

Abalone Central Zone Fishery - 2017/18 End of Year Report

1. Fisheries Management Services					
Function	Description	Deliverables	KPI	Traffic light	Comment
1.1 Set catch limits and management controls	Coordinate review of information and analysis used to determine stock status and consultation with stakeholders	Peer reviewed stock assessment report and invitations to stakeholders to attend TACC setting workshop provided to industry	Peer review stock assessment report delivered to stakeholders by 23 November 2017	Complete	Peer review report sent to industry on 21 Nov 2017
	Support for consultation activities -Logistics -Contract management Preparation of material for stakeholder consultation on catch limits and management controls	TACC workshop held in agreed locations in the Central Zone Two-week statutory consultation process by post following TACC workshop	TACC workshop held by 20 January 2017 Statutory consultation documents sent to stakeholders	Complete Complete	TACC workshop held on 5 Dec at Hastings Statutory consultation documents sent to industry in Dec 2017 with consultation closing on 22 Jan 2018.
	Prepare & submit supporting information for decision-making on catch limits & management controls	Further Quota Order and Fisheries Notice (if required)	Further Quota Order and Fisheries Notice gazetted & notifications/ responses to submissions sent before 30 March 2018.	Complete	Final TACC documents and FN provided to industry on 13 Feb 2018
	Notify stakeholders of decisions	Notify stakeholders of decisions			
1.2 Operational management	Respond to stakeholder requests for information	Response to submissions	Acknowledge all requests for information within five days of receipt including a date for completion	Complete	All requests acknowledged within 5 working days
	Proactively engage with stakeholders. Manage relationships to foster improved collaborative approach to management & progress agreed initiatives	Meetings and or contact between DEDJTR fishery manager and nominated fishery stakeholder(s)	Periodic meetings and or contact between DEDJTR staff and nominated fishery stakeholder(s) as required, including the harvest strategy/FRAG.	Complete	AWG meeting Oct 2017, Cost recovery meeting Oct 2017, AIC meeting Nov 2017, Compliance meeting Nov 2017, CZ meeting Jan 2018, HS meeting Feb 2018, FRAG meeting Mar 2018
	Abalone fishery management plan actions	Progress report	Annual report on activities delivered by 30 June 2018	Complete	
2. Compliance Services					
Function	Description	Deliverables	KPI	Traffic light	Comment
2.1 Inspections of licenced or authorised commercial fishers	Inspections are undertaken at any time in any location to ensure compliance. This involves: - Enforcement of size limits at the reef code level where there is clear differentiation between reefs (1 by regulation). - Enforcement of take-area reporting. - Enforcement of take when zonal TACC or allocated quota holding is reached. Note there is no enforcement of catch limits at finer level than zones.	Using intelligence, targeted inspections conducted: • at sea, • at landing, • in transit, and • at processor. Integrity of the quota management system maintained.	Number of inspections for the Central Zone reported annually	On track	
3. Research Services					
Function	Description	Deliverables	KPI**	Traffic light	Comment
3.1 Data collection, monitoring, analysis and advice to support fisheries management decision making	Collect data using fisheries dependent and independent sources	Data collection	Complete FV data collection by 1 August 2017	Complete	Refer to quality assurance report (Internal Report No. 1) below.
	Complete QA/QC on data	Industry and FV data	Receive industry data by 1 October 2017 Complete an audit on fishery dependent and independent data by 15 October 2017	Complete	
	Analyse data to assess the status of the stock	Analysis of data	Complete analysis of fishery independent and dependent data trends by 30 October 2017	Complete	VFA (2017) 2016/17 Victorian Abalone Stock Assessment – Central Zone. Victorian Fisheries Authority Science Report Series No. 02. 57 pages. Refer to quality assurance report (Internal Report No. 1) below.
		Stock assessment	Draft stock assessment provided to Fisheries Manager by 7 November 2017	Complete	
		Reef report cards	Complete Reef Report Cards by 15 November 2017	Complete	
	Identify improvements	Annual report with prioritised list of improvements for fisheries stock assessment and meeting to discuss results	Complete and deliver report by 1 May 2017 with meeting to discuss held on/before 1 June 2017	Complete	2016/17 Victorian Abalone Data Quality Assurance / Quality Control. September 2017 VFA Internal Report Series No. 01. 31 pages.

3.2 Support key initiatives	Increase confidence in data being used for statutory decision-making.	Peer review of fishery independent survey sites	Review provided to industry and FV by 24 October 2017 and consequent actions taken as agreed at Abalone Working Group.	Complete	Review of fixed sites surveys used by the Victorian Abalone Science Program. Dr Anthony Hart, Principal Research Scientist, Western Australian Fisheries and Marine Research Laboratories. 40 pages.
4. Administration Services					
4.1 Licence Administration					
Function	Description	Deliverables	KPI	Traffic light	Comment
4.1.1 Quota catch recording and administration services	Divers Administration of abalone quota accounting at diver level (ie monitoring and adjustment of quota balances via in-person reporting and IVR, and other support services) for the Central Zone.	All quota balances adjusted within 24 hrs of receipt of required documentation.	Quota balances adjusted within 24 hrs of receipt of required documentation.	Complete	
		All data entered in to FILS within 5 working days of receipt of required documentation.	Data entered in to FILS within 5 working days of receipt of required documentation.	Complete	
		All catch reports and Quota statements supplied to quota holders within 2 working days of the request.	Catch reports and Quota statements supplied to quota holders within 2 working days of the request.	Complete	
		All monthly catch and statistics reports provided to Abalone Management within 5 working days of the end of the month.	Monthly catch and statistics reports provided to management within 5 working days of the end of the month.	Complete	
		All supplies of Bin Tags, Abalone Docket books, pre-paid envelopes, etc. despatched to divers within 2 working days of request (when supplies on hand).	Bin Tags, Abalone Docket books, pre-paid envelopes, etc. despatched to divers within 2 working days of request (when supplies on hand).	Complete	
		Provision of Duty Officer 24 hours per day	Duty officer provided 24 hours per day	Complete	
4.2 Cost Recovery Administration					
Function	Description	Deliverables	KPI	Traffic light	Comment
4.2.1 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 at least a week in advance of meetings.	Agenda and papers circulated 2 weeks before meetings.	Complete	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.	Complete	

Abalone Eastern Zone Fishery - 2017/18 End of Year Report

1. Fisheries Management Services					
Function	Description	Deliverables	KPI	Traffic light	Comment
1.1 Set catch limits and management controls	Coordinate review of information and analysis used to determine stock status and consultation with stakeholders	Peer reviewed stock assessment report and invitations to stakeholders to attend TACC setting workshop provided to industry	Peer review stock assessment report delivered to stakeholders by 23 November 2017	Complete	Peer review report sent to industry on 23 Nov 2017
	Support for consultation activities -Logistics -Contract management	TACC workshop held in agreed locations in the Eastern Zone	TACC workshop held by 7 December 2017	Complete	TACC workshop held on 7 Dec at Mallacoota
	Preparation of material for stakeholder consultation on catch limits and management controls	Two-week statutory consultation process by post following TACC workshop	Statutory consultation documents sent to stakeholders	Complete	Statutory consultation documents sent to industry in Dec 2017 with consultation closing on 22 Jan 2018.
	Prepare and submit supporting information for decision-making on catch limits and management controls Notify stakeholders of decisions	Further Quota Order and Fisheries Notice (if required) Notify stakeholders of decisions	Further Quota Order and Fisheries Notice gazetted and notifications/ responses to submissions sent by 30 March 2018.	Complete	Final TACC documents and FN provided to industry on 13 Feb 2018
1.2 Operational management	Respond to stakeholder requests for information	Response to submissions	Acknowledge all requests for information within five days of receipt including providing a date for completion	Complete	All requests acknowledged within 5 working days
	Proactively engage with stakeholders and manage relationships to foster improved collaborative approach to management and progress agreed initiatives	Meetings and or contact between DEDJTR fishery manager and nominated fishery stakeholder(s)	Periodic meetings and or contact between DEDJTR staff and nominated fishery stakeholder(s) as required, including the Abalone Working Group.	Complete	AWG meeting Oct 2017 Cost recovery meeting Oct 2017 AIC meeting Nov 2017 Compliance meeting Nov 2017 Pre-TACC meeting Nov 2017 HS meeting Feb 2018 Pre-season meeting Mar 2018
	Abalone fishery management plan actions	Progress report	Annual report on activities delivered by 30 June 2018	Complete	
2. Compliance Services					
Function	Description	Deliverables	KPI	Traffic light	Comment
2.1 Inspections of licenced or authorised commercial fishers	Inspections are undertaken at any time in any location to ensure compliance. This involves: - Enforcement of size limits at the reef code level where there is clear differentiation between reefs (1 by regulation). - Enforcement of take-area reporting. - Enforcement of take when zonal TACC or allocated quota holding is reached. Note there is no enforcement of catch limits at finer level than zones.	Using intelligence, targeted inspections conducted: • at sea, • at landing, • in transit, and • at processor. Integrity of the quota management system maintained.	Number of inspections for the Eastern Zone reported annually	On track	
3. Research Services					
Function	Description	Deliverables	KPI**	Traffic light	Comment
3.1 Data collection, monitoring, analysis and advice to support fisheries management decision making	Collect data using fisheries dependent and independent sources	Data collection	Complete fisheries Victoria data collection by 1 August 2017	Complete	Refer to quality assurance report (Internal Report No. 1) below.
	Complete QA/QC on data	Industry and FV data	Receive industry data by 1 October 2017 Complete an audit on fishery dependent and independent data by 15 October 2017	Complete	
	Analyse data to assess the status of the stock	Analysis of data	Complete analysis of fishery independent and dependent data trends by 30 October 2017	Complete	
		Stock assessment	Draft stock assessment provided to Fisheries Manager by 7 November 2017	Complete	VFA (2017) 2016/17 Victorian Abalone Stock Assessment – Eastern Zone. Victorian Fisheries Authority Science Report Series No. 03. 44 pages.
		Reef report cards	Complete Reef Report Cards by 15 November 2017	Complete	Refer to quality assurance report (Internal Report No. 1) below.
	Identify improvements	Annual report with prioritised list of improvements for fisheries stock assessment and meeting to discuss results	Complete and deliver report by 1 May 2018 with meeting to discuss held on/before 1 June 2018	Complete	2016/17 Victorian Abalone Data Quality Assurance / Quality Control. September 2017 Victorian Fisheries Authority Internal Report Series No. 01. 31 pages.
3.2 Support key initiatives	Support for research done on urchins	Advice and analysis	Provide advice consistent with agreed to scope of works	Complete	Series of maps produced which compare abundance of key species pre and post culling at cull sites.
	Increase confidence in data being used for statutory decision-making.	Peer review of fishery independent survey sites	Review to be provided to industry and FV by 24 October 2017 and consequent actions taken as agreed at Abalone WG.	Complete	Review of fixed sites surveys used by the Victorian Abalone Science Program. Dr Anthony Hart, Principal Research Scientist, Western Australian Fisheries and Marine Research Laboratories. 40 pages.

4. Administration Services					
4.1 Licence Administration					
Function	Description	Deliverables	KPI	Traffic light	Comment
4.1.1 Quota catch recording and administration services	Divers Administration of abalone quota accounting at diver level (ie monitoring and adjustment of quota balances via in-person reporting and IVR, and other support services) for the Eastern Zone.	All quota balances adjusted within 24 hrs of receipt of required documentation.	Quota balances adjusted within 24 hrs of receipt of required documentation.	Complete	
		All data entered in to FILS within 5 working days of receipt of required documentation.	Data entered in to FILS within 5 working days of receipt of required documentation.	Complete	
		All catch reports and Quota statements supplied to quota holders within 2 working days of the request.	Catch reports and Quota statements supplied to quota holders within 2 working days of the request.	Complete	
		All monthly catch and statistics reports provided to Abalone Management within 5 working days of the end of the month.	Monthly catch and statistics reports provided to management within 5 working days of the end of the month.	Complete	
		All supplies of Bin Tags, Abalone Docket books, pre-paid envelopes, etc. despatched to divers within 2 working days of request (when supplies on hand).	Bin Tags, Abalone Docket books, pre-paid envelopes, etc. despatched to divers within 2 working days of request (when supplies on hand).	Complete	
		Provision of Duty Officer 24 hours per day	Duty officer provided 24 hours per day.	Complete	
		4.2 Cost Recovery Administration			
Function	Description	Deliverables	KPI	Traffic light	Comment
4.2.1 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 at least a week in advance of meetings.	Agenda and papers circulated 2 weeks before meetings.	Complete	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.	Complete	

Abalone Western Zone Fishery - 2017/18 End of Year Report

1. Fisheries Management Services					
Function	Description	Deliverables	KPI	Traffic light	Comment
1.1 Setting quota and harvest limits	Coordinate review of information and analysis used to determine stock status and consultation with stakeholders	Peer reviewed stock assessment report and invitations to stakeholders to attend TACC setting workshop provided to industry	Peer review stock assessment report delivered to stakeholders by 23 November 2017	Complete	Peer review report sent to industry on 5 Jan 2018 (note that the delivery date was agreed as two weeks prior to the TACC meeting which was held on 22 Jan 2018)
	Support for consultation activities -Logistics -Contract management Preparation of material for stakeholder consultation on catch limits and management controls	TACC workshop held in agreed location in the Western Zone Two-week statutory consultation process by post following TACC workshop	TACC workshop held by 15 December 2017 Statutory consultation documents sent to stakeholders	Complete	TACC workshop held on 22 Jan at Port Fairy (by industry request) Statutory consultation documents sent to industry on 25 Jan 2018 for 2 weeks consultation
	Prepare and submit supporting information for decision-making on catch limits and management controls Notify stakeholders of decisions	Further Quota Order and Fisheries Notice (if required) Notify stakeholders of decisions	Further Quota Order and Fisheries Notice gazetted and notifications/ responses to submissions sent before 30 March 2018.	Complete	Final TACC documents and FN provided to industry on 13 Feb 2018
1.2 Operational management	Respond to stakeholder requests for information	Response to submissions	Acknowledge all requests for information within 5 days of receipt including a date for completion	Complete	All requests acknowledged within 5 working days
	Proactively engage with stakeholders & manage relationships to foster improved collaborative approach to management and progress agreed initiatives	Meetings and or contact between DEDJTR fishery manager and nominated fishery stakeholder(s)	Periodic meetings and or contact between DEDJTR staff and nominated fishery stakeholder(s) as required, including the Abalone Working Group.	Complete	AWG meeting Oct 2017, Cost recovery meeting Oct 2017, AIC meeting Nov 2017, Compliance meeting Nov 2017, Pre-TACC meeting Dec 2017, HS meeting Feb 2018
	Abalone fishery management plan actions	Progress report	Annual report on activities delivered by 30 June 2018	Complete	
2. Compliance Services					
Function	Description	Deliverables	KPI	Traffic light	Comment
2.1 Inspections of licenced or authorised commercial fishers	Inspections are undertaken at any time in any location to ensure compliance. This involves: - Enforcement of size limits at the reef code level where there is clear differentiation between reefs (1 by regulation). - Enforcement of take-area reporting. - Enforcement of take when zonal TACC or allocated quota holding is reached. Note there is no enforcement of catch limits at finer level than zones.	Using intelligence, targeted inspections conducted: · at sea, · at landing, · in transit, and · at processor. Integrity of the quota management system maintained.	Number of inspections for the Western Zone reported annually	On track	
3. Research Services					
Function	Description	Deliverables	KPI**	Traffic light	Comment
3.1 Data collection, monitoring, analysis and advice to support fisheries management decision making	Collect data using fisheries dependent and independent sources Complete QA/QC on data	Data collection	Complete Fisheries data collection by 1 August 2017	Complete	Refer to quality assurance report (Internal Report No. 1) below.
			Receive industry data by 1 October 2017	Complete	Assessment of abalone stocks in Western Zone, Victoria: Submission to the TAC setting process for 2017.
		Industry and FV data	Complete an audit on fishery dependent and independent data by 15 October 2017	Complete	Refer to quality assurance report (Internal Report No. 1).
	Analyse data to assess the status of the stock	Analysis of data	Complete analysis of fishery independent and dependent data trends by 30 October 2017	Complete	Refer to quality assurance report (Internal Report No. 1).
		Stock assessment	Draft stock assessment provided to Fisheries Manager by 7 November 2017	Complete	VFA (2017) 2016/17 Victorian Abalone Stock Assessment - Western Zone. VFA Science Report Series No. 04. 46 pages.
		Reef report cards	Complete Reef Report Cards by 15 November 2017	Complete	Refer to quality assurance report (Internal Report No. 1)

	Identify improvements	Annual report with prioritised list of improvements for fisheries stock assessment and meeting to discuss results	Complete and deliver report by 1 May 2017 with meeting to discuss held on/before 1 June 2017	Complete	2016/17 Victorian Abalone Data Quality Assurance / Quality Control. September 2017 VFA Internal Report Series No. 01. 31 pages.
3.2 Support key initiatives	Increase confidence in data being used for statutory decision-making.	Peer review of fishery independent survey sites	Review to be provided to industry and FV by 24 Oct 2017 and consequent actions taken as agreed at Abalone WG.	Complete	Review of fixed sites surveys used by the Victorian Abalone Science Program. Dr Anthony Hart, Principal Research Scientist, Western Australian Fisheries and Marine Research Laboratories. 40 pages.
4. Administration Services					
4.1 Licence Administration					
Function	Description	Deliverables	KPI	Traffic light	Comment
4.1.1 Quota catch recording and administration services	Divers Administration of abalone quota accounting at diver level (ie monitoring and adjustment of quota balances via in-person reporting and IVR, and other support services) for the Western Zone.	All quota balances adjusted within 24 hrs of receipt of required documentation.	Quota balances adjusted within 24 hrs of receipt of required documentation.	Complete	
		All data entered in to FILS within 5 working days of receipt of required documentation.	Data entered in to FILS within 5 working days of receipt of required documentation.	Complete	
		All catch reports and Quota statements supplied to quota holders within 2 working days of the request.	Catch reports and Quota statements supplied to quota holders within 2 working days of the request.	Complete	
		All monthly catch and statistics reports provided to Abalone Management within 5 working days of the end of the month.	Monthly catch and statistics reports provided to management within 5 working days of the end of the month.	Complete	
		All supplies of Bin Tags, Abalone Docket books, pre-paid envelopes, etc. despatched to divers within 2 working days of request (when supplies on hand).	Bin Tags, Abalone Docket books, pre-paid envelopes, etc. despatched to divers within 2 working days of request (when supplies on hand).	Complete	
		Provision of Duty Officer 24 hours per day	Duty officer provided 24 hours per day	Complete	
4.2 Cost Recovery Administration					
Function	Description	Deliverables	KPI	Traffic light	Comment
4.2.1 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 at least a week in advance of meetings. FCRSC minutes prepared and circulated within 7 working days of meetings.	Agenda and papers circulated 2 weeks before meetings.	Complete	FCRSC meetings were held on 6 April, 26 July and 11 Oct 2017.
			Minutes circulated within 7 working days of meetings.	Complete	

Bait (General) Fishery – 2017/18 End of Year Report

1. Fisheries Management Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
1.1 Operational Management of fisheries	Prepare and provide management advice to the Fisheries Victoria Executive for decision-making.	Respond to emerging issues in fisheries management.	Implement management changes that ensure the sustainability of the fishery.	Complete	No management significant issues have arisen in this fishery
	Proactively engage with stakeholders and manage relationships to foster improved collaborative approach to management and progress agreed initiatives.	Regularly engage with stakeholders to understand the status of the fishery and set priorities for work.	Liaise with Seafood Industry Victoria quarterly to identify stakeholder issues, maintain an issues log and follow up on issues.	Complete	The Marine and Estuarine Fisheries management team regularly meets with SIV to discuss current issues and strategies. Meetings are, however, not scheduled quarterly.
	Preparation of material for stakeholder consultation and logistics for organising meetings.	Meeting/ consultation with stakeholders on the management response to stock status report.	Management meeting with stakeholders by 31 Mar 2018.	Complete	Stakeholder meeting sheduled for Nov/Dec 2017. Open invitation
	Respond to stakeholder requests for information.	Response to requests for information from stakeholders.	Acknowledge all requests within five business days of receipt including providing date for completion.	Complete	No record of requests for this fishery
2. Compliance Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
2.1 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.	Using intelligence, targeted inspections conducted: • at sea, and • at landing, to detect and deter non-compliance with legislation.	Number of inspections for Bait (General) reported annually	On track	
4. Administration Services					
4.1 Licence Administration Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
4.1.1 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 the Bait (General) Fishery data provided within 5 working days.	Data entered within 3 working days of receipt of dockets.	Complete	
			Requests provided within 5 working days.	Complete	
4.2 Cost Recovery Administration Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
4.2.1 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 at least a week in advance of meetings.	Agenda and papers circulated 2 weeks before meetings.	Complete	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.	Complete	

Gippsland Lakes Bait Fishery – 2017/18 End of Year Report

1. Fisheries Management Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
1.1 Operational Management of fisheries	Prepare and provide management advice to the Fisheries Victoria Executive for decision-making.	Respond to emerging issues in fisheries management.	Implement management changes that ensure the sustainability of the fishery.	Complete	No management significant issues have arisen in this fishery
	Proactively engage with stakeholders & manage relationships to foster improved collaborative approach to management & progress agreed initiatives.	Regularly engage with stakeholders to understand the status of the fishery and set priorities for work.	Liaise with Seafood Industry Victoria quarterly to identify stakeholder issues, maintain an issues log and follow up on issues.	Complete	The Marine & Estuarine Fisheries management team regularly meets with SIV to discuss current issues and strategies. Meetings are not scheduled.
	Preparation of material for stakeholder consultation and logistics for organising meetings.	Meeting/ consultation with stakeholders on the management response to stock status report.	Management meeting with stakeholders by 31 Mar 2018.	Complete	Stakeholder meetings sheduled for November/ December 2017. All fishers invited to attend.
	Respond to stakeholder requests for information.	Response to requests for information from stakeholders.	Acknowledge all requests within 5 business days of receipt including a date for completion.	Complete	Requests aknowledged within 5 working days
1.2 Key Initiatives	Develop guidelines for developing reference points to inform management of Victoria's fisheries.	Management objectives and reference points for the Bait (Gippsland Lakes) fishery. Consult with stakeholders over management objectives and reference points.	Management objectives and reference points implemented by fisheries by 31 Mar 2018.	Complete	Guideline development is in progress and expected to be completed by March 2018 Consultation will be undertaken prior to the documents being completed
2. Compliance Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
2.1 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.	Using intelligence, targeted inspections conducted: • at sea, and • at landing, to detect and deter non-compliance with legislation.	Number of inspections for Bait (Gippsland Lakes) reported annually	On track	
3. Research Services					
Function	Description	Deliverables	Key performance indicator**	Traffic light	Comment
3.1 Data collection, monitoring, analysis and advice to support fisheries management decision making.	Analyse data to assess the status of the stocks.	Annual reporting of catch and effort data and Stock Status for key species.	Annual stock status report provided to the fishery manager by 31 Mar 2018.	Complete	Summary assessment data reported to fishery manager and available to commercial fishers during regional meeting in Dec 2017 (Not part of the 2017 status of key species stocks report)
	Identify improvements.	Annual report with prioritized list of improvements for fisheries stock assessment.	Complete and deliver report provided to the fishery manager by 31 Mar 2018.	Complete	Not required
	Support key initiatives.	Reference points	Reference points developed for use by fisheries managers by 31 Mar 2018.	Complete	Reported to fishery manager and commercial fishers as part of at regional engagement meeting
	Respond to stakeholder requests for information.	Response.	Acknowledge all requests within 5 business days of receipt including providing date for completion	Complete	No requests
4. Administration Services					
4.1 Licence Administration Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
4.1.1 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 the Bait (Gippsland Lakes) Fishery data provided within 5 working days.	Data entered within 3 working days of receipt of dockets.	Complete	
			Requests provided within 5 working days.	Complete	
4.2 Cost Recovery Administration Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
4.2.1 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 at least a week in advance of meetings. FCRSC minutes prepared and circulated within 7 working days of meetings.	Agenda and papers circulated 2 weeks before meetings. Minutes circulated within 7 working days of meetings.	Complete Complete	FCRSC meetings were held on 6 April, 26 July and 11 Oct 2017.

Lake Tyers Bait Fishery – 2017/18 End of Year Report

1.Fisheries Management Services					
	Description	Deliverables	Key performance indicator	Traffic light	Comment
1.1 Operational Management of fisheries	Prepare and provide management advice to the Fisheries Victoria Executive for decision-making.	Respond to emerging issues in fisheries management.	Implement management changes that ensure the sustainability of the fishery.	Complete	No management significant issues have arisen in this fishery
	Proactively engage with stakeholders and manage relationships to foster improved collaborative approach to management and progress agreed initiatives.	Regularly engage with stakeholders to understand the status of the fishery and set priorities for work.	Liaise with Seafood Industry Victoria quarterly to identify stakeholder issues, maintain an issues log and follow up on issues.	Complete	The Marine & Estuarine Fisheries management team regularly meets with SIV to discuss current issues and strategies. Meetings are not scheduled quarterly.
	Preparation of material for stakeholder consultation and logistics for organising meetings.	Meeting/ consultation with stakeholders on the management response to stock status report.	Management meeting with stakeholders by 31 Mar 2018.	Complete	Stakeholder meetings sheduled for November/ December 2017. All fishers invited to attend.
	Respond to stakeholder requests for information.	Response to requests for information from stakeholders.	Acknowledge all requests within five business days of receipt including providing date for completion.	Complete	Requests aknowledged within 5 working days
1.2 Key Initiatives	Develop guidelines for developing reference points to inform management of Victoria's fisheries.	Management objectives and reference points for the Bait (Lake Tyers) fishery. Consult with stakeholders over management objectives and reference points.	Management objectives and reference points implemented by fisheries management to manage the fisheries by 31 Mar 2018.	Complete	Guideline development is in progress and expected to be completed by March 2018 Consultation will be undertaken prior to the documents being completed
2. Compliance Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
2.1 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.	Using intelligence, targeted inspections conducted: • at sea, and • at landing, to detect and deter non-compliance with legislation.	Number of inspections for Bait (Lake Tyers) reported annually	On track	
3. Research Services					
Function	Description	Deliverables	Key performance indicator**	Traffic light	Comment
3.1 Data collection, monitoring, analysis and advice to support fisheries management decision making.	Analyse data to assess the status of the stocks.	Annual reporting of catch and effort data and Stock Status for key species.	Annual stock status report provided to the fishery manager by 31 Mar 2018.	Complete	Summary assessment data reported to fishery manager and available to commercial fishers as part of at regional engagement meeting (Not as part of the 2017 status of key species stock report)
	Identify improvements.	Annual report with prioritized list of improvements for fisheries stock assessment.	Complete and deliver report provided to the fishery manager by 31 Mar 2018.	Complete	Not required
	Support key initiatives.	Reference points	Reference points developed for use by fisheries managers by 31 Mar 2018.	Complete	Data reported to fishery manager & commercial fishers as part of at regional meeting (Not part of the 2017 status of key species stocks report)
	Respond to stakeholder requests for information.	Response.	Acknowledge all requests within 5 business days of receipt including providing date for completion	Complete	No requests
4. Administration Services					
4.1 Licence Administration Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
4.1.1 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 the Bait (Lake Tyers) Fishery data provided within 5 working days.	Data entered within 3 working days of receipt of dockets. Requests provided within 5 working days.	Complete	
				Complete	
4.2 Cost Recovery Administration Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
4.2.1 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 at least a week in advance of meetings. FCRSC minutes prepared and circulated within 7 working days of meetings.	Agenda and papers circulated 2 weeks before meetings. Minutes circulated within 7 working days of meetings.	Complete	FCRSC meetings were held on 6 April, 26 July and 11 Oct 2017.
				Complete	

Mallacoota Lower Lake Bait Fishery – 2017/18 End of Year Report

1. Fisheries Management Services					
Function	Description	Deliverables	KPI	Traffic light	Comment
1.1 Operational Management of fisheries	Prepare and provide management advice to the Fisheries Victoria Executive for decision-making.	Respond to emerging issues in fisheries management.	Implement management changes that ensure the sustainability of the fishery.	Complete	No significant issues have arisen in this fishery
	Proactively engage with stakeholders and manage relationships to foster improved collaborative approach to management and progress agreed initiatives.	Regularly engage with stakeholders to understand the status of the fishery and set priorities for work.	Liaise with Seafood Industry Victoria quarterly to identify stakeholder issues, maintain an issues log and follow up on issues.	Complete	The Marine & Estuarine Fisheries management team regularly meets with SIV to discuss current issues and strategies. Meetings are not scheduled quarterly.
	Preparation of material for stakeholder consultation and logistics for organising meetings.	Meeting/ consultation with stakeholders on the management response to stock status report.	Management meeting with stakeholders by 31 Mar 2018.	Complete	Stakeholder meetings sheduled for November/ December 2017. All fishers invited to attend
	Respond to stakeholder requests for information.	Response to requests for information from stakeholders.	Acknowledge all requests within 5 business days of receipt including date for completion.	Complete	Requests aknowledged within 5 working days
1.2 Key Initiatives	Develop guidelines for developing reference points to inform management of Victoria’s fisheries.	Management objectives and reference points for the Bait (Mallacoota Lower Lake) fishery. Consult with stakeholders over management objectives and reference points.	Management objectives and reference points implemented by fisheries management to manage the fisheries by 31 Mar 2018.	Complete	Guideline development is in progress and expected to be completed by March 2018 Consultation will be undertaken prior to the documents being completed
2. Compliance Services					
Function	Description	Deliverables	KPI	Traffic light	Comment
2.1 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 creating a deterrent effect.	Using intelligence, targeted inspections conducted at sea, and at landing, to detect and deter non-compliance with legislation.	Number of inspections for Bait (Mallacoota Lower Lake) reported annually	On track	
3. Research Services					
Function	Description	Deliverables	KPI**	Traffic light	Comment
3.1 Data collection, monitoring, analysis and advice to support fisheries management decision making.	Analyse data to assess the status of the stocks.	Annual reporting of catch and effort data and Stock Status for key species.	Annual stock status report provided to the fishery manager by 31 Mar 2018.	Complete	Summary assessment data reported to fishery manager and available to commercial fisher at regional meeting in Dec 2017
	Identify improvements.	Annual report with prioritized list of improvements for fisheries stock assessment.	Complete and deliver report provided to the fishery manager by 31 Mar 2018.	Complete	Not required this year
	Support key initiatives.	Reference points	Reference points developed for use by fisheries managers by 31 Mar 2018.	On track	
	Respond to stakeholder requests for information.	Response.	Acknowledge all requests within 5 business days of receipt including date for completion	Complete	No requests
4. Administration Services					
4.1 Licence Administration					
Function	Description	Deliverables	KPI	Traffic light	Comment
4.1.1 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 the Bait (Mallacoota Lower Lake) Fishery data provided within 5 working days.	Data entered within 3 working days of receipt of dockets.	Complete	
			Requests provided within 5 working days.	Complete	
4.2 Cost Recovery Administration					
Function	Description	Deliverables	KPI	Traffic light	Comment
4.2.1 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 at least a week in advance of meetings. FCRSC minutes prepared and circulated within 7 working days of meetings.	Agenda and papers circulated 2 weeks before meetings. Minutes circulated within 7 working days of meetings.	Complete Complete	FCRSC meetings were held on 6 April, 26 July and 11 Oct 2017.

Snowy River Bait Fishery – 2017/18 End of Year Report

1. Fisheries Management Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
1.1 Operational Management of fisheries	Prepare and provide management advice to the Fisheries Victoria Executive for decision-making.	Respond to emerging issues in fisheries management.	Implement management changes that ensure the sustainability of the fishery.	Complete	No significant management management issues have arisen in this fishery
	Proactively engage with stakeholders and manage relationships to foster improved collaborative approach to management and progress agreed initiatives.	Regularly engage with stakeholders to understand the status of the fishery and set priorities for work.	Liaise with Seafood Industry Victoria quarterly to identify stakeholder issues, maintain an issues log and follow up on issues.	Complete	The Marine & Estuarine Fisheries management team regularly meets with SIV to discuss current issues and strategies. Meetings are not scheduled quarterly.
	Preparation of material for stakeholder consultation and logistics for organising meetings.	Meeting/ consultation with stakeholders on the management response to stock status report.	Management meeting with stakeholders by 31 Mar 2018.	Complete	Stakeholder meetings sheduled for November/ December 2017. All fishers invited to attend
	Respond to stakeholder requests for information.	Response to requests for information from stakeholders.	Acknowledge all requests within five business days of receipt including providing date for completion.	Complete	Requests aknowledged within 5 working days
1.2 Key Initiatives	Develop guidelines for developing reference points to inform management of Victoria's fisheries.	Management objectives and reference points for the Bait (Snowy River) fishery. Consult with stakeholders over management objectives and reference points.	Management objectives and reference points implemented by fisheries management to manage the fisheries by 31 Mar 2018..	Complete	Guideline development is in progress and expected to be completed by March 2018 Consultation will be undertaken prior to the documents being completed
2. Compliance Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
2.1 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.	Using intelligence, targeted inspections conducted: • at sea, and • at landing, to detect and deter non-compliance with legislation.	Number of inspections for Bait (Snowy River) reported annually	On track	
3. Research Services					
Function	Description	Deliverables	Key performance indicator**	Traffic light	Comment
3.1 Data collection, monitoring, analysis and advice to support fisheries management decision making.	Analyse data to assess the status of the stocks.	Annual reporting of catch and effort data and Stock Status for key species.	Annual stock status report provided to the fishery manager by 31 Mar 2018.	Complete	Summary assessment data reported to fishery manager and available to commercial fishers at regional meeting in Dec 2017
	Identify improvements.	Annual report with prioritized list of improvements for fisheries stock assessment.	Complete and deliver report provided to the fishery manager by 31 Mar 2018.		Not required this year
	Support key initiatives.	Reference points	Reference points developed for use by fisheries managers by 31 Mar 2018.	On track	
	Respond to stakeholder requests for information.	Response.	Acknowledge all requests within 5 business days of receipt including providing date for completion		No requests
4. Administration Services					
4.1 Licence Administration Services					
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 the Snowy River (Bait) Fishery data provided within 5 working days.	Data entered within 3 working days of receipt of dockets.	Complete	
			Requests provided within 5 working days.	Complete	
4.2 Cost Recovery Administration Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
4.2.1 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 at least a week in advance of meetings. FCRSC minutes prepared and circulated within 7 working days of meetings.	Agenda and papers circulated 2 weeks before meetings.	Complete	FCRSC meetings were held on 6 April, 26 July and 11 Oct 2017.
			Minutes circulated within 7 working days of meetings.	Complete	

Sydenham Inlet Bait Fishery – 2017/18 End of Year Report

1. Fisheries Management Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
1.1 Operational Management of fisheries	Prepare and provide management advice to the Fisheries Victoria Executive for decision-making.	Respond to emerging issues in fisheries management.	Implement management changes that ensure the sustainability of the fishery.	Complete	No significant management issues have arisen in this fishery
	Proactively engage with stakeholders and manage relationships to foster improved collaborative approach to management and progress agreed initiatives.	Regularly engage with stakeholders to understand the status of the fishery and set priorities for work.	Liaise with Seafood Industry Victoria quarterly to identify stakeholder issues, maintain an issues log and follow up on issues.	Complete	The Marine & Estuarine Fisheries management team regularly meets with SIV to discuss current issues and strategies. Meetings not scheduled quarterly.
	Preparation of material for stakeholder consultation and logistics for organising meetings.	Meeting/ consultation with stakeholders on the management response to stock status report.	Management meeting with stakeholders by 31 Mar 2018.	Complete	Stakeholder meetings sheduled for November/ December 2017. All fishers invited to attend
	Respond to stakeholder requests for information.	Response to requests for information from stakeholders.	Acknowledge all requests within 5 business days of receipt including a date for completion.	Complete	Requests aknowledged within 5 working days
1.2 Key Initiatives	Develop guidelines for developing reference points to inform management of Victoria’s fisheries.	Management objectives and reference points for the Bait (Sydenham Inlet) fishery. Consult with stakeholders over management objectives and reference points.	Management objectives and reference points implemented by fisheries management to manage the fisheries by 31 Mar 2018.	Complete	Guideline development is in progress and expected to be completed by March 2018 Consultation will be undertaken prior to the documents being completed
2. Compliance Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
2.1 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.	Using intelligence, targeted inspections conducted: • at sea, and • at landing, to detect and deter non-compliance with legislation.	Number of inspections for Bait (Sydenham Inlet) reported annually	On track	
3. Research Services					
Function	Description	Deliverables	Key performance indicator**	Traffic light	Comment
3.1 Data collection, monitoring, analysis and advice to support fisheries management decision making.	Analyse data to assess the status of the stocks.	Annual reporting of catch and effort data and Stock Status for key species.	Annual stock status report provided to the fishery manager by 31 Mar 2018.	Complete	Summary assessment data reported to fishery manager and available to commercial fishers at regional meeting in Dec 2017 (Not part of the 2017 status of key species stock report)
	Identify improvements.	Annual report with prioritized list of improvements for fisheries stock assessment.	Complete and deliver report provided to the fishery manager by 31 Mar 2018.		Not required this year
	Support key initiatives.	Reference points	Reference points developed for use by fisheries managers by 31 Mar 2018.	On track	
	Respond to stakeholder requests for information.	Response.	Acknowledge all requests within 5 business days of receipt including a date for completion		No requests
4. Administration Services					
4.1 Licence Administration Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
4.1.1 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 the Sydenham Inlet (Bait) Fishery data provided within 5 working days.	Data entered within 3 working days of receipt of dockets. Requests provided within 5 working days.	Complete	
				Complete	
4.2 Cost Recovery Administration Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
4.2.1 Cost recovery	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 at least a week in advance of meetings. FCRSC minutes prepared and circulated within 7 working days of meetings.	Agenda and papers circulated 2 weeks before meetings. Minutes circulated within 7 working days of meetings.	Complete	FCRSC meetings were held on 6 April, 26 July and 11 Oct 2017.
				Complete	

Corner Inlet Fishery – 2017/18 End of Year Report

1. Fisheries Management Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
1.1 Operational Management of fisheries	Prepare and provide management advice to the Fisheries Victoria Executive for decision-making.	Respond to emerging issues in fisheries management.	Implement management changes that ensure the sustainability of the fishery.	Complete	No significant management issues have arisen in this fishery
	Proactively engage with stakeholders and manage relationships to foster improved collaborative approach to management and progress agreed initiatives.	Regularly engage with stakeholders to understand the status of the fishery and set priorities for work.	Liaise with Seafood Industry Victoria quarterly to identify stakeholder issues, maintain an issues log and follow up on issues.	Complete	The Marine and Estuarine Fisheries management team regularly meets with SIV to discuss current issues and strategies. Meetings are, however, not scheduled quarterly.
	Preparation of material for stakeholder consultation and logistics for organising meetings.	Meeting/ consultation with stakeholders on the management response to stock status report.	Management meeting with stakeholders by 31 Mar 2018.	Complete	Stakeholder meetings sheduled for November/ December 2017. All fishers invited to attend
	Respond to stakeholder requests for information.	Response to requests for information from stakeholders.	Acknowledge all requests within 5 business days of receipt including a date for completion.	Complete	Requests aknowledged within 5 working days
1.2 Key Initiatives	Develop guidelines for developing reference points to inform management of Victoria’s fisheries.	Management objectives and reference points for the Corner Inlet fishery. Consult with stakeholders over management objectives and reference points.	Management objectives and reference points implemented by fisheries management to manage the fisheries by 31 Mar 2018.	Complete	Guideline development is in progress and expected to be completed by March 2018 Consultation will be undertaken prior to the documents being completed
2. Compliance Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
2.1 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.	Using intelligence, targeted inspections conducted: • at sea, and • at landing, to detect and deter non-compliance with legislation.	Number of inspections for Corner Inlet reported annually	On track	
3. Research Services					
Function	Description	Deliverables	Key performance indicator**	Traffic light	Comment
3.1 Data collection, monitoring, analysis and advice to support fisheries management decision making.	Analyse data to assess the status of the stocks.	Annual reporting of catch and effort data and Stock Status for key species.	Annual stock status report provided to the fishery manager by 31 Mar 2018.	Complete	Review of key Victorian fish stocks – 2017 provided to fishery manager in Nov 2017 and regional meeting with commerical fishers in Dec 2017.
	Identify improvements.	Annual report with prioritized list of improvements for fisheries stock assessment.	Complete and deliver report provided to the fishery manager by 31 Mar 2018.	Complete	Report (Review of key Victorian fish stocks – 2017) provided to fishery manager in Nov 2017
	Support key initiatives.	Reference points	Reference points developed for use by fisheries managers by 31 Mar 2018.	On track	
	Respond to stakeholder requests for information.	Response.	Acknowledge all requests within 5 business days of receipt including providing date for completion	Complete	No requests
4. Administration Services					
4.1 Licence Administration Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
4.1.1 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 the Corner Inlet Fishery data provided within 5 working days.	Data entered within 3 working days of receipt of dockets. Requests provided within 5 working days.	Complete	
				Complete	
4.2 Cost Recovery Administration Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
4.2.1 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 at least a week in advance of meetings. FCRSC minutes prepared and circulated within 7 working days of meetings.	Agenda and papers circulated 2 weeks before meetings. Minutes circulated within 7 working days of meetings.	Complete	FCRSC meetings were held on 6 April, 26 July and 11 Oct 2017.
				Complete	

Eel Fishery – 2017/18 End of Year Report

1. Fisheries Management Services					
Function	Description	Deliverables	Key performance indicator**	Traffic light	Comment
1.1 Operational Management of fisheries	Prepare and provide management advice to the Fisheries Victoria Executive for decision-making.	Respond to emerging issues in fisheries management.	Implement management changes that ensure the sustainability of the fishery.	Complete	Fishery management plan declared in August 2017 (not cost recoverable). Changes to management arrangements arising from the management plan are currently in progress.
	Proactively engage with stakeholders and manage relationships to foster improved collaborative approach to management and progress agreed initiatives.	Regularly engage with stakeholders to understand the status of the fishery and set priorities for work.	Liaise with Seafood Industry Victoria quarterly to identify stakeholder issues, maintain an issues log and follow up on issues.	Complete	The Marine and Estuarine Fisheries management team regularly meets with SIV to discuss current issues and strategies. Meetings are, however, not scheduled quarterly.
	Respond to stakeholder requests for information.	Response to requests for information from stakeholders.	Acknowledge all requests within five business days of receipt including providing date for completion.	Complete	Requests acknowledged within 5 working days
2. Compliance Services					
Function	Description	Deliverables	Key performance indicator**	Traffic light	Comment
2.1 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, targeted inspections conducted to detect and deter non-compliance with legislation.	Number of inspections for Eels reported annually	On track	
4. Administration Services					
4.1 Licence Administration Services					
Function	Description	Deliverables	Key performance indicator**	Traffic light	Comment
4.1.1 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.	Complete	
		All requests for Eel Fishery data provided within 5 working days.	Requests provided within 5 working days.	Complete	
4.2 Cost Recovery Administration Services					
Function	Description	Deliverables	Key performance indicator**	Traffic light	Comment
4.2.1 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 at least a week in advance of meetings.	Agenda and papers circulated 2 weeks before meetings.	Complete	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.	Complete	

Giant Crab Fishery- 2017/18 End of Year Report

1. Fisheries Management Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
1.1 Set Catch Limits and Management Controls	Coordinate review of information and analysis used to determine stock status in consultation with stakeholders	Stock assessment meeting with industry/RAG to discuss draft	RLRAG meeting held in December 2017 to discuss preliminary stock assessment report*	Complete	
	Coordinate peer review of draft stock assessment	Peer reviewed stock assessment	Stock assessment delivered to stakeholders by 31 March 2018*	Complete	
	Support for consultation activities - Logistics - Contract management	Minimum two-week statutory consultation process	Statutory consultation undertaken at least 30 days prior to the end of the fishing season.	Complete	
	Preparation of material for stakeholder consultation on catch limits and management controls	Further Quota Orders and, if required, Fisheries Notices published in the <i>Victoria Government Gazette</i>	Further Quota Orders and, if required, Fisheries Notices published in the <i>Victoria Government Gazette</i> by 31 March 2018	Complete	
1.2 Operational Management	Proactively engage with stakeholders and manage relationships to foster improved collaborative approach to management and progress agreed initiatives	Regular meetings at which management of the fishery, stock assessment results, and issues arising will be discussed with industry.	Schedule meetings are held as agreed with industry and VFA.	Complete	
	Respond to stakeholder requests for information	Response to requests for information including stock assessment results.	Acknowledge all requests within five business days of receipt including providing date for completion	On track	Ongoing
	Manage the Rock Lobster and Giant Crab Resource Assessment Group (RLRAG)	The RLRAG reviews stock assessments and approaches to managing the giant crab fishery	The RLRAG undertakes its work in accordance with the agreed work plan	Complete	
	Manage the IMAS rock lobster and giant crab science contract	Manage the IMAS rock lobster and giant crab science contract is managed in accordance with government procurement policy	Contract deliverables are completed in accordance with the agreed schedule	Complete	
2. Compliance Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
2.1 Inspections of licenced or authorised commercial fishers	Inspections are undertaken at any time in any location to ensure compliance. This involves: - Enforcement of size limits. - Enforcement of take-area reporting. - Enforcement of take when allocated quota holding is reached.	Using intelligence, targeted inspections conducted: - at sea, - on land and, - at processor. Integrity of the quota management system maintained.	Number of inspections for Giant Crab reported annually	On track	
3. Research Services					
Function	Description	Deliverables	Key performance indicator**	Traffic light	Comment
3.1 Data collection, monitoring, analysis and advice to support fisheries management decision making	Collect data using fisheries dependent sources	Data collection	Complete fisheries Victoria data collection by 16 September 2017	Complete	
			Receive industry data by 18 October 2017	Complete	
	Complete QA/QC on data	Industry and FV data	Complete an audit on fishery dependent data by 1 November 2017	Complete	
	Analyse data to assess the status of the stock	Analysis of data	Complete analysis of fishery dependent data by 1 December 2017	Complete	
		Stock assessment	Draft stock assessment provided to Fisheries Manager by 1 December 2017	Complete	
	Identify improvements	Annual report with prioritised list of improvements for fisheries stock assessment	Complete and deliver report by 1 December 2017	Complete	Documented during RAG meetings
3.3 Operational Management	Respond to stakeholder requests for information	Response	Acknowledge all requests within 5 business days of receipt including providing date for completion.	Complete	

4. Administration Services					
4.1 Licence Administration					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
4.1.1 Quota catch recording services	Administration of fisheries quota accounting (Monitoring and adjustment of quota balances via in-person reporting and IVR). Monitoring and adjustment of quota (follow up on over quota, incomplete reports, and receive calls from fishers when they experience difficulties with IVR) Supply documentation to licence holders and operators throughout the season (CDR books, coff register books, quota statements) Send out new documentation to licence holders at completion of licence renewal. Process quota transfers and provide clearance to commercial licensing for licence variations (operators, coffs etc) Assist compliance officers by providing reports and information, also prepare documentation of court procedures.	All quota balances adjusted within 24 hours of receipt of documentation.	All quota balances adjusted within 24 hours of receipt of documentation.	Complete	
				Complete	
				Complete	
				Complete	
				Complete	
				Complete	
4.2 Cost Recovery Administration					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
4.2.1 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 at least a week in advance of meetings.	Agenda and papers circulated 2 weeks before meetings.	Complete	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.	Complete	

Gippsland Lakes – 2017/18 End of Year Report

1. Fisheries Management Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
1.1 Operational Management of fisheries	Prepare and provide management advice to the Fisheries Victoria Executive for decision-making.	Respond to emerging issues in fisheries management.	Implement management changes that ensure the sustainability of the fishery.	Complete	No significant management issues have arisen in this fishery
	Proactively engage with stakeholders and manage relationships to foster improved collaborative approach to management and progress agreed initiatives.	Regularly engage with stakeholders to understand the status of the fishery and set priorities for work.	Liaise with Seafood Industry Victoria quarterly to identify stakeholder issues, maintain an issues log and follow up on issues.	Complete	The Marine and Estuarine Fisheries management team regularly meets with SIV to discuss current issues and strategies. Meetings are, however, not scheduled quarterly.
	Preparation of material for stakeholder consultation and logistics for organising meetings.	Meeting/ consultation with stakeholders on the management response to stock status report.	Management meeting with stakeholders by 31 Mar 2018.	Complete	Stakeholder meetings sheduled for November/ December 2017. All fishers invited to attend
	Respond to stakeholder requests for information.	Response to requests for information from stakeholders.	Acknowledge all requests within five business days of receipt including providing date for completion.	Complete	Requests aknowledged within 5 working days
1.2 Key Initiatives	Develop guidelines for developing reference points to inform management of Victoria’s fisheries.	Management objectives and reference points for the Gippsland Lakes fishery. Consult with stakeholders over management objectives and reference points.	Management objectives and reference points implemented by fisheries management to manage the fisheries by 31 Mar 2018.	Complete	Guideline development is in progress and expected to be completed by March 2018 Consultation will be undertaken prior to the documents being completed
2. Compliance Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
2.1 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.	Using intelligence, targeted inspections conducted: • at sea, and • at landing, to detect and deter non-compliance with legislation.	Number of inspections for Gippsland Lakes fishery reported annually	On track	
3. Research Services					
Function	Description	Deliverables	Key performance indicator**	Traffic light	Comment
3.1 Data collection, monitoring, analysis and advice to support fisheries management decision making.	Analyse data to assess the status of the stocks.	Annual reporting of catch and effort data and Stock Status for key species.	Annual stock status report provided to the fishery manager by 31 Mar 2018.	Complete	Report (Review of key Victorian fish stocks – 2017) provided to fishery manager in November 2017
		Annual reporting of black bream pre-recruit survey and commercial catch sampling.	Provided annual pre-recruit survey and commercial catch sampling reports to the Manager by 31 Mar 2018.	Complete	Review of key Victorian fish stocks – 2017 provided to fishery manager in Nov 2017 and regional meeting with commerical fishers in Dec 2017.
	Identify improvements.	Annual report with prioritized list of improvements for fisheries stock assessment.	Complete and deliver report provided to the fishery manager by 31 Mar 2018.	Complete	Report (Review of key Victorian fish stocks – 2017) provided to fishery manager in November 2017
	Support key initiatives.	Reference points	Reference points developed for use by fisheries managers by 31 Mar 2018.	On track	
	Respond to stakeholder requests for information.	Response to requests for information from stakeholders	Acknowledge all requests within five business days of receipt including providing date for completion	Complete	No requests
4. Administration Services					
4.1 Licence Administration Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
4.1.1 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 the Gippsland Lakes Fishery data provided within 5 working days.	Data entered within 3 working days of receipt of dockets. Requests provided within 5 working days.	Complete	
				Complete	
4.2 Cost Recovery Administration Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
4.2.1 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 at least a week in advance of meetings. FCRSC minutes prepared and circulated within 7 working days of meetings.	Agenda and papers circulated 2 weeks before meetings. Minutes circulated within 7 working days of meetings.	Complete Complete	FCRSC meetings were held on 6 April, 26 July and 11 Oct 2017.

Gippsland Lakes Mussel Dive Fishery – 2017/18 End of Year Report

1. Fisheries Management Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
1.1 Operational Management of fisheries	Prepare and provide management advice to the Fisheries Victoria Executive for decision-making.	Respond to emerging issues in fisheries management.	Implement management changes that ensure the sustainability of the fishery.	Complete	No significant management issues have arisen in this fishery
	Proactively engage with stakeholders and manage relationships to foster improved collaborative approach to management and progress agreed initiatives.	Regularly engage with stakeholders to understand the status of the fishery and set priorities for work.	Liaise with Seafood Industry Victoria quarterly to identify stakeholder issues, maintain an issues log and follow up on issues.	Complete	The Marine and Estuarine Fisheries management team regularly meets with SIV to discuss current issues and strategies. Meetings are, however, not scheduled quarterly.
	Preparation of material for stakeholder consultation and logistics for organising meetings.	Meeting/ consultation with stakeholders on the management response to stock status report.	Management meeting with stakeholders by 31 Mar 2018.	Complete	Stakeholder meetings sheduled for November/ December 2017. All fishers invited to attend
	Respond to stakeholder requests for information.	Response to requests for information from stakeholders.	Acknowledge all requests within five business days of receipt including providing date for completion.	Complete	No record of requests made by this fishery
2. Compliance					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
2.1 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.	Using intelligence, targeted inspections conducted: <ul style="list-style-type: none">• at sea, and• at landing, to detect and deter non-compliance with legislation.	Number of inspections for Bait (Gippsland Lakes Mussel Dive) reported annually	On track	
4. Administration Services					
4.1 Licence Administration Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
4.1.1 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 the Bait (Gippsland Lakes Mussel Dive) Fishery data provided within 5 working days.	Data entered within 3 working days of receipt of dockets. Requests provided within 5 working days.	Complete	
				Complete	
4.2 Cost Recovery Administration Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
4.2.1 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 at least a week in advance of meetings. FCRSC minutes prepared and circulated within 7 working days of meetings.	Agenda and papers circulated 2 weeks before meetings. Minutes circulated within 7 working days of meetings.	Complete	FCRSC meetings were held on 6 April, 26 July and 11 Oct 2017.
				Complete	

Ocean Fishery – 2017/18 End of Year Report

1. Fisheries Management Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
1.1 Operational Management of fisheries	Prepare and provide management advice to the Fisheries Victoria Executive for decision-making.	Respond to emerging issues in fisheries management.	Implement management changes that ensure the sustainability of the fishery.	Complete	No significant management issues have arisen in this fishery
	Proactively engage with stakeholders and manage relationships to foster improved collaborative approach to management and progress agreed initiatives.	Regularly engage with stakeholders to understand the status of the fishery and set priorities for work.	Liaise with Seafood Industry Victoria quarterly to identify stakeholder issues, maintain an issues log and follow up on issues.	Complete	The Marine and Estuarine Fisheries management team regularly meets with SIV to discuss current issues and strategies. Meetings are, however, not scheduled quarterly.
	Preparation of material for stakeholder consultation and logistics for organising meetings.	Meeting/ consultation with stakeholders on the management response to stock status report.	Management meeting with stakeholders by 31 Mar 2018.	Complete	Stakeholder meetings sheduled for November/ December 2017. All fishers invited to attend
	Respond to stakeholder requests for information.	Response to requests for information from stakeholders.	Acknowledge all requests within five business days of receipt including providing date for completion.	Complete	Requests aknowledged within 5 working days
2. Compliance Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
2.1 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.	Using intelligence, targeted inspections conducted: • at sea, and • at landing, to detect and deter non-compliance with legislation.	Number of inspections for Ocean Fishery reported annually	On track	
4. Administration Services					
4.1 Licence Administration Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
4.1.1 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 the Ocean Fishery data provided within 5 working days.	Data entered within 3 working days of receipt of dockets.	Complete	
			Requests provided within 5 working days.	Complete	
4.2 Cost Recovery Administration Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
4.2.1 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 at least a week in advance of meetings.	Agenda and papers circulated 2 weeks before meetings.	Complete	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.	Complete	

Port Phillip Bay Mussel Bait Fishery – 2017/18 End of Year Report

1. Fisheries Management Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
1.1 Operational Management of fisheries	Prepare and provide management advice to the Fisheries Victoria Executive for decision-making.	Respond to emerging issues in fisheries management.	Implement management changes that ensure the sustainability of the fishery.	Complete	No significant management issues have arisen in this fishery
	Proactively engage with stakeholders and manage relationships to foster improved collaborative approach to management and progress agreed initiatives.	Regularly engage with stakeholders to understand the status of the fishery and set priorities for work.	Liaise with Seafood Industry Victoria quarterly to identify stakeholder issues, maintain an issues log and follow up on issues.	Complete	The Marine and Estuarine Fisheries management team regularly meets with SIV to discuss current issues and strategies. Meetings are, however, not scheduled quarterly.
	Preparation of material for stakeholder consultation and logistics for organising meetings.	Meeting/ consultation with stakeholders on the management response to stock status report.	Management meeting with stakeholders by 31 Mar 2018..	Complete	Stakeholder meetings sheduled for November/ December 2017. All fishers invited to attend
	Respond to stakeholder requests for information.	Response to requests for information from stakeholders.	Acknowledge all requests within five business days of receipt including providing date for completion.	Complete	No record of requests by this fishery
2. Compliance Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
2.1 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.	Using intelligence, targeted inspections conducted: • at sea, and • at landing, to detect and deter non-compliance with legislation.	Number of inspections for Bait (Port Phillip Bay Mussel) reported annually	On track	
4. Administration Services					
4.1 Licence Administration Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
4.1.1 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.	Complete	
		All requests for the Bait (PPB Mussel) Fishery data provided within 5 working days.	Requests provided within 5 working days.	Complete	
4.2 Cost Recovery Administration Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
4.2.1 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 at least a week in advance of meetings.	Agenda and papers circulated 2 weeks before meetings.	Complete	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.	Complete	

Purse Seine Ocean Fishery – 2017/18 End of Year Report

1. Fisheries Management Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
1.1 Operational Management of fisheries	Prepare and provide management advice to the Fisheries Victoria Executive for decision-making.	Respond to emerging issues in fisheries management.	Implement management changes that ensure the sustainability of the fishery.	Complete	No significant management issues have arisen in this fishery
	Proactively engage with stakeholders and manage relationships to foster improved collaborative approach to management and progress agreed initiatives.	Regularly engage with stakeholders to understand the status of the fishery and set priorities for work.	Liaise with Seafood Industry Victoria quarterly to identify stakeholder issues, maintain an issues log and follow up on issues.	Complete	The Marine and Estuarine Fisheries management team regularly meets with SIV to discuss current issues and strategies. Meetings are, however, not scheduled quarterly.
	Preparation of material for stakeholder consultation and logistics for organising meetings.	Meeting/ consultation with stakeholders on the management response to stock status report.	Management meeting with stakeholders by 31 Mar 2018.	Complete	Stakeholder meetings sheduled for November/ December 2017. All fishers invited to attend
	Respond to stakeholder requests for information.	Response to requests for information from stakeholders.	Acknowledge all requests within five business days of receipt including providing date for completion.	Complete	No record of requests by this fishery
2. Compliance Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
2.1 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.	Using intelligence, targeted inspections conducted: • at sea, and • at landing, to detect and deter non-compliance with legislation.	Number of inspections for Purse Seine (Ocean) reported annually	On track	
4. Administration Services					
4.1 Licence Administration Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
4.1.1 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 the Purse Seine (Ocean) Fishery data provided within 5 working days.	Data entered within 3 working days of receipt of dockets.	Complete	
			Requests provided within 5 working days.	Complete	
4.2 Cost Recovery Administration Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
4.2.1 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 at least a week in advance of meetings. FCRSC minutes prepared and circulated within 7 working days of meetings.	Agenda and papers circulated 2 weeks before meetings.	Complete	FCRSC meetings were held on 6 April, 26 July and 11 Oct 2017.
			Minutes circulated within 7 working days of meetings.	Complete	

Rock Lobster Eastern Zone Fishery - 2017/18 End of Year Report

1. Fisheries Management Services					
Function	Description	Deliverables	KPI	Traffic light	Comment
1.1 Set catch limits and management controls	Coordinate review of information and analysis used to determine stock status in consultation with stakeholders	Stock assessment meeting with industry/RAG to discuss draft	RLRAG meeting held in December 2017 to discuss preliminary stock assessment report.	Complete	
	Coordinate peer review of draft stock assessment	Peer reviewed stock assessment	Stock assessment delivered to stakeholders in Mar 2018	Complete	
	Support for consultation activities - Logistics - Contract management	TACC workshop held in agreed locations in the Eastern Zone	TACC workshop held	Complete	
	Preparation of material for stakeholder consultation on catch limits and management controls	Two-week statutory consultation process by post following TACC workshop	Statutory consultation documents sent to stakeholders	Complete	
	Preparation of supporting information for decision-making on catch limits and management controls	Further Quota Order	Further Quota Order gazetted and notifications/ responses to submissions sent before 30 June 2018.	Complete	
1.2 Operational management	Proactively engage with stakeholders and manage relationships to foster improved collaborative approach to management and progress agreed initiatives	Regular meetings at which management of the fishery, stock assessment results, and issues arising will be discussed with industry.	Scheduled meetings are held as agreed with industry and VFA.	Complete	Ongoing
	Respond to stakeholder requests for information	Response to requests for information including stock assessment results.	Acknowledge all requests within five business days of receipt including providing date for completion	On track	
	Manage the Rock Lobster and Giant Crab Resource Assessment Group (RLRAG)	The RLRAG reviews stock assessments and approaches to managing the rock lobster fishery	The RLRAG undertakes its work in accordance with the agreed work plan	Complete	
	Manage the IMAS rock lobster and giant crab science contract	Manage the IMAS rock lobster and giant crab science contract in accordance with government procurement policy	Contract deliverables are completed in accordance with the agreed schedule	Complete	
1.3 Key Initiatives	In consultation with industry and external contractor, develop a data visualisation project	Contractor presents prototype of interactive web-based stock assessment report at RLRAG meeting in 2017	Prototype of new model due for testing in 2018.	On track	Delivery set for June (Updated delivered at April RAG)
	In consultation with industry, develop an approach to using e-logbooks in the Rock Lobster Fishery	Project for trialling e-log books for the Rock Lobster Fishery designed	Project plan designed and implemented by 30 June 2018	Complete	Currently trialling components that builds into the e-logbooks
	Participate in the Southern Rock Lobster meetings	Participation in the SRL meetings	Attendance and active participation in all SRL meetings	Complete	
	Facilitate on behalf of industry, a Funding Agreement between Southern Rock Lobster Limited (SRL) & FV	A funding agreement between SRL & VFA is established and funded through cost recovery levies	Agreement signed by 30 October 2017	Complete	
2. Compliance Services					
Function	Description	Deliverables	KPI	Traffic light	Comment
2.1 Inspections of licenced or authorised commercial fishers	Inspections are undertaken at any time in any location to ensure compliance. This involves: - Enforcement of size limits. - Enforcement of take-area reporting. - Enforcement of take when allocated quota holding is reached.	Using intelligence, targeted inspections conducted: - at sea, - on land and, - at processor.	Number of inspections for Eastern Zone Rock Lobster reported annually	On track	
3. Research Services					
Function	Description	Deliverables	KPI	Traffic light	Comment
3.1 Data collection, monitoring, analysis and advice to support fisheries	Collect data using fisheries dependent and independent sources	Data collection	Complete Fisheries Victoria data collection by 16 September 2017	Complete	
			Receive industry data by 18 October 2017	Complete	
	Complete QA/QC on data	Industry and FV data	Complete an audit on fishery dependent and independent data by 1 November 2017	Complete	

management decision making	Analyse data to assess the status of the stock	Analysis of data	Complete analysis of fishery independent and dependent data trends by 1 December 2017	Complete	Agreed at the RAG that it was too late to incorporate industry comments in to the assessment report.
		Stock assessment	Draft stock assessment provided to Fisheries Manager by 1 December 2017	Complete	
		Summary of Industry perspectives relevant to stock assessment	Incorporate information provided by industry into assessment. Must be received by 1 December 2017 for distribution to members prior to RLRAG	Issue	
	Identify improvements	Annual report with prioritised list of improvements for fisheries stock assessment	Complete and deliver report by 1 December 2017	Complete	Documented during RAG meetings
3.2 Key initiatives	In consultation with industry, develop an approach to using data loggers in the Rock Lobster Fishery	Trial of data loggers for the Rock Lobster Fishery	Trail of data loggers and wet tags implemented and analysed for future utility by June 2018.	On track	Delivery set for June (Updated delivered at April RAG) Currently trialling components that builds into the e-logbooks
	In consultation with industry and external contractor, develop a data visualisation project	Contractor presents prototype of interactive web-based stock assessment report at RLRAG meeting in 2017	Prototype of new model due for testing in 2018.	Complete	
	In consultation with industry, develop an approach to using e-logbooks in the Rock Lobster Fishery	Trial of e-log books for the Rock Lobster Fishery	Project plan developed and trial implemented by June 30 2018.	Complete	
3.3 Operational Management	Respond to stakeholder requests for information	Response	Acknowledge all requests within 5 business days of receipt including providing date for completion.	On track	Ongoing
4. Administration Services					
4.1 Licence Administration					
Function	Description	Deliverables	KPI	Traffic light	Comment
4.1.1 Quota catch recording & administration services	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 data entered in the data base within 3 working days of receipt of dockets.	Complete	
		All requests for rock lobster data provided within 5 working days.	All requests for rock lobster data provided within 5 working days.	Complete	
4.1.2 Quota catch recording services	Administration of fisheries quota accounting (Monitoring & adjustment of quota balances via in-person reporting & IVR). Monitoring and adjustment of quota (follow up on over quota, incomplete reports, and receive calls from fishers when they experience difficulties with IVR).	All quota balances adjusted within 24 hours of receipt of documentation.	All quota balances adjusted within 24 hours of receipt of documentation.	Complete	
4.2 Cost Recovery Administration					
Function	Description	Deliverables	KPI	Traffic light	Comment
4.2.1 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 at least a week in advance of meetings.	Agenda and papers circulated 2 weeks before meetings.	Complete	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.	Complete	

Rock Lobster Western Zone Fishery- 2017/18 End of Year Report

1. Fisheries Management Services					
Function	Description	Deliverables	KPI	Traffic light	Comment
1.1 Set Catch Limits and Management Controls	Coordinate review of information and analysis used to determine stock status in consultation with stakeholders	Stock assessment meeting with industry/RAG to discuss draft	RLRAG meeting held in December 2017 to discuss preliminary stock assessment report	Complete	
	Coordinate peer review of draft stock assessment	Peer reviewed stock assessment	Stock assessment delivered to stakeholders in March 2018	Complete	
	Support for consultation activities - Logistics - Contract management	TACC workshop held in agreed locations in the Western Zone	TACC workshop held	Complete	
	Preparation of material for stakeholder consultation on catch limits and management controls	Two-week statutory consultation process by post following TACC workshop	Statutory consultation documents sent to stakeholders	Complete	
	Preparation of supporting information for decision-making on catch limits and management controls	Further Quota Order	Further Quota Order gazetted and notifications/ responses to submissions sent before 30 June 2018.	Complete	
1.2 Operational management	Proactively engage with stakeholders and manage relationships to foster improved collaborative approach to management and progress agreed initiatives	Regular meetings at which management of the fishery, stock assessment results, and issues arising will be discussed with industry.	Schedule meetings are held as agreed with industry and VFA.	Complete	Ongoing
	Respond to stakeholder requests for information	Response to requests for information including stock assessment results.	Acknowledge all requests within five business days of receipt including providing date for completion	On track	
	Manage the Rock Lobster and Giant Crab Resource Assessment Group (RLRAG)	The RLRAG reviews stock assessments and approaches to managing the rock lobster fishery	The RLRAG undertakes its work in accordance with the agreed work plan	Complete	
	Manage the IMAS rock lobster and giant crab science contract	Manage the IMAS rock lobster and giant crab science contract is managed in accordance with government procurement policy	Contract deliverables are completed in accordance with the agreed schedule	Complete	
1.3 Key Initiatives	In consultation with industry and external contractor, develop a data visualisation project	Contractor presents prototype of interactive web-based stock assessment report at RLRAG meeting in 2017	Prototype of new model due for testing in 2018.	On track	Delivery set for June (Updated delivered at April RAG)
	In consultation with industry, develop an approach to using e-logbooks in the Rock Lobster Fishery	Project for trialling e-log books for the Rock Lobster Fishery designed	Project plan designed and implemented by 30 June 2018	Complete	Discussions underway to incorporate this in the 'e-catch' project
	Facilitate on behalf of industry, a Funding Agreement between Southern Rock Lobster Limited (SRL) & FV	A funding agreement between SRL and VFA is established and funded through cost recovery levies	Agreement signed by 30 October 2017	Complete	
2. Compliance Services					
Function	Description	Deliverables	KPI	Traffic light	Comment
2.1 Inspections of licenced or authorised commercial fishers	Inspections are undertaken at any time in any location to ensure compliance. This involves: - Enforcement of size limits. - Enforcement of take-area reporting. - Enforcement of take when allocated quota holding is reached.	Using intelligence, targeted inspections conducted: - at sea, - on land and, - at processor.	Number of inspections for Western Zone Rock Lobster reported annually	On track	
3. Research Services					
Function	Description	Deliverables	KPI	Traffic light	Comment
3.1 Data collection, monitoring, analysis and advice to support fisheries management	Collect data using fisheries dependent and independent sources	Data collection	Complete Fisheries Victoria data collection by 16 September 2017	Complete	
			Receive industry data by 18 October 2017	Complete	
	Complete QA/QC on data	Industry and FV data	Complete an audit on fishery dependent and independent data by 1 November 2017	Complete	

management decision making	Analyse data to assess the status of the stock	Analysis of data	Complete analysis of fishery independent and dependent data trends by 1 December 2017	Complete	
		Stock assessment	Draft stock assessment provided to Fisheries Manager by 1 December 2017	Complete	
		Summary of Industry perspectives relevant to stock assessment	Incorporate information provided by industry into assessment. Must be received by 1 December 2017 for distribution to members prior to RLRAG	Complete	Agreed at the RAG that it was too late to incorporate industry comments into the assessment report.
	Identify improvements	Annual report with prioritised list of improvements for fisheries stock assessment	Complete and deliver report by 1 December 2017	Complete	Documented during RAG meetings
3.2 Key initiatives	In consultation with industry, develop an approach to using data loggers in the Rock Lobster Fishery	Trial of data loggers for the Rock Lobster Fishery to commence in November*	Trial of data loggers and wet tags implemented and anlysed for future utility by June 2018.	Complete	
	In consultation with industry and external contractor, develop a data visualisation project	Contractor presents prototype of interactive web-based stock assessment report at RLRAG meeting in 2017	Prototype of new model due for testing in 2018.	Complete	Delivery set for June (Updated delivered at April RAG)
	In consultation with Industry, develop an approach to using e-logbooks in the Rock Lobster Fishery	Trial of e-log books for the Rock Lobster Fishery	Project plan developed and trail implemented by 30 June 2018.	Complete	Currently trialling components that builds into the e-logbooks
3.3 Operational Management	Respond to stakeholder requests for information	Response	Acknowledge all requests within 5 business days of receipt including providing date for completion.	On track	
4. Administration Services					
4.1 Licence Administration					
Function	Description	Deliverables	KPI	Traffic light	Comment
4.1.1 Quota catch recording & administration services	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 rock lobster data provided within 5 working days.	All data entered in the data base within 3 working days of receipt of dockets. All requests for rock lobster data provided within 5 working days.	Complete	
				Complete	
4.1.2 Quota catch recording services	Administration of fisheries quota accounting (Monitoring and adjustment of quota balances via in-person reporting and IVR). Monitoring and adjustment of quota (follow up on over quota, incomplete reports, and receive calls from fishers when they experience difficulties with IVR)	All quota balances adjusted within 24 hours of receipt of documentation.	All quota balances adjusted within 24 hours of receipt of documentation.	Complete	
4.2 Cost Recovery Administration					
Function	Description	Deliverables	KPI	Traffic light	Comment
4.2.1 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 at least a week in advance of meetings. FCRSC minutes prepared and circulated within 7 working days of meetings.	Agenda and papers circulated 2 weeks before meetings.	Complete	FCRSC meetings were held on 6 April, 26 July and 11 Oct 2017.
			Minutes circulated within 7 working days of meetings.	Complete	

Port Phillip Bay Dive Scallop Fishery - 2017/18 End of Year Report

1. Fisheries Management Services					
Function	Description	Deliverables	KPI	Traffic light	Comment
1.1 Set Catch Limits and Management Controls	Coordinate review of information and anaylsis used to determine stock status andconsultation with stakeholders	Stock assessment meeting with industry to discuss outcomes	Meeting with industry held	Complete	No longer required as fishery has a regulated 60 tonne limit
	Preperation of material for stakeholder consultation on catch limits and management controls	Two-week statutory consultation process	Statutory consultation documents sent to stakeholders by 15 February 2018	Complete	
	Prepare and submit supporting information for decision-making on catch limits and management controls Notify stakeholders of decisions	Further Quota Order and Fisheries Notice (if required) Notify stakeholders of decisions	Further Quota Order and Fisheries Notice gazetted and notifications/ responses to submissions sent before 30 March 2018.	Complete	
1.2 Operational management	Respond to stakeholder requests for information	Response to submissions	Acknowledge all requests for information within five days of receipt including providing a date for completion	Complete	Services not recovered for 2017-18
	Proactively engage with stakeholders and manage relationships to foster improved collaborative approach to management and progress agreed initiatives	Meetings and or contact between DEDJTR fishery manager and nominated fishery stakeholder(s)	Periodic meetings and or contact between DEDJTR staff and nominated fishery stakeholder(s) as required including harvest strategy development	Complete	
2. Compliance Services					
Function	Description	Deliverables	KPI	Traffic light	Comment
2.1 Inspections of licenced or authorised commercial fishers	Inspections are undertaken at any time in any location to ensure compliance. This involves: - Enforcement of size limits at the reef code level where there is clear differentiation between reefs (1 by regulation). - Enforcement of take-area reporting. - Enforcement of take when zonal TACC or allocated quota holding is reached.	Using intelligence, targeted inspections conducted: · at sea, · at landing, · in transit, and · at processor.	Number of inspections for Scallop Dive (Port Phillip Bay) reported annually	On track	
3. Research Services					
Function	Description	Deliverables	KPI**	Traffic light	Comment
3.1 Data collection, monitoring, analysis and advice to support fisheries management decision making	Species/fishery specific surveys, projects and assessment. Includes science on biological parameters of species where specifically related to the assessment of sustainable take e.g. aging. Does not include commercial catch and effort collection.	Results provided to fisheries managers within 4 weeks of request or as part of scheduled stock assessments.	Results provided to fisheries managers within 4 weeks of request or scheduled stock assessment.	Complete	Services not recovered for 2017-18
4. Administration Services					
4.1 Licence Administration					
Function	Description	Deliverables	KPI	Traffic light	Comment
4.1.1 Quota catch recording and administration services	Administration of fisheries quota accounting (Monitoring and adjustment of quota balances via in-person reporting and IVR).	All quota balances adjusted within 24 hrs of receipt of documentation.	All quota balances adjusted within 24 hrs of receipt of documentation.	Complete	Services not recovered for 2017-18
	Monitoring and adjustment of quota (follow up on over quota, incomplete reports, and receive calls from fishers when they experience difficulties with reporting).	Provision of Duty Officer 24 hours per day.	Duty Officer available 24 hours per day	Complete	
4.2 Cost Recovery Administration Services					
Function	Description	Deliverables	KPI	Traffic light	Comment
4.2.1 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 at least a week in advance of meetings.	Agenda and papers circulated 2 weeks before meetings.	Complete	Services not recovered for 2017-18
		FCRSC minutes prepared and circulated within 7 working days of meetings.	Minutes circulated within 7 working days of meetings.	Complete	

Ocean Scallop Fishery - 2017/18 End of Year Report

1. Fisheries Management Services

Function	Description	Deliverables	KPI	Traffic light	Comment
1.1 Set Catch Limits and Management Controls	Preparation of material for stakeholder consultation on catch limits and management controls	Two-week statutory consultation process	Statutory consultation documents sent to stakeholders by 15 February 2018	Complete	
	Prepare and submit supporting information for decision-making on catch limits and management controls	Further Quota Order and Fisheries Notice (if required)	Further Quota Order and Fisheries Notice gazetted and notifications/ responses to submissions sent before 30 March 2018.	Complete	
	Notify stakeholders of decisions	Notify stakeholders of decisions		Complete	
1.2 Operational management	Respond to stakeholder requests for information	Response to submissions	Acknowledge all requests for information within five days of receipt including providing a date for completion	Complete	Requests acknowledged within 5 working days
	Proactively engage with stakeholders and manage relationships to foster improved collaborative approach to management and progress agreed initiatives	Meetings and or contact between DEDJTR fishery manager and nominated fishery stakeholder(s)	Periodic meetings and or contact between DEDJTR staff and nominated fishery stakeholder(s) as required.	Complete	Occurs on an as needs basis.

2. Compliance Services

Function	Description	Deliverables	KPI	Traffic light	Comment
2.1 Inspections of licenced or authorised commercial fishers	Inspections are undertaken at any time in any location to ensure compliance. This involves: - Enforcement of size limits at the reef code level where there is clear differentiation between reefs (1 by regulation). - Enforcement of take-area reporting. - Enforcement of take when zonal TACC or allocated quota holding is reached.	Using intelligence, targeted inspections conducted: · at sea, · at landing, · in transit, and · at processor.	Number of inspections for Scallop (Ocean) reported annually	On track	

3. Research Services

Function	Description	Deliverables	KPI**	Traffic light	Comment
3.1 Data collection, monitoring, analysis & advice to support fisheries management decision making	Species/fishery specific surveys, projects and assessment. Includes science on biological parameters of species where specifically related to the assessment of sustainable take e.g. aging. Does not include commercial catch and effort collection.	Results provided to fisheries managers within 4 weeks of request or as part of scheduled stock assessments.	<i>No research services will be provided to the Scallop (Ocean) fishery until further notice</i>		

4. Administration Services

4.1 Licence Administration

Function	Description	Deliverables	KPI	Traffic light	Comment
4.1.1 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.	Complete	
		All requests for the Scallop (Ocean) Fishery data provided within 5 working days.	Requests provided within 5 working days.	Complete	

4.2 Cost Recovery Administration Services

Function	Description	Deliverables	KPI	Traffic light	Comment
4.2.1 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 at least a week in advance of meetings.	Agenda and papers circulated 2 weeks before meetings.	Complete	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.	Complete	

Sea Urchin Fishery - 2017/18 End of Year Report

1.Fisheries Management Services					
	Description	Deliverables	KPI	Traffic light	Comment
1.1 Set Catch Limits and Management Controls	Preparation of material for stakeholder consultation on catch limits and management contrls	Two-week statutory consultation process	It has been agreed that no TACC forums will be held with the Sea Urchin fishery until further notice Statutory consultation documents sent to stakeholders by 15 June 2018	Complete	
				Complete	
	Prepare and submit supporting information for decision-making on catch limits and management controls	Further Quota Order and Fisheries Notice (if required)	Further Quota Order and Fisheries Notice gazetted and notifications/responses to submissions sent before 30 June 2018.	Complete	
1.2 Operational management	Respond to stakeholder requests for information	Response to submissions	Acknowledge all requests for information within five days of receipt including providing a date for completion	Complete	Requests aknowledged within 5 working days
	Proactively engage with stakeholders and manage relationships to foster improved collaborative approach to management and progress agreed initiatives	Meetings and or contact between DEDJTR fishery manager and nominated fishery stakeolder(s)	Periodic meetings and or contact between DEDJTR staff and nominated fishery stakeholder(s) as required	Complete	Occurs on an as needs basis
2. Compliance Services					
Function	Description	Deliverables	KPI	Traffic light	Comment
2.1 Inspections of licenced or authorised commercial fishers	Inspections are undertaken at any time in any location to ensure compliance. This involves: - Enforcement of size limits at the reef code level where there is clear differentiation between reefs (1 by regulation). - Enforcement of take-area reporting. - Enforcement of take when zonal TACC or allocated quota holding is reached.	Using intelligence, targeted inspections conducted: · at sea, · at landing, · in transit, and · at processor.	Number of inspections for the Sea Urchin fishery reported annually	On track	
3. Research Services					
Function	Description	Deliverables	KPI**	Traffic light	Comment
3.1 Data collection, monitoring, analysis and advice to support fisheries management decision making	Stock assessment to inform TACC-setting	Results provided to fisheries managers within 4 weeks of request or as part of scheduled stock assessments.	<i>It has been agreed that no research services will be provided to the Sea Urchin fishery until further notice</i>		
4. Administration Services					
4.1 Licence Administration					
Function	Description	Deliverables	KPI	Traffic light	Comment
4.1.1 Quota catch recording services	Administration of fisheries quota accounting (Monitoring and adjustment of quota balances via in-person reporting and IVR).	All quota balances adjusted within 24 hrs of receipt of documentation.	All quota balances adjusted within 24 hrs of receipt of documentation.	Complete	
	Monitoring and adjustment of quota (follow up on over quota, incomplete reports, and receive calls from fishers when they experience difficulties with reporting).	Provision of Duty Officer 24 hours per day.	Duty Officer available 24 hours per day	Complete	
4.2 Cost Recovery Administration Services					
Function	Description	Deliverables	KPI	Traffic light	Comment
4.2.1 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 at least a week in advance of meetings.	Agenda and papers circulated 2 weeks before meetings.	Complete	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.	Complete	

Trawl Inshore Fishery – 2017/18 End of Year Report

1. Fisheries Management Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
1.1 Operational Management of fisheries	Prepare and provide management advice to the Fisheries Victoria Executive for decision-making.	Respond to emerging issues in fisheries management.	Implement management changes that ensure the sustainability of the fishery.	Complete	No significant management issues have arisen in this fishery
	Proactively engage with stakeholders and manage relationships to foster improved collaborative approach to management and progress agreed initiatives.	Regularly engage with stakeholders to understand the status of the fishery and set priorities for work.	Liaise with Seafood Industry Victoria quarterly to identify stakeholder issues, maintain an issues log and follow up on issues.	Complete	The Marine & Estuarine Fisheries management team regularly meets with SIV to discuss current issues and strategies. Meetings are not scheduled quarterly.
	Preparation of material for stakeholder consultation and logistics for organising meetings.	Meeting/ consultation with stakeholders on the management response to stock status report.	Management meeting with stakeholders by 31 Mar 2018.	Complete	Stakeholder meetings sheduled for November/ December 2017. All fishers invited to attend
	Respond to stakeholder requests for information.	Response to requests for information from stakeholders.	Acknowledge all requests within five business days of receipt including providing date for completion.	Complete	Requests aknowledged within 5 working days
1.2 Key Initiatives	Develop guidelines for developing reference points to inform management of Victoria’s fisheries.	Management objectives and reference points for the Victorian Trawl (Inshore) fishery.	Management objectives and reference points implemented by fisheries management to manage the fisheries by 31 Mar 2018.	Complete	Guideline development is in progress and expected to be completed by March 2018
		Consult with stakeholders over management objectives and reference points.			Consultation will be undertaken prior to the documents being completed
2. Compliance Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
2.1 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.	Using intelligence, targeted inspections conducted: • at sea, and • at landing, to detect and deter non-compliance with legislation.	Number of inspections for Trawl (Inshore) reported annually	On track	
3. Research Services					
Function	Description	Deliverables	Key performance indicator**	Traffic light	Comment
3.1 Data collection, monitoring, analysis and advice to support fisheries management decision making.	Analyse data to assess the status of the stocks.	Annual reporting of catch and effort data and Stock Status for key species.	Annual stock status report provided to the fishery manager by 31 Mar 2018.	Complete	Review of key Victorian fish stocks – 2017 provided to fishery manager in Nov 2017 and regional meeting with commercial fishers in Dec 2017
	Identify improvements.	Annual report with prioritized list of improvements for fisheries stock assessment.	Complete and deliver report provided to the fishery manager by 31 Mar 2018.	Complete	Review of key Victorian fish stocks – 2017 provided to fishery manager in Nov 2017
	Support key initiatives.	Reference points	Reference points developed for use by fisheries managers by 31 Mar 2018.	On track	
	Respond to stakeholder requests for information.	Response.	Acknowledge all requests within 5 business days of receipt including providing date for completion.	Complete	No requests recorded
4. Administration Services					
4.1 Licence Administration Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
4.1.1 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 the Trawl (Inshore) Fishery data provided within 5 working days.	Data entered within 3 working days of receipt of dockets.	Complete	
			Requests provided within 5 working days.	Complete	
4.2 Cost Recovery Administration Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
4.2.1 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 at least a week in advance of meetings.	Agenda and papers circulated 2 weeks before meetings.	Complete	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.	Complete	

Western Port/ Port Phillip Bay Fishery – 2017/18 End of Year Report

1. Fisheries Management Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
1.1 Operational Management of fisheries	Prepare and provide management advice to the Fisheries Victoria Executive for decision-making.	Respond to emerging issues in fisheries management.	Implement management changes that ensure the sustainability of the fishery.	Complete	No significant management issues have arisen in this fishery
	Proactively engage with stakeholders and manage relationships to foster improved collaborative approach to management and progress agreed initiatives.	Regularly engage with stakeholders to understand the status of the fishery and set priorities for work.	Liaise with Seafood Industry Victoria quarterly to identify stakeholder issues, maintain an issues log and follow up on issues.	Complete	The Marine and Estuarine Fisheries management team regularly meets with SIV to discuss current issues and strategies. Meetings are, however, not scheduled quarterly.
	Preparation of material for stakeholder consultation and logistics for organising meetings.	Meeting/ consultation with stakeholders on the management response to stock status report.	Management meeting with stakeholders by 31 Mar 2018.	Complete	Stakeholder meetings sheduled for November/ December 2017. All fishers invited to attend
	Respond to stakeholder requests for information.	Response to requests for information from stakeholders.	Acknowledge all requests within five business days of receipt including providing date for completion.	Complete	Requests aknowledged within 5 working days
2. Compliance Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
2.1 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.	Using intelligence, targeted inspections conducted: • at sea, and • at landing, to detect and deter non-compliance with legislation.	Number of inspections for Westernport/Port Phillip Bay reported annually	On track	
3. Research Services					
Function	Description	Deliverables	Key performance indicator**	Traffic light	Comment
3.1 Data collection, monitoring, analysis and advice to support fisheries management decision making.	Analyse data to assess the status of the stocks.	Annual reporting of catch and effort data and Stock Status for key species. Pre-recruit survey and commercial catch sampling	Annual stock status report provided to the fishery manager by 31 Mar 2018.	Complete	Report (Review of key Victorian fish stocks – 2017) provided to fishery manager in November 2017 and at Regional Engagement Meeting with commerial fishers in November 2017
	Identify improvements.	Annual report with prioritized list of improvements for fisheries stock assessment.	Complete and deliver report provided to the fishery manager by 31 Mar 2018.	Complete	Report (Review of key Victorian fish stocks – 2017) provided to fishery manager in November 2017
	Support key initiatives.	Reference points	Reference points developed for use by fisheries managers by 31 Mar 2018.	On track	
	Respond to stakeholder requests for information.	Response.	Acknowledge all requests within 5 business days of receipt including providing date for completion	Complete	No requests
4. Administration Services					
4.1 Licence Administration Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
4.1.1 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 the Westernport/Port Phillip Bay Fishery data provided within 5 working days.	Data entered within 3 working days of receipt of dockets. Requests provided within 5 working days.	Complete	
				Complete	
4.2 Cost Recovery Administration Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
4.2.1 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 at least a week in advance of meetings. FCRSC minutes prepared and circulated within 7 working days of meetings.	Agenda and papers circulated 2 weeks before meetings. Minutes circulated within 7 working days of meetings.	Complete Complete	FCRSC meetings were held on 6 April, 26 July and 11 Oct 2017.

Wrasse (Ocean) Fishery – 2017/18 End of Year Report

1. Fisheries Management Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
1.1 Operational Management of fisheries	Prepare and provide management advice to the Fisheries Victoria Executive for decision-making.	Respond to emerging issues in fisheries management.	Implement management changes that ensure the sustainability of the fishery.	Complete	No significant management issues have arisen in this fishery
			Transferability arrangements established	Complete	Completed on 31 March 2017
	Proactively engage with stakeholders & manage relationships to foster improved collaborative approach to management and progress agreed initiatives.	Regularly engage with stakeholders to understand the status of the fishery and set priorities for work.	Liaise with Seafood Industry Victoria quarterly to identify stakeholder issues, maintain an issues log and follow up on issues.	Complete	The Marine & Estuarine Fisheries management team regularly meets with SIV to discuss current issues and strategies. Meetings aren't scheduled quarterly.
	Preparation of material for stakeholder consultation and logistics for organising meetings.	Meeting/ consultation with stakeholders on the management response to stock status report.	Management meeting with stakeholders by 31 Mar 2018.	Complete	Meeting will be held in March 2018
	Respond to stakeholder requests for information.	Response to requests for information from stakeholders.	Acknowledge all requests within five business days of receipt including providing date for completion.	Complete	Requests acknowledged within 5 working days
1.2 Key Initiatives	Develop guidelines for developing reference points to inform management of Victoria’s fisheries.	Management objectives and reference points for the Wrasse fishery.	Management objectives and reference points implemented by fisheries management to manage the fisheries by 31 Mar 2018.	Complete	Guideline development is in progress and expected to be completed by March 2018
		Consult with stakeholders over management objectives and reference points.			Consultation will be undertaken prior to the documents being completed
2. Compliance Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
2.1 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.	Using intelligence, targeted inspections conducted: • at sea, and • at landing, to detect and deter non-compliance with legislation.	Number of inspections for the Wrasse fishery reported annually	On track	
3. Research Services					
Function	Description	Deliverables	Key performance indicator**	Traffic light	Comment
3.1 Data collection, monitoring, analysis and advice to support fisheries management decision making.	Analyse data to assess the status of the stocks.	Annual reporting of catch and effort data and Stock Status for key species.	Annual stock status report provided to the fishery manager by 31 Mar 2018	Complete	Review of key Victorian fish stocks – 2017 provided to fishery manager in Nov 2017 and regional meeting with commercial fishers in Nov/Dec 2017
	Identify improvements.	Annual report with prioritized list of improvements for fisheries stock assessment.	Complete and deliver report provided to the fishery manager by 31 Mar 2018	Complete	Review of key Victorian fish stocks – 2017 provided to fishery manager in November 2017
	Support key initiatives.	Reference points	Reference points developed for use by fisheries managers by 31 Mar 2018	On track	
	Respond to stakeholder requests for information.	Response.	Acknowledge all requests within 5 business days of receipt including a date for completion	Complete	No Requests recorded
4. Administration Services					
4.1 Licence Administration Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
4.1.1 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 the Wrasse Fishery data provided within 5 working days.	Data entered within 3 working days of receipt of dockets. Requests provided within 5 working days.	Complete	
				Complete	
4.2 Cost Recovery Administration Services					
Function	Description	Deliverables	Key performance indicator	Traffic light	Comment
4.2.1 Cost recovery	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 at least a week in advance of meetings. FCRSC minutes prepared and circulated within 7 working days of meetings.	Agenda and papers circulated 2 weeks before meetings.	Complete	FCRSC meetings were held on 6 April, 26 July and 11 Oct 2017.
			Minutes circulated within 7 working days of meetings.	Complete	

Fish Receivers (Abalone) Fishery – 2017/18 End of Year Report

2. Compliance Services					
Function	Description	Deliverables	KPI**	Traffic light	Comment
2.1 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 targeted inspections conducted at fish receiver premises to maintain the integrity of the quota management system.	Number of inspections for Fish Receiver (Abalone) reported annually	Complete	
				Complete	
4. Administration Services					
4.1 Licence Administration Services					
Function	Description	Deliverables	KPI**	Traffic light	Comment
4.1.1 Quota catch recording services	Receivers (Processors) Administration of abalone balances at the processor level (i.e. monitoring and adjustment of quota balances, and other support services).	All monitoring and adjustment of abalone balances (incoming and outgoing) completed within 24 hrs of receipt of documentation.	Abalone balances completed within 24hrs of receipt of documentation	Complete	No anomalies to report
		Confirmation of WEB information on Abalone Transfer Certificates (ATC's), and data entered into FILS within 5 working days of receipt of required documentation.	FILS updated within 5 working days.	Complete	
		Receivers informed of ATC discrepancies in writing, and FILS updated with written requested changes within 5 working days of receiving required documentation.	Discrepancies notified within 5 working days.	Complete	
		Orders and supplies e.g. ATC books, Small Sales Return books, pre-paid envelopes (sent via registered post or express mail) completed with 2 working days of request.	Orders competed within 5 working days.	Complete	
		Applications (e.g. Fish Receiver applications) processed within 5 working days within receipt of required documents (Trader Number Requests responded to within 24 hours).	Applications processed within 5 working days.	Complete	
4.2 Cost Recovery Administration Services					
Function	Description	Deliverables	KPI**	Traffic light	Comment
4.2.1 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 at least a week in advance of meetings.	Agenda and papers circulated 2 weeks before meetings.	Complete	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.	Complete	

Fish Receivers (Scallops) – 2017/18 Mid-year Report.1

2. Compliance Services					
Function	Description	Deliverables	KPI**	Traffic light	Comment
2.1 Inspections of licenced or authorised commercial fishers	<p>Inspections are undertaken at any time in any location to ensure the level of compliance is proven to be at an acceptable level.</p> <p>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 creating a deterrent effect.</p>	Using intelligence targeted inspections conducted at fish receiver premises to maintain the integrity of the quota management system.	Number of inspections for Fish Receiver (Scallops) reported annually		
4. Administration Services					
4.1 Licence Administration					
Function	Description	Deliverables	KPI	Traffic light	Comment
4.1.1 Quota catch recording services	Administration of scallop balances at the processor level (i.e. monitoring and adjustment of quota balances, and other support services).	All monitoring and adjustment of scallop balances (incoming and outgoing) completed within 24 hrs of receipt of documentation.	Scallop balances (incoming and outgoing) completed within 24 hrs of receipt		
4.2 Cost Recovery Administration					
Function	Description	Deliverables	KPI	Traffic light	Comment
4.2.1 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).	<p>FCRSC meeting agenda and papers circulated at least a week in advance of meetings.</p> <p>FCRSC minutes prepared and circulated within 7 working days of meetings.</p>	<p>Agenda and papers circulated 2 weeks before meetings.</p> <p>Minutes circulated within 7 working days of meetings.</p>		