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**BORDER FORCE**



# National Sea Passenger Facilitation Committee Terms of Reference

April 2025

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# National Sea Passenger Facilitation Committee

## Terms of Reference

### 1. Purpose

The purpose of the National Sea Passenger Facilitation Committee (NSPFC) is to facilitate engagement and consultation between the Australian Border Force, other government agencies and maritime industry representatives.

Facilitate a constructive Government-industry exchange of views on sea passenger facilitation issues that are operational, legal or policy related in nature.

Enable industry representatives and Government agency representatives to put forward, and present papers on issues of strategic importance.

Facilitate consultation that will enhance Australia's border protection capability:

- consider issues specific to International ocean going cruise vessel visits.
- identify and develop options, strategies, best business practices and initiatives for improving sea passenger clearance processes.
- engage, champion and influence sea passenger facilitation issues as appropriate in international fora.

### 2. Membership

#### 2.1. Chairing arrangements

ABF First Assistant Secretary Strategy and Policy will Chair the NSPFC.

An industry representative will be appointed as a Co-Chair. The industry co-chair position will be for a period of 12 months, as per the financial year.

Members, through a nomination process which will be supported by the Secretariat, will vote on the industry co-chair position.

The Secretariat will send all members an industry co-chair nomination form. Members will be given 10 business days to submit an industry co-chair nomination form. Following the nomination process, the Secretariat will advise all members of the outcome of the process.

#### 2.2. Other Membership arrangements

**Secretariat:** ABF will provide secretariat support.

Membership of the NSPFC is by invitation from the ABF and may include:

- Major maritime industry stakeholder organisations and advocacy groups, represented by senior executives (Chief Executive Officers, National Managers, Operations Managers).
- Government agencies involved in issues relevant to sea passenger facilitation and clearance processes represented by senior executives (First Assistant Secretary, Executive Director, Assistant Secretaries or General Managers, Commander, Regional Commander).
- International government partners, as appropriate (New Zealand).

### 3. Meeting procedures

**Attendance at meetings – industry and Government agencies other than the ABF:** Member organisations may nominate up to two delegates to attend each meeting. Additional representatives may be nominated subject to approval of the Chair and Co-Chair.

**Alternative members:** A member may nominate an alternative representative to attend the meeting if they are unable to attend, subject to approval of the Chair and Co-Chair.

**Attendance by ABF staff:** Attendance by ABF staff will be limited to those necessary to adequately address the agenda items to be discussed.

**Quorum:** A quorum is not required.

**Agenda:** The agenda will be approved by the Chair and Co-Chair. Members may propose items for inclusion on the agenda for each meeting. The draft agenda will be provided to all members at least four weeks prior to each meeting. Members may provide comments on the draft agenda until two weeks prior to each meeting. The final agenda will be provided to members at least one week prior to each meeting.

**Agenda papers:** The agenda papers and supporting documents will be provided to members at least one week prior to each meeting.

**Minutes of the meeting:** A summary of outcomes will be distributed to members within four weeks of each meeting.

**Decisions:** The purpose of the NSPFC is to facilitate engagement and consultation between the ABF, other government agencies and maritime industry representatives. Discussion will inform the work of the ABF. The final responsibility for the development of policy options, and for the drafting of legislation and regulations, relating to NSPFC outcomes, rests with the ABF.

### 4. Frequency and location of meetings

NSPFC will meet twice a year. Additional extraordinary meetings, which must be approved by the Chair, may be called by any member to consider specific issues of concern.

Meeting dates will be determined with due consideration to parliamentary sitting periods and peak travel periods (cruise season). In this context, favourable consideration will be given to scheduling meetings in May and October each calendar year.

Meetings will be held in various capital cities.

### 5. Working groups

NSPFC may elect to establish temporary working groups to examine specific issues.

NSPFC will provide the broad policy framework for each of the working groups.

ABF will provide support for each of the working groups.

The Chair of each Working Group will prepare a Terms of Reference for the working group which will be ratified by NSPFC.

NSPFC working groups will undertake detailed work, including consultation, as directed by NSPFC.

NSPFC will oversee the work of each of the working groups. As such, working groups will report to the NSPFC by exception, and as appropriate.

NSPFC may dissolve any or all of the NSPFC working groups on the completion of the specified project or at any time as determined by the NSPFC.

## 6. Document Control

All amendments and variations to the terms of reference that are substantial changes to the content or intent are included in the document control table below. Any substantial changes will be circulated to all members for comments and endorsement prior to approval by chair at the next meeting.

### Document control:

Version Number	Date of issue	Section change	Brief description of change	Endorsement	Approver	Sent to members
V1	Feb 2021	Industry Engagement	Draft			
V2	April 2025	Strategic Industry Partnerships	Addition of co-chairing arrangements, overall review	15 May 2025	CMDR Evans	

## NSPFC Membership as at May 2025

### Government members

- Austrade
- Australian Border Force
- Australian Federal Police
- Department of Agriculture, Fisheries and Forestry
- Department of Health and Aged Care
- Department of Infrastructure, Transport, Regional Development and Communications and the Arts

### Industry

- Australian Cruise Association
- Australian International Marine Export Group (AIMEX)
- Carnival Australia
- Cruise Lines International Association
- Darwin Port
- Flinders Ports
- Fremantle Ports
- Gladstone Central Ports
- Inchcape Shipping Services
- Intercruises Shoreside & Port Services
- Kimberley Ports Australia
- Mid West Ports
- Pilbara Ports Authority
- Port Authority of New South Wales
- Port of Brisbane Pty Ltd
- Port of Newcastle
- Ports Australia
- Ports North
- Ports of Melbourne
- Ports Victoria
- RCL Cruises Ltd (Royal Caribbean)
- Shipping Australia Limited (SAL)
- Spirit of Tasmania
- Wilhelmsen Ship Service