

Pipi Fishery Management Plan Steering Committee



Department of Economic Development, Transport, Jobs & Resources

PIPI FISHERY MANAGEMENT STEERING COMMITTEE

TERMS OF REFERENCE

1. PRINCIPLES

The key principles to be observed are:

- i. The Pipi Fishery Management Plan Steering Committee (the Steering Committee) is an advisory group;
- ii. The Steering Committee will provide recommendations to the Executive Director Fisheries Victoria, Department of Economic Development, Jobs, Transport and Resources; and
- iii. The Steering Committee will provide expert advice that best pursues Fisheries Victoria's legislative objectives and is consistent with the Ministerial Guidelines.

2. FUNCTIONAL GUIDELINES

2.1. ROLE

The role of the Steering Committee is to provide advice to the Executive Director Fisheries Victoria, as delegate of the Minister of Agriculture and Regional Development, in relation to the development of a *Victorian Pipi Fishery Management Plan (FMP)* and to ensure that the FMP conforms to requirements of the *Fisheries Act 2009* and Ministerial Guidelines.

The Steering Committee will:

- i. Identify and provide advice on issues impacting the biological, social, economic and wider ecological factors affecting the performance of the fishery;
- ii. Recommend FMP objectives and strategies for the FMP, including actions to achieve those objectives;
- iii. Recommend an appropriate harvest strategy for the FMP that is consistent with the *National Guidelines to Develop Fishery Harvest Strategies*;
- iv. Provide advice to the Executive Director Fisheries Victoria on issues raised during the preparation of the FMP;
- v. Consider responses from the public consultation process on the draft FMP and provide advice to the Executive Director Fisheries Victoria; and
- vi. Provide advice to the Executive Director Fisheries Victoria in regard to the final FMP for declaration by the Minister.

Fisheries Victoria will:

- i. Lead and manage the process for preparation of the FMP;
- ii. Prepare the draft FMP in consultation with the Steering Committee;
- iii. Collate submission from public consultation processes and prepare a draft response for the Steering Committee's consideration; and
- iv. Consider the advice provided by the Steering Committee and prepare the final FMP for consideration and declaration by the Minister.

2.2. MEMBERSHIP

The Steering Committee will be chaired by Mr Peter Appleford and will include:

- **Seafood Industry Victoria:** Mr Johnathon Davey
- **VRFish:** Mr Franz Grasser
- **Fisheries Victoria:**
 - Sonia Talman
 - Darci Wallis (Executive Officer)
 - Mark Edwards and Bill Lussier will attend

Fisheries Victoria will consult with the indigenous and conservation sectors separately to the Steering Committee.

2.3 OBSERVERS

Observers will be permitted subject to approval from the Chair. Requests for observers to attend must be made via Fisheries Victoria to the Chair at least one week prior to meeting dates.

3. OPERATIONAL GUIDELINES

3.1 ROLE OF THE CHAIR

The Chair will act as an independent facilitator and will not advocate or introduce views of any organisation or constituency.

The Chair will:

- In combination with the Executive Officer, provide relevant documentation prior to a meeting and disseminate records of discussions after a meeting;
- Promote constructive discussions and facilitate consensus where possible;
- Ensure all members have the opportunity to voice their views at meetings;
- Communicate meeting outcomes, recommendations and other relevant information to the Executive Director Fisheries Victoria by way of the Chairs Summary produced within 10 working days following each meeting; and
- Ensure that minutes and other material arising from deliberations clearly describe recommendations, including dissenting views where they are expressed.

3.2 ADMINISTRATIVE SUPPORT

Unless otherwise specified the Pipi Fishery Manager is the Executive Officer to the Steering Committee. Administrative support to the Chair will be provided by Fisheries Victoria.

The agenda and associated papers will be distributed to Steering Committee members at least 10 working days prior to each meeting.

Draft minutes will be distributed to Steering Committee members within 10 working days following a meeting and will be considered and adopted at the next committee meeting.

A Chair's Summary will be distributed to the Steering Committee within 10 working days following a meeting.

3.3 CONFLICT OF INTEREST

All Steering Committee members and observers must declare any interests, including non-pecuniary interests, in matters being considered. If there is any doubt as to the relevance of an interest, a member/observer must declare it so that potential conflicts can be considered. These interests include, but are not limited to,:

- a financial or economic interest such as the ownership or control of concessions, businesses or assets related to the fishery;
- any employment by a business or organisation relevant to the fishery;
- any membership of a group or organisation relevant to the fishery
- projects or campaigns that the member or the member's organisation/group has or has planned that are relevant to the fishery; and
- a family or close associate having such an interest.

Steering Committee members must declare any conflicts of interest prior to the commencement of each first meeting. Declarations will be entered into the meeting record.

3.4 CONFIDENTIALITY

Information and documentation produced for, or because of, a meeting is not confidential unless marked 'not for distribution'.

Steering Committee members are encouraged to discuss issues, including information described in documentation, with their organisation or constituents. Steering Committee members may distribute information and documentation provided unless marked 'not for distribution' subject to the following conditions:

- individual Steering Committee members will be responsible for distributing this information and documentation; and
- feedback or issues must be directed through the relevant steering committee member and not to other parties or media, including statements to the press.

The Chair's Summary may be distributed by Steering Committee members.

3.5 PROCESS FOR RESOLVING ISSUES

Where consensus on advice to be provided to Fisheries Victoria is not reached at the Steering Committee on significant issues, the Chair will forward summaries of alternate views on the issue(s) concerned, along with any supporting documentation, to the Executive Director, Fisheries Victoria for direction or decision.

Voting will not be used as a means of making decisions on the nature of advice to be provided by the Committee to the Executive Director.

Fisheries Victoria will consider advice from the Steering Committee and the direction of the Executive Director, Fisheries Victoria when drafting the management plan.

3.6 EXTERNAL EXPERT ADVICE

External expert advice may be required where expertise on a particular issue is unavailable through the Steering Committee. Where the members of the Steering Committee considers that external expert advice is required to assist in the preparation of the plan, the members of the Steering Committee will prepare a brief outlining specific questions on which advice is to be sought.

Where payment is required in exchange for the external expert advice, the Steering Committee will provide a brief outlining specific questions and a recommendation requesting the purchase of the advice to the Executive Director, Fisheries Victoria for consideration.

3.7 TIME COMMITMENTS

- Attend meetings as directed by the Chair;
- Review draft plans and other documents out of session.

3.8 REMUNERATION

Consistent with Department of Premier and Cabinet guidelines, Fisheries Victoria will pay sitting fees and intra-state travel costs to the Chair and intra-state travel costs for members that are not paid members of an organisation.