



FISHERIES COUNCIL OF SOUTH AUSTRALIA

STANDARD OPERATING PROCEDURES

August 2007

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1. INTRODUCTION

The objectives of the *Fisheries Management Act 2007* (the Act) make it clear that the sustainable management of our fisheries resources is paramount and that it is only within a sustainable management framework that these resources can be developed for the benefit of the community as a whole. Protection from over-exploitation is set out as the primary principle of the legislation. The Act also sets out a number of other principles that need to be weighed up when making decisions under the legislation, including the requirement to explicitly allocate access to aquatic resources between users of the resource and provide for optimal utilisation and equitable distribution of aquatic resources between user groups. Development of new resources and value adding of existing resources is encouraged.

The principles that guide decision-making under the Act also require that commercial, recreational and Aboriginal traditional fishing activities be fostered and that aquatic ecosystems on which fisheries rely for their productivity are not endangered or irreversibly damaged.

The great success of wild fisheries management in South Australia to date can be attributed to the science-based and precautionary approach taken to management decisions. This has occurred through close, transparent and formal consultation with industry groups and the broader community through Fishery Management Committees.

While Fisheries Management Committees are not continuing, the co-management approach will continue under this Act with the establishment of a new Fisheries Council to provide advice to the Minister on the management of fisheries, whether for commercial use, recreational use or for Aboriginal traditional fishing purposes. The Fisheries Council will be expertise-based and will have at least 9 members appointed by the Governor, plus the Director of Fisheries as an ex-officio member. The Council has a broad advisory role and key responsibility for the preparation and maintenance of fishery management plans. These management plans can extend the period and tenure of commercial fishing licences from the current one-year period to periods of up to 10 years, providing an improved investment climate for the commercial fishing industry. The Act also provides for a decision-making framework to ensure that management plans must be either continued or replaced upon their expiry, providing further access security for commercial fishery licence holders.

To assist with its advisory role to government, the Fisheries Council will be required to establish advisory committees and co-opt expertise as necessary to ensure robust advice on fisheries management issues.

The Fisheries Council will provide an annual report to the Minister on the operations of the Council and a copy of the report will be laid before both Houses of Parliament.

2. FUNCTIONS OF COUNCIL

2.1 Overview

The Fisheries Council's main purpose is to prepare and review management plans, promote the co-management of fisheries, promote research, education and training in relation to fisheries and their management, and advise the Minister on all fisheries related matters as set out under Section 16 of the Act.

2.2 Preparation and Review of Management Plans

All of South Australia's major fisheries have a Management Plan in place (established under the Fisheries Act 1982) that sets out the broad structure and nature of the fishery, the relevant management arrangements and the objectives and performance indicators associated with management. In most instances these Plans have been reviewed at least once since their introduction in the late 1990s.

The Spencer Gulf Prawn, the Gulf St Vincent Prawn, the Southern Zone Rock Lobster and the Northern Zone Rock Lobster Fishery Management Plans have all been reviewed during the past 12 months with new plans becoming effective in late 2007.

The plans have all been produced in consultation with industry and developed through the Fisheries Management Committees.

The Fisheries Council now has responsibility for preparing and conducting reviews of management plans, upon the request of the Minister.

Part 5 of the Act details provisions relating to management plans for commercial fishing, recreational fishing and aquatic reserves. (This Part does not apply to an Aboriginal traditional fishing management plan (Section 60)).

2.3 Promotion of Co-management of Fisheries and Research, Education and Training

The Council is charged with promoting co-management of fisheries; promoting research, education and training in relation to fisheries, and the management of fisheries (Section 16).

2.4 Advice to Minister

2.4.1 Fisheries Management

The Council will provide advice to the Minister on the management of aboriginal traditional fishing, commercial fishing and recreational fishing; and advise the Minister on State-wide policies in relation to fisheries management and research (Section 16(e) and (h)).

2.4.2 Fisheries Research and Development Fund

The Council will advise the Minister on the application of money in the Fisheries Research and Development Fund, and this is detailed under Division 4 of the Act, Section 16(g).

2.4.3 Commonwealth - State Arrangements

There are six Offshore Constitutional Settlement (OCS) agreements currently in place between South Australia and the Commonwealth, which provide jurisdiction to South Australia for the management of certain fisheries from the low water mark out to 200 nautical miles.

These agreements cover rock lobster, abalone, western king prawns and specific marine scalefish species (Section 16(i)).

2.4.4 Allocation

The Council will advise the Minister on issues related to the allocation of access to aquatic resources in particular fisheries as set out in Section 16 (j).

Section 43(h), (i) and (j) establishes the requirement for management plans to include allocations between fishing sectors and mechanisms for adjusting shares between those sectors.

An advisory committee will be established to assist in the provision of advice about resource allocation (see 2.5 below) and a formal Allocation Policy will also be determined by the Minister to guide the provision of advice from the Fisheries Council and its committees.

2.5 Advisory Committees

The Minister, or the Council with the Minister's approval, may establish advisory committees under the Act. A formal Ministerial Direction will be provided setting out the relevant policies and committees to be established (Section 20). It is expected that a member of the Council will attend each meeting of the Advisory Committees.

2.6 Code of Practice

The Council is required to prepare or promote codes of practice on best practice concerning matters of relevance to holders of fishery authorities (Section 16).

2.7 Council Strategic Plan

The Council is required, on or before 31 March in each year, to prepare and submit to the Minister a plan of the Council's proposed operations for the next financial year (Section 18)

2.8 Council Budget

The Government has allocated an annual budget to the Council from consolidated revenue. The Council should plan the budget each year. The budget is managed within Primary Industries and Resources South Australia (PIRSA) Fisheries.

2.9 Annual Report on Council Operations

The Council is required, on or before 30 September each year, to prepare and submit to the Minister a report on the operations of the Council during the previous financial year. The Minister must then, within 12 sitting days after receiving a report under this section, cause a copy of the report to be laid before both Houses of Parliament (Section 19).

2.10 Cost Recovery

Cost recovery is the mechanism adopted by Government to enable attribution of the costs of managing the fisheries' resource to the relevant stakeholders. The commercial sector pays their attributed costs through annual licence fees and the government collects a proportion of the costs attributed to the recreational sector through registration of recreational gear, funding the balance from consolidated revenue.

During October each year Fisheries Policy, Compliance and Research meet to develop agreed objectives for each fishery for the next financial year. These are discussed with industry to develop agreed, overarching objectives for each fishery.

Based on these objectives, each service provider develops a work plan that is then distributed to industry in January for consultation and negotiation. During January to March, industry groups and program providers discuss the scope and cost implications of programs required and develop a package to manage the fishery in accordance with the Act.

Government providers include:

Policy and Management	PIRSA Fisheries
Legislation	PIRSA Fisheries
Licensing	PIRSA Fisheries
Compliance	PIRSA Fisheries
Biological research	SARDI Aquatic Sciences
Directorate	PIRSA Fisheries

External providers are contracted to provide the following programs:

Economic research	Contractor
Some specific scientific research projects	Other research bodies
Extension Services	Various contractors
Committee Support	Various contractors
Other miscellaneous contracts	Various contractors

Programs delivered by Government providers may be reviewed annually, however, there is scope for longer-term arrangements to occur, subject to industry, service providers and the Council developing principles for long-term program provision. External contracts are usually for periods greater than 12 months and must follow Government tender guidelines.

2.11 Licence Fee Setting

Setting of licence fees for commercial fishers within each fishery follows on from the cost recovery process. Once the Council has finalised recommendations to the Minister, a submission is prepared for Cabinet approval setting out the resultant licence fees for each fishery. Cost recovery discussions need to conclude by 31 March each year to enable time for Cabinet approval and then dispatch of invoices to licence holders by mid June.

2.12 Other Functions

The Council is to carry out such other functions as may be assigned or delegated to the Council by the Minister (Section 16(l)).

3. RELATIONSHIPS

3.1 Relationship with the Minister

It is important to recognise that the Council provides independent advice to the Government and that the Minister's Office and PIRSA are key stakeholders on behalf of the community of South Australia.

The Executive Officer and Chairperson are expected to maintain regular contact with Ministerial advisors regarding advice from Council or issues under consideration by the Minister.

The Minister and his/her advisor have a standing invitation to Council meetings and the Chairperson of Council will meet with the Minister on a quarterly basis.

Records of all meetings will be provided to the Minister within a reasonable timeframe.

Any enquiries from Members of Parliament must be referred to the office of the Minister for Agriculture, Food and Fisheries.

3.2 Relationship with Primary Industries and Resources SA

The Executive Officer will be expected to meet regularly with the Executive Director, Fisheries to discuss current and upcoming issues. The Executive Director, Fisheries will provide a report to each Council meeting on matters of interest and requested agenda items.

PIRSA Fisheries will prepare the draft management plans on behalf of the Council and provide draft policy and management papers to the Council on request for Council consideration. SARDI Aquatic Sciences can also provide scientific advice to the Council as and when requested. These services form part of the cost recovered services to industry.

3.3 Relationship with Advisory Committees

While advice from Advisory Committees is most commonly forwarded to Council in writing, it is recognised that in some instances it will be beneficial to have the Committee Chairperson (or nominated member) attend Council meetings in order to present and discuss the advice with Council. Should a Committee Chairperson, or nominee, wish to attend a Council meeting, approval must first be sought from the Council Chairperson, through the Executive Officer.

In their advice to Council, Committees are required to list the options that were considered, the preferred option and the reason that the preferred option was chosen. This information is included in the Appendices.

Chairperson's summaries are provided to each Committee, for the purpose of maintaining transparency regarding matters being addressed by, and the actions of, Council.

A meeting of all Council and Committee members will be held once a year to provide

an opportunity for all members to network and discuss any issues relevant to co-management and the operations of the Council. Council will endeavour to hold one meeting mid-year to which the Chairpersons of all Advisory Committees will be invited to discuss work plans and any other issues.

A Council member should be present as an observer at each committee meeting to ensure good communication channels between the Council and its committees.

A formal Ministerial Direction will be provided in relation to the formation of advisory committees.

3.4 Relationship with Industry Bodies

In the absence of Fisheries Management Committees, PIRSA has established formal communication protocols with key industry bodies for each major fishery. In most instances this is with the peak industry body for that fishery. It is noted that many of these bodies have an Extension Officer funded for the 2007/08 financial year to assist them meet their communication obligations. A copy of the communication protocol is attached at [Appendix 1](#). The bodies that have been recognised for this element are:

- South Australian Rock Lobster Advisory Council (SARLAC) representing the Southern Zone and Northern Zone rock lobster fisheries
- Spencer Gulf and West Coast Prawn Fishermen's Association representing the Spencer Gulf and West Coast prawn fisheries
- Abalone Industry Association of South Australia Inc representing the Abalone Fishery
- South Australian Blue Crab Pot Fishers' Association representing the Blue Crab Fishery
- Marine Scalefish Association representing the Marine Scalefish Fishery
- Southern Fishermen's Association representing the Lakes and Coorong Fishery
- South Australian Marine Scalefish Sardine Industry Association representing the Sardine Fishery

No such arrangement has been reached for the Gulf St Vincent Prawn Fishery, River Fishery, or for the various elements of the Miscellaneous Fishery. Giant crab fishers will be consulted with directly and represented through SARLAC.

4. MEETING PROCEDURES

4.1 Quorum

A majority of members of the Council constitutes a quorum of the Council (Section 17(1)).

4.2 Frequency of Meetings

It is expected that the Council will hold regular meetings to address issues in a timely manner. The Chairperson, in consultation with members, will determine the time and place of meetings.

4.3 Absence of Presiding Member

If the Presiding Member and the Deputy Presiding Member of the Council are both absent from a meeting of the Council, a member chosen by the members present at the meeting will preside (Section 17 (2)).

4.4 Decision Making

A decision carried by a majority of the votes cast by members of the Council at a meeting, is a decision of the Council. In addition, when a matter arises for decision at a meeting of the Council:-

- (a) each member present at the meeting (other than the member presiding at the meeting) has a deliberative vote; and
- (b) if the deliberative votes are equal, the member presiding at the meeting may exercise a casting vote (Section 17).

An act or proceeding of the Council is not invalid by reason only of a vacancy in its membership or a defect in the appointment of a member (Section 14).

4.5 Record Keeping

The Council must have accurate minutes kept of its meetings (Section 17 (7)).

Directives to the Council from the Minister and recommendations to the Minister from the Council shall be a matter of public record subject to the provisions of the Freedom of Information legislation.

The Chairperson will initiate agenda items and proposals for meetings in conjunction with the Executive Officer. The Chairperson will arrange for agenda items to be called from other members and shall determine if and when additional agenda items initiated by other persons or organisations are accepted for consideration (pro-forma agenda [Appendix 2](#)).

Agenda proposals should be in writing and should clearly define the issue, present alternative solutions and provide an analysis of the benefits and costs of each option (pro-forma Agenda Papers [Appendix 3](#)).

The Chairperson shall cause the agenda and associated papers to be sent out to members with reasonable time prior to the meeting. The Chairperson is responsible for accurate minutes of proceedings. Following each meeting, the Chairperson shall cause minutes to be prepared and distributed to members. Action notes which record the key items of action arising from the meeting will be provided to the Chairperson by the Executive Officer the following working day (pro-forma Minutes [Appendix 4](#)).

The Chairperson shall write to the Minister advising key outcomes and recommendations of the Council (pro-forma Agreed Decisions [Appendix 5](#)).

Unless a member expressly wishes to be named for a particular comment, minutes should not be attributive. They should reflect the debate on each issue. The Chairperson will sign the minutes once accepted and ratified at the next Council meeting.

Where possible issues raised in correspondence will be tabled for discussion at the next relevant Council meeting. In situations requiring urgent attention, some issues may need to be addressed out-of-session.

Council members will be advised of all scheduled meeting dates at the beginning of the financial year. This will allow an opportunity for programming of items for the Council to address.

4.6 Advisers and Observers

Council meetings will not be open to the public. Observers wishing to attend Council meetings must seek the approval of the Chairperson through the Executive Officer.

The Chairperson may seek to invite an observer for the provision of additional advice or expertise, or to provide information on a particular agenda item. An observer may otherwise seek to view the operations of the Council. The regular attendance of a particular observer should be avoided.

Observers must formally request attendance, specifying the reason for attendance and the agenda item(s) of interest. Permission to attend will be for specific items.

The opportunity for an observer to debate is by invitation from the Chairperson. There are no voting rights for observers.

It is intended that this facility only be used to the extent that it does not inhibit Council members from freely contributing to discussion. Observers may be requested to leave the meeting to allow open discussions.

The Chairperson, at his/her discretion, may allow persons to attend meetings as advisers or observers only. In either case they are not able to participate in proceedings except where invited by the Chairperson and are not involved in decision-making. Advisers and observers may be required by the Chairperson to sign a confidentiality agreement.

4.7 Proxies

There are no provisions in the Act for proxies. Council members should attend all meetings unless exceptional circumstances prohibit their attendance.

The office of a member becomes vacant if they are absent without leave of the Presiding Member of the Council from three consecutive meetings of the Council (Section 13(4)).

4.8 Spokesperson

The Chairperson is the spokesperson and signatory for the Council and should initiate all outgoing correspondence, including correspondence to the Minister and Director.

The individual views expressed by members should not be reported outside Council meetings. However, the consensus advice of the Council may be informally conveyed to stakeholders and will be recorded in the Chairperson's summary. Whilst transparency is encouraged in the co-management process, personal considerations of individual members must also be respected.

4.9 Conflict of Interest

A Council member who has a direct or indirect pecuniary interest in a matter decided or under consideration by the Council must disclose the nature of the interest to the Council. Any such disclosure duly made must be recorded in the minutes of the meeting.

As a matter of formality, the Chairperson should ask members to declare any conflict of interest at the start of each meeting, and for responses to be recorded in the minutes.

4.10 Confidentiality

All Council members are bound by confidentiality in relation to matters discussed or under discussion at Council meetings. Matters of a sensitive and confidential nature must not be discussed or disclosed to persons outside of the meeting process, without the prior approval of the Chairperson.

Whilst it is important to maintain open and transparent processes, it is also necessary to observe confidentiality, particularly when dealing with politically or economically sensitive issues. This is often an area of concern for members, as many feel a responsibility to their fellow industry members. However, members are appointed as a member of Council based on their expertise and are not in any way a representative of stakeholder groups. In order to maintain effective co-management it is critical that members observe confidentiality when requested.

5. ADMINISTRATIVE ARRANGEMENTS

5.1 Remuneration

An appointed member of the Council is entitled to remuneration, allowances and expenses determined by the Minister (Section 15).

The Chairperson and members receive a sitting fee and must ensure that they have completed appropriate forms with Primary Industries and Resources SA so that payments can be processed accurately.

The Chairperson and members are entitled to claim for travel and accommodation expenses reasonably and necessarily incurred as set out in government travel expenses guidelines. Chairpersons and members who reside in the metropolitan area are not able to claim for travel within the metropolitan area.

Maximum rates are set out for accommodation, meals and mileage reimbursement – refer to [Appendix 6](#). Claims that exceed maximum rates will only be paid at the maximum rate. Receipts should be attached to claim forms.

Expenses can only be reimbursed once appropriate forms have been completed. Members should ensure that their claim forms are properly completed before sending to the Executive Officer. Claims should be submitted as soon as possible after expenses are incurred and should be submitted no later than three months after the expense has been incurred.

Claims for reimbursement of private vehicle expenses are required to be reported to the Australian Taxation Office annually, and therefore members are required to complete additional personal details forms before claims can be paid.

Appropriate forms can be obtained from the Executive Officer.

Air travel and accommodation can be booked through the Executive Officer and will be charged to the Council Budget.

5.2 Executive Officer and Council Support Services

Committee support services are provided for the Council. Costs for services are fully funded from the Government. Council and/or staff members undertake staff selection, with assistance from Primary Industries and Resources SA. Staff are employed by Primary Industries and Resources SA in accordance with Government legislation and policies. Day to day responsibility for the work plans of staff rests with the Chairperson. In consultation with the Chairperson, staff are generally responsible for:

- Managing office operations including the budget, purchase of equipment, and production of other communication and information material.
- Circulation of correspondence and other information including preparing and circulating the meeting agenda and background papers.
- Managing Council projects and actions and following up on advice or queries raised by Council.
- Arranging meetings (dates, venues, catering etc).
- Assisting the Chairperson in preparing minutes, correspondence, reports and

- other documents of relevance to Council business.
- Maintaining files and historical records.
 - All paperwork relevant to enable payment of sitting fees and travel claims.
 - Research on issues so that Council has a better understanding of industry attitudes and concerns.
 - Liaising with the Director of Fisheries and Primary Industries and Resources SA and the Office of the Minister for Agriculture, Food and Fisheries regarding upcoming business.

[Appendix 7](#) provides further details of the Committee Support Service Procedures.

5.3 Contract and Purchasing Arrangements

The Council has no power to enter into contractual arrangements. The Council may, however, recommend that certain funds be collected for specific projects, providing the purpose of the project(s) is directly related to the role and function of Council. These proposals must be documented and recorded in the minutes through the Council prior to funding. Documentation should include the purpose of the project, how it relates to the role of the Council, and costs and benefits.

Although funds may be collected through licence fees and set aside for specific projects, the expenditure of those funds must be in accordance with Government finance and audit requirements and the Act. When there is a need to engage a supplier of goods and/or services, advice should be sought from the Executive Officer to ascertain the most appropriate purchasing approach.

Depending on the amount involved and the nature of the proposed expenditure, the procurement may be required to go through a formal tender and contract process.

6. MEMBERSHIP

6.1 Council Structure

The Fisheries Council of South Australia is established under Section 11 of the Act and will consist of not less than 10 members.

The Director of Fisheries is to be a member of the Council ex officio and the remaining members are to be appointed by the Governor on the nomination of the Minister.

Each member of the Council must have expertise in fisheries management and at least 1 must be a person with knowledge and experience of aboriginal traditional fishing.

The membership of the Council must include persons who together have, in the Minister's opinion, expertise in the following areas:

- (a) commercial fishing and the processing of aquatic resources;
- (b) recreational fishing;
- (c) research and development relevant to the use of aquatic resources;
- (d) conservation of aquatic resources;
- (e) socio-economics;
- (f) business;
- (g) law.

6.2 Presiding Member and Deputy Presiding Member

The Minister must appoint 1 of the members of the Council (the Presiding Member), to preside at meetings of the Council. The Minister may appoint another member of the Council to be the deputy of the Presiding Member (the Deputy Presiding Member) to preside at meetings of the Council in the absence of the Presiding Member. The Presiding Member is also known as the Chairperson, and the Deputy Presiding Member as the Deputy Chairperson (Section 12).

6.3 Terms and Conditions of Membership

A member of the Council will be appointed on conditions determined by the Governor and for a term, not exceeding 3 years, specified in the instrument of appointment and, at the expiration of a term of appointment, is eligible for reappointment (Section 13). However, an appointed member of the Council may not hold office for consecutive terms that exceed 6 years in total.

The Governor may remove an appointed member of the Council from office—

- (a) for breach of, or non-compliance with, a condition of appointment; or
- (b) for misconduct; or
- (c) for failure or incapacity to carry out official duties satisfactorily.

The office of an appointed member of the Council becomes vacant if the member:

- (a) dies; or
- (b) completes a term of office and is not reappointed; or
- (c) resigns by written notice to the Minister; or
- (d) ceases to satisfy the qualification by virtue of which the member was eligible or appointment to the Board; or
- (e) is absent without leave of the Presiding Member of the Council from 3 consecutive meetings of the Council; or
- (f) is removed from office under subsection (3).

6.4 Appointment of Members

Before nominating a person or persons for appointment to the Council, the Minister must, by notice published in a newspaper circulating generally throughout the State, invite expressions of interest for appointment to the Council within a period specified in the notice and must consider any expressions of interest received in response to the notice (Section 11(6)).

COMMUNICATION PROTOCOL WITH INDUSTRY BODIES

Background

The *Fisheries Management Act 2007* has been assented to by Parliament and is scheduled to replace the *Fisheries Act 1982* on 1 September 2007.

In the meantime, the Fishery Management Committees have been discontinued and the Fisheries Council is in the process of being established. Under the new co-management framework, industry associations will take on a stronger role in the provision of industry advice in relation to fisheries management issues.

These protocols are intended to clarify the respective roles of the Industry Body, PIRSA and PIRSA's service providers.

Principles

The new arrangements will require clear lines of communication between Industry, PIRSA and the Fisheries Council to be established.

Communication between these groups will be at the organisational level, that is, between the Industry Body Chair/Executive Officer and the PIRSA Director/Fishery Manager. The interaction with the Fisheries Council will be described when it is established.

Underpinning this will be the process the Industry Body has in place to manage the provision of advice at the regional level. Likewise PIRSA will manage the input of advice from SARDI, PIRSA Compliance and any other service providers.

Key management issues will be dealt with in a structured way to a set meeting schedule as set out below (see attachment 1). Specifically the TACC process is set out in Attachment 2.

It is intended that all fisheries management decision-making issues be directed in scheduled meetings. However, other management issues may need to be addressed out of session during the year.

All management issues that arise within PIRSA or the Industry Body will be communicated to each other.

PIRSA will manage contract service providers directly, in relation to management decision-making and service delivery. PIRSA will arrange for service providers to provide information and participate in the scheduled management meetings as required. However, service providers will continue to provide information to individual licence holders as they already do and will continue the relationships that are already established with industry. For example, SARDI frequently contract licence holders to undertake research. Likewise, licence holders have frequent contact with PIRSA Compliance, particularly in relation to quota monitoring.

The extension program will continue providing extension materials and services in accordance with the existing service agreement. The Industry Body will manage the day-to-day extension activities in accordance to work programs developed at the scheduled management meetings involving PIRSA. The extension officer will also facilitate the scheduled meetings as required.

Meetings

A management agenda item (including research and compliance) will be scheduled as needed at meetings. PIRSA will be invited to attend as required. PIRSA will co-ordinate with SARDI, PIRSA Compliance and other service providers to ensure that relevant staff are available to attend in line with the agenda.

Management agenda items will be set by the Industry Body Chair/Executive Officer. The PIRSA Fishery Manager will also be contacted to raise other issues not listed.

Reporting

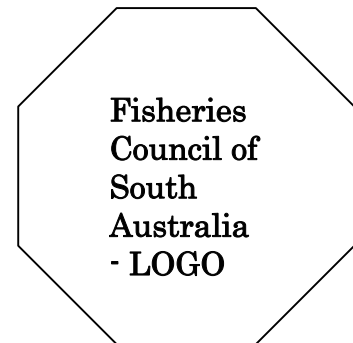
A discreet management report from each meeting will be provided by the Industry Body within 2 weeks of each meeting covering management outcomes. The report will be structured as follows:

Topic	Action	Person	Timing

The PIRSA Fishery Manager will report on deliverable outcomes to scheduled meetings. PIRSA will compile the report with input from SARDI, PIRSA Compliance and any other service providers.

Total Allowable Commercial Catch (TACC) setting process for quota fisheries is covered under [Appendix 8](#).

Agenda Pro-forma

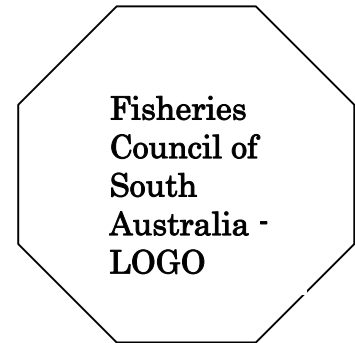


AGENDA
Meeting No:
Date& Time
Venue:

(times –examples only)

- | | | |
|----------------|------------|-----------------------------------------------|
| 10.00am | 1. | Chair’s Welcome and Introduction |
| 10.05am | 2. | Apologies |
| 10.06am | 3. | Confirmation of Previous Minutes |
| 10.06am | 4. | Outstanding Action items |
| 10.07am | 5. | Correspondence |
| | 5.1 | Incoming Correspondence |
| | 5.2 | Outgoing Correspondence |
| 10.08am | 6. | Business Arising from previous meeting |
| 10.10am | 7. | Reports |
| | 7.1 | Executive Director of Fisheries |
| | 7.2 | Advisory Committees |
| 12.30pm | | Lunch Break to 1.00pm |
| 1.00pm | 7. | Reports (contd.) |
| | 7.3 | |
| 3.00pm | | Break to 3.30pm |
| 3.30pm | 8. | Agreed Outcomes |
| | 8.1 | |
| 4.30pm | 9. | General Business |
| 4.55pm | 10. | Next Meeting, Close and Refreshments |
| | 10.1 | Date, Venue etc |

AGENDA PAPER PROFORMA



Item No: (insert)
Title of Agenda Item (insert)

BACKGROUND

The current status of the issue and relevant background is provided here.

DISCUSSION

More detail, including options and alternatives to be discussed here.

SUMMARY

Summarise the issue.

RECOMMENDATION

It is recommended that Fisheries Council of SA approve/note etc

Insert at bottom of Agenda Paper:

Briefing provided by:

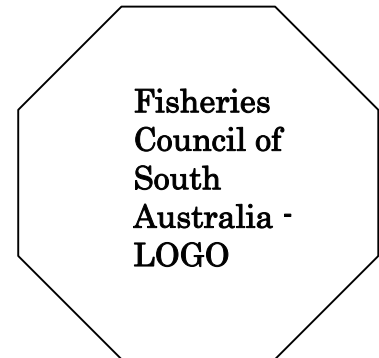
(Author)

(Title and Agency)

Input also by: (if appropriate)

(date)

FISHERIES COUNCIL MEETING MINUTES GENERAL PROFORMA



Agenda Item No: (insert)

Agenda item title: (insert)

Include:-

- Description of the agenda item with any relevant background information (this can be taken from the background papers).
- Relevant comments raised at the meeting.
- Outcome of discussions (either noted, recommendation or action to be undertaken)
-

***Action: Who is to undertake action
Status of the agenda item (ie for next meeting/issue finalised)***

All items listed on the agenda should be transferred into the minutes including any additional items raised on the meeting day. Ensure minutes are in the same order as the agenda (no matter which order the items were discussed in).

Ensure there is a clear understanding of the outcome at the end of each agenda item discussion. It may be necessary to clarify with the Chair.
Accurate starting and closing times of the meeting are to be recorded.

Agreed outcomes should be shown in bold (and only the agreed outcomes in bold) and should be identical in the minutes as in the agreed outcomes.

Ensure the minutes are not attributive, although organisational references may be used.

Members should not be referred to as representatives. (Do not record “moved” or “seconded”). If a member specifically requests their name to be recorded within the minutes, then this may be done.

AGREED DECISIONS PRO-FORMA



Agenda Item No. (insert)

Agenda item title (insert)

Include:-

- Description of the agenda item with any relevant background information if necessary.
- Decision of Council as advice to the Minister

Action: Who is to undertake action

Status of the agenda item (ie for next meeting/issue finalised)

Relevant outcomes are to be forwarded as advice to the Minister.

***Travel Reimbursement Rates
(as at 23/12/2006)**

Within South Australia		Capital cities and Alice Springs		Other than capital cities and Alice Springs	
	\$		\$		\$
Breakfast	14.70	Breakfast	19.15	Breakfast	14.50
Lunch	14.70	Lunch	19.15	Lunch	14.50
Dinner	30.25	Dinner	35.05	Dinner	29.80
Incidentals	6.10	Incidentals	10.10	Incidentals	10.10
Full day	65.75	Full day	83.45	Full day	68.90

Where not absent overnight	
	\$
Breakfast	12.70
Dinner	18.15

Mileage rates	
	\$ per Km
4 Cylinder vehicle	0.66
6+ Cylinder vehicle	0.66

*** Available to members outside the metropolitan area.**

Committee Support Service Procedures

- Set the date of the Council meeting through consultation with the Chairperson and Executive Officer
- Book meeting venue as soon as meeting date is set.
- Circulate the date, venue and starting time for the meeting to all members.
- Arrange any travel details required.

21 days prior to meeting:

- Send a meeting reminder with a copy of the draft minutes from the last meeting seeking agenda items and papers for the coming meeting. Include a reminder to all service providers for their reports.

14 days prior to meeting:

- Prepare a draft meeting agenda. This may be done in correspondence or through a pre-meeting with the Chairperson and Executive Officer. This meeting is not mandatory, and its need is to be determined by the Chairperson.
- Send the draft agenda to the Chairperson and Executive Officer for final comment and changes.

7 days prior to meeting:

- Prepare correspondence list – liaise with Chairperson.
- Gather all papers - reports, past minutes and agreed decisions and correspondence and label according to the agenda.
- Bind copies of the papers to produce the official Council meeting booklet.
- Send a copy of the meeting booklet to all Council members.

5 days prior to meeting:

- Confirm meeting location and arrange any catering or equipment hire.
- Confirm travel arrangements.

Attend meeting:

- Arrive at the meeting venue at least 30 minutes prior to the official starting time to set up the room – table and seating arrangements, projectors, recording equipment, tea and coffee etc.
- Ensure all material from previous 2 meetings is available and previous meeting minutes for signature by the Chairperson.
- Record the meeting. Keep recordings for at least the last two meetings.
- Address any apologies.
- Take minutes.
- Have minutes from previous meeting signed by Chairperson if no amendments (may be able to have last page signed or do amendments at the meeting and print).
- Ensure date for next meeting is set, where possible (A schedule of the next 3 to 4 meetings is preferable).

Committee Support Service Procedures

Attend meeting (contd.):

- At the conclusion of the meeting the Executive Officer should outline to the meeting the agreed actions and decisions, this is to ensure that notes have been taken correctly and that the correct actions and decisions have been recorded in the minutes. The agreed outcomes are then to be provided to the Chairperson for signing on the day of the meeting or the following working day. Only items that the Minister needs to be advised of should be included. Each outcome should be grammatically correct in isolation from the minutes of the meeting.
- Ensure requirements of room hire are met eg. Meeting room to be left clean and tidy.
- Amend previous minutes (if unable to be done at meeting) and have signed by the Chairperson within 2 working days.
- Provide a copy of the agreed outcomes to the Minister and to all Council members within 4 working days of the Chairperson approving them as a true and correct record of the meeting outcomes.
- Compile draft minutes (see attachment 2) and have checked by the Chairperson within 7 working days.
- Send confirmed previous minutes and draft minutes to all members within 10 working days. Include a covering letter requesting that amendments to minutes be received in writing within the next 7 days.
- Follow-up any action items assigned to the Executive Officer/Committee Support Officer in the minutes.

GENERAL REQUIREMENTS:

- All documentation to be provided in Arial font, 12 point.
- Standardised letterhead to be used for minutes and agreed decisions.
- Provide standard response to incoming correspondence.
- Ensure Council contact lists are checked and updated at regular intervals.

Process for Total Allowable Commercial Catch (TACC) Decisions

The meeting schedule includes a number of meetings that relate to the provision of advice on TACC for the upcoming season. The TACC decision-making process will include the following steps for the financial year 200X/XX TACC:

