

Annual Report on PIRSA's Service Delivery on the Cost Recovery Agreement for the Sardine Fishery

2022-23



**Government
of South Australia**

Department of Primary
Industries and Regions

OFFICIAL

Annual Report on PIRSA's Service Delivery on the Cost Recovery Agreement for the Sardine Fishery 2022-23

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Contents

Summary of Outcomes for 2022-23	4
Assessment and Research	4
Fisheries Management Program.....	5
Legal Services Program.....	6
Leasing and Licensing Program.....	7
Directorate Program.....	10
Compliance Program	11

Summary of Outcomes for 2022-23

Assessment and Research

Funding Source	Deliverables	Date Completed /Delivered
This SLA	2022 Egg survey (DEPM) biomass report delivered	October 2022
This SLA	End-of-season presentations to PIRSA Fisheries and Aquaculture and SASIA	November 2022
Other SLA	SASF dolphin interactions (2021/22) report delivered.	October 2022
Other SLA	End-of-season (2021/22) presentations to PIRSA Fisheries and Aquaculture and SASIA	November 2022
PIRSA	Support finalisation of the Harvest Strategy and Management Plan	June 2023
FRDC	Project completion: Monitoring and mitigating interactions between small pelagic fisheries and dolphins: literature review and analysis of fishery data (FRDC Project No 2019-177; Principal Investigator Dr Roger Kirkwood)	June 2023
FRDC	Project continuation: Assessment of the sustainability of common dolphin interactions with the South Australian Sardine Fishery (FRDC project 2019/063; Principal Investigator Dr Simon Goldsworthy))	June 2023
FRDC	Project continuation: Evaluate use of genetic approaches (DNA-Metabarcoding) to estimate spawning area and monitor pelagic ecosystem (FRDC project 2019/014; Principal Investigator: Dr Gretchen Grammer)	June 2023
FRDC	Project application: Mitigating dolphin interactions with small pelagic fisheries: trialling technology for detection and deterrence. (Note: this is a proposal, not a funded program)	Not completed; proposal being drafted in consultation with PIRSA Fisheries and Aquaculture and Industry

Fisheries Management Program

	Deliverables	Due date
1.	Participate in inter- and intra-departmental meetings and workshops on issues relevant to fisheries management.	Ongoing
2.	Liaise within the Fisheries and Aquaculture Division and SARDI Aquatic Sciences, other government agencies and local government on the application, development and implementation of decisions relevant to fisheries management as required.	Ongoing
3.	Liaise with the Executive Officer of the South Australian Sardine Industry Association (SASIA) and licence holders in the fishery on the application, development and implementation of decisions relevant to fisheries management.	Ongoing
4.	Coordination of the spatial, seasonal and vessel application of the scientific observer program with the observer program provider contracted by PIRSA.	Ongoing
5.	Participation in SASIA meetings of licence holders to discuss interactions with Threatened, Endangered and Protected Species (TEPS) and management of the fishery as it relates to the target species.	Ongoing
6.	Attending to general correspondence and enquiries relevant to fisheries.	Ongoing
7.	Provide advice to the Minister in relation to the management of fisheries and Ministerial correspondence.	Ongoing
8.	Communicate on fisheries management issues to key stakeholder groups and the broader community.	Ongoing
9.	Review and discuss the effectiveness of the observer coverage arrangements, in consultation with the SASIA Executive Officer.	Ongoing
10.	Support research on improvements in mitigation and monitoring measures for TEPS interactions	June 2023
11.	Implement ongoing quota carry-over arrangement consistent with PIRSA policy on such arrangements.	June 2022
12.	Finalise replacement management plan and implement in consultation with SASIA Management Committee.	December 2022
13.	Coordinate and facilitate a meeting of licence holders in the fishery to seek advice on the setting of the TACC for the 2023 season of the South Australian Sardine Fishery.	November/ December 2022
14.	Coordinate and facilitate a meeting of licence holders in the fishery to seek advice on the setting of the level of observer coverage for the 2023 season of the South Australian Sardine Fishery.	November/ December 2022

Legal Services Program

	Deliverables
1.	Co-ordinated and reviewed the introduction, amendment or revocation of Fisheries legislation in line with Fisheries Policy decisions i.e. Act or regulation amendments, the introduction of new regulations and drafting of other legislative and administrative instruments such as delegations, licences, permits, closures or exemption instruments as required under the <i>Fisheries Management Act 2007</i> (the Act). New regulations or amendments that required drafting of Cabinet submissions and supporting documentation, including the preparation of drafting instructions, for consideration by Cabinet – in particular coordination and finalisation of amendments to the <i>Fisheries Management (Sardine Fishery) Regulations 2021</i> for the incorporation of ongoing quota carry over and over-catch provisions. This service included co-ordinating and reviewing of the cabinet process and working with the Office of Parliamentary Counsel and the Crown Solicitor's Office and other government agencies to ensure that proposed regulatory arrangements were accurately described, drafted and scrutinised before being implemented.
2.	Reviewed licensing arrangements required on an as needs basis to lawfully implement approved fishery management policy and measures within the limitations of the Act. The services included working with the Licensing program (part of Leasing and Licensing) and policy program to ensure licence conditions were effective and where necessary to implement efficient administrative systems and finalised forms and instruments that were legally sound.
3.	Problem solved and reviewed policy developments together with the provision and co-ordination of legal advisory services in liaison with the Crown Solicitor's office relating to the lawful implementation and administration of the Act, regulations and fisheries management policies, interaction with other Acts, and the defence of those policies and arrangements raised in litigation or industry correspondence.
4.	Coordinated applications for Ministerial exemptions under Part 10 Division 1 and Permits under Part 7 Division 2 of the Act and reviewed draft notices.
5.	Additional legal services to support and review, on an as needs basis, the legislative compliance of decision-making documentation created for the Executive Director, Fisheries and Aquaculture and the Director Operations and other delegates of the Minister under the Act to safeguard the ongoing sustainability of a fishery in any particular year (where required), depending on positive or negative scientific indicators, implemented new fisheries management arrangements (for example the introduction or variation of a quota system, carry over of quota arrangements) or new administrative or compliance arrangements (for example, changes to licensing processes, conditions, introduction of closures).
6.	Supported compliance with statutory interpretation, problem solving and correspondence advice (per above).

Leasing and Licensing Program

	Deliverables
	Services to directly support the fishery
1.	<ul style="list-style-type: none"> Issued and maintained fishery licences. Regular filing and archiving of licensing and quota documentation.
2.	<ul style="list-style-type: none"> Database management for licence and licence holder information. Reported licence and quota unit information for cost recovery to assist in calculating new financial year annual fees. System maintenance including auditing user access and system testing after any system update.
3.	<ul style="list-style-type: none"> Quota monitoring and management including applying over-catch and under-catch adjustments. Calculated all quota adjustments required to be entered into PIIMS. Generated and posted updated registration and entitlements certificates. Data entry of 911 CDRs and accuracy assurance check of each CDR entered. Manual filing and archiving of all CDR documents.
4.	<ul style="list-style-type: none"> Collect licence fees and associated payments. Issued annual fee invoicing packs for 14 licences and SMS reminders each quarter. Generated and audited invoices to ensure correct annual fee amount was raised. Entered new rates into the Primary Industries Information Management System (PIIMS).
5.	<ul style="list-style-type: none"> Composed and sent quarterly instalment notices.
6.	<ul style="list-style-type: none"> Recorded and tracked unpaid invoices. Generated 12 monthly debtor's reports to reconcile annual fee payments.
7.	<ul style="list-style-type: none"> Composed and sent late payment instalment notices for unpaid quarterly instalments.
8.	<ul style="list-style-type: none"> Drafted and issued notices to fishers. Prepared Notice to Fishers for annual fee invoicing pack.
9.	<ul style="list-style-type: none"> Processed requests for information from fishers who make such inquiries over the counter, through the call centre, via facsimile or e-mail. For example, helping fishers to process information relevant to licensing and quota, application for licence transfers, boat and master changes, gear enquiries and fishing regulations. Printed and posted 14 updated registrations and entitlements certificates to all licence holders. 12 monthly reports produced to monitor Zone catch cap per licence.
10.	<ul style="list-style-type: none"> Regularly update information about licence holders.

	<ul style="list-style-type: none"> Set up of the new Total Allowable Commercial Catch (TACC) into PIIMS for the new quota season. Issued 35 CDR books into PIIMS, packed and posted to licence holders.
11.	<ul style="list-style-type: none"> Research and prepare documents for public record.
12.	<ul style="list-style-type: none"> Processed 48 applications which included liaising with government stakeholders to verify the credentials of fishers as below: <ul style="list-style-type: none"> ➤ 4 vary master applications ➤ 4 licence transfer applications ➤ 45 quota transfer applications
13.	<ul style="list-style-type: none"> Liaised with PIRSA Fisheries and Aquaculture, SARDI Aquatic Sciences, Crown Solicitors and other state and local agencies on matters relevant to the fishery. Regularly provided copies of CDR documentation to compliance for quota audit checks. Generated reports on licensing information for compliance or fishery management purposes as requested.
14.	<ul style="list-style-type: none"> Draft and update licence conditions over the duration of the licensing year as determined by the Executive Director, Fisheries and Aquaculture.
15.	<ul style="list-style-type: none"> Provide information to licence holders relating to the requirements pursuant to licence administration. Generated 12 monthly quota status reports for industry on catch status and CDRs received. 156 quota balance statements requested via the online system.
16.	<ul style="list-style-type: none"> Manage calls from fishers regarding late payment notices, fees and general enquiries about their licences.
17.	<ul style="list-style-type: none"> Provided support regarding for last-minute administrative enquiries from fishers e.g. master changes, boat variations and quota transfers, as well as provide advice and support to fishers on licence information, to complete the required forms. Provided support via phone or email to any requests from licence holders.

	Services to support fisheries management
1.	<ul style="list-style-type: none"> Participated in inter- and intra-departmental meetings and workshops on issues relevant to the fishing industry.
2.	<ul style="list-style-type: none"> Liaised with relevant staff within PIRSA Fisheries and Aquaculture in implementing decisions relevant to the fishery.
3.	<ul style="list-style-type: none"> Interrogated the PIIMS database to extract information for other stakeholders to use in preparing reports.
4.	<ul style="list-style-type: none"> Prepared reports requested by internal and external customers including maintenance of a public register of licence holders.
5.	<ul style="list-style-type: none"> Liaised with information technology providers to maintain PIIMS and administer licensing requests.

6.	<ul style="list-style-type: none">• Generated quota management reports to update stakeholders on varying Total Allowable Commercial Catch (TACC) returns and end of season quota holdings.• Generated final quota balance statements and posted to all 14 licence holders.
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Directorate Program

	Deliverables
1.	Coordinated and facilitated the cost recovery processes and program agreements, including liaising with program providers, managers and financial services as required.
2.	Met with industry on matters relating to cost recovery, licence setting and related policy issues.
3.	Developed and reviewed cost recovery policy, processes, program agreements.
4.	Managed major service providers' contractual agreements.
5.	Project managed and administered external contractual services and agreements – including liaising with PIRSA Accredited Purchasing Unit, preparing acquisition plans and selecting evaluation criteria, managing tender processes, drafting purchase recommendations and liaising with the Crown Solicitor's office to develop contractual agreements.
6.	Provided advice on procurement and invoicing requirements.
7.	Consulted with the Chief Executive, Executive Director, Fisheries and Aquaculture, Director Operations, PIRSA Fisheries Managers, and the Office of the Minister and other parties as needed.
8.	Ongoing review, development and documentation of the cost recovery model, framework, processes and roles.
9.	Met agreed timeframes on management and administration of external contractual services.
10.	Appropriate management of industry funds and services.
11.	Provided an Annual Report on PIRSA's service delivery on the cost recovery agreement to the Executive Officer.
12.	Provided administrative support to the Independent Cost Recovery Review Panel, e.g., mail outs to all licence/lease holders, meeting coordination, travel bookings and other adhoc administration support during the review.

Compliance Program

Deliverables
<p>The coordination of compliance outputs is guided by a fishery specific compliance plan which was initially developed in consultation with the Sardine Fishery and is reviewed annually.</p> <p>The plan ensures compliance effort is intelligence driven, efficient, cost effective and outcome focused. The plan comprises three core outputs (Education and Awareness, Effective Deterrence and Enforcement) and is optimised towards increasing voluntary compliance and maximising effective deterrence.</p> <p>Analysis of intelligence and information holdings is regularly conducted to identify the major Compliance risks to the sustainability of the Fishery. The combination of strategies, actions, and initiatives are critical to focus the primary compliance effort to manage the risks and achieve targeted outcomes.</p> <p>The Sardine Fishery Compliance Report is produced and forwarded to the Executive Officer of the South Australian Sardine Industry Association.</p>