



Western Australian Little Penguin Advisory Group

Terms of Reference

Purpose

The Little Penguin Advisory Group is formed between government authorities, non-government organisations, land managers, scientists and community members, for the purpose of reviewing current knowledge, and identifying and prioritising conservation actions and knowledge gaps, relating to little penguins across the range in Western Australia.

The Little Penguin Advisory Group will identify potential conservation actions, key knowledge gaps and priority research/monitoring activities, and areas for collaboration. This will be achieved by reviewing:

- current knowledge base for the species in WA, including past and active research and monitoring programs,
- recent relevant national and international findings and initiatives,
- past, existing and emerging pressures and impacts, and
- past and current management activities.

Membership

Membership of the Little Penguin Advisory Group will include:

Department of Biodiversity, Conservation and Attractions (DBCA) representatives

- Marine Science
- Swan Region Marine Park Coordinator
- South Coast Region Marine Park Coordinator

Other Government representatives

- Mayor of the City of Rockingham
- Department of Primary Industries and Regional Development
- Department of Defence

External Scientists

- Dr Luke Twomey (Western Australia)
- Dr Belinda Cannell (Western Australia)
- Dr Erin Clitheroe (Western Australia)
- Dr Roger Kirkwood (South Australia)
- Dr Nicholas Carlile (New South Wales)

Guests may be invited to attend meetings on a needs basis and may include government representatives from other states tasked with monitoring and managing little penguins.

Chair

The Group will be chaired by Dr Luke Twomey. The Chair is responsible for coordinating and convening the working group meetings and action items identified. The Chair will be responsible for provision of the final report to the Director General of DBCA for consideration by Government.

Quorum

A quorum for the meetings will be five members with at least one representative from the following sectors:

- DBCA marine science
- DBCA marine park coordination
- Other government
- External scientists

Meeting frequency

Meetings will be held every two months or as required.

Communications

Agenda items to be forwarded by email to the Chair with accompanying papers at least ten working days prior to meeting date. Final agenda and papers will be forwarded to advisory group members a minimum of one week prior to meetings.

Draft minutes will be distributed by email to Members, who have two weeks to comment on any perceived inaccuracies or factual errors. Meetings will be recorded so that minutes can be fact checked if required. Final minutes will be distributed within one month of the meeting.

Information may be exchanged amongst the advisory group members out of session items where specific engagement or advice is required between meetings. For completeness, this will be tabled for noting at the next meeting and discussion by exception.

The final output from the group will be a written report that presents the potential conservation actions and research activities that have been identified and prioritised by the Group.

Information management

Information exchanged and discussed by members, or those attending meetings, needs to be remain confidential. The Chair will ensure information is appropriately managed.

Conflicts of Interest

Members will declare any perceived or actual conflicts of interest. These may be discussed with the Chair and will be maintained on a register and reviewed at the commencement of each meeting. Meeting minutes will briefly record how any conflicts of interests were assessed and appropriately managed.

Support

Secretariat support to the Chair will be provided by Biodiversity and Conservation Science at DBCA.

Meetings will be held online to allow remote participation with in-person attendance in Perth available.

Timeframe

The advisory group will be effective for a 12 month period following establishment and will report by December 2025.

Document history

Version	Date	Change
1.0	December 2024	Terms of Reference established.
1.1	April 2025	Minor corrections and edits of membership.