</p>	<p>Authority: The Marine National Facility is the concern of the Minister. The Minister is required to appoint four independent members of the Marine National Facility Steering Committee. CSIRO Marine Research is the host of the Marine National Facility, and operates it as a National Facility on behalf of its owner CSIRO.</p> <p>Functions: The Marine National Facility Steering Committee's functions are to</p> <ul style="list-style-type: none"> • assist CSIRO in the effective and efficient operation of the Marine National Facility; and • represent the interests of individual researchers and agencies using the RV Southern Surveyor during the 180 days per annum allocated as MNF time. <p>Membership: The MNFSC shall have five members. Four of these shall be appointed by the Minister as independent members and include:</p> <ul style="list-style-type: none"> • a Chair; and • three scientific or user representatives. <p>CSIRO will be represented on MNFSC by the Deputy Chief, Business, CSIRO Marine Research in an ex officio capacity.</p> <p>Term of Appointment: the Minister is required to appoint independent members of the MNFSC for a term of two years. The term will run from the date that the Minister</p>

	<p>approves the appointments. The Minister can also approve the re-appointment of independent members of the MNFSC for second or subsequent terms.</p> <p>Nominations: the Chief, CMAR is required to nominate to the Minister suitable persons for Chair and membership of the MNFSC. These nominations will be made after wide consultation with relevant government and industry research bodies.</p> <p>Sitting fees: independent members of the MNFSC, who are not employed by an Australian Government agency, are entitled to be paid sitting fees. For each meeting attended independent members are entitled to two days sitting fees: one day for preparation travel to the meeting and one day for each day the meeting sits. The Chair and members will also be entitled to sitting fees for work undertaken on behalf of the MNF but outside that time allowed for formal meetings.</p> <p>Meetings: the MNFSC will meet at least annually but up to three times per year if required.</p> <p>Roles: the roles specified by the Minister for the MNFSC are:</p> <ul style="list-style-type: none"> • in consultation with CSIRO and major users, plan for the effective use of the Marine National Facility; • establish policy guidelines for the for the operation of the Marine National Facility; • make decisions on CSIRO's annual estimates of funds required for capital and operating expenditure; • determine an appropriate scale of charges for use of the MNF (including its separate facilities, equipment and services as required); • make decisions on the allocation of research time on the MNF; • promote wide and effective use of the MNF; • undertake an annual review of the performance and effectiveness of the MNF; • report annually to the Minister details of the MNF's finances and operations; and • establish a Scientific Advisory Committee to provide advice relating to: scientific operations, equipment needs, assessment of proposals for use of the MNF and the annual voyage schedule.
<p>Related material</p>	<ul style="list-style-type: none"> • Guidelines for the Operation of National Research Facilities. A report to the Prime Minister by the Australian Science and Technology Council (ASTECC), January 1984. • National Facility Steering Committee – Research Vessel Southern Surveyor. Ministerial briefing to The Hon Peter McGauran, MP, Minister for Science

	<p>from the Department of Education Science and Training. Approved by the Minister 14 August 2004.</p> <ul style="list-style-type: none"> 1 July 2004 Ruling of the Remuneration Tribunal (see http://www.csiro.au/services/humanres/essentials/blocks/committeefees.htm)
Supporting Procedures/Guidelines	Procedure 2004/2.1/v.1: Payment of Sitting Fees and other costs to independent chair and members of MNFSC and SAC.
ACCOUNTABILITIES	
Implementation	MNFSC SAC MNFSC and SAC support staff
Compliance	Director, Research Vessel
Monitoring and Evaluation	MNFSC Director, Research Vessel
Development and Review	MNFSC Office of the Chief Director, Research Vessel
Approval Authority	MNFSC

WHO SHOULD KNOW THIS POLICY?

Chair and Members of the MNFSC.
 Chair and Members of the SAC.
 Office of the Chief, CMR.
 MNF and CMR staff involved with the MNF as users or support staff.
 MNF users.
 Manager, Science Policy Branch, Department of Education, Science and Training

REVISION HISTORY

Revision Ref No	Approved/Rescinded	Date	Authority	Document Title
Policy 2004/2/v.1	Endorsed (Based on recommendations approved by the Minister 13/8/03)	12-09-2005	MNF SC	Operations of the Marine National Facility Steering Committee