

Guideline

Guideline on the administration of Queensland's Stocked Impoundment Permit Scheme

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**Queensland
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Under the *Human Rights Act 2019* a decision maker has an obligation to act and make decisions in a way that is compatible with human rights, and when making a decision under this standard, to give proper consideration to human rights.

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1 Purpose

The purpose of this guideline is to provide guidance on the administration of Queensland's Stocked Impoundment Permit Scheme (SIPS) including the allocation of funding, the expenditure of funding for stocking and activities other than stocking, special allocation requests for disaster recovery or community engagement, and the carryover of funding between financial years.

2 Background

The SIPS provides for enhanced recreational fishing in stocked impoundments across Queensland to assist with aim of lowering the fishing pressure on wild fish stocks; enhancing individual and community wellbeing through sustainable fishing practices; supporting community engagement in best practice sustainable freshwater fisheries management; and supporting regional communities through fishing-based tourism.

The SIPS was introduced in the year 2000 as a user-pays system for fish stocking, where adults are required to purchase a permit to take fish in prescribed impoundments. Impoundments (dams and weirs) are 'put, grow and take' fisheries where most stocked species will not reproduce. This means impoundments need to be stocked regularly with fish to ensure the viability of these freshwater fisheries into the future.

There are now 63 impoundments in Queensland that require everyone over the age of eighteen to purchase a SIPS permit to fish with a line. The revenue from the sale of SIPS permits is reinvested into the SIPS through the annual allocation of funding to restock the impoundments, as well as other important activities such as research and monitoring, tagging of stocked fish, and habitat restoration or improvement to support best practice management and improved fishing experiences.

The success of the SIPS relies on an army of volunteers, through community-based stocking groups, across Queensland to stock, to manage and enhance the SIPS impoundments and provide world class fishing experiences.

Fisheries Queensland, for the Department of Agriculture and Fisheries, is responsible for administering the SIPS and the approval of the allocation of funds through an annual grant process.

3 Scope

This document applies to the SIPS impoundments listed under schedule 8 of the *Fisheries (General) Regulation 2019* and the administration of the following activities:

- allocation of SIPS funding each year
- expenditure of SIPS funds (including for activities other than stocking)
- allocation of disaster recovery funding
- allocation of funding for community engagement
- carry over of SIPS funds
- adding or removing impoundments from the SIPS.

This document does not apply to stocking management plans and other non-SIPS impoundments which are managed under the *Policy for Fish Stocking in Queensland (2021)*.

4 Relevant legislation and policy

4.1 Fisheries legislation

The main purpose of the *Fisheries Act 1994* (Fisheries Act) is to provide for the use, conservation and enhancement of the community's fisheries resources and fish habitats in a way that seeks to apply and balance the principles of ecologically sustainable development and promote ecologically sustainable development. Each principle is given the relative emphasis appropriate in the circumstances, having regard to ensuring access to the fisheries resources is allocated in a way that maximises the potential economic, social and cultural benefits to the community. The SIPS is administered subject to the requirements of the Fisheries Act.

4.2 Financial and Performance Management Standards

The main purpose of these standards is to provide a framework for Queensland Government departments to achieve reasonable value for money by establishing and maintaining systems, practices and controls for the efficient, effective and economical financial and performance of a department. These standards extend to the administration of the SIPS by Fisheries Queensland.

5 Key guiding principles

5.1 Transparency

Fisheries Queensland operates under the Queensland Government's principles of open and transparent governance. All recommendations from the SIPS Working Group are published in the meeting communique. Fisheries Queensland publishes an Annual SIPS financial summary each year on the departmental webpage to provide certainty on how funds are allocated.

5.2 Appropriate use of SIPS funding

The primary purpose of the SIPS is for the stocking of fish fingerlings into impoundments to provide stocked freshwater fisheries and is where the majority of SIPS funding is spent. Appropriate use of SIPS funding extends to approved activities which enhance the fishery or fishing experience at prescribed impoundments.

5.3 Financial accountability

The expenditure of SIPS funding must be cost-effective to maximise the return for recreational fishers who pay for a permit to fish at SIPS impoundments.

The Grant Deed is the legal contract that outlines how the allocation of SIPS funding must be spent by each stocking group at each impoundment. Stocking groups are required to provide acquittals for expenditure of SIPS funds. This includes copies of tax invoices, bank statements and signed documentation from committee members for expenditure. From time to time, Fisheries Queensland may audit stocking groups for compliance with both the conditions of the Grant Deed and Financial and Performance Management Standards.

5.4 Improved recreational fishing experience and fishing-based tourism

Catch rates and facilities are two key components that contribute to the satisfaction of a recreational fishing trip. The catch rate at an impoundment is influenced by the available fishery and habitat. That is, the size of

the fish, number of fish and species of fish. Facilities such as amenities, accommodation, boat ramps and fish cleaning tables, are essential to support recreational fishing.

The SIPS has been designed to support funding for activities other than stocking fish to contribute to improving the recreational fishing experience, promoting or improving freshwater fishing, fish stocking, fish handling and/or understanding of freshwater fishing rules, native fish and pest fish.

The SIPS needs to be continually reviewed to: keep pace with changing community expectations; remain relevant to Queenslanders; support regional communities through fishing-based tourism; and attract people from all walks of life to become volunteer members of their local stocking groups.

5.5 Best practice fisheries management

It is important that decisions about the SIPS continue to encourage best practice fisheries management, in all aspects of the management program, to ensure fish stocking and fishing at SIPS impoundments do not create an unacceptable risk to the broader ecosystem.

Continuing to promote well-managed stocked impoundments as an alternative to fishing of wild stocks in our rivers and streams will also contribute to maintaining future sustainability of wild fish populations.

6 Deciding how SIPS funding is allocated

Decisions on the annual allocation of SIPS funding are made by Fisheries Queensland in July of each year, with payments required to be made to stocking groups before 30 August each year.

The amount to be allocated to stocking associations varies from year to year depending on the amount of revenue raised through the sales of SIPS permits.

A minimum 75% of the revenue raised from the sale of SIPS permits in that given year is allocated to stocking groups for approved SIPS activities (see section 6.3.3.2 for community engagement funding). The remaining 25% is retained by Fisheries Queensland to administer and manage the SIPS.

The following sections will provide more information on each of step of the allocation process.

6.1 Determine total SIPS revenue

Fisheries Queensland will determine the total SIPS revenue to be allocated each year based on actual SIPS receipts (from permit sales) to 30 June.

6.2 Distribution of funding to Fisheries Queensland

Each year, Fisheries Queensland will be allocated 25% of the total SIPS funding to cover administrative costs. These include the cost of service delivery by Australia Post for fishers to purchase SIPS permits; resourcing staff to administer the SIPS, including stocking group engagement, handling of refunds and permitting issues; assessment of stocking under the stocking management plan; and the promotion of the scheme.

6.3 Distribution of funding to SIPS impoundments

Each year stocking groups will be allocated a portion of the remaining 75% of the total SIPS funding for fish stock and other approved activities.

The allocation across all impoundments will be based on:

- a combination of angler participation, representing community use of SIPS impoundments, and surface area of the impoundment available to be fished, representing the size and need for stocked fish, to provide for the basic funding for all impoundments on the SIPS;
- a minimum \$500 allocation to each impoundment to provide a benefit for participating in the SIPS; and
- a maximum allocation per impoundments based on 70% of permitted stocking.

The SIPS Working Group will provide recommendations on the appropriateness of proposed activities to be funded in accordance with these guidelines. Fisheries Queensland is responsible for making decisions on applications, allocation and the auditing of compliance with Grant Deeds. All decisions will be made in writing to the relevant stocking group with an explanation of reasons for the decision.

The following process is used to allocate the remaining 75% of the total SIPS funding to stocking groups, through Grant Deeds, in August each year (see section 6.3.3.2 for community engagement funding):

1. Annual angler participation survey results are compiled;
2. Successful community engagement and disaster recovery payments are calculated;
3. Determine carryover limits; and
4. Allocate residual funding based on the following formula:
 - a. \$500 minimum to each impoundment;
 - b. Maximum allocation per impoundment based on 70% of permitted stocking, calculated as:
The sum of (\$ cost of fingerlings X number of permitted fingerlings for each species at 35-50mm size class) x 0.7;
 - c. 40% of funds allocated by fishable surface area capped at 4,000 ha; and
 - d. 60% of funds allocated by angler participation (Refer to section [6.3.1](#)).

6.3.1 Angler participation

Angler participation is used as a proxy for harvest rate and supports the allocation of funding to stocking groups who promote and/or invest in improvements to the fishing and visitor experience at their impoundments. It also supports the Queensland Government's objectives to support regional fishing tourism through improved fishing experiences.

Angler participation in the SIPS will be determined through an annual, voluntary electronic survey of SIPS permit holders who had e-mail addresses registered when their permit was issued. The survey will run for approximately one month between March and April each year, for permits issued in the 12-month period commencing the last day of February the previous year.

In addition to collecting information on where SIPS permit holders have fished, the survey captures information about fishing activities, such as catch rates and whether fish caught are taken or released alive.

Angler participation results from the annual survey will be adjusted where impoundments are not currently participating in fish stocking activities (e.g. due to drought) and/or are in the process of exiting the scheme.

6.3.2 Carryover of SIPS funding

Each year stocking groups can make application to carry over (Attachment 2) unexpended or uncommitted SIPS funding in excess of 10% of the grant funds for that year. Applications must be submitted by 1 April each year.

Stocking groups are given an annual grant allocation through a Grant Deed and the allocated funding is to be spent within the grant period specified in the Grant Deed (12 months). It is recognised that some circumstances are beyond the control of the stocking group (e.g. drought leading to low water levels or unavailability of fingerlings) and therefore allocated money cannot always be spent within the grant period.

If at the end of the grant period the grant funds have not been completely spent, the stocking group must either:

- return the unspent funding; or
- have applied for, and had approval for, a carryover of unexpended or uncommitted funds (in excess of 10% of the grant funds for that year) to allow the grant period to be extended to spend those funds.

If Fisheries Queensland does not agree to the carryover, or carryover is at or above the carryover limits (see table 1) an equivalent reduction in the following year's grant allocation will be made and these funds will be redistributed to other stocking groups within the SIPS.

Table 1 provides detailed requirements for different carryover circumstances and what requirements must be complied with. Stocking groups may also make a special carryover application for significant amounts of grant funding, provided the stocking group can demonstrate they have a long-term project to enhance the fishery with that grant funding. A detailed plan of how funds will be spent and when they will be spent is required with the application. Examples of long-term projects may include significant habitat improvement projects.

Table 1 - Requirements for the carryover of SIPS funds

Carryover amount	Rules	Example
Up to and including 10% of grant allocation	Unspent funds up to and including 10% of yearly grant allocation will be carried over automatically for the next 12-month grant period, without requiring approval.	If an impoundment received \$10 000, \$1 000 could be carried over without a variation to the contract. If the impoundment received \$10 000 the following year, their total allocation would be \$11 000. However, that group could still carry over 10% of the allocated grant amount for that year without a variation (\$1 000 of the \$10 000, not 10% of the accumulated total which would be \$1 100).
Greater than 10% of grant allocation but less than annual allocation or amount	Stocking group with unexpended or uncommitted funds greater than 10% of their total allocation must request in writing a variation to carry over funds for use in the next 12-month grant period; or the group	If an impoundment received \$10 000 and had \$5 000 unspent, they would have to submit a written application to Fisheries Queensland to carry over the \$5 000

Carryover amount	Rules	Example
required to fill stocking permit	<p>must pay the money back to the SIPS for reallocation the following year.</p> <p>Applications will be assessed and decided on a case-by-case basis by Fisheries Queensland.</p>	<p>unspent for use in the next 12-month grant period.</p> <p>The impoundment would then have \$15,000 to spend in the following year (assuming a similar grant, subject to the below limits).</p>
Funds retained exceed annual grant allocation	<p>If a stocking group retains more than the amount of their last grant allocation without spending it, and they have approval to do so, the stocking association will be given a percentage of their next grant allocation to bring them up to a total of 200% (two years' grant money).</p> <p>Two years' grant money shall be calculated as the average of the most recent three full grants multiplied by two.</p>	<p>If an impoundment received \$10 000 and had carried over 10% in the previous year, they would have \$11 000. If they did not spend any of this money in the following year, they would hold greater than their annual grant allocation.</p> <p>They would need to submit a written application to Fisheries Queensland to allow the carryover of this large amount.</p> <p>If approved, the impoundment would receive \$9 000 for their next grant, bringing them to a total of \$20 000, or two years' grant money.</p> <p>Note: two years' grant money shall be calculated as the average of the most recent three grants multiplied by two.</p>
Retained funds exceed that required to fill stocking permit	<p>If a stocking group is holding funds in excess of the amount determined to fill their stocking permit completely, a grant will not be provided that year. Fisheries Queensland determines the amount of funding required to fill the stocking association's stocking permit annually at the time the grant allocations are determined.</p>	<p>For example, if a stocking association requires \$20 000 to stock their impoundment in accordance with their stocking permit, they will not be allowed to retain SIPS monies over this amount in any one year. If this amount is retained by a stocking association, no grant allocation will be provided for the next financial year.</p>

6.3.3 Special use of SIPS funding prior to allocation

Each year stocking groups can make applications for special use of SIPS funding. Applications must be submitted by 1 April each year.

6.3.3.1 Disaster recovery funding

An application (Attachment 3) may be made for up to \$10 000 funding for special stocking of an impoundment under the SIPS, which is affected by a disaster. This special allocation is for the purchase of fingerlings to assist fisheries to recover, that have been adversely impacted by a disaster, leading to extreme fish kills and loss. For example, a severe flooding event resulting in a significant loss of fish from an impoundment.

In order to apply for this special allocation, extreme fish kills must have been reported to the Queensland Government Pollution Hotline (phone 1300 130 372 or email pollutionhotline@des.qld.gov.au or the

stocking group has submitted an online odour log form) and the application includes supporting evidence of the fish kill (e.g., photos, survey reports). Allocation of fingerlings will only be granted where the evidence provided does not indicate stocking rate as a contributing factor in the fish kill.

6.3.3.2 Community engagement funding

Each year up to \$50 000 in funding is available to stocking groups and relevant representative freshwater fishing bodies for community engagement activities that enhance or improve freshwater fishing and fish stocking in Queensland. Community engagement activities should aim to increase participation in the SIPS and support engagement with freshwater fishers.

This special allocation recognises that growing participation in the SIPS through community engagement is the best way to increase the number of SIPS permit sales and grow the total SIPS funding available for reinvestment back into the SIPS.

Examples of community engagement activities that would likely be permitted if an application was made include:

- hosting regional or state-wide fish stocking workshops to build capacity of stocking groups and share learnings; and
- costs associated with providing freshwater fisheries information and displays at key community events, including boat shows, regional festivals and fishing competitions.

Applications (Attachment 4) may also be made for other community engagement activities that are not listed. However, the activity is required to contribute to enhancing the SIPS, freshwater fishing and stocking; and must include information explaining how the activity will achieve this. Applications must also demonstrate the target audience for community engagement, such as fish stocking group members, recreational fishers, school kids, disabled persons, general public.

If any portion of the \$50,000 community engagement funding is not allocated in a year, it will be re-directed to annual allocations to SIPS impoundments.

6.3.4 Use of SIPS funding for purposes other than fingerlings

Once funds have been allocated for the year, stocking associations may apply to use part or all of their SIPS allocation on activities, other than fish stocking, that will enhance the fishery or fishing experience at prescribed impoundments. If approval is not obtained from Fisheries Queensland for the activity, all of the SIPS allocation must be used for fish stocking, in accordance with the conditions of the Grant Deed.

Examples of activities that would likely be permitted if an application was made include:

- research and monitoring to improve stocking strategies
- tagging of stocked fish at release, which adds to the knowledge of stocked fisheries
- habitat restoration and improvement (includes re-snagging)
- purchase, hire, deployment and maintenance of a barrier net
- public liability/insurance associated with structures (e.g. barrier net)
- improving facilities (signs, lighting, filleting tables, disabled access etc.).

In addition, operating costs for hatchery operations would also likely be permitted if an application was made and the hatchery:

- complies with the Queensland legislation for aquaculture production
- is a sound structure built in accordance with local council requirements
- has a demonstrated record of its ability to produce fingerlings without disease or pests; and
- the stocking association can demonstrate that the operating costs are directly linked to producing fingerlings for stocking in the SIPS.

Stocking groups may apply for other activities that are not listed. However, the activities must contribute to enhancing the impoundments, or fishing experience at prescribed impoundments, and information explaining how the activities will achieve must be included.

An application form (Attachment 5a) for activities other than stocking must be submitted by 30 September each year. A separate application form (Attachment 5b) should be used for hatchery activities.

6.3.5 Financial hardship

Stocking groups may be able to access SIPS allocation for administrative purposes in limited circumstances, such as paying for public liability insurance and other administrative costs. Stocking groups would need to demonstrate significant financial hardship, such that their participation in the SIPS would no longer be viable without access to additional funding. In order to use SIPS allocations for these purposes, stocking groups would need to write to Fisheries Queensland outlining the financial hardship, a cost-estimate of funding required, along with:

- a plan to return to financial viability within 12 months, and/or
- a proposal to merge with another SIPS stocking group within 12 months, or
- a plan to wind-up the stocking group within 12 months.

If Fisheries Queensland decides to approve the use of SIPS allocation under these provisions, no further approvals can be considered or provided in subsequent years to the same stocking group under these provisions. If the stocking group remains in financial hardship, the impoundment may be considered for removal from the SIPS under section [7.2](#).

6.4 Annual acquittal of SIPS Grant Deed funding

Stocking associations must demonstrate, by way of written acquittal, how the annual grant allocation amount was spent in the grant period. Documents to be provided in an acquittal are:

- a) completed acquittal form provided by Fisheries Queensland
- b) bank statements and invoices showing the expenditure of SIPS funds on fingerlings and other approved activities
- c) unfilled orders for fingerlings; and
- d) if money is left over from a grant allocation that is greater than 10% of the yearly allocation, an application to carry over unspent funds, with reasons why the money was not spent (see Section [6.3.2](#)).

Acquittals forms (Attachment 6) must be submitted by the date specified in the grant agreement, normally 1 April. Failure to submit an acquittal by 30 April (weeks later) will result in the stocking group not receiving

an allocation in the next financial year. The association may also be required to pay back grant funds received in the previous year, where these funds would have been carried over.

Funds returned to Fisheries Queensland, because of failure to submit an acquittal, will be reallocated to stocking associations in the next round of grants. Associations who have returned funds will not be eligible to receive these reallocated funds.

6.5 Annual reporting

Fisheries Queensland will prepare an annual report outlining how the SIPS funding was spent. The annual report will be published on the departmental website.

7 Process for reviewing impoundments on the SIPS

From time-to-time impoundments need to be added or removed from the SIPS. Generally, the list of impoundments on the SIPS will be reviewed biennially at the end of the calendar year.

7.1 Adding impoundments to the SIPS

Fisheries Queensland will periodically call for expressions of interest from stocking groups that meet the basic (mandatory) requirements (Table 2) for SIPS impoundments and the additional requirements to be assessed by Fisheries Queensland (Table 3). While not mandatory, there may be some benefits to stocking groups being registered for [GST](#). Groups should seek their own financial advice in this regard.

Table 2 - Basic requirements for all SIPS impoundments

Mandatory Requirement	Criteria Description
An incorporated group	Must be an association incorporated under the <i>Associations Incorporation Act 1981</i> . That is, listed as 'other incorporated entity' on the Australian Business website
Has a current general fisheries permit to stock the impoundment	The applicant must have a current general fisheries permit (also known as a stocking permit) and a current fish stocking management plan. The stocking management plan details the stocking rates for the species permitted to be stocked under the general fisheries permit.
Impoundments	The locations must be classified as an impoundment. An impoundment is defined as a physical barrier, constructed across a river or waterway, to control the flow of or raise the level of water and includes dams and weirs. For the purpose of this assessment an impoundment will also be defined as having storage of water greater than 12ha in surface area at full supply level (FSL).
Approval from Impoundment owner/operator	A letter or email from the owner/operator of the impoundment must be obtained. It must state that the owner/operator supports the impoundment to be included in the SIPS. If the owner/operator does not support the impoundment to be included in the SIPS, the application will be unsuccessful.

Table 3 – Additional requirements to be assessed by Fisheries Queensland

Requirements	Criteria Description
An established fishery	An established fishery for the purpose of approval will be defined as having legal size stocked fish available for fishing. Furthermore, proof of a minimum of three years of stocking at the site,

	<p>over the history of the impoundment, will be required to progress this step. A pre-SIPS stocking survey may need to be carried out to determine if an adequate number of legal fish are available for fishing. Note: Fisheries Queensland can advise what requirements may be required for a specific impoundment or fishery as part of a preliminary meeting for the proposed new SIPS impoundment.</p> <p>An established fishery must ensure that fishers purchasing a permit to fish the new impoundment may immediately have the ability to catch and keep stocked fish and are therefore satisfied with the product they are buying.</p>
A group with a reliable reporting history	The applicant must have demonstrated the ability to keep accurate records and receipts. The applicant must have also demonstrated the ability to fill in acquittal forms correctly with supporting documentation (invoices and bank statements etc.).
Public access at the Impoundment	<p>There must be permitted access from the owner/operator of the impoundment to the general public for fishing. If the owner/operator does not allow recreational fishing on the impoundment the application will be unsuccessful.</p> <p>The minimum level of fishing access that must be available is limited boating access. Limited boating access includes impoundments which are denoted as non-motorised, as well as motorised and electric only impoundments. The minimum level of access will be determined by Fisheries Queensland on a case-by-case basis. Shore based fishing impoundment only will be determined as inadequate access and the application will be unsuccessful. However, if the application can provide sufficient evidence to demonstrate that a successful SIPS fishery can be utilised by shore-based fishing only, then this step will be deemed successful.</p>
Species stocked	The species permitted on the stocking permit at the impoundment must be a recreational target species. The species must also require stocking to maintain an adequate fishery.
Impoundment water levels	Impoundment that are used heavily for irrigation and are consistently drained will not be considered suitable for the SIPS. An impoundment is not suitable for the SIPS where it has been less than five percent FSL for more than 50 percent of the last five-year period.

7.2 Removing impoundments from the SIPS

Fisheries Queensland will periodically assess, and may recommend, the removal of impoundments from the SIPS, and/or will assess requests from stocking groups for the removal of impoundments from the SIPS on a case-by-case basis. The basic (Table 2) and additional (Table 3) requirements outlined in 7.1 will be used for the assessment.

The following are the scenarios that would likely result in removal of an impoundment from the SIPS:

- Owner/operator of the impoundment restricts public access. If an impoundment is in the SIPS and recreational fishing access is no longer permitted on the impoundment, then this would require removal of the impoundment from the SIPS. This does not include temporary restrictions on recreational access due to water quality, dam wall works, etc. Temporary restrictions for the purpose of assessment will require that the owner/operator plans to reopen the impoundment to recreational fishing sometime in the future.
- Lack of consistent water supply in an impoundment that could result from change in water usage or design and/or prolonged drought conditions. An impoundment that is consistently drained empty,

results in the death of stocked fish and is unlikely to revert back to acceptable water levels, may be determined to be no longer adequate for the SIPS.

- The stocking group determines it can no longer be part of the SIPS, or is no longer operational, and no alternative stocking group (i.e. another group in the region) can assume responsibility to stock the impoundment.
- Significant and/or repeated non-compliance with the Grant Deed conditions and/or stocking permit requirements.

7.3 Legislative process

Under fisheries legislation a dam or weir must be added or removed from the list of SIPS impoundments in Schedule 8 of the *Fisheries (General) Regulation 2019* to determine whether it operates within the SIPS or not. Queensland Government legislative processes, including requirements for public consultation, will apply to all amendments to the list of SIPS impoundments.

8 SIPS guideline review process

This document is operational in nature and subject to regular review under the following circumstances:

- through a majority vote of the working group recommending a review
- where changes to related policy, procedure or legislation require consequential amendments to be made
- at the discretion of Fisheries Queensland
- every 5 years if no review has occurred for the above reasons within that period.

The SIPS Working Group will be consulted on all non-administrative/consequential changes. Non-administrative/consequential reviews are expected to take a minimum of two months.

9 Responsibilities and accountabilities

Fisheries Queensland is responsible for the allocation of SIPS funds and the decision-making process for approving funds for carryover, disaster recovery, community engagement or activities other than stocking.

The SIPS Working Group is responsible for providing advice to Fisheries Queensland, consistent with the published terms of reference, which are available on the departmental website at www.fisheries.qld.gov.au.

Stocking groups are responsible for the expenditure and acquittal of SIPS funds in accordance with Grant Deeds and undertaking SIPS stocking activities in accordance with this guideline.

10 Complaints about SIPS funding allocation and/or Grant Deed

Complaints about the outcome of a SIPS funding allocation and/or Grant Deed will be dealt with according to Department of Agriculture and Fisheries Complaints Management Policy. More information about how complaints are handled is available online at <https://www.daf.qld.gov.au/contact/compliments-complaints>. There is no avenue for appeal of grant decisions as per the Terms and Conditions.

11 Acronyms and definitions

Term, acronym	Definition
DAF	Department of Agriculture and Fisheries
Fisheries Act	Means the <i>Fisheries Act 1994</i> .
Fisheries Queensland	A business area within the Department of Agriculture and Fisheries, with responsibility for management of Queensland's fisheries.
Grant Deed	Means the legal contract made between Fisheries Queensland and Stocking groups for the allocation and use of SIPS funding for approved stocking activities. Means the legal contract made between Fisheries Queensland and Stocking groups for the allocation and use of SIPS funding for approved stocking activities.
Grant Period	Means the period (12 months) in which the grant is to be spent as specified in the grant agreement.
General Fisheries Permit	Permit issued under the <i>Fisheries (General) Regulation 2019</i> . A GFP is the legal instrument that allows fish stocking to occur in public waters. The issue of GFP's for fish stocking is managed under the <i>Policy for Fish Stocking in Queensland (2021)</i> .
Regulation	Means the <i>Fisheries (General) Regulation 2019</i> .
Representative bodies	Means a not for profit association or entity with terms of reference relating to freshwater fishing, stocking of fish, natural resource management, waterway management or pest fish management and operates in Queensland.
SIPS	Means the Stocked Impoundment Permit Scheme.
Stocking group	Means an incorporated association with a General Fisheries Permit for the release of fingerlings into a waterbody in Queensland.
Stocking Management Plan	Forms part of the General Fisheries Permit for stocking (see above). Provides additional detail on the management of the stocking

12 Related and reference documents

- *Fisheries Act 1994*
- *Policy for Fish Stocking in Queensland (2021)*.

Attachment 1: Annual SIPS calendar

This annual SIPS calendar explains the timing of key activities and decisions relevant to stocking groups and the community.

<p>APRIL</p> <p>Stocking groups must submit completed acquittals by 1 April.</p> <p>Stocking groups must make applications for carryover, disaster recovery funding or community engagement funds by 1 April.</p>	<p>MAY</p> <p>Annual SIPS working group held early May.</p>	<p>JUNE</p> <p>Current grant deed expires on 30 June for the relevant year.</p>
<p>JULY</p> <p>Funding period for the new financial year begins 1 July.</p> <p>Fisheries Queensland makes decision on annual SIPS funding allocations consistent with the guideline.</p> <p>Fisheries Queensland writes to all stocking groups and sends Grant Deeds for the now current financial year, by last week of July. Expiring stocking management plans and stocking permits, for the relevant year, require stocking groups to apply for assessment of stocking management plan and approval of a new stocking permit.</p>	<p>AUGUST</p> <p>Stocking groups must submit their signed Grant Deed, for the now current financial year and invoice by 15 August. Payments made to stocking groups by 31 August for stocking activities in the now current financial year.</p>	<p>SEPTEMBER</p> <p>Applications for spending SIPS funding on activities other than fish stocking must be submitted by 30 September.</p> <p>Fisheries Queensland makes decisions on alternative activity approvals consistent with the guideline.</p>
<p>OCTOBER</p> <p>Fish stocking activities usually commence</p>	<p>NOVEMBER</p> <p>Stocking management plans, for the relevant year, expire.</p>	<p>DECEMBER</p>
<p>JAN</p> <p>Applications for adding and removing impoundments (even numbered years).</p>	<p>FEB</p> <p>Fisheries Queensland sends acquittal forms to stocking groups for completion by 1 April.</p>	<p>MARCH</p> <p>Annual angler participation survey</p>

Attachment 2: Application for carryover funds

This form must be submitted by 1 April each financial year to be considered. Applications must be submitted via sippermits@daf.qld.gov.au or to GPO Box 46, Brisbane QLD 4001

Applicant details

Stocking Group:
Key contact details (name, contact number, email, address):

Impoundments associated with this application

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Amount and category carryover

Impoundment	Amount (\$)	Category (approximate % of allocation)	
		<input type="checkbox"/>	Less than 10% of grant allocation
		<input type="checkbox"/>	Greater than 10% of grant allocation but less than annual allocation or amount required to fill stocking permit
		<input type="checkbox"/>	Funds retained exceed annual grant allocation or amount required to fill stocking permit

Please provide details of the reasons that funds have not been expended during the financial year. For applications to carry over greater than 10% of the allocation please provide a plan to expend the funds

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Please attach any further information (for example storage level data) to support your application.

Attachment 3: Application for allocation of SIPS disaster recovery funds

This form must be submitted by 1 April each financial year to be considered. Applications must be submitted via sippermits@daf.qld.gov.au or to GPO Box 46, Brisbane QLD 4001

Applicant details

Stocking Group:
Key contact details (name, contact number, email, address):

Impoundments associated with this application

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Date incident was reported to the Pollution Hotline

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Pollution Hotline Customer Reference Number

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Description of disaster and the consequent impact on the fishery

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Additional fingerling cost amount (a maximum of \$10,000 in total for all impoundments is available)

Species	Number	Cost

Please attach any further information (photos, survey reports etc.) to support your application.

Attachment 4: Application for an allocation of SIPS funding to expend on community engagement activities

This form must be submitted by 1 April each financial year to be considered. Applications must be submitted forms via sippermits@daf.qld.gov.au or to GPO Box 46, Brisbane QLD 4001

Applicant Details

Stocking Group:
Key contact details (name, contact number, email, address):

Description of activity

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Proposed costs (Include a breakdown of each item)

Item	Total Cost	Amount requested from the SIPS	Amount contributed from other funds (or in-kind)

Target audience

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How will this activity improve freshwater fishing and fish stocking in Queensland?

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Who will be involved with this activity?

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Please attach any further information to support your application.

Attachment 5a : Application to use SIPS funds on activities other than stocking – general

This form must be submitted by 30 September to be considered. Applications must be submitted via sippermits@daf.qld.gov.au or to GPO Box 46, Brisbane QLD 4001

Applicant details

Stocking Group:
Key contact details (name, contact number, email, address):

Impoundments associated with this application

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Description of activity (Hint: what is your project, what is the timeframe, what are your objectives, how will you measure/monitor outcome, what are your expected outcomes, who will the project benefit, describe value for money of the project)

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Proposed costs (Include a breakdown of each item)

Item	Total Cost	Amount requested from the SIPS	Amount contributed from other funds (or in-kind)

How will this activity benefit your local fishery or freshwater fishing?

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Who will be involved with this activity?

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Please attach any further information to support your application.

Attachment 5b: Application to use SIPS funds on activities other than stocking – hatchery

This form must be submitted by 30 September to be considered. Applications must be submitted via sippermits@daf.qld.gov.au or to GPO Box 46, Brisbane QLD 4001

Applicant details

Stocking Group:
Key contact details (name, contact number, email, address):

Impoundments/hatchery associated with this application

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Description of activity (species, numbers and source of broodstock, approximate number of fingerlings to be produced)

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Evidence the hatchery is a sound structure that is in accordance with local council and building guidelines (attach photos if required).

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Evidence the hatchery has a proven success record demonstrating the ability to produce fingerlings without disease or pests

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Evidence that the operating costs of the hatchery have a direct return to fingerlings produced and stocked

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Proposed costs (Include a breakdown of each item)

Item	Total Cost	Amount requested from the SIPS	Amount contributed from other funds (or in-kind)

How will this activity benefit the hatchery and associated impoundments?

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Please attach any further information to support your application.

Attachment 6: Annual Grant Deed Acquittal

This form must be submitted by 1 April each financial year. Forms must be submitted via sippermits@daf.qld.gov.au or to GPO Box 46, Brisbane QLD 4001

An acquittal form must be completed for each impoundment that receives SIPS funding under a Grant Deed.

Date Stocked	Species (strain)	Size (mm)	Hatchery that supplied fingerlings	Number of fingerlings purchased	\$ amount (including GST)

List the approved other activities that SIPS funding was used for.

Activity	\$ amount (including GST)

Note: A copy of all receipts related to the information you have provided must be attached to the acquittal form.