**DEPARMENT OF ENVIRONMENT AND PRIMARY INDUSTRIES**

# FISHERIES COST RECOVERY STANDING COMMITTEE

Meeting #37 – Draft Minutes

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| Meeting details: | Date: Thursday 19 February 2015From: 9:00am to 3:00pm **Location: Department of Economic Development, Room 5.3, 8 Nicholson Street, Melbourne, VIC.** |
| Members attending: | Ian Cartwright (Ind. Chair) | Gary Leonard (Industry) | Johnathon Davey (SIV) |
|  | Harry Peeters (Industry) | Markus Nolle (Industry) | Ed Meggitt (Industry) |
|  | Mark Edwards (DEDJTR) | Terry Truscott (DEDJTR) | Geoff Ellis (Industry) |
| Apologies: |  |  |  |
| Executive Support: | Megan Njoroge (DEDJTR) |  |  |
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| Advisors: | Ian Parks, A/Director Education & EnforcementAllison Webb, Director, Fisheries Management & Science  |

| **◆ Paper provided 🞎 Paper to be Tabled at Meeting ▲Verbal Report** |
| --- |
|  |  |  | TIME | WHO | ACTION |
|  |  | **FCRSC** |  |  |  |
| 1 | ▲ | Welcome  | 9:00am | Ian Cartwright | Noting |
| 2 | ▲ | Apologies and guests | 9:05am | Ian Cartwright | Noting |
| 3 | ▲ | Acceptance of agenda | 9:10am | Ian Cartwright | Decision |
| 4 | ◆ | Register of Interest | 9:15am | Ian Cartwright | Decision |
| 5 | ◆ | Previous Minutes  | 9:20am | Ian Cartwright | Decision |
| 6 | ◆ | In going/out-going correspondence | 9:25am | Ian Cartwright | Noting |
| 7 | ◆ | Progress on Action Items from previous meeting/s | 9:30am | Mark Edwards | Noting |
|  |  | **ITEMS FOR DISCUSSION/NOTING** | Indicative |  |  |
| 8 | ◆◆◆🞎◆◆🞎◆◆🞎 | 1. Services for inactive licences
2. Assessing service delivery

(i) assessing 75% threshold(ii) performance assessment 1. Differentiating compliance
2. Reg amendments

*[break / lunch]*1. Progress on actions from fishery-specific forums
2. Revision of service schedules
3. FCRSC Annual review
4. Communication strategy
5. Third Party Contract Provision
 | 10:00am*12:00pm*12:30pm | Mark EdwardsMark Edwards Mark Edwards Terry TruscottMegan NjorogeMegan NjorogeMegan NjorogeMegan Njoroge | DiscussionDecisionDiscussionNotingDecisionDecisionDecisionNotingDiscussion |
| 9 | ▲ | Other Business | 2:30pm | All |  |
| 10 | ▲ | Next Meeting – TBC | 2:55pm | Ian Cartwright | Decision |
| 11 | ▲ | Wrap Up & Close | 3:00pm | Ian Cartwright |  |

FISHERIES COST RECOVERY STANDING COMMITTEE

Draft Minutes

Meeting #37 – 19 February 2015

**1) Welcome**

The meeting commenced at 9.00am and the Chair welcomed the Committee. The Committee noted that preference was for a 9am start and 3-3.30pm close for meetings.

**2) Apologies and Guests:**

Guest: Ms Allison Webb, Director, Fisheries Management & Science

Guest: Mr Ian Parks, A/Director, Education & Enforcement

**3) Acceptance of Agenda**

The Chair requested any changes to the agenda. The agenda was accepted and the Committee agreed.

FCRSC questioned the Department on whether there had been any changes or considerations from the incoming Government that may have specific implications for Fisheries Cost Recovery. The Department noted that the new government had been informed of the decision made by the previous minister and had signed off the regulatory package.

**4) Register of Interest**

**BACKGROUND**: At meeting #34 FCRSC agreed to circulate a Register of Interest template at the commencement of each meeting. The template was circulated for meeting #37.

**OUTCOME:** FCRSC members signed the document but no updates were required.

**ACTION**:

1. The Secretariat will update the document ready for meeting #38 and file the original with FCRSC papers.

**5) Previous Minutes**

**BACKGROUND**: Draft Minutes of FCRSC meeting #36 of 10 November 2014 were circulated to members on 21 November 2014 for comment by 29 November 2014.

Comment was received from Mr Davey and Mr Edwards. The Chair authorised DEPI to publish the Draft Minutes of FCRSC meeting #36 and the minutes were published on the web1 December 2014.

**OUTCOME**: Mr Meggitt noted that he had attended the meeting but this had not been recorded. The Chair requested the Minutes “be bold” about what was agreed and then the Committee could accept or disagree the outcome.

**ACTIONS**:

1. The Secretariat to add Mr Meggitt to the Minutes.

2. The Minutes for FCRSC #37 to be published as Final on the Fisheries Victoria website.

**6) Incoming/out-going correspondence**

**BACKGROUND:**  Fisheries Victoria wrote to Mr Bill Allan at the request of the Chair following meeting #35. The Chair made a follow up response to Mr Allan by telephone as indicated at FCRSC #36. Mr Allan again wrote to the Chair, FCRSC on 7 February 2015.

**OUTCOME**: The Committee noted the letter of 7 February from Mr Allan to the Chair. The Chair raised those issues he considered relevant to cost recovery for discussion ie :

1. Forum action on protected species

2. CLE review - particularly concerns raised surrounding reduction of fishing effort (reducing allowable nets) through licence conditions that do not subsequently result in decreased management fees.

3. Access to waters

4. Cost recoverable actions that stem from the outdated Management Plan – noting industry had concerns over items in the Cost Recovery schedule for this fishery that are not being met, including not sufficiently representing industry’s best interest in consultation with other Government agencies.

5. The benefit of having fisheries officers involved in court proceedings and the use of a private barrister at a “mention” hearing not necessary. The FCRSC were informed that court hearings are not cost recovered, therefore this is not an issue for FCRSC. Industry members noted that it would be an excellent experience for Senior Fisheries Officers to be involved in court hearings.

**ACTIONS:**

1. Where there is a change to licence conditions, Fisheries Victoria will review the cost recoverable services associated with that licence class.

2. The Chair will write to Mr Allan in response to his letter and circulate the letter to FCRSC members.

**7) Progress on Action Items from meeting #36**

**BACKGROUND:**  At Meeting #35, FCRSC requested that previous action items be identified as Complete, Pending or Agenda Item. These changes have been included for Action items for meeting #37.

**OUTCOME:** FCRSC noted progress on meeting #36 Action Items to date.

From Action 36-6(4), the Committee noted that the issue raised in regard to providing a ‘refund’ is dealt with under the Fisheries (Fees, Royalties, Levies) Regulations 2008 at section 23B. This section allows the Minister to provide a waiver for services not delivered in the previous year, or not to levy when it is known in advance that a service will not be delivered.

 The matter of competitive neutrality was discussed. It was agreed that there is a need to clarify the application of competitive neutrality where services are regulated, and secondly to determine if the 75% threshold (ie more than 25% of services under-delivered as described in section 23B) offends the principle of competitive neutrality.

The remaining discussion on this item is related to item 8(b) and has been transferred to that item in the minutes.

**ACTIONS:**

1. Mr Peeters will provide a summary of legal advice he has received on competitive neutrality and its application in the prospective cost recovery system.

2. The Department will provide a response as to whether competitive neutrality applies to services described through regulation, and whether 23B offends competitive neutrality. (Note: Request withdrawn prior to FCRSC#38)

3. FCRSC requested the Department to invite a cost recovery ‘expert’ from Department of Treasury and Finance to attend the next meeting of the FCRSC. (Note: Request withdrawn prior to FCRSC#38)

**8) Items for discussion/noting**

***8(a) Levying for services provided to inactive licences***

**BACKGROUND:** At meeting #36, FCRSC was advised of the process taken to address inactive licences for licensing and catch and effort services. FCRSC endorsed the approach and requested further consideration of inactive licences for other cost recoverable services. FCRSC was provided with a paper that assessed all cost recoverable services at the function level. The only services for which inactive licences had an impact through a potential reduction in services were catch and effort/licensing, and compliance inspections. The Committee was advised that compliance service costings were developed with inactive licences taken into account.

**OUTCOME:** The Committee agreed that inactive licences did receive benefits and all licence holders in a class should pay the same levies for holding a licence. It was noted that where inactivity led to a decrease in costs (eg: Compliance), this had been taken into account by the Department and no further apportionment of costs based on inactive status was necessary. Industry members of FCRSC expressed concern that moving costs from classes with inactive licences to other licence classes did not result.

**ACTIONS:**

1. The FCRSC will continue to consider licence classes where high-level of inactivity is present to ensure the Department continues to ensure services are provided in the most efficient manner practicable.

2. This decision to be included as an attachment to the *Guidelines for the operation of the prospective cost recovery system* at an appropriate time.

***8(b) Assessing delivery of cost recoverable services for the purpose of determining waiver or reductions to levies***

**BACKGROUND:** Under section 23B of the Fisheries (Fees, Royalties and Levies) Regulations 2008, the levy for a service may be waived or reduced if the service was at least 25% less than the level of that service on which the levy imposed in the prior licensing year was based.

With the end of the first year of the prospective cost recovery system approaching, there is a very real and urgent need to agree the best approach for assessing service delivery under the new model.

The fourth and final quarterly report for cost recovery for the 2014/15 licensing year will be prepared in April2015 but not finalised until July 2015. FCRSC was requested to consider the proposal provided at agenda item 8b for assessing the level of service delivery using the full year of quarterly reporting. In conjunction with this assessment, FCRSC requested discussion on a formal process for assessing FV performance in delivering cost recoverable services.

**OUTCOME:** FCRSC agreed that the 75% threshold was a key reason for concern in assessing cost recoverable services. It was industry’s view that the threshold approach leaves 25% of services open to not being refunded even if not delivered. The Department noted that FCRSC had previously agreed to the 75% delivery threshold, however in practice, the FCRSC has noted the difficulty of implementing this and suggests it be removed from the Regulations.

The Department commented that it was possible to alter the regulations to remove ‘was at least 25% less than the level of that service on which the levy imposed in the prior licensing year was based; however, it would need to be replaced with another criterion upon which to base a waiver or refund. FCRSC endorsed the term “material under-delivery of service” to replace the phrase.

FCRSC agreed that assessment of services should include timeliness, cost and quality. The best way to ensure quality is for fishery managers and industry to agree the services which will be delivered through a process of engagement and consultation. At the individual fishery level, this could be done through a set of principles followed by specifications for that fishery. FCRSC agreed that a default-based system should be the outcome ie it would be assumed that services were delivered (with non-delivery by exception). Criteria for non-delivery could be quality-based eg errors or key content missing; or it could be process –based eg timeliness, notice of meetings, minutes. Industry members of FCRSC raised mis-representation as a concern.

FCRSC agreed that quarterly reporting was good in-principle, but until the service schedules are revised through a consultative process with industry and fishery managers, industry would not see quarterly reports as providing transparency on service delivery.

FCRSC agreed that achieving improvements in service schedules should commence soon. The Department indicated that it supports the engagement of fishery managers in the consultation.

FCRSC agreed that the purpose of cost recovery services was primarily to meet regulatory obligations.

Mr Edwards confirmed that formal performance assessments could be provided by industry at a cost recovery service level but industry would not have direct input to the performance of individual departmental staff.

Mr Edwards noted that if the Department is aware prior to issuing licence renewal notices, that the Department is not going to provide a service over the coming licencing period, then licence fees will be adjusted prior to issuing invoices.

**ACTIONS:**

1. The Department to provide advice about the next opportunity for regulatory amendment.

2. The Department to provide a paper for FCRSC #38 proposing how a change in the regulations from “less than 25% delivery” to “material under-delivery” would operate.

3. The Chair will note that FCRSC agreed that the 75% threshold should be removed from the Regulations and replaced with “materially under-delivered” when he writes to the Minister.

4. SIV and Fisheries Management to establish a timetable for industry consultation with fishery managers to revise service schedules to, as far as possible, an agreed set of deliverables.

5. The Chair to write to the Minister advising her of the key outcomes of the meeting.

6. The Department to draft, for FCRSC consideration, a set a set of generic criteria that could form a base from which to expand fishery specific services during the consultation meetings.

***8(c) Differentiating levies based on compliance history***

BACKGROUND: The question “Why do those entitlement holders who comply with the rules and regulations have to pay for the services generated by those who do not?” was raised several times through the cost recovery forums held in 2014.

At meeting #36, FCRSC requested the Department to prepare a paper on rationale and methodology for implementing a revised levy to account for differential compliance. The paper at agenda item 8(c) considered the issues and possible impacts for implementing such a system. The paper also looked at adapting an existing model from the Victorian Commission for Gambling and Liquor Regulation for application to commercial Fisheries.

**OUTCOME:** The Committee recognisedthe rationale of the proposal but agreed that the cost benefits to industry would be minimal and difficult to determine without a resource-intensive analysis by fishery. The Committee recognised that improved compliance was a benefit to the commercial fishing industry but there were alternative ways to achieve this, eg additional reporting costs for those who intentionally misreport, monitoring equipment (VMS, video) permanently attached to vessels and costs recovered from the individual licence holder , and encouragement to use 13FISH to better monitor repeat breaches.

FCRSC agreed that at this point it would not be cost effective to pursue a differential model for compliance.

**ACTIONS:**

1. This decision to be included as an attachment to the *Guidelines for the operation of the prospective cost recovery system* at an appropriate time.

***8(d) Update on proposed regulatory amendments***

**BACKGROUND:**  During the first year of implementation of the prospective cost recovery system, industry (through FCRSC and a series of statewide forums) identified a number of amendments to service cost estimates. In order to change the cost recovery levies for the 2015-16 and subsequent years, amendment to the regulations is necessary. The Minister for Agriculture is responsible for enacting these changes. The proposed changes are the cumulative result from adjustments discussed at FCRSC meetings #35 and #36, and were provided as the tables that would replace existing fee units in the regulations.

**OUTCOME:** FCRSC noted the tables and noted that there was no value in discussing the tables presented as it was not clear what they equated to. FCRSC subsequently suggested it would be more useful to have the changes in dollar values and in a table that compares them to the figures in the current regulations. Mr Davey noted that the costing spreadsheets provided at meetings #35 and #36 had been useful when responding to enquiries from industry and it would be appreciated for further revisions of such documents to be made available for FCRSC’s consideration.

**ACTIONS:**

1. The Department to provide documents prior to FCRSC meetings in accordance with the service schedules.

2. The Department to provide to FCRSC with a table with the revised cost recovery levies (in dollars) and the difference from last year’s levies.

3. The Secretariat to provide the website link to the current regulations.

4. The Secretariat to provide a summary of why levies have changed.

***8(e) Progress on actions from fishery-specific forums***

**BACKGROUND:**  At meeting #35, FCRSC reviewed the actions list from the 11 fishery specific regional forums held during July, August and September 2014. FCRSC ranked the issues as Priority 1, 2 or 3. These actions have progressed since meeting #36, and the attached priority action list reflects actions which have been completed and re-prioritises where yet to be completed, including a broad timeframe under which actions will progress. Following FCRSC #36, an update on priority actions has been published on the web and a letter indicating such has been prepared for industry attendees from the 2014 forums.

At the request of FCRSC at meeting #36, a calendar of proposed fishery specific meeting dates has been prepared for 2015. The abalone TACC meetings have already taken place and cost recovery was on the agenda for these meetings.

**OUTCOME:** The Chair went through each item on the key actions list and the Committee agreed to remove or keep each action. As a result the remaining actions will be re-prioritised, to consist mostly of forum-specific actions. It was noted that the Department will be sending an update email, in the near future, to those who attended the forums.

In response to the issues raised about the length of time for hardcopy licences to arrive by mail, the Committee agreed it would support a move to electronic licences, subject to key issues being overcome.

**ACTIONS:**

1. The key action list will be revised to only include remaining actions to take to FCRSC #38.

2. Completed actions will be documented on each fishery-specific forum list and sent to attendees from each of the forums.

***8(f) Revision of cost recovery service schedules***

**BACKGROUND:** Agenda item 8(d) considered the regulatory changes required to account for changes to the range of cost recoverable services and costs determined over the past twelve months. This agenda item considers the changes required for the service schedules for each fishery over the 2015/16 licensing year. Some of these changes have resulted from adjustments made through FCRSC, others through follow up actions from fishery specific cost recovery forums, and as a result of more accurate identification of the activities and timeframes by Fisheries staff.

**OUTCOME:** The Secretariat provided an overview of the item, including the intention to run the cost recovery review process over the year.

FCRSC agreed that the final assessment of cost recoverable services for 2014/15 would take place against the services outlined in schedules as at 1 April 2014 unless otherwise agreed. For 2015, service schedules would be revised and the corresponding changes would be used for assessment of the 2015/16 year. The 2016/17 year will be assessed against these revised schedules unless otherwise agreed by FCRSC. Rock Lobster/Giant Crab will be assessed from 1 July 2014.

FCRSC agreed that changes to service schedules should be clearly marked and require approval from FCRSC to take effect.

FCRSC noted discussion from item 8(b) would be coordinated with this item.

**ACTIONS:**

1. The Secretariat to provide schedules with all changes agreed by FCRSC to date to Fisheries Management staff for the purpose of discussion with industry and to agree the 2015/16 cost recoverable services schedule.

***8(g) Annual review***

**BACKGROUND:**  At meeting #34, FCRSC agreed that an annual review of FCRSC should be developed as is identified in the Terms of Reference. The secretariat posted a survey to all members of FCRSC on 21 November 2014 for return by reply paid post by 9 December 2014. Seven of nine possible replies were received; all responses were confidential. The results were compiled by numeric data for questions 1-8, and by summarising comments to take account of frequency and range of issues raised. Recommendations for improvement were tabled for consideration.

**OUTCOME:** FCRSC noted the review findings with some members surprised that ratings were not higher. SIV is taking responsibility for ensuring all fisheries are represented at FCRSC. Mr Meggitt advised an aquaculture sub-committee was being considered under SIV.

To promote greater transparency, FCRSC agreed that engagement between Fishery Managers and industry would lead to the improved communication necessary for transparency.

To focus discussion on decision-making more strategically, Fishery Managers need to engage with entitlement holders.

FCRSC considered a recommendation to assess the value of cost recovery but discussion concluded that an assessment of this kind would be more appropriate once the system was fully implemented.

**ACTIONS:**

1. The Secretariat to update the recommendations from the review to reflect the meeting considerations.

***8(h) Communication Strategy***

**BACKGROUND:** At meeting #35, FCRSC noted that the Terms of Reference require FCRSC to produce a Communication Strategy as part of its ongoing obligation to represent and provide feedback to industry on progress with the prospective cost recovery system.

**OUTCOME:** FCRSC noted that comments from meeting #36 had been included into the draft strategy.

Mr Davey noted that SIV would work with Fisheries Management staff to coordinate a schedule for meeting with each fishery prior to 30 September 2015.

FCRSC agreed to posting to entitlement holders a two page summary on cost recovery for 2014/15 for each fishery leading up to the 2015 consultation. Fishery Managers will be required to provide the content of these summary documents, which will be posted three weeks prior to meetings.

**ACTIONS:**

1. The Secretariat to provide a template to Fishery Managers to complete and distribute prior to undertaking industry consultation from April-Sept 2015.

2. The Chair to draft a letter to industry on behalf of the Committee to accompany the summary and outline the proposed consultation process.

***8(i) Outsourcing of services***

**BACKGROUND:** At meeting #35, FCRSC considered a paper outlining the process and requirements for establishing third party contracts for delivery of cost recoverable services. To move the discussion along, FCRSC was asked to consider its role in, and approach to, broader issues for how such an approach may be implemented. A paper was tabled at the meeting.

**OUTCOME:** Mr Nolle introduced the item and FCRSC discussed the role of the Committee in outsourcing for cost recoverable services, noting that the FCRSC had previously identifiedthe provision of research services in the Rock Lobster Fishery as a test case for outsourcing. At meeting #36, the Department had indicated the SARDI contract was developed through the Centre of Excellence model under the National R, D & E Strategy, not through an open procurement process.

FCRSC discussed the need for more detailed costs of research services provided to the Rock Lobster Fishery (from SARDI and the Department), and whether documentation of the services is required to proceed with the outsourcing contract process. FCRSC discussed potential for using an external provider to draft up specifications for use in seeking tenders for the rock lobster research services.

FCRSC agreed that its role would be at a high level in developing the standards and specifications necessary to tender for a service, and overseeing the governance arrangements for the procurement, selection and delivery of the contract for providing the service.

FCRSC noted that given the SARDI contract expires on 30 June 2015 (as does the National R, D and E Strategy), it was considered that it may be difficult to finalise and implement a role for FCRSC prior to a new arrangement having to be agreed. Industry members of the FCRSC were disappointed with the progress made on this item to date and sought the Departments commitment to progress this as a matter of urgency.

**ACTIONS:**

1. FCRSC to conduct a teleconference at 11am on 27 February to further discuss the progress of this agenda item, including whether SARDI has been asked, or provided further content based on the numerous requests from Mr Nolle for specification of contract detail.

**9) Other Business**

**Quarterly reports**

The Committee reported that no feedback had been received on the quarter two report although it had been distributed widely to industry. The Committee indicated that the content of service schedules would be more significant to industry when Department reports against the revised schedules (discussed at item 8b). FCRSC expected interest would be greatest for the final quarter (Q4) report.

The Committee noted that the third quarter report was about to be published and that the quarter four report would be made available to the Committee at the end of April, although it will not be finalised until late July 2015.

**ACTIONS**:

1. The Department will circulate the quarter three report by 28 February 2015.

2. The Department will circulate draft quarter four reports, where available, at the end of April to facilitate discussion between fishery managers and industry.

**10) Next meeting**

The Committee agreed to set all meeting dates for 2015. The proposed dates are:

* Meeting #38 Thursday 14th May 2015
* Meeting #39 Thursday July 30th 2015
* Meeting #40 Thursday October 8th 2015.

**ACTION ITEMS**

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **ACTION** | **RESPONSIBILITY** | **DUE DATE** |
| Register of interest |
| **37-4** | 1. The Secretariat will update the document ready for meeting #38 and file the original with FCRSC papers. | DEDJTR  | 14 May 2015 |
| Previous minutes |
| **37-5** | 1. The Secretariat to add Mr Meggitt to the Minutes. 2. The Minutes for FCRSC #37 to be published as Final on the Fisheries Victoria website. | DEDJTR | 26 February 2015 |
| Correspondence |
| **37-6** | 1. Where there is a change to licence conditions, Fisheries Victoria will review the cost recoverable services associated with that licence class.2. The Chair will write to Mr Allan in response to his letter and circulate the letter to FCRSC members. | DEDJTR | Ongoing9 March 2015 |
| Previous actions |
| **37-7** | 1. Mr Peeters will provide a summary of legal advice he has received on competitive neutrality and its application in the prospective cost recovery system.2. The Department will provide a response as to whether competitive neutrality applies to services described through regulation.3. The Chair will note that FCRSC propose the 75% threshold should be removed from the Regulations and replaced with “materially under-delivered” when he writes to the Minister.  | Mr PeetersDEDJTRDEDJTR | 26 February 20151 May 201519 March 2015 |
| Levying for services provided to inactive licences |
| **37-8(a)** | No actions |  |  |
| Assessing delivery of cost recoverable services for the purpose of determining waiver or reductions to levies |
| **37-8(b)** | 1. The Department to provide advice about the next opportunity for regulatory amendment.2. The Department to provide a paper for FCRSC #38 proposing how a change in the regulations from “less than 25% delivery” to “material under-delivery” would operate. 3. SIV and Fisheries Management to establish a timetable for industry consultation with fishery managers to revise service schedules to, as far as possible, an agreed set of deliverables. 4. The Chair to write to the Minister advising her of the key outcomes of the meeting. 5. The Department to draft, for FCRSC consideration, a set a set of generic criteria that could form a base from which to expand fishery specific services during the consultation meetings. | DEDJTRDEDJTRSIV/FMSFCRSC ChairSecretariat/FCRSC | 1 May 20151 May 201510 April 20159 March 201524 April 2015 |
| Differentiating levies based on compliance history |
| **37-8(c)** | 1. This decision to be included as an attachment to the Guidelines for the operation of the prospective cost recovery system at an appropriate time.  | DEDJTR | TBA |
| Regulatory amendments |
| **37-8(d)** | 1. The Department to provide to FCRSC a table with the revised cost recovery levies (in dollars) and the difference from last year’s levies.2. The Secretariat to provide the website link to the current regulations.3. The Secretariat to provide a summary of why levies have changed. | DEDJTRDEDJTRDEDJTR | 5 March 20155 March 20155 March 2015 |
| Progress on actions from fishery-specific forums |
| **37-8(e)** | 1. The key action list will be revised to only include remaining actions to take to FCRSC #38. 2. Completed actions will be documented on each fishery-specific forum list and sent to attendees from each of the forums. | DEDJTRDEDJTR | 1 May 20155 March 2015 |
| Revision of cost recovery service schedules |
| **37-8(f)** | 1. The Secretariat to provide schedules with all changes agreed by FCRSC to date to Fisheries Management staff for the purpose of discussion with industry and to agree the 2015/16 cost recoverable services schedule.  | DEDJTR | 20 April 2014 |
| Annual review |
| **37-8(g)** | 1. The Secretariat to update the recommendations from the review to reflect the meeting considerations. | DEDJTR | 5 March2015 |
| Communication Strategy |
| **37-8(h)** | 1. The Secretariat to provide a template to Fishery Managers to complete and distribute prior to undertaking industry consultation from April-Sept 2015. 2. The Chair to draft a letter to industry on behalf of the Committee to accompany the summary and outline the proposed consultation process. | DEDJTRFCRSC Chair | 20 April 2015 20 March 2015 |
| Outsourcing |
| **37-8(i)** | 1. FCRSC will conduct a teleconference at 11am on 27 February to find out if SARDI has been asked for Mr Nolle’s request for specification of contract detail. | FCRSC | 27 February 2015 |
| Other business |
| **37-9** | 1. The Department will circulate the quarter three report by 28 February 2015.2. The Department will circulate draft quarter four reports, where available, at the end of April to facilitate discussion between fishery managers and industry. | DEDJTRDEDJTR | 28 Feb 201530 April 2015 |
| Next meeting/s |
|  | The Committee will hold its next meeting (FCRSC #38) on Thursday 14th May 2015. |  |  |