

Guideline

Fishery working groups

Please note, when implementing this procedure you must consider whether any human rights are engaged under the *Human Rights Act 2019* (the Human Rights Act) and whether any limitations on human rights are reasonable and justifiable. If you engage a human right you should conduct a proportionality assessment under the Human Rights Act. This procedure has been reviewed on 14/08/23 to ensure actions and decisions under this procedure can be made in a way that is compatible with human rights.

1 Purpose of the guideline

Fishery working groups provide Fisheries Queensland with operational advice on the management of Queensland's fisheries and are a key function under the *Sustainable Fisheries Strategy 2017-2027* and a primary stakeholder engagement mechanism.

2 Scope

The scope of this guideline is to:

- set the governance arrangements for all working groups, except for the Cape York Special Fisheries Working Group.
- outline the process for establishing working groups
- outline the expectations and administrative operating arrangements for working groups.

2.1 Out of Scope

The Cape York Special Fisheries Working Group is not covered by this Guideline.

3 Background and context

Management arrangements governing access to Queensland's fisheries resource are predominantly established under the *Fisheries Act 1994* (the Act). The Act provides for the use, conservation and enhancement of the community's fisheries resources generally. It also provides that the main purpose of the Act is to be achieved, so far as is practicable, in consultation with, and having regard to the views and interests, of all persons involved in commercial, charter, recreational or Indigenous fishing and the community generally. The establishment of working groups to provide advice on issues affecting the management of fisheries resources falls within these functions and powers.

The adoption of fishery working groups is consistent with contemporary best practice fishery management principles and helps to address a key desire of stakeholders to be involved in the process of fisheries management.

4 Working group principles

Cost-effective and unambiguous

Efforts should be made to ensure working groups are cost-effective to administer and have clear objectives to achieve. This will be achieved by defining terms of reference specific to each working group and in consultation with appointed members and within Fisheries Queensland's agreed resourcing availability, defining the work program for the term of appointment.

Representative of views

Efforts should be made to ensure, so far as is practicable, that working groups have membership that has regard for the views and interests of all stakeholders in the matters outlined in the defined terms of reference. This will be achieved through a public expression of interest process to inform the appointment of members, and alerts when working group communiques are published (social media, SMS etc.) to other stakeholders to provide their views either through members and/or Fisheries Queensland.

Responsive approach

Efforts should be made to ensure working groups support a framework for a responsive approach to fisheries management, including issues tabled by members. This will be achieved by providing opportunities for members to nominate topics for discussion and advice, as well as input of external stakeholder views provided through Fisheries Queensland and/or members for discussion and advice. A summary of all working group meetings will be published in the meeting communique.

Transparency

Efforts should be made to ensure working groups operate in a transparent manner both within the working group and with other stakeholders outside the working group. This will be achieved through publishing working group terms of reference, membership and communiques on the departmental website.

5 Abbreviations, acronyms and definitions

Term/acronym	Definition
The Act	<i>Fisheries Act 1994</i>
Working group	Fishery working groups are non-statutory advisory bodies comprised of a range of stakeholders, which provide operational advice on the management of Queensland's fisheries
Members	Members of a working group, appointed via letter from the Deputy Director-General

Term/acronym	Definition
Expert Panel	The Sustainable Fisheries Expert Panel is a non-statutory advisory body that provides independent expert advice on best practice fisheries management and implementation of the Sustainable Fisheries Strategy

6 Fishery working groups

The following briefly describes the essential components of a working group to be articulated through terms of reference for each working group. A standard term of reference for all working groups is at Attachment 1.

6.1 Purpose of the working groups

Working groups are the primary mechanism that Fisheries Queensland will use to engage directly with stakeholders on the management of Queensland's fisheries in development and implementation of harvest strategies under the SFS. Each working group will provide advice on the operational aspects of the management of a particular fishery or the nominated fishery topic and potential implications and benefits of potential management actions.

Working groups are non-statutory advisory bodies and are not decision-making bodies. The majority of management decisions relating to Queensland's fisheries and the working groups are decisions made by the responsible Minister responsible for fisheries, the chief executive under the Act or their delegate. While consensus from the working group on a given issue or topic is desirable, this is not always possible nor is it a prerequisite for a management decision to be made.

In addition to the advice provided by working groups, management decisions take into consideration various state and commonwealth legislative requirements, other approvals (such as Wildlife Trade Operation approvals under the Commonwealth *Environment Protection and Biodiversity Conservation Act 1999*) and policy direction from the government of the day.

6.2 Roles

The terms of reference for each working group will define each party's (i.e. appointed members, Fisheries Queensland) roles and responsibilities. In most circumstances, the roles of the relevant parties associated with the working group are outlined below.

Working group members

- Provide operational advice to Fisheries Queensland.
- Provide advice and assist with developing options on reforming or reviewing the management of a particular fishery to achieve the agreed objectives.
- Assist with the development and/or implementation of harvest strategies.
- Consider information and provide advice on fishery performance (e.g. catch rates, fishing power) or a particular fishery topic.

- Assist with identifying ways to better manage broader ecosystem impacts of fishing, implementation of fisheries programs or improve the performance of our fisheries and fishing rules.
- Provide advice on emerging issues (e.g. compliance, data, legislation, research).
- Disseminate factual information back to a broad range of stakeholders that have an interest and provide other stakeholders feedback to the working group for discussion.

Fisheries Queensland

- Provide direction for working groups in the form of a work program (see below).
- Arrange meeting times and provide logistical support for meetings.
- Prepare and distribute meeting materials to support the effective operation of the working group.
- Provide information and data to support the work of the working group.
- Provide a point of communication between the working group, working groups and the Expert Panel in accordance with each terms of reference.
- Publish meeting communiques and provide other stakeholder feedback to working groups for consideration and discussion.
- Maintain communication with the working group members at least every six months. If no meetings are planned, out-of-session updates will be provided.
- Establish sub-working groups through a similar expression of interest and appointment process, particularly to support regional representation of issues. These will report to a working group to assist with implementation of harvest strategies in Queensland and/or support improved co-management of our fisheries resources (e.g. regional harvest strategy workshops).

6.3 Membership

Senior staff from Fisheries Queensland, the Department of Agriculture and Fisheries or a member of the Expert Panel will chair all working group meetings unless the terms of reference state otherwise.

The Chairperson will not have any conflict of interest that would impact on their role as an impartial chair.

Appointed membership should capture a diversity of stakeholders relevant to the working groups terms of reference and based on applications received through an expression of interest process.

The actual number of members on a working group and its composition will be determined and defined in the relevant working group's terms of reference; but will not exceed 20 externally appointed members. Generally, members will be sought from the following groups, as relevant:

- recreational fishers
- commercial fishers
- charter fishing licence holders
- First Nations representative
- the fishing tackle industry
- research/scientific advisors
- commercial fishing organisations or groups
- recreational fishing clubs or organisations
- seafood marketers and processors
- conservation groups.

Where the working group is providing advice on a fishery that operates within a marine park, a representative of the Great Barrier Reef Marine Park Authority and/or the Department of Environment and Science will be invited as a member of the working group.

From time to time, other Commonwealth and state government departments may attend working groups to present information on relevant matters. In addition, in the interests of improved cross-jurisdictional management of fisheries resources, other fisheries management agencies may also be invited as an observer of the working group or to present on approaches used by other fisheries management agencies.

Membership of a working group will be on the basis of an individual participating and contributing their skills, experience, knowledge or expertise relevant to the particular terms of reference. The individual is not expected to be a representative of the group they are selected from.

6.4 Obligations and responsibilities of members

The terms of reference for each working group will outline the obligations and responsibilities of members, including how to deal with sensitive information and non-disclosure, conflicts of interests and unacceptable behaviour.

6.5 Sitting fees and expenses

Participation on the working groups will be on a voluntary basis – no sitting fees will be paid.

Fisheries Queensland will pay directly for all travel and accommodation costs and make relevant arrangements with members.

Members are eligible to be reimbursed for reasonable out-of-pocket expenses, including domestic travel, accommodation costs, motor vehicle allowances and meals.

Any out-of-pocket expenses should be identified and approved prior to the working group member incurring the expense. Where out-of-pocket expenses have been incurred, working group members will need to provide a tax receipt for each expense claimed so Fisheries Queensland can organise a reimbursement in accordance with Queensland Government financial policies and procedures.

6.6 Duration of membership

Membership will be reviewed every two years to allow for rotation of different representatives and development of new leaders across all our stakeholder groups with an interest in the management of Queensland's fisheries. Separate ad hoc expression of interest processes may be conducted to fill vacant positions within working groups as needed.

6.7 Working group appointments

Fisheries Queensland will be responsible for the appointment of working group members.

Fisheries Queensland will appoint a working group that is balanced in terms of representation of the different users and views for the fishery. Consideration is also given to ensuring multiple members are appointed to allow key resource users or sectors to be represented effectively. The following table is a guide to the potential composition of a working group:

	Name	Organisation/industry/position	Sector
1	TBA	Chair	Chair
2	TBA	Senior Fishery Manager (Fisheries Queensland)	Management
3	TBA	Fishery Manager (Fisheries Queensland)	
4	TBA	Fisheries Scientist (Fisheries Queensland or Animal Science Queensland)	
5	TBA	Great Barrier Reef Marine Park Authority and/or Department of Environment and Science	
7	TBA	Queensland Boating and Fisheries Patrol	
8	TBA	Commercial fisher	Harvest
9	TBA	Commercial fisher	
10	TBA	Commercial fisher	
11	TBA	Commercial fisher	
12	TBA	Charter fishing business operator	
13	TBA	Charter fishing business operator	
14	TBA	Recreational fisher	
15	TBA	Recreational fisher	
16	TBA	Recreational fisher	
17	TBA	Recreational fisher	
18	TBA	Conservation	Conservation
19	TBA	First Nations representative	Aboriginal and Torres Strait Islander communities
20	TBA	First Nations representative	Aboriginal and Torres Strait Islander communities
21	TBA	Seafood processor or wholesaler	Post-harvest
As required	TBA	Monitoring and Assessment staff (Fisheries Queensland)	Monitoring
As required	TBA	External researcher or scientist	Research

6.8 Nomination of members

Nominations will be sought through a public expression of interest (EOI) advertised through Fisheries Queensland's usual media avenues. Information on current EOIs will be provided on the Fisheries Queensland webpage, through Catch news, over social media and through key stakeholders including relevant peak bodies. A Fisheries Queensland appointed panel will then assess the applications against the appointment criteria.

6.9 Panel selection

The Fisheries Queensland panel that reviews the applicant's suitability for a working group will be made up of:

- Executive Director, Fisheries Queensland
- relevant Fisheries Queensland Director/s (e.g. Director, Management and Reform) that are responsible for the administration and/or contributors to the working group
- relevant program officers or fisheries manager/s
- another person, from within the department, that is independent of Fisheries Queensland.

A selection report will be prepared for each expression-of-interest process, with a recommendation on membership for each working group for consideration and appointment by the Deputy Director-General, Fisheries and Forestry.

6.10 Assessment of member applications

Attributes sought in the appointment of working group members include:

- ability to participate effectively in working group business through digital technologies (such as video conferencing, emails and receiving digital agenda papers for pre-meeting review)
- good communication skills, including the ability to articulate views clearly and concisely
- willingness to contribute to discussion of the merits of all options and negotiate to reach agreement on an acceptable compromise where necessary
- experience in other fishery meetings, working groups or similar forums
- understanding of current Queensland fisheries management rules and issues
- credibility or standing within the sector being represented
- ability to network well within the sector being represented to gain insight and present a broad range of perspectives for discussion at working group meetings and the ability to communicate meeting outcomes to others outside the working group
- compliance with fisheries legislation
- no documented history of aggressive, abusive or coercive behaviour.

The selection panel will assess each applicant's suitability on a case-by-case basis according to the considerations list in this section. Assessment criteria are weighted and scored to assist the selection panel in ranking and comparing applicants. However, the selection panel may select a preferred applicant with lower overall scoring than other applicants if there is appropriate justification. Regardless of overall scoring, applicants may be ranked lower than other applicants or considered unsuitable where one or more criteria are

not met, the applicant demonstrates a history of non-compliance with fisheries legislation or there is documented evidence of aggressive/abusive behaviour.

Non-compliance includes, where:

- the defendant has been found guilty of serious fisheries offence or other fisheries related offences
- non-compliance has been addressed by issuing an Infringement Notice
- non-compliance has been addressed by an official caution, via letter or an Infringement Notice with no monetary fine attached
- potential or alleged non-compliance for which investigations are ongoing or for which prosecutions have not been finalised.

The selection panel must also seek a balance of representation consistent with the terms of reference, including:

- geographic distribution, different stakeholder interests and gender
- knowledge across the range of species, fishing methods and fishery risks
- skill set of the particular person
- minimising appointments of a particular person across multiple working groups.

6.11 Appointment of members

All members of a working group will be confirmed and notified in an appointment letter from the Deputy Director-General, Fisheries and Forestry.

The working group terms of reference identify expectations of members, outline what constitutes unreasonable behaviour and the various administrative steps to be taken to manage membership of working groups.

A working group member may resign from a working group at any time by writing to the nominated Chair. In such a circumstance, the Deputy Director-General will recognise the resignation and the members contribution in writing.

Fisheries Queensland may terminate a member's appointment to the working group at any time. In such a circumstance, a termination letter from the Deputy Director-General, Fisheries and Forestry will outline the reasons for the decision.

Any vacancies are to be filled following a new expression of interest and appointment process. However, in certain circumstances, a member may be replaced by an equivalent person within their organisation without a new expression of interest and appointment process. For example, if an appointment member is leaving their industry position and being replaced by a similarly experienced person, they may be directly appointed to the working group by the Deputy Director-General.

6.12 Onboarding and support

To support working group members and improve effectiveness of engagement with working group members, onboarding material, training and support programs may be provided by Fisheries Queensland.

7 Operation of working groups

To ensure the working group achieves its objectives, a work program will be set by Fisheries Queensland in consultation with appointed members at the first meeting.

The operation of the working groups will consist of at least an annual meeting with other meeting requirements to be agreed at the annual meeting. Within reason, regular virtual meetings, out-of-session advice, updates and review of documents may be required.

Working groups established to provide advice on the reform or review of a fishery, fishery topic or development of a harvest strategy will be more intensive and likely require additional meetings and out-of-session work.

To support working groups to achieve their objectives, Fisheries Queensland may invite experts, researchers, other fishers, organisations or consultants to assist with the process to talk about the experience and lessons learnt.

7.1 Meetings

Meetings will be held via online video conferencing wherever possible, with at least one face-to-face meeting each year for fishery-specific working groups. For other working groups this is at the discretion of Fisheries Queensland and based on agreed resourcing availability.

Fisheries Queensland will provide members with an agenda and supporting information two weeks prior to each meeting. This is to provide time for members to review any supporting information and seek other stakeholder's views ahead of the meeting. Each member's participation will follow the agenda provided for the meeting.

Each meeting will provide a portion of time for members to raise other issues or information relevant to the specific fishery to discuss as part of general business.

7.2 Meeting records and communication

A summary of each meeting, including the key points, attendance of meeting and any recommendations reached, will be agreed to at each meeting and documented in a working group communiqué. Fisheries Queensland will provide the communiqué to members in three to five business days of each meeting once published on the Fisheries Queensland website. Publishing communiqués will assist in keeping other fishery stakeholders up to date on meeting content.

Fisheries Queensland will provide draft meeting minutes and relevant documentation (e.g. presentations) used at the meeting to members within one month of each meeting. Working group members will then have two weeks to review the draft minutes and provide feedback and comments to Fisheries Queensland. Fisheries Queensland will then have a further two weeks to amend and recirculate the minutes for endorsement.

7.3 Notification of meeting recording

Working group meetings held online via video conferencing may be recorded by Fisheries Queensland only with consent of all participants. Meeting recordings will not be distributed to working group members or any other person and are to be used for the purpose of ensuring accurate meeting minutes and communiqués only. Recording will be deleted following the drafting of the minutes.

At the start of each working group meeting, Fisheries Queensland will seek consent from all members and attendees for the recording to occur. If a meeting participant does not consent, the meeting will not be recorded. All meeting recordings will be deleted by Fisheries Queensland once the minutes have been drafted, at most two months post the meeting. Meeting recordings will be handled in accordance with the *Information Privacy Act 2009* and will not be used or disclosed for any other purpose, unless authorised or required by law. No other member / person may record the working group meeting, this is to ensure all members may speak freely, without fear of reprisal.

7.4 Relationship with the Expert Panel

The role of the Expert Panel is to provide independent expert advice to the Minister responsible for fisheries and Fisheries Queensland under their own terms of reference. They also provide support and advice to working groups, as required.

Key linkages between the Expert Panel and working groups that are facilitated by Fisheries Queensland includes the following:

- Expert Panel members, excluding the Chair, can be appointed as Chair of a particular working group.
- As working groups develop management, reform or review options (including harvest strategies), this work will be reviewed by the Expert Panel. Based on this review, the Expert Panel may seek clarification and/or recommend further work or changes be considered by the working group.
- For fisheries with harvest strategies already established, the Expert Panel will monitor implementation and management consistency with the harvest strategy. The Expert Panel may seek clarification and/or recommend work to be considered by the working group.
- The Expert Panel may request other advice from the working group about a particular fishery or fishery matter as required. Similarly, a working group may request advice from the Expert Panel about a particular fishery or fishery matter as required.

8 Performance and review

Fisheries Queensland is responsible for the continuous review of the structure and performance of working groups to ensure they are meeting their objectives. To help guide continual improvement, engagement satisfaction surveys or performance reviews may be undertaken from time to time to seek feedback from working group members and other stakeholders. These will inform updates to this guideline.

9 Reference documents

Document	Reference information
Legislation	<i>Fisheries Act 1994</i>
Working group terms of reference	Refer to the departmental website for each working group's published terms of reference.
Working group expression of interest	Refer to the departmental website for open expression-of-interest processes, including application forms and how to submit a nomination, for working groups.

Document

Working group communique

Templates

Reference information

Refer to the departmental website for each working group's published meeting communiques.

Terms of reference template

Working group work plan template

Working group agenda template

Owner

Fisheries Management

Endorsed by

Director (Management)

Approved by

Executive Director, Fisheries Queensland

Revision history

Version no.	Approval date	Comments
1.00	09/06/2017	Approved guideline
2.00	11/12/2020	Revised approved guideline Updated to reflect feedback from stakeholders and members in 2020 consistent with continual improvement of structure and performance.
2.01	14/8/2023	Minor updates

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Keywords

FIS/2020/5505; working groups; guideline; fisheries management

Attachment 1: Terms of reference template

Terms of reference

[Name] working group

Background

The Queensland Government is committed to ensuring fisheries resources are managed in a sustainable and responsible manner that recognises the interests of all Queenslanders. An important part of fisheries management is stakeholder engagement through working groups.

Working groups provide advice within the scope of this terms of reference, which is considered alongside advice, information and requirements from Fisheries Queensland, the Sustainable Fisheries Expert Panel and other government agencies, as well as feedback from public consultation. Collectively, this informs decisions on the management of our fisheries.

[Name] fishery

Explanation of the scope and specifics of the fishery or alternative fishery topic, including relevant background information (e.g. harvest strategies, policies, reports).

Purpose of the working group

The [Name] working group will provide advice on the operational aspects of the management of the [name] fishery. *Or alternative purpose as required.*

Objectives

1. To assist with the review of the management framework, including management options and fishing rules, and the development of a harvest strategy consistent with the *Queensland Sustainable Fisheries Strategy: 2017–2027*, the *Queensland harvest strategy policy* and the *Fisheries Act 1994*.
or
2. To assist with the implementation, including advice on management options and fishing rules, consistent with the [name] harvest strategy, the *Queensland harvest strategy policy* and the *Fisheries Act 1994*.

and

3. To provide general advice to Fisheries Queensland on any operational matters, emerging issues and general management of Queensland's [*name*] fishery.

Or alternative objectives as required.

Working group roles

The role of **working group members** is to:

- provide operational advice to Fisheries Queensland on [*INSERT*]
- assist with the development and/or implementation of [*INSERT*]
- consider information and provide advice on [*INSERT*]
- assist with identifying ways to [*INSERT*]
- provide advice on emerging issues (e.g. compliance, data, legislation, research)
- disseminate factual information back to a broad range of other stakeholders in the fishery and provide other stakeholders' feedback to the working group for discussion

Or alternative roles as required.

The role of **Fisheries Queensland** is to:

- provide direction for working groups in the form of a work program
- arrange meeting times and provide logistical support for meetings
- prepare and distribute meeting materials to support the effective operation of the working group
- provide information and data to support the work of the working group

- provide a point of communication between the working group, working groups and the Sustainable Fisheries Expert Panel (the Expert Panel) in accordance with each terms of reference
- maintain communication with the working group members at least every three months
- establish sub-working groups through a similar expression-of-interest and appointment process (particularly to support regional representation of issues) that report to the working group to assist with implementation of harvest strategies in Queensland and/or support improved co-management of our fisheries resources (e.g. regional harvest strategy workshops).

Or alternative roles as required.

Obligations and responsibilities of members

Being a working group member has important obligations and responsibilities. In accepting the appointment, members must be prepared to:

1. contribute knowledge of, and experience in, Queensland's fisheries
2. consult with stakeholder peers through port-level or regional associations and networks, representative bodies and other avenues as necessary to ensure as many stakeholder views as possible are considered as part of working group discussions – members will be asked to report to the meeting on the broader views they have received, not just their view as a member, including how the feedback was gathered and who it represents
3. constructively participate in discussions to achieve acceptable outcomes
4. respect the views expressed by other members
5. act in the best interests of the fishery as a whole, rather than as an advocate for any particular individual, organisation, interest group or regional interest
6. avoid pursuing personal agendas or self-interest, and participate in discussion in an objective and impartial manner
7. promptly advise the Chair in writing (or announce at the start of a meeting) of any conflict-of-interest issues that arise, including those that may be perceived by others or have the potential be a conflict, subsequent to appointment. Conflict of interest issues should be communicated as soon as they arise, by writing to the Chair or announced at the start of the meeting.
8. conduct themselves in a manner that is consistent with the Queensland community's expectations for reasonable conduct at all times – this requires a commitment to honest, fair and respectful engagement, including showing respect towards all persons involved in working group business.

Unreasonable behaviour will not be accepted. An appointed member may be removed from a meeting or, in the case of serious and/or repetitive conduct, removed from a working group if their conduct is contrary to the role, obligations or responsibilities of a working group member.

In either circumstance, the appointed Chair will provide a verbal warning if unreasonable behaviour is displayed at a meeting. Following this, the Chair has discretion to remove a person from the meeting. A record should be made in the meeting notes. If the unreasonable behaviour is displayed at a number of meetings and/or associated with working group business outside a meeting, the appointed Chair will write to the member to provide an opportunity to remedy the behaviour. If there is no change in behaviour or remedy, the Chair will refer the matter to the Executive Director, Fisheries Queensland, for formal review of the member's membership.

What is unreasonable behaviour?

Unreasonable behaviour includes abusive, threatening and other behaviours that may also become 'unreasonable' when, because of its nature or frequency it raises health, safety, resource or equity issues for those participating in the working group or others engaging with working group business.

Abusive behaviour is defined as directed at the individual, including foul, racist, sexist or demeaning language. Aggressive behaviour includes angry outbursts, which although not directly or explicitly threatening, are in an intimidating tone and intensity. Threatening behaviour is specific or explicit statements that a reasonable person would interpret as a real and serious communication of an intent to inflict harm on the person receiving the call or another person, or employees of the organisation in general, or to inflict damage or take other hostile action against departmental or meeting location property.

Other actions or behaviours which may, depending on the circumstances, be considered unreasonable conduct include unrelenting/ repetitive contact (excessive contact, refusing to accept an outcome, lodging the same claim over again), demanding conduct (demanding a different outcome, demanding impossible, impractical disproportionate outcomes), unreasonable lack of cooperation (withholding or providing incomplete information, intentionally providing overwhelming volumes of information) and unreasonable arguments (argumentative or irrational conduct, conspiracy allegations, making vexatious complaints).

Meeting administration

Operation

The operation of the working group will consist of regular meetings via online meeting platforms (i.e. Microsoft Teams, Zoom) or in person where resources allow.

Fisheries Queensland will prepare the agenda, including an opportunity at the start of each meeting for members to raise concerns, and supporting documents 14 days ahead of each meeting. Review of these documents will be required prior to the meeting in order to participate effectively.

The appointed Chair will manage the meeting according to the agenda, review status of action items from previous meetings, ensure a summary and actions for each agenda item are recorded and a communique for the meeting is prepared. The Chair will also address any conflicts of interest and manage the conduct of all members and observers present at the meeting.

Fisheries Queensland will publish the communique online within three days of the meeting and notify other stakeholders of its publication. Within 1 month of the meeting, Fisheries Queensland will prepare meeting notes and circulate them to members, allowing 14 days for member comments before being finalised. Where required, action items will be followed up by Fisheries Queensland to seek to resolve them and any operational issues tabled by the working group ahead of the following meeting.

Sensitive information and non-disclosure

Some information that is sensitive in nature is provided to working group members to enable them to provide the best advice to Fisheries Queensland on the specific fishery. Given this, members may be asked to:

- exercise tact and discretion when dealing with sensitive issues – if a member is unsure or concerned about the disclosure to non-members, the member must seek advice from the Chair
- act honestly and exercise care and diligence in the discharge of their duties at all times and not make improper use of working group information – improper use would be if a member gains an advantage either directly or indirectly (financial or otherwise) over another person or causes detriment to the working group's work or to another person
- not publish or communicate to any person, that they are not authorised to publish or communicate, any information that comes to their knowledge or possession because they are a member of the working group.

If sensitive information is used as part of a working group meeting, Fisheries Queensland will advise working group members to help them comply with these requirements.

Conflict of interest

A conflict of interest occurs when private interests interfere, or appear to interfere, with the performance of official duties. All members must perform their role/contribute in a fair and unbiased way, ensuring that decisions made are not impacted by self-interest, private affiliations, or the likelihood of gain or loss for them or others. Private interests include personal, professional or business interests, as well as the interests of individuals that you associate with, such as family, dependants and friends.

Conflicts of interest fall into three categories – actual (there is a direct conflict between your current duties and your existing private interests), potential (your role and private interests could conflict in the future) and perceived (it could appear that your private interests could improperly influence the performance of your role). Conflicts of interest can be pecuniary (if there is a reasonable likelihood of financial loss or gain) or non-pecuniary (if there is no financial component, but may involve self-interest, personal or family relationships or other affiliations).

All conflicts of interest (actual, potential and perceived) must first be identified and declared to the Chair. Steps can then be taken to appropriately manage and resolve the matter in the public interest. Having a conflict of interest alone is not considered misconduct. However, it is important that members are open about the conflict of interest and how the conflict of interest is managed, and ensuring a conflict of interest is resolved in the public interest. Once reported, the Chair will then make an assessment about what action, if any, is required to manage the conflict of interest. Members must actively participate in the process to manage or resolve conflicts of interest in the public interest and adhere to all agreed resolution strategies. If the circumstances of a member change, they should consider whether this brings about any new conflicts of interest, or changes to an existing conflict of interest.

Sitting fees

Participation on the working groups is on a voluntary basis – no sitting fees will be paid.

Travel costs

Members are eligible to be reimbursed for reasonable out-of-pocket expenses, including domestic travel and accommodation costs.

Membership of the working group

Fisheries Queensland appoints members to working groups. Unless notified and agreed, membership will be refreshed every two years to allow for rotation of different representatives and development of new industry leaders. The current appointed members of the working group are:

	Name	Organisation/industry	Sector
1	TBA	Chair	Chair
2	TBA	Senior Fishery Manager (Fisheries Queensland)	Management
3	TBA	Fishery Manager (Fisheries Queensland)	
4	TBA	Fisheries Scientist (Fisheries Queensland or Animal Science Queensland)	
6	TBA	Great Barrier Reef Marine Park Authority and/or Department of	

		Environment and Science	
7	TBA	Queensland Boating and Fisheries Patrol	
8	TBA	Commercial fisher	Harvest
9	TBA	Commercial fisher	
10	TBA	Commercial fisher	
11	TBA	Commercial fisher	
12	TBA	Charter fishing business operator	
13	TBA	Charter fishing business operator	
14	TBA	Recreational fisher	
15	TBA	Recreational fisher	
16	TBA	Recreational fisher	
17	TBA	Recreational fisher	
18	TBA	Conservation	Conservation
19	TBA	Indigenous representative	Aboriginal and Torres Strait Islander communities
20	TBA	Indigenous representative	Aboriginal and Torres Strait Islander communities
21	TBA	Seafood processor or wholesaler	Post-harvest
As required	TBA	Monitoring and Assessment staff (Fisheries Queensland)	Monitoring
As required	TBA	External researcher or scientist	Research

Attachment 2: Working group work plan template

Work plan: [*Name*] working group

Work details		
Scope	Objectives	Outputs
1. <> 2. <>	1. <> 2. <>	1. <> 2. <>

Key milestones			
Key activity	Agreed timeframes	Milestone detail	Status
1.			
2.			
3.			

Interdependencies / related initiatives
Who and what is dependent on the milestones
4. <> 5. <>

Attachment 3: Working group agenda template

[Name] working group

Meeting [X] agenda

[DATE]

Agenda item	Action	Lead	Time
Preliminary business			
Welcome and apologies	<i>Note and endorse</i>	[Name] (Chair)	15 minutes
What we want to achieve today			
Actions from previous meeting			
Fisheries Queensland update			
	<i>Note</i>	[Name], Fisheries Queensland	15 minutes
Members update			
General update			
Table new matters for consideration/discussion	<i>Note</i>	Appointed members	30 minutes
Raise feedback from other stakeholders			
Identify any new conflicts of interest			
Agenda item	<i>Note, discuss, recommendation</i>	[Name]	-

Attendees – members

Morning tea break				15 minutes
Agenda item	<i>Note, discuss, recommendation</i>	[Name]		-
Agenda item	<i>Note, discuss, recommendation</i>	[Name]		-
Lunch break				30 minutes
Agenda item	<i>Note, discuss, recommendation</i>	[Name]		-
Agenda item	<i>Note, discuss, recommendation</i>	[Name]		-
Afternoon tea break				15 minutes
Agenda item	<i>Note, discuss, recommendation</i>	[Name]		-
General business and/or topics for the next meeting	<i>Note, discuss, recommendation</i>	[Name]		15-30 minutes
Communique	<i>Write up</i>	[Name] (Chair)		45 minutes
Next meeting and wrap up		[Name] (Chair)		5-10 minutes
Meeting close				-
Dinner: TBA				18:30

Name	Job title	Sector represented
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Attendees – observers

Name	Job title	Organisation
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Apologies

Name	Job title	Sector represented
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