

Aquaculture (CL - Abalone) Fishery - 2017/18 End-of-year Report

Fisheries Management Services					
Function	Activity	Deliverables	Key performance indicator	Traffic light	Comment
Aquaculture licensing	Provide advice for licence / permit applications, variations and writing of conditions	Licences / Permits	Provide advice to Licensing within 10 business days except where Translocation Evaluation Panel approval is required	Completed	
Stakeholder engagement	Respond to stakeholder requests for information	Response	Acknowledge all requests within 5 business days of receipt including providing date for completion	Completed	
	Proactively engage with stakeholders and manage relationships to foster collaborative approach to management and progress agreed initiatives	Meetings and/or contact between Aquaculture Manager and stakeholders	Aquaculture Forum meetings to be held twice per year	Completed	
			Periodic (specific sub-sector requirements to be discussed) meetings and/or contact between Aquaculture Manager and nominated stakeholder(s)	Completed	
			Periodic aquaculture update	Aquaculture updates provided to nominated stakeholders every six months	
Key Initiatives	Aquaculture Strategy	Final Victorian Aquaculture Strategy submitted for approval	Submitted in August 2016	Completed	Endorsed by Minister May 2017
		Implementation of the strategy actions for 2017	Implement 2017 actions within 1 year	On track	
Compliance Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Inspections of licenced or authorised commercial fishers	Inspections are undertaken at any time in any location to ensure the level of compliance is proven to be at an acceptable level. The outcome of this activity maintains or raises a risk perception in the mind of any commercial fisher who is contemplating committing an offence. This leads to maximising voluntary compliance, and creates a deterrent effect.	Using intelligence, conduct targeted inspections at lease site to ensure compliance with legislation.	Inspections undertaken	On track	
Administration Services					
Licence Administration					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Commercial Catch and Effort	Operation of the C&E Unit (Monitoring receipt of C&E returns; entering of details in the database; checking accuracy; printing C&E reports as required).	All data entered in the data base within 3 working days of receipt of dockets. All requests for data provided within 5 working days.	Data entered within 3 working days of receipt of dockets.	Completed	
			Requests provided within 5 working days.	Completed	
Cost Recovery Administration					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Cost recovery administration	Operational costs only for the provision of secretariat service for the FCRSC (e.g. Chair's services, meeting room hire, and committee allowances for travel, accommodation and meals).	FCRSC meeting agenda and papers circulated two weeks in advance of meetings. FCRSC minutes prepared and circulated within 7 working days of meetings.	Agenda and papers circulated 2 weeks before meetings.	Completed	FCRSC meetings were held on 6 April, 26 July and 11 Oct 2017.
			Minutes circulated within 7 working days of meetings.	Completed	

Aquaculture (CL - Bivalave) - 2017/18 End-of-year Report

Fisheries Management Services					
Function	Activity	Deliverables	Key performance indicator	Traffic light	Comment
Operational management - Manage Shellfish QA	Oversight of openings/closings and phytoplankton, biotoxin and bacterial data	Timely and accurate advice and direction	All urgent requests for advice responded to within 24 hours	Completed	
	Provide expert advice to farmers and PrimeSafe on the water monitoring component of VSQAP program	Annual/Triennial Reports	Ten annual/triennial reports finalised by 31 December 2017	Completed	
	Facilitate export accreditation	Export Accreditation Audit Report and letter confirming maintenance of export accreditation of the water monitoring component	Continuance of Export Approval (timing as required by Commonwealth)	Completed	
	Engage with farmers, PrimeSafe, State and Commonwealth agencies on matters related to shellfish quality assurance and maintenance of export accreditation of harvest areas	Reports as above and relevant documentation for Export Approval and participate in ASQAAC meetings and communicate results to farmers	Audit of Victoria's bivalve shellfish export accreditation as required by 31 December 2017	Completed	
	Advise and facilitate emergency response	Response	Incident responded to within 24 hours OR risk management commenced within 24 hours	Completed	
Operational management - Manage aquaculture offshore reserves	Review and Update Victorian Marine Biotoxin Plan and VSQAP manual	Current Victorian Marine Biotoxin Plan and VSQAP manual	Updated plans to be amended (as required)	Completed	
	Manage navigation aid maintenance contract management and facilitate compliance	Navigation aid annual maintenance contract	Annual maintenance contract tasks completed by 20 June 2017	Completed	
		Navigation aid and site Inspections	Navigation aid and site inspections completed by 20 June 2017	Completed	
	Respond to report on navigation issues including drafting Notice to Mariners	New navigation aids and equipment deployed as required	Navigation aids and equipment deployed in a timely manner (as required)	Completed	
		Notice to Mariners	Notice to Mariners drafted within 24 hours of incident (as required)	Completed	
		Reports	Report to Parks Victoria on navigation issues as required	Completed	
	Respond to emergencies	Response	Incident responded to within 24 hours or risk management commenced within 24 hours	Completed	
Aquaculture licensing	Provide advice for licence / permit applications, variations and writing of conditions	Licences / Permits	Provide advice to Licensing within 10 business days except where Translocation Evaluation Panel approval is required	Completed	
Stakeholder engagement	Respond to stakeholder requests for information	Response	Acknowledge all requests within 5 business days of receipt including providing date for completion	Completed	
	Proactively engage with stakeholders and manage relationships to foster collaborative approach to management and progress agreed initiatives	Meetings and/or contact between Aquaculture Manager and stakeholders	Aquaculture Forum meetings to be held twice per year	Completed	
			Periodic (specific sub-sector requirements to be discussed) meetings and/or contact between Aquaculture Manager and nominated stakeholder(s)	Completed	
Key Initiatives	Proactively engage with stakeholders and manage relationships to foster collaborative approach to management and progress agreed initiatives	Periodic aquaculture update	Aquaculture updates provided to nominated stakeholders every six months	Completed	
	Aquaculture Strategy	Final Victorian Aquaculture Strategy submitted for approval	Submitted in August 2016	Completed	
		Implementation of the strategy actions for 2017	Implement 2017 actions within 1 year	On track	Endorsed by Minister May 2017
Compliance Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Inspections of licenced or authorised commercial fishers	Inspections are undertaken at any time in any location to ensure the level of compliance is proven to be at an acceptable level.	Using intelligence, conduct targeted inspections at lease site to ensure compliance with legislation.	Inspections undertaken	On track	
	The outcome of this activity maintains or raises a risk perception in the mind of any commercial fisher who is contemplating committing an offence.				
	This leads to maximising voluntary compliance, and creates a deterrent effect.				

Administration Services					
Licence Administration					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Commercial Catch and Effort	Operation of the C&E Unit (Monitoring receipt of C&E returns; entering of details in the database; checking accuracy; printing C&E reports as required).	All data entered in the data base within 3 working days of receipt of dockets.	Data entered within 3 working days of receipt of dockets.	Completed	
		All requests for data provided within 5 working days.	Requests provided within 5 working days.	Completed	
Cost Recovery Administration					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Cost recovery administration	Operational costs only for the provision of secretariat service for the FCRSC (e.g. Chair's services, meeting room hire, and committee allowances for travel, accommodation and meals).	FCRSC meeting agenda and papers circulated two weeks in advance of meetings.	Agenda and papers circulated 2 weeks before meetings.	Completed	FCRSC meetings were held on 6 April, 26 July and 11 Oct 2017.
		FCRSC minutes prepared and circulated within 7 working days of meetings.	Minutes circulated within 7 working days of meetings.	Completed	

Aquaculture (CL - Eels) Fishery – 2017/18 End-of-year Report

Fisheries Management Services					
Function	Activity	Deliverables	Key performance indicator	Traffic light	Comment
Aquaculture licensing	Provide advice for licence / permit applications, variations and writing of conditions	Licences / Permits	Provide advice to Licensing within 10 business days except where Translocation Evaluation Panel approval is required	Completed	
Stakeholder engagement	Respond to stakeholder requests for information	Response	Acknowledge all requests within 5 business days of receipt including providing date for completion	Completed	
	Proactively engage with stakeholders and manage relationships to foster collaborative approach to management and progress agreed initiatives	Meetings and/or contact between Aquaculture Manager and stakeholders	Aquaculture Forum meetings to be held twice per year	Completed	
			Periodic (specific sub-sector requirements to be discussed) meetings and/or contact between Aquaculture Manager and nominated stakeholder(s)	Completed	
	Proactively engage with stakeholders and manage relationships to foster collaborative approach to management and progress agreed initiatives	Periodic aquaculture update	Aquaculture updates provided to nominated stakeholders every six months	Completed	
Key Initiatives	Aquaculture Strategy	Final Victorian Aquaculture Strategy submitted for approval	Submitted in August 2016	Completed	
		Implementation of the strategy actions for 2017	Implement 2017 actions within 1 year	On track	
Compliance Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Inspections of licenced or authorised commercial fishers	Inspections are undertaken at any time in any location to ensure the level of compliance is proven to be at an acceptable level.	Using intelligence, conduct targeted inspections at lease site to ensure compliance with legislation.	Inspections undertaken	On track	
	The outcome of this activity maintains or raises a risk perception in the mind of any commercial fisher who is contemplating committing an offence.				
	This leads to maximising voluntary compliance, and creates a deterrent effect.				
Administration Services					
Licence Administration					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Commercial Catch and Effort	Operation of the C&E Unit (Monitoring receipt of C&E returns; entering of details in the database; checking accuracy; printing C&E reports as required).	All data entered in the data base within 3 working days of receipt of dockets.	Data entered within 3 working days of receipt of dockets.	Completed	
		All requests for data provided within 5 working days.	Requests provided within 5 working days.	Completed	
Cost Recovery Administration					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Cost recovery administration	Operational costs only for the provision of secretariat service for the FCRSC (e.g. Chair’s services, meeting room hire, and committee allowances for travel, accommodation and meals).	FCRSC meeting agenda and papers circulated two weeks in advance of meetings.	Agenda and papers circulated 2 weeks before meetings.	Completed	FCRSC meetings were held on 6 April, 26 July and 11 Oct 2017.
		FCRSC minutes prepared and circulated within 7 working days of meetings.	Minutes circulated within 7 working days of meetings.	Completed	

Aquaculture (CL - Offshore) Fishery – 2017/18 End-of-year Report

Fisheries Management Services					
Function	Activity	Deliverables	Key performance indicator	Traffic light	Comment
Operational management - Manage aquaculture offshore reserves	Manage navigation aid maintenance contract management and facilitate compliance	Navigation aid annual maintenance contract	Annual maintenance contract tasks completed by 20 June 2017	Completed	
		Navigation aid and site Inspections	Navigation aid and site inspections completed by 20 June 2017	Completed	
	Respond to report on navigation issues including drafting Notice to Mariners	New navigation aids and equipment deployed as required	Navigation aids and equipment deployed in a timely manner (as required)	Completed	
		Notice to Mariners	Notice to Mariners drafted within 24 hours of incident as required	Completed	
		Reports	Report to Parks Victoria on navigation issues as required	Completed	
Respond to emergencies	Response	Incident responded to within 24 hours or risk management commenced within 24 hours	Completed		
Aquaculture licensing	Provide advice for licence / permit applications, variations and writing of conditions	Licences / Permits	Provide advice to Licensing within 10 business days except where Translocation Evaluation Panel approval is required	Completed	
Stakeholder engagement	Respond to stakeholder requests for information	Response	Acknowledge all requests within 5 business days of receipt including providing date for completion	Completed	
	Proactively engage with stakeholders and manage relationships to foster collaborative approach to management and progress agreed initiatives	Meetings and/or contact between Aquaculture Manager and stakeholders	Aquaculture Forum meetings to be held twice per year Periodic (specific sub-sector requirements to be discussed) meetings and/or contact between Aquaculture Manager and nominated stakeholder(s)	Completed Completed	
		Proactively engage with stakeholders and manage relationships to foster collaborative approach to management and progress agreed initiatives	Periodic aquaculture update	Aquaculture updates provided to nominated stakeholders every six months	
Key Initiatives	Aquaculture Strategy	Final Victorian Aquaculture Strategy submitted for approval	Submitted in August 2016	Completed	Endorsed by Minister May 2017
		Implementation of the strategy actions for 2017	Implement 2017 actions within 1 year	On track	
Compliance Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Inspections of licenced or authorised commercial fishers	Inspections are undertaken at any time in any location to ensure the level of compliance is proven to be at an acceptable level. The outcome of this activity maintains or raises a risk perception in the mind of any commercial fisher who is contemplating committing an offence. This leads to maximising voluntary compliance, and creates a deterrent effect.	Using intelligence, conduct targeted inspections at lease site to ensure compliance with legislation.	Inspections undertaken	On track	
Administration Services					
Licence Administration					
Function	Description	Deliverables	Key performance indicator	Traffic light	Traffic light
Commercial Catch and Effort	Operation of the C&E Unit (Monitoring receipt of C&E returns; entering of details in the database; checking accuracy; printing C&E reports as required).	All data entered in the data base within 3 working days of receipt of dockets.	Data entered within 3 working days of receipt of dockets.	Completed	
		All requests for data provided within 5 working days.	Requests provided within 5 working days.	Completed	
Cost Recovery Administration					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Cost recovery administration	Operational costs only for the provision of secretariat service for the FCRSC (e.g. Chair's services, meeting room hire, and committee allowances for travel, accommodation and meals).	FCRSC meeting agenda and papers circulated two weeks in advance of meetings.	Agenda and papers circulated 2 weeks before meetings.	Completed	FCRSC meetings were held on 6 April, 26 July and 11 Oct 2017.
		FCRSC minutes prepared and circulated within 7 working days of meetings.	Minutes circulated within 7 working days of meetings.	Completed	

Aquaculture (CL - Other) Fishery – 2017/18 End-of-year Report

Fisheries Management Services					
Function	Activity	Deliverables	Key performance indicator	Traffic light	Comment
Aquaculture licensing	Provide advice for licence / permit applications, variations and writing of conditions	Licences / Permits	Provide advice to Licensing within 10 business days except where Translocation Evaluation Panel approval is required	Completed	
Stakeholder engagement	Respond to stakeholder requests for information	Response	Acknowledge all requests within 5 business days of receipt including providing date for completion	Completed	
	Proactively engage with stakeholders and manage relationships to foster collaborative approach to management and progress agreed initiatives	Meetings and/or contact between Aquaculture Manager and stakeholders	Aquaculture Forum meetings to be held twice per year	Completed	
			Periodic (specific sub-sector requirements to be discussed) meetings and/or contact between Aquaculture Manager and nominated stakeholder(s)	Completed	
	Proactively engage with stakeholders and manage relationships to foster collaborative approach to management and progress agreed initiatives	Periodic aquaculture update	Aquaculture updates provided to nominated stakeholders every six months	Completed	
Key Initiatives	Aquaculture Strategy	Final Victorian Aquaculture Strategy submitted for approval	Submitted in August 2016	Completed	Endorsed by Minister May 2017
		Implementation of the strategy actions for 2017	Implement 2017 actions within 1 year	On track	
Compliance Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Inspections of licenced or authorised commercial fishers	Inspections are undertaken at any time in any location to ensure the level of compliance is proven to be at an acceptable level. The outcome of this activity maintains or raises a risk perception in the mind of any commercial fisher who is contemplating committing an offence. This leads to maximising voluntary compliance, and creates a deterrent effect.	Using intelligence, conduct targeted inspections at lease site to ensure compliance with legislation.	Inspections undertaken	On track	
Administration Services					
Licence Administration					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Commercial Catch and Effort	Operation of the C&E Unit (Monitoring receipt of C&E returns; entering of details in the database; checking accuracy; printing C&E reports as required).	All data entered in the data base within 3 working days of receipt of dockets.	Data entered within 3 working days of receipt of dockets.	Completed	
		All requests for data provided within 5 working days.	Requests provided within 5 working days.	Completed	
Cost Recovery Administration					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Cost recovery administration	Operational costs only for the provision of secretariat service for the FCRSC (e.g. Chair's services, meeting room hire, and committee allowances for travel, accommodation and meals).	FCRSC meeting agenda and papers circulated two weeks in advance of meetings.	Agenda and papers circulated 2 weeks before meetings.	Completed	FCRSC meetings were held on 6 April, 26 July and 11 Oct 2017.
		FCRSC minutes prepared and circulated within 7 working days of meetings.	Minutes circulated within 7 working days of meetings.	Completed	

Aquaculture (Onshore Abalone) Fishery – 2017/18 End-of-year Report

Fisheries Management Services					
Function	Activity	Deliverables	Key performance indicator	Traffic light	Comment
Aquaculture licensing	Provide advice for licence / permit applications, variations and writing of conditions	Licences / Permits	Provide advice to Licensing within 10 business days except where Translocation Evaluation Panel approval is required	Completed	
Stakeholder engagement	Respond to stakeholder requests for information	Response	Acknowledge all requests within 5 business days of receipt including providing date for completion	Completed	
	Proactively engage with stakeholders and manage relationships to foster collaborative approach to management and progress agreed initiatives	Meetings and/or contact between Aquaculture Manager and stakeholders	Aquaculture Forum meetings to be held twice per year	Completed	
			Periodic (specific sub-sector requirements to be discussed) meetings and/or contact between Aquaculture Manager and nominated stakeholder(s)	Completed	
	Proactively engage with stakeholders and manage relationships to foster collaborative approach to management and progress agreed initiatives	Periodic aquaculture update	Aquaculture updates provided to nominated stakeholders every six months	Completed	
Key Initiatives	Aquaculture Strategy	Final Victorian Aquaculture Strategy submitted for approval	Submitted in August 2016	Completed	Endorsed by Minister May 2017
		Implementation of the strategy actions for 2017	Implement 2017 actions within 1 year	On track	
Compliance Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Inspections of licenced or authorised commercial fishers	Inspections are undertaken at any time in any location to ensure the level of compliance is proven to be at an acceptable level. The outcome of this activity maintains or raises a risk perception in the mind of any commercial fisher who is contemplating committing an offence. This leads to maximising voluntary compliance, and creates a deterrent effect.	Using intelligence, conduct targeted inspections at lease site to ensure compliance with legislation.	Inspections undertaken	On track	
Administration Services					
Licence Administration					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Commercial Catch and Effort	Operation of the C&E Unit (Monitoring receipt of C&E returns; entering of details in the database; checking accuracy; printing C&E reports as required).	All data entered in the data base within 3 working days of receipt of dockets.	Data entered within 3 working days of receipt of dockets.	Completed	
		All requests for data provided within 5 working days.	Requests provided within 5 working days.	Completed	
Cost Recovery Administration					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Cost recovery administration	Operational costs only for the provision of secretariat service for the FCRSC (e.g. Chair's services, meeting room hire, and committee allowances for travel, accommodation and meals).	FCRSC meeting agenda and papers circulated two weeks in advance of meetings.	Agenda and papers circulated 2 weeks before meetings.	Completed	FCRSC meetings were held on 6 April, 26 July and 11 Oct 2017.
		FCRSC minutes prepared and circulated within 7 working days of meetings.	Minutes circulated within 7 working days of meetings.	Completed	

Aquaculture (PL - Eels) Fishery – 2017/18 End-of-year Report

Fisheries Management Services					
Function	Activity	Deliverables	Key performance indicator	Traffic light	Comment
Aquaculture licensing	Provide advice for licence / permit applications, variations and writing of conditions	Licences / Permits	Provide advice to Licensing within 10 business days except where Translocation Evaluation Panel approval is required	Completed	
Stakeholder engagement	Respond to stakeholder requests for information	Response	Acknowledge all requests within 5 business days of receipt including providing date for completion	Completed	
	Proactively engage with stakeholders and manage relationships to foster collaborative approach to management and progress agreed initiatives	Meetings and/or contact between Aquaculture Manager and stakeholders	Aquaculture Forum meetings to be held twice per year	Completed	
			Periodic (specific sub-sector requirements to be discussed) meetings and/or contact between Aquaculture Manager and nominated stakeholder(s)	Completed	
	Proactively engage with stakeholders and manage relationships to foster collaborative approach to management and progress agreed initiatives	Periodic aquaculture update	Aquaculture updates provided to nominated stakeholders every six months	Completed	
Key Initiatives	Aquaculture Strategy	Final Victorian Aquaculture Strategy submitted for approval	Submitted in August 2016	Completed	Endorsed by Minister May 2017
		Implementation of the strategy actions for 2017	Implement 2017 actions within 1 year	On track	
Compliance Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Inspections of licenced or authorised commercial fishers	Inspections are undertaken at any time in any location to ensure the level of compliance is proven to be at an acceptable level. The outcome of this activity maintains or raises a risk perception in the mind of any commercial fisher who is contemplating committing an offence. This leads to maximising voluntary compliance, and creates a deterrent effect.	Using intelligence, conduct targeted inspections at lease site to ensure compliance with legislation.	Inspections undertaken	On track	
Administration Services					
Licence Administration					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Commercial Catch and Effort	Operation of the C&E Unit (Monitoring receipt of C&E returns; entering of details in the database; checking accuracy; printing C&E reports as required).	All data entered in the data base within 3 working days of receipt of dockets. All requests for data provided within 5 working days.	Data entered within 3 working days of receipt of dockets.	Completed	
			Requests provided within 5 working days.	Completed	
Cost Recovery Administration					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Cost recovery administration	Operational costs only for the provision of secretariat service for the FCRSC (e.g. Chair's services, meeting room hire, and committee allowances for travel, accommodation and meals).	FCRSC meeting agenda and papers circulated two weeks in advance of meetings.	Agenda and papers circulated 2 weeks before meetings.	Completed	FCRSC meetings were held on 6 April, 26 July and 11 Oct 2017.
		FCRSC minutes prepared and circulated within 7 working days of meetings.	Minutes circulated within 7 working days of meetings.	Completed	

Aquaculture (PL - Indoor Intensive) Fishery – 2017/18 End-of-year Report

Fisheries Management Services					
Function	Activity	Deliverables	Key performance indicator	Traffic light	Comment
Aquaculture licensing	Provide advice for licence / permit applications, variations and writing of conditions	Licences / Permits	Provide advice to Licensing within 10 business days except where Translocation Evaluation Panel approval is required	Completed	
Stakeholder engagement	Respond to stakeholder requests for information	Response	Acknowledge all requests within 5 business days of receipt including providing date for completion	Completed	
	Proactively engage with stakeholders and manage relationships to foster collaborative approach to management and progress agreed initiatives	Meetings and/or contact between Aquaculture Manager and stakeholders	Aquaculture Forum meetings to be held twice per year	Completed	
			Periodic (specific sub-sector requirements to be discussed) meetings and/or contact between Aquaculture Manager and nominated stakeholder(s)	Completed	
			Aquaculture updates provided to nominated stakeholders every six months	Completed	
Key Initiatives	Aquaculture Strategy	Final Victorian Aquaculture Strategy submitted for approval	Submitted in August 2016	Completed	Endorsed by Minister May 2017
		Implementation of the strategy actions for 2017	Implement 2017 actions within 1 year	On track	
Compliance Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Inspections of licenced or authorised commercial fishers	Inspections are undertaken at any time in any location to ensure the level of compliance is proven to be at an acceptable level. The outcome of this activity maintains or raises a risk perception in the mind of any commercial fisher who is contemplating committing an offence. This leads to maximising voluntary compliance, and creates a deterrent effect.	Using intelligence, conduct targeted inspections at lease site to ensure compliance with legislation.	Inspections undertaken	On track	
Administration Services					
Licence Administration					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Commercial Catch and Effort	Operation of the C&E Unit (Monitoring receipt of C&E returns; entering of details in the database; checking accuracy; printing C&E reports as required).	All data entered in the data base within 3 working days of receipt of dockets.	Data entered within 3 working days of receipt of dockets.	Completed	
		All requests for data provided within 5 working days.	Requests provided within 5 working days.	Completed	
Cost Recovery Administration					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Cost recovery administration	Operational costs only for the provision of secretariat service for the FCRSC (e.g. Chair's services, meeting room hire, and committee allowances for travel, accommodation and meals).	FCRSC meeting agenda and papers circulated two weeks in advance of meetings.	Agenda and papers circulated 2 weeks before meetings.	Completed	FCRSC meetings were held on 6 April, 26 July and 11 Oct 2017.
		FCRSC minutes prepared and circulated within 7 working days of meetings.	Minutes circulated within 7 working days of meetings.	Completed	

Aquaculture (PL - Marine) Fishery – 2017/18 End-of-year Report

Fisheries Management Services					
Function	Activity	Deliverables	Key performance indicator	Traffic light	Comment
Aquaculture licensing	Provide advice for licence / permit applications, variations and writing of conditions	Licences / Permits	Provide advice to Licensing within 10 business days except where Translocation Evaluation Panel approval is required	Completed	
Stakeholder engagement	Respond to stakeholder requests for information	Response	Acknowledge all requests within 5 business days of receipt including providing date for completion	Completed	
	Proactively engage with stakeholders and manage relationships to foster collaborative approach to management and progress agreed initiatives	Meetings and/or contact between Aquaculture Manager and stakeholders	Aquaculture Forum meetings to be held twice per year	Completed	
			Periodic (specific sub-sector requirements to be discussed) meetings and/or contact between Aquaculture Manager and nominated stakeholder(s)	Completed	
	Proactively engage with stakeholders and manage relationships to foster collaborative approach to management and progress agreed initiatives	Periodic aquaculture update	Aquaculture updates provided to nominated stakeholders every six months	Completed	
Key Initiatives	Aquaculture Strategy	Final Victorian Aquaculture Strategy submitted for approval	Submitted in August 2016	Completed	Endorsed by Minister May 2017
		Implementation of the strategy actions for 2017	Implement 2017 actions within 1 year	On track	
Compliance Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Inspections of licenced or authorised commercial fishers	Inspections are undertaken at any time in any location to ensure the level of compliance is proven to be at an acceptable level.	Using intelligence, conduct targeted inspections at lease site to ensure compliance with legislation.	Inspections undertaken	On track	
	The outcome of this activity maintains or raises a risk perception in the mind of any commercial fisher who is contemplating committing an offence.				
	This leads to maximising voluntary compliance, and creates a deterrent effect.				
Administration Services					
Licence Administration					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Commercial Catch and Effort	Operation of the C&E Unit (Monitoring receipt of C&E returns; entering of details in the database; checking accuracy; printing C&E reports as required).	All data entered in the data base within 3 working days of receipt of dockets.	Data entered within 3 working days of receipt of dockets.	Completed	
		All requests for data provided within 5 working days.	Requests provided within 5 working days.	Completed	
Cost Recovery Administration					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Cost recovery administration	Operational costs only for the provision of secretariat service for the FCRSC (e.g. Chair's services, meeting room hire, and committee allowances for travel, accommodation and meals).	FCRSC meeting agenda and papers circulated two weeks in advance of meetings.	Agenda and papers circulated 2 weeks before meetings.	Completed	FCRSC meetings were held on 6 April, 26 July and 11 Oct 2017.
		FCRSC minutes prepared and circulated within 7 working days of meetings.	Minutes circulated within 7 working days of meetings.	Completed	

Aquaculture (PL - Ornamental) Fishery – 2017/18 End-of-year Report

Fisheries Management Services					
Function	Activity	Deliverables	Key performance indicator	Traffic light	Comment
Aquaculture licensing	Provide advice for licence / permit applications, variations and writing of conditions	Licences / Permits	Provide advice to Licensing within 10 business days except where Translocation Evaluation Panel approval is required	Completed	
Stakeholder engagement	Respond to stakeholder requests for information	Response	Acknowledge all requests within 5 business days of receipt including providing date for completion	Completed	
	Proactively engage with stakeholders and manage relationships to foster collaborative approach to management and progress agreed initiatives	Meetings and/or contact between Aquaculture Manager and stakeholders	Aquaculture Forum meetings to be held twice per year	Completed	
			Periodic (specific sub-sector requirements to be discussed) meetings and/or contact between Aquaculture Manager and nominated stakeholder(s)	Completed	
	Proactively engage with stakeholders and manage relationships to foster collaborative approach to management and progress agreed initiatives	Periodic aquaculture update	Aquaculture updates provided to nominated stakeholders every six months	Completed	
Key Initiatives	Aquaculture Strategy	Final Victorian Aquaculture Strategy submitted for approval	Submitted in August 2016	Completed	Endorsed by Minister May 2017
		Implementation of the strategy actions for 2017	Implement 2017 actions within 1 year	On track	
Compliance Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Inspections of licenced or authorised commercial fishers	Inspections are undertaken at any time in any location to ensure the level of compliance is proven to be at an acceptable level. The outcome of this activity maintains or raises a risk perception in the mind of any commercial fisher who is contemplating committing an offence. This leads to maximising voluntary compliance, and creates a deterrent effect.	Using intelligence, conduct targeted inspections at lease site to ensure compliance with legislation.	Inspections undertaken	On track	
Administration Services					
Licence Administration					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Commercial Catch and Effort	Operation of the C&E Unit (Monitoring receipt of C&E returns; entering of details in the database; checking accuracy; printing C&E reports as required).	All data entered in the data base within 3 working days of receipt of dockets.	Data entered within 3 working days of receipt of dockets.	Completed	
		All requests for data provided within 5 working days.	Requests provided within 5 working days.	Completed	
Cost Recovery Administration					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Cost recovery administration	Operational costs only for the provision of secretariat service for the FCRSC (e.g. Chair's services, meeting room hire, and committee allowances for travel, accommodation and meals).	FCRSC meeting agenda and papers circulated two weeks in advance of meetings.	Agenda and papers circulated 2 weeks before meetings.	Completed	FCRSC meetings were held on 6 April, 26 July and 11 Oct 2017.
		FCRSC minutes prepared and circulated within 7 working days of meetings.	Minutes circulated within 7 working days of meetings.	Completed	

Aquaculture (PL - Other) Fishery – 2017/18 End-of-year Report

Fisheries Management Services					
Function	Activity	Deliverables	Key performance indicator	Traffic light	Comment
Aquaculture licensing	Provide advice for licence / permit applications, variations and writing of conditions	Licences / Permits	Provide advice to Licensing within 10 business days except where Translocation Evaluation Panel approval is required	Completed	
Stakeholder engagement	Respond to stakeholder requests for information	Response	Acknowledge all requests within 5 business days of receipt including providing date for completion	Completed	
	Proactively engage with stakeholders and manage relationships to foster collaborative approach to management and progress agreed initiatives	Meetings and/or contact between Aquaculture Manager and stakeholders	Aquaculture Forum meetings to be held twice per year	Completed	
			Periodic (specific sub-sector requirements to be discussed) meetings and/or contact between Aquaculture Manager and nominated stakeholder(s)	Completed	
	Proactively engage with stakeholders and manage relationships to foster collaborative approach to management and progress agreed initiatives	Periodic aquaculture update	Aquaculture updates provided to nominated stakeholders every six months	Completed	
Key Initiatives	Aquaculture Strategy	Final Victorian Aquaculture Strategy submitted for approval	Submitted in August 2016	Completed	Endorsed by Minister May 2017
		Implementation of the strategy actions for 2017	Implement 2017 actions within 1 year	On track	
Compliance Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Inspections of licenced or authorised commercial fishers	Inspections are undertaken at any time in any location to ensure the level of compliance is proven to be at an acceptable level. The outcome of this activity maintains or raises a risk perception in the mind of any commercial fisher who is contemplating committing an offence. This leads to maximising voluntary compliance, and creates a deterrent effect.	Using intelligence, conduct targeted inspections at lease site to ensure compliance with legislation.	Inspections undertaken	On track	
Administration Services					
Licence Administration					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Commercial Catch and Effort	Operation of the C&E Unit (Monitoring receipt of C&E returns; entering of details in the database; checking accuracy; printing C&E reports as required).	All data entered in the data base within 3 working days of receipt of dockets.	Data entered within 3 working days of receipt of dockets.	Completed	
		All requests for data provided within 5 working days.	Requests provided within 5 working days.	Completed	
Cost Recovery Administration					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Cost recovery administration	Operational costs only for the provision of secretariat service for the FCRSC (e.g. Chair's services, meeting room hire, and committee allowances for travel, accommodation and meals).	FCRSC meeting agenda and papers circulated two weeks in advance of meetings.	Agenda and papers circulated 2 weeks before meetings.	Completed	FCRSC meetings were held on 6 April, 26 July and 11 Oct 2017.
		FCRSC minutes prepared and circulated within 7 working days of meetings.	Minutes circulated within 7 working days of meetings.	Completed	

Aquaculture (PL - Salmonids) Fishery – 2017/18 End-of-year Report

Fisheries Management Services					
Function	Activity	Deliverables	Key performance indicator	Traffic light	Comment
Aquaculture licensing	Provide advice for licence / permit applications, variations and writing of conditions	Licences / Permits	Provide advice to Licensing within 10 business days except where Translocation Evaluation Panel approval is required	Completed	
Stakeholder engagement	Respond to stakeholder requests for information	Response	Acknowledge all requests within 5 business days of receipt including providing date for completion	Completed	
	Proactively engage with stakeholders and manage relationships to foster collaborative approach to management and progress agreed initiatives	Meetings and/or contact between Aquaculture Manager and stakeholders	Aquaculture Forum meetings to be held twice per year	Completed	
			Periodic (specific sub-sector requirements to be discussed) meetings and/or contact between Aquaculture Manager and nominated stakeholder(s)	Completed	
	Proactively engage with stakeholders and manage relationships to foster collaborative approach to management and progress agreed initiatives	Periodic aquaculture update	Aquaculture updates provided to nominated stakeholders every six months	Completed	
Key Initiatives	Aquaculture Strategy	Final Victorian Aquaculture Strategy submitted for approval	Submitted in August 2016	Completed	Endorsed by Minister May 2017
		Implementation of the strategy actions for 2017	Implement 2017 actions within 1 year	On track	
Compliance Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Inspections of licenced or authorised commercial fishers	Inspections are undertaken at any time in any location to ensure the level of compliance is proven to be at an acceptable level. The outcome of this activity maintains or raises a risk perception in the mind of any commercial fisher who is contemplating committing an offence. This leads to maximising voluntary compliance, and creates a deterrent effect.	Using intelligence, conduct targeted inspections at lease site to ensure compliance with legislation.	Inspections undertaken	On track	
Administration Services					
Licence Administration					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Commercial Catch and Effort	Operation of the C&E Unit (Monitoring receipt of C&E returns; entering of details in the database; checking accuracy; printing C&E reports as required).	All data entered in the data base within 3 working days of receipt of dockets. All requests for data provided within 5 working days.	Data entered within 3 working days of receipt of dockets.	Completed	
			Requests provided within 5 working days.	Completed	
Cost Recovery Administration					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Cost recovery administration	Operational costs only for the provision of secretariat service for the FCRSC (e.g. Chair's services, meeting room hire, and committee allowances for travel, accommodation and meals).	FCRSC meeting agenda and papers circulated two weeks in advance of meetings. FCRSC minutes prepared and circulated within 7 working days of meetings.	Agenda and papers circulated 2 weeks before meetings.	Completed	FCRSC meetings were held on 6 April, 26 July and 11 Oct 2017.
			Minutes circulated within 7 working days of meetings.	Completed	

Aquaculture (PL - Tourism) Fishery – 2017/18 End-of-year Report

Fisheries Management Services					
Function	Activity	Deliverables	Key performance indicator	Traffic light	Comment
Aquaculture licensing	Provide advice for licence / permit applications, variations and writing of conditions	Licences / Permits	Provide advice to Licensing within 10 business days except where Translocation Evaluation Panel approval is required	Completed	
Stakeholder engagement	Respond to stakeholder requests for information	Response	Acknowledge all requests within 5 business days of receipt including providing date for completion	Completed	
	Proactively engage with stakeholders and manage relationships to foster collaborative approach to management and progress agreed initiatives	Meetings and/or contact between Aquaculture Manager and stakeholders	Aquaculture Forum meetings to be held twice per year	Completed	
			Periodic (specific sub-sector requirements to be discussed) meetings and/or contact between Aquaculture Manager and nominated stakeholder(s)	Completed	
			Aquaculture updates provided to nominated stakeholders every six months	Completed	
Key Initiatives	Aquaculture Strategy	Final Victorian Aquaculture Strategy submitted for approval	Submitted in August 2016	Completed	Endorsed by Minister May 2017
		Implementation of the strategy actions for 2017	Implement 2017 actions within 1 year	On track	
Compliance Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Inspections of licenced or authorised commercial fishers	Inspections are undertaken at any time in any location to ensure the level of compliance is proven to be at an acceptable level. The outcome of this activity maintains or raises a risk perception in the mind of any commercial fisher who is contemplating committing an offence. This leads to maximising voluntary compliance, and creates a deterrent effect.	Using intelligence, conduct targeted inspections at lease site to ensure compliance with legislation.	Inspections undertaken	On track	
Administration Services					
Licence Administration					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Commercial Catch and Effort	Operation of the C&E Unit (Monitoring receipt of C&E returns; entering of details in the database; checking accuracy; printing C&E reports as required).	All data entered in the data base within 3 working days of receipt of dockets.	Data entered within 3 working days of receipt of dockets.	Completed	
		All requests for data provided within 5 working days.	Requests provided within 5 working days.	Completed	
Cost Recovery Administration					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Cost recovery administration	Operational costs only for the provision of secretariat service for the FCRSC (e.g. Chair's services, meeting room hire, and committee allowances for travel, accommodation and meals).	FCRSC meeting agenda and papers circulated two weeks in advance of meetings.	Agenda and papers circulated 2 weeks before meetings.	Completed	FCRSC meetings were held on 6 April, 26 July and 11 Oct 2017.
		FCRSC minutes prepared and circulated within 7 working days of meetings.	Minutes circulated within 7 working days of meetings.	Completed	

Aquaculture (PL - Warmwater Finfish) Fishery – 2017/18 End-of-year Report

Fisheries Management Services					
Function	Activity	Deliverables	Key performance indicator	Traffic light	Comment
Aquaculture licensing	Provide advice for licence / permit applications, variations and writing of conditions	Licences / Permits	Provide advice to Licensing within 10 business days except where Translocation Evaluation Panel approval is required	Completed	
Stakeholder engagement	Respond to stakeholder requests for information	Response	Acknowledge all requests within 5 business days of receipt including providing date for completion	Completed	
	Proactively engage with stakeholders and manage relationships to foster collaborative approach to management and progress agreed initiatives	Meetings and/or contact between Aquaculture Manager and stakeholders	Aquaculture Forum meetings to be held twice per year	Completed	
			Periodic (specific sub-sector requirements to be discussed) meetings and/or contact between Aquaculture Manager and nominated stakeholder(s)	Completed	
	Proactively engage with stakeholders and manage relationships to foster collaborative approach to management and progress agreed initiatives	Periodic aquaculture update	Aquaculture updates provided to nominated stakeholders every six months	Completed	
Key Initiatives	Aquaculture Strategy	Final Victorian Aquaculture Strategy submitted for approval	Submitted in August 2016	Completed	Endorsed by Minister May 2017
		Implementation of the strategy actions for 2017	Implement 2017 actions within 1 year	On track	
Compliance Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Inspections of licenced or authorised commercial fishers	Inspections are undertaken at any time in any location to ensure the level of compliance is proven to be at an acceptable level. The outcome of this activity maintains or raises a risk perception in the mind of any commercial fisher who is contemplating committing an offence. This leads to maximising voluntary compliance, and creates a deterrent effect.	Using intelligence, conduct targeted inspections at lease site to ensure compliance with legislation.	Inspections undertaken	On track	
Administration Services					
Licence Administration					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Commercial Catch and Effort	Operation of the C&E Unit (Monitoring receipt of C&E returns; entering of details in the database; checking accuracy; printing C&E reports as required).	All data entered in the data base within 3 working days of receipt of dockets.	Data entered within 3 working days of receipt of dockets.	Completed	
		All requests for data provided within 5 working days.	Requests provided within 5 working days.	Completed	
Cost Recovery Administration					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Cost recovery administration	Operational costs only for the provision of secretariat service for the FCRSC (e.g. Chair's services, meeting room hire, and committee allowances for travel, accommodation and meals).	FCRSC meeting agenda and papers circulated two weeks in advance of meetings.	Agenda and papers circulated 2 weeks before meetings.	Completed	FCRSC meetings were held on 6 April, 26 July and 11 Oct 2017.
		FCRSC minutes prepared and circulated within 7 working days of meetings.	Minutes circulated within 7 working days of meetings.	Completed	

Aquaculture (PL - Yabbies) Fishery – 2017/18 End-of-year Report

Fisheries Management Services					
Function	Activity	Deliverables	Key performance indicator	Traffic light	Comment
Aquaculture licensing	Provide advice for licence / permit applications, variations and writing of conditions	Licences / Permits	Provide advice to Licensing within 10 business days except where Translocation Evaluation Panel approval is required	Completed	
Stakeholder engagement	Respond to stakeholder requests for information	Response	Acknowledge all requests within 5 business days of receipt including providing date for completion	Completed	
	Proactively engage with stakeholders and manage relationships to foster collaborative approach to management and progress agreed initiatives	Meetings and/or contact between Aquaculture Manager and stakeholders	Aquaculture Forum meetings to be held twice per year	Completed	
			Periodic (specific sub-sector requirements to be discussed) meetings and/or contact between Aquaculture Manager and nominated stakeholder(s)	Completed	
	Proactively engage with stakeholders and manage relationships to foster collaborative approach to management and progress agreed initiatives	Periodic aquaculture update	Aquaculture updates provided to nominated stakeholders every six months	Completed	
Key Initiatives	Aquaculture Strategy	Final Victorian Aquaculture Strategy submitted for approval	Submitted in August 2016	Completed	Endorsed by Minister May 2017
		Implementation of the strategy actions for 2017	Implement 2017 actions within 1 year	On track	
Compliance Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Inspections of licenced or authorised commercial fishers	Inspections are undertaken at any time in any location to ensure the level of compliance is proven to be at an acceptable level. The outcome of this activity maintains or raises a risk perception in the mind of any commercial fisher who is contemplating committing an offence. This leads to maximising voluntary compliance, and creates a deterrent effect.	Using intelligence, conduct targeted inspections at lease site to ensure compliance with legislation.	Inspections undertaken	On track	
Administration Services					
Licence Administration					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Commercial Catch and Effort	Operation of the C&E Unit (Monitoring receipt of C&E returns; entering of details in the database; checking accuracy; printing C&E reports as required).	All data entered in the data base within 3 working days of receipt of dockets.	Data entered within 3 working days of receipt of dockets.	Completed	
		All requests for data provided within 5 working days.	Requests provided within 5 working days.	Completed	
Cost Recovery Administration					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
Cost recovery administration	Operational costs only for the provision of secretariat service for the FCRSC (e.g. Chair’s services, meeting room hire, and committee allowances for travel, accommodation and meals).	FCRSC meeting agenda and papers circulated two weeks in advance of meetings.	Agenda and papers circulated 2 weeks before meetings.	Completed	FCRSC meetings were held on 6 April, 26 July and 11 Oct 2017.
		FCRSC minutes prepared and circulated within 7 working days of meetings.	Minutes circulated within 7 working days of meetings.	Completed	