

Guideline

Guideline on the expenditure of Stocked Impoundment Permit Scheme (SIPS) funds for purposes other than fingerlings and allocation of recovery fund.

Version: [1.1]

1 Guideline statement

The purpose of this guideline is to provide guidance to stocking associations on activities that may be permitted, when an application is made and approved, to spend funds received from the Stocked Impoundment Permit Scheme (SIPS) on an activity other than purchasing fingerlings for release into an impoundment on the scheme.

The guideline also provides guidance on the allocation of up to \$10,000 for a special restocking of an impoundment on the SIPS which is affected by a disaster (for example, a flooding event) to support the recovery of recreational fishing.

2 Background and context

The SIPS was introduced in 2000 as a user pay scheme for fish stocking in Queensland. Persons 18 years and over are required to purchase a permit to take fish in prescribed SIPS impoundments. Prescribed stocked impoundments are listed in Schedule 10A of the *Fisheries Regulation 2008*.

Money raised from the sale of permits is allocated to stocking associations involved in SIPS primarily for the purchase of fingerlings to restock the impoundments prescribed under the Scheme. The majority of species stocked under the scheme will not successfully breed and recruit within impoundments. Fingerlings are required to be released to insure the viability of the fisheries in to the future.

A review of legislative arrangements for managing freshwater fisheries resources in Queensland (under the *Fisheries Act 1994* and the *Fisheries Regulation 2008*) was undertaken by the Department of Agriculture and Fisheries (DAF). A stakeholder working group established in 2011 identified a range of issues relating to Queensland's freshwater fisheries resources, including the SIPS. Some of the issues were addressed through non-Regulatory Impact Statement (RIS) process while other issues including the SIPS and commercial harvest of freshwater fish in Queensland were more complex and required a RIS process.

A RIS process was undertaken in 2014 for SIPS and Freshwater Fishing in Queensland. As a result of this process the Government approved and implemented the following changes that were supported by the public:

- Include an additional 31 dams and weirs on SIPS.
- Fix the SIPS permit fees for five year periods, noting that every five years the fee will increase by the cumulative amount of the Government indexation rate, rounded to the highest dollar.
- Require all persons over the age of 18 years to each hold a SIPS permit when line fishing on a SIPS impoundment.
- Allow the use of SIPS funds to enhance freshwater fishing opportunities, other than the purchase of fingerlings

- Allow up to \$50,000 of SIPS revenue per annum to be made available to eligible groups for community engagement activities regarding freshwater fishing and fish stocking in Queensland.
- Prevent any expansion to commercial fishing in freshwaters of Queensland.

As a result of these changes stocking associations can apply to use their allocated SIPS funds on an increased number of activities that will enhance recreational fishing at their impoundment/s. Up to \$10,000 per year is available for impoundments affected by disasters. Up to \$50,000 a year is also available for community engagement activities that improve freshwater fishing and fish stocking.

3 Scope

This guideline provides stocking association groups with an indication of the activities that may be permitted when an application is made to spend SIPS funding on activities other than the purchase of fingerlings and for the allocation of up to \$10,000 for special stocking of an impoundment on SIPS which is affected by a disaster.

This guideline does not outline the activities or process for the allocation of up to \$50,000 a year for community engagement. For more information on community engagement funded by SIPS, please see the *Guideline on expenditure of Stocked Impoundment Permit Scheme (SIPS) funds for community engagement*.

4 Abbreviations, acronyms and definitions

“**Fisheries Queensland**” is a service of the Department of Agriculture and Fisheries, a Queensland Government department that, among other things, has responsibility for management of Queensland’s fisheries.

“**DAF**” is the abbreviation for the Department of Agriculture and Fisheries.

“**Grant Agreement**” means the legal contract made between Fisheries Queensland and Stocking Associations.

“**Regulation**” means the *Fisheries Regulation 2008*.

“**SIPS**” means the Stocked Impoundment Permit Scheme.

“**Stocking Association**” means an incorporated association with a General Fisheries Permit for the release of fingerlings into a waterbody in Queensland.

5 Key principles

Transparency

Fisheries Queensland operates under the Queensland Government’s principles of open and transparent governance. All recommendations from the SIPS Working Group in relation to applications for either spending funds on other activities or for recovery following a disaster will be recorded in the meeting minutes and provided to the stocking associations on the SIPS. Fisheries Queensland will provide a formal letter response to each applicant that applies to use SIPS funds on other activities or for recovery efforts. Fisheries Queensland publishes the SIPS financial summary for each financial year on the DAF webpage to provide certainty on how funds are allocated.

Stocking Associations 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.

Appropriate use of SIPS revenue

At least 75 percent of revenue is allocated each year to maintain and improve freshwater fishing. The remaining funds are used for the sale of SIPS permits and management. The allocation of SIPS funds to each impoundment is determined by an allocation formula that includes recommendations from the SIPS Working Group. The Grant Agreement is the legal contract that outlines the allocation amount to be spent at each impoundment for the purchase of fingerlings to be stocked and for other approved activities authorised by Fisheries Queensland.

The primary purpose of the SIPS is for the stocking of fish fingerlings into dams and weirs to maintain and improve freshwater fisheries. SIPS funds may also be spent on other activities which enhance the fishery or fishing experience at the prescribed impoundment/s.

The expenditure of SIPS funds must be in a cost effective manner to maximise the return for recreational fishers.

Improves the recreational fishing experience

The expenditure of SIPS funds on activities other than stocking must contribute to improving the positive experiences of recreational fishers at SIPS impoundments. Applications are required to demonstrate how the activity will contribute to an improvement for recreational fishers.

Catch and facilities are two key components that contribute to the satisfaction of a recreational fishing trip. The catch at an impoundment is influenced by the available fishery. 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 for recreational fishing trips.

6 Procedure

Activities other than the purchase of fingerlings

Stocking associations may apply to use part or all of their SIPS allocation on other activities that will enhance the fishery or fishing experience at their prescribed impoundment/s. It is a breach of the grant agreement to use SIPS funds for other activities without prior approval.

Below is a list of activities that would likely be permitted if an application was made. Stocking associations may apply for other activities that are not listed below.

Other activities:

- 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 resnagging);
- Purchase and maintenance of a barrier net;
- Administrative and public liability costs;
- Public liability/insurance associated with structures (e.g. barrier net);
- Improving facilities (signs, lighting, filleting tables etc.); and

- Membership fees to a peak freshwater body (up to a max of \$2,000).

Hatchery operations:

- A stocking association may apply to use their allocation on the operating costs associated with a hatchery, if the hatchery complies with the Queensland legislation for aquaculture production;
- The hatchery must be a sound structure that is in accordance with local council and building guidelines;
- The hatchery must have a proven success record demonstrating the ability to produce fingerlings without disease or pests; and
- The stocking association must demonstrate that the operating costs have a direct return to fingerlings produced and stocked.

An application form for activities other than stocking is attached to this guideline.

Recovery allocation for additional fingerlings

Up to a total of \$10,000 per year is available for allocation to impoundment/s affected by a disaster. This special allocation is for the purchase of fingerlings to recover fisheries 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 a dam or weir). In order for this recovery allocation to be considered, extreme fish kills must be reported to the Queensland Government Pollution Hotline (phone 1300 130 372 or email pollutionhotline@des.qld.gov.au or submit an online odour log form) and provide supporting evidence of the fish kill (photos, survey reports etc.).

The recovery funding is allocated prior to the allocation of funds to all impoundments. Applications must be submitted by 30 April each financial year so they can be considered prior to the allocation of SIPS funds in May each financial year.

An application form for recovery fund allocation is attached to this guideline.

Decision making process

All applications will be considered by the Stocked Impoundment Permit Scheme Working Group and recommendations made to the Executive of Fisheries Queensland for a final decision. Applications to use SIPS funds on other activities will need to be received by Fisheries Queensland prior to the spending of grant funds.

Fisheries Queensland will assess applications against the key principles of this guideline.

Fisheries Queensland will provide a formal response to each association that applies either rejecting the application, approving the application or approving the application with modifications. Stocking associations are required to keep a copy of the decision along with the grant agreement.

7 Responsibilities and accountabilities

Fisheries Queensland is responsible for the allocation of SIPS funds and decision process for expenditure of SIPS funds on activities other than the purchase of fingerlings.

The SIPS Working Group is responsible for providing advice to Fisheries Queensland on matters relating to the administration of SIPS including suitable uses of funding on other activities and recovery of disaster affected impoundments.

Stocking associations are responsible for the expenditure of SIPS funds in accordance with this guideline and grant agreements.

8 Related and reference documents

Fisheries Act 1994

Fisheries Regulation 2008

Guideline for the carryover of Stocked Impoundment Permit Scheme (SIPS) funds.

Application to use SIPS funds on activities other than stocking.

Application for allocation of SIPS recovery funds.

Guideline on expenditure of Stocked Impoundment Permit Scheme (SIPS) funds for community engagement – final version expected November 2017.

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1	11/09/2017	
1.1	13/08/2018	Recovery allocation for additional fingerlings and the recovery fund application form edited to apply to extreme fish kills and fish loss that have been reported to the Queensland Government Pollution Hotline and have supporting evidence.

Guideline on the expenditure of SIPS funds for purposes other than fingerlings and allocation of recovery fund (G:\Fisheries\Industry Development\Recreational Fisheries\SIP Scheme\Financial)

Published on DAF Disclosure Log
RTI Act 2009

Application to use SIPS funds on activities other than stocking

(must be submitted prior to the stocking season to be considered)

Stocking association

Impoundments associated with this application

Description of activity

Proposed costs

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

Who will be involved with this activity?

Please attach any further information to support your application and return to:

Fisheries Queensland

Stocked Impoundment Permit Scheme

GPO Box 46

Brisbane Qld 4001

Application for allocation of SIPS recovery funds

(must be submitted by 30 April each financial year to be considered)

Stocking association

Impoundments associated with this application

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

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

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

Fisheries Queensland
Stocked Impoundment Permit Scheme
GPO Box 46
Brisbane Qld 4001

Guideline for the carryover of Stocked Impoundment Permit Scheme (SIPS) funds

Fisheries Queensland, Department of Agriculture, Fisheries and Forestry

1. INTRODUCTION

Stocking associations on the Stocked Impoundment Permit Scheme (SIPS) are given an annual grant allocation. The grant funds are to be spent within the grant period specified in the grant agreement (12 months). If at the end of the grant period the grant funds have not been completely spent, money must be paid back to Fisheries Queensland. Returned funds may then be reallocated to other stocking associations within the SIPS.

It is recognised that in some circumstances beyond the control of the stocking association (e.g. drought leading to low water levels or unavailability of fingerlings) allocated money cannot always be spent within the grant period. Fisheries Queensland may therefore allow the stocking association to carry funds over for an extended period.

Fisheries Queensland may allow unexpended or uncommitted funds carried over by the stocking association to be spent in the following 12 months.

2. SCOPE

The purpose of this guideline is to provide direction and advice for applicants and decision makers in relation to applications for the carry over of unexpended or uncommitted SIPS funding. This guideline applies generally and is to be read and applied in conjunction with all other relevant policies made by Fisheries Queensland under the Act.

3. DEFINITIONS

“**Act**” refers to the *Fisheries Act 1994*.

“**Fisheries Queensland**” means a service of the Department of Agriculture, Fisheries and Forestry, a Queensland Government Department that, among other things, has responsibility for management of Queensland’s fisheries.

“**Grant agreement**” means the legal contract made between Fisheries Queensland and Stocking Associations.

“**Grant period**” means the period (12 months) in which the grant is to be spent as specified in the grant agreement.

“**SIPS**” means the Stocked Impoundment Permit Scheme.

“**Stocking Association**” means an incorporated community based stocking association or group responsible for stocking the impoundments on SIPS.

4. GUIDELINE PROVISIONS

4.1. Acquittal of SIPS grant funds

Stocking associations must demonstrate how the annual grant allocation amount was spent in the grant period by way of a written acquittal.



Documents to be provided in support of 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.

Complete acquittals must be submitted by the date specified in the grant agreement. Failure to do so may result in the stocking group not receiving an allocation in the next financial year.

4.2. Guideline for carry over of unspent grant funds

Decisions relating to carry over funds will be made on a case by case basis. Fisheries Queensland may consider special circumstances raised by the contract holder as to why the guideline should not apply to their particular case.

4.2.1. Up to and including 10% of the grant allocation unspent

Unspent funds up to and including 10% of the yearly grant allocation will be carried over automatically for the next 12 months grant period without requiring approval.

For example, if an impoundment received \$10 000, \$1 000 could be carried over without a variation. If the impoundment received \$10 000 the following year, their total allocation would be \$11 000. However, the 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).

4.2.2. Greater than 10% of the grant allocation unspent

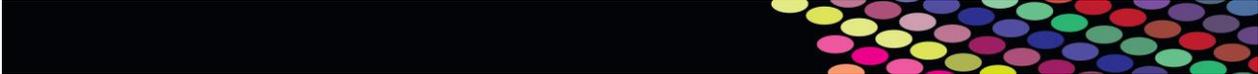
Stocking associations with unexpended or uncommitted funds greater than 10% of their total allocation must request in writing a variation to carry over funds for use in the next 12 month grant period or pay the money back to the SIPS for reallocation the following year.

If the amount of unspent funds is over 10% of the yearly grant allocation, the request will be assessed and decided on a case-by-case basis by Fisheries Queensland.

4.2.3. Funds retained by the stocking association exceed the annual grant allocation

If a stocking association 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).

4.2.4. Funds retained by the stocking association exceed that required to fill their stocking permit



If a stocking association 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.

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.

4.2.5. Application to carry over large amounts of SIPS funding

Stocking associations may make an application to carry over significant amounts (i.e. greater than one year's allocation) providing the association can show evidence they have a long-term goal and objectives to enhance the fishery. A detailed plan of how funds will be spent will be required before carry over of funds will be approved.

Examples of long-term projects may include the construction of a hatchery. For more detail regarding this, refer to the document, Guideline for the expenditure of Stocked Impoundment Permit Scheme (SIPS) funds.

4.2.6. Circumstances where a repayment of funds will be required.

Stocking associations will be required to pay back part, or all, of their grant allocation under the following circumstances:

- When funds held are in excess of the amount determined to fill the stocking association's stocking permit.
- When funds held have been carried over for more than two years and are over \$5 000. The full amount will need to be repaid to Fisheries Queensland, except in the case of approved long term projects.

4.3. Reallocation of unspent grant funds

Money returned to Fisheries Queensland 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.

4.4. Approval to carry over unspent grant funds

When approval has been given by Fisheries Queensland to allow a stocking association to carry over more than 10% of their allocation, a letter of approval will be sent to the association. This letter of approval needs to be kept with the original grant agreement.

5. SOURCE DOCUMENTATION

Fisheries Act 1994

Fisheries Regulation 2008

6. RELATED DOCUMENTS

Guideline for the expenditure of Stocked Impoundment Permit Scheme (SIPS) funds.

7. CONTACT INFORMATION

Fisheries Queensland call centre Ph 13 25 23

Guidelines for the addition and removal of dams on the Stocked Impoundment Permit Scheme

Draft

July 2015

Published on Data Disclosure Log
RTI Act 2009

This publication has been compiled by <insert name/s> of <insert business group>, <insert department>.

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Guideline Statement

The purpose of this guideline document is to provide an assessment framework for assessing the addition of new dams and the removal of existing dams on the Stocked Impoundment Permit Scheme (SIPS). The guideline document has specific legislative and other criteria developed by Fisheries Queensland that ensures the successful running and expansion of the scheme. Fisheries Queensland staff may alter criteria and decisions on a case by case basis in order to provide the best outcome for the Scheme. This document will also help stocking groups to determine if they should submit an application for a new dam on the Scheme.

Background and context

The Stocked Impoundment Permit Scheme was an initiative that arose from the development of the *Fisheries (Freshwater) Management Plan 1999*. It was introduced to provide further funding for selected impoundments that are on the Scheme as listed under Schedule 8 of the plan. Fishers wanting to fish with a line on a nominated SIPS impoundment are required to purchase a permit. 75% of all money raised is then distributed among the stocking groups to purchase fingerlings for stocking in the following year.

Initially 28 impoundments were nominated under the Scheme, which has increased to 32 in recent years. The 2000/2001, the first operational year of the Scheme, a total of \$422,000 revenue was generated. This figure has steadily increased, and in 2013/2014, SIPS generated \$1,000,003 in revenue from the sale of 54,655 permits.

Recently in 2015, public support for the expansion of the Scheme was documented through a consultation regulatory impact statement for freshwater which outlined an option for increased recreational fishing opportunities in some waterways outside SIPS. The proposal extended to a possible 50 additional waterways, including dams and weirs.

Scope

These guidelines provide guidance for stocking groups and decision makers in relation to the addition of new dams on SIPS and the removal of dams from SIPS.

Definitions

'Fisheries Queensland' means the Services within the Department of Agriculture and Fisheries, a Queensland Government Department that, among other things, has responsibility for the management of Queensland's fisheries.

'FSL' means full supply level for a dam.

'SIPS' means the Stocked Impoundment Permit Scheme.

Guideline Provisions

Approval of new dams on to the SIP scheme

Below is a list of steps and criteria to be used when assessing applications for new dams and weirs entering the Scheme.

There are three steps in the application process:

Step 1 includes mandatory requirements that must be met.

Step 2 includes criteria developed to ensure that successful applications add to the success of the Scheme,

Step 3 is the implementation step and outlines the process for the new dam to be included on the Scheme.

Step 1

New applications must meet the minimum legal requirements below to progress to the second step of the approval process. If the application does not meet the requirements of step 1 the application is deemed unsuccessful.

Mandatory Requirement	Criteria Description
An incorporated group	Must be an associated incorporated under the <i>Associations Incorporation Act 1981</i> . For example listed as 'other incorporated entity' on the Australian Business website
Have a current general fisheries permit to stock the dam or weir	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 on the general fisheries permit.
A dam or a weir	The locations must be classified as a dam (also known as an impoundment) or weir. Rivers will not be granted approval for SIPS. A dam or weir is defined as a physical barrier constructed across a river or waterway to control the flow of or raise the level of water. For the purpose of this assessment a dam or weir will also be defined as having storage of water greater than 12ha in surface area at full supply level (FSL).

Step 2

The applicant must meet the criteria in step 2 to be granted approval for the dam or weir to be included on the Scheme. Some of the criteria at this step will require discretion from Fisheries Queensland staff when assessing the application. This step in the assessment process ensures that successful applicants add to the success of SIPS.

Requirements	Criteria Description
An established fishery	<p>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 over the history of the dam or weir will be required to progress this step. A pre SIPS stocking survey may be carried out by fisheries officers to determine if an adequate number of legal fish are available for fishing.</p> <p>An established fishery will ensure that fishers purchasing a permit to fish the new dam may immediately have the ability to catch and keep stocked fish and are therefore satisfied with the product they are buying.</p> <p>Any dams or weirs that do not meet this criteria will be considered a 'start-up' fishery, and will share in a set proportion of the SIPS allocation.</p>
A group with a reliable reporting history	<p>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.).</p>
Public access at the dam	<p>There must be permitted access from the owner/operator of the dam to the general public for fishing. If the owner/operator does not allow recreational fishing on the dam the application will be unsuccessful.</p> <p>The minimum level of fishing access that must be available is having at least limited boat access. Limited boating access may be defined as the following:</p> <ul style="list-style-type: none"> • limited to the area in the dam and weir that can be accessed,

	<ul style="list-style-type: none"> • the speed boats can travel on the dam or weir, • the motor size and types permitted on the dam or weir, • electric motors only dams or weirs, and • non-motorised boat dams or weirs. <p>Shore based fishing dams or weirs 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 dam must be a recreational target species. The species must also require stocking to maintain an adequate fishery.
Approval from dam owner/operator	A letter or email from the owner/operator of the dam must be obtained. It must state that the owner/operator supports the dam or weir to be included on the Scheme. If the owner/operator does not support the dam or weir to be included on the Scheme the application is unsuccessful.
Dam water levels	Dams and weirs that are used heavily for irrigation and are consistently drained will not be considered suitable for the Scheme. If the dam or weir has been less than five percent FSL for more than 50 percent of the last five year period, the dam is not suitable for the Scheme.

Step 3

This step is the implementation step. If the applicant has reached this step they are successful. This step outlines all the processes that must be followed to add a new dam to the Scheme. The applicant should be advised that they are successful and that it will take some time for implementation to be completed and the funds to be available.

The dam or weir must be included in the list of SIPS dams on Schedule 10A, prescribed stocked impoundments, Schedule 11, section 6B of the Fisheries Regulation 2008. Consult the policy group of Fisheries Queensland to include the dam or weir into the list, which may be a lengthy process.

The Fisheries Queensland communications team should be briefed of the new dam or weir. A communication plan should then be developed for the addition of the new dam for when it does through legislation.

Below is a list of communication materials that must be edited to include the new dam or weir:

- Fisheries Queensland website list of dams and weirs
- SSQ online purchase list of dams weirs
- Australia Post
- SIPS database
- Queensland Recreational Boating and Fishing Guide
- Advise FFSAQ and other interested SIPS stakeholders of the new dam or weir

Removal of dams from the SIPS

The removal of a dam or weir from SIPS is a two-step process. Step 1 is the assessment criteria for determining the removal of a dam or weir and step 2 is the process for removal of a dam or weir from the Scheme.

Step 1

The approval for a dam to be removed from SIPS will require assessment by Fisheries Queensland staff on a case by case basis. Situations that will result in the removal of a dam or weir may vary vastly. A dam or weir that no longer meets any of the approval steps for addition to the Scheme may result in approval for the dam or weir to be removed from the Scheme. The following situations are the two most likely scenarios that would result in the approval of a dam or weir to be removed from SIPS:

- Owner/operator of the dam or weir restricts public access to the dam. If a dam or weir is on SIPS and recreational fishing access is no longer permitted on the dam or weir then this would result in removal of the dam or weir. 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 be defined as the owner/operator plans to open the dam or weir to recreational fishing sometime in the future.
- Lack of water – lack of water in a SIPS dam or weir could result from the change of water usage at a dam or weir and/or extreme drought conditions. A dam or weir that is consistently drained empty and results in the death of stocked fish may be determined as no longer adequate for SIPS.

Step 2

The removal of a dam or weir from SIPS is similar to the addition of a dam or weir to SIPS.

Fisheries Queensland communication team should be briefed of the dam or weir to be removed. This will allow media releases to be drafted if determined to be necessary by Fisheries Queensland.

Below is a list of the communication materials that must be edited to include the removal of a dam or weir:

- Fisheries Queensland website list of dams and weirs
- SSQ online purchase list of dams and weirs
- Australia Post
- SIPS database
- Queensland Recreational Boating and Fishing Guide
- Advise FFSAQ and other interested SIPS stakeholders of the new dam or weir.

The communication team should be briefed before the dam or weir for removal is listed for amendment to the *Fisheries Regulation 2008 (Fisheries Act 1994)*.

The dam or weir must be removed from the list of SIPS dams on Schedule 10A, prescribed stocked impoundments, Schedule 11, section 6B of the *Fisheries Regulation 2008*. Consult the policy group of Fisheries Queensland to remove the dam or weir from the *Fisheries Regulation 2008*, which may be a lengthy process.

Source Documentation

Fisheries Act 1994

Fisheries Regulation 2008

SIPs reissue via ROA

- Application Directory
- ROA – Register of Authorities
- Search by name or by permit number
- For name – Manage a client, click on Name
- For Permit number – Manage an authority, click on Authority
- Find client
- Double click on clients name (there may be more than one)
- Check if the permit is current (if not there maybe more than one client name that has a current permit)
- Double click on current permit
- Click on Notices Tab
- Double click on permit (Stocked Impoundment Permit (Generated))
- Click on Attachments Tab
- Double click on permit (Permit.pdf)
- Right click on open pdf permit
- Save as - \\dpi.qld.gov.au\shared\CorpData\CBD\Fisheries\Industry Development\Recreational Fisheries\SIP Scheme\Permit Info\Aus Post replacement permits
- under the year to date (2019) find the month of the reprint (January 2019)
- Change File Name to Person's name (John Smith SIPs Permits)
- Attach permit to email and forward to client

SIPs refund a fee for a permit and cancel the permit

- If purchased over the counter at Australia Post, contact Australia Post
 to process the refund

Online transactions

- Refund permits if the customer has purchased multiple permit, does not require the permit or has another valid reason.
- Contact the customer for the following:
 - details of the credit card that was used for the transaction (**ONLY THE FIRST SIX DIGITS AND LAST THREE DIGITS OF THE CARD PLUS THE EXPIRY DATE, DATE THE PERMITS WERE PURCHASED**)
 - advise the customer that the permit will be cancelled (ask which permits they will be using and which ones to be cancelled) and the fee refunded directly onto their credit card (Let them know it will be a few days and to contact you if it hasn't been received).

- Create a folder for the customer under their name and financial year here
G:\Fisheries\Industry Development\Recreational Fisheries\SIP Scheme\Permit Info\Refund permits.
- Draft a memo to the Senior Business Officer for the refund of fees associated with the permit to be cancelled. (SBO will need all supporting documentation – Memo, Cancelled permits and Securepay refund print out).
- Email the draft memo and credit card details to Daniel Smith for the refund to be processed in SecurePay
- Cancel the permit in ROA by doing the following:
 - In ROA click on the permit to be cancelled
 - Click the change authority details tab
 - Change the status to cancelled
 - In the transaction write a brief description of why the permit was cancelled
 - Save the permit
- Scan and save the signed memo under the customers folder (needs to be saved in EDoc's)

Check SIPS Email

- Queensland Shared Services – DAF Bank Statements **move to** QSS Bank Statements folder
- PIAPPL_CXP and ITP Software1 – Business Intelligence **move to** ITP Finance emails folder
- Dailyreports@securepay.com.au **move to** Secure Pay Daily Reports folder
- Agency Distribution **move to** OTC Daily Reports folder
- Once DAF Customer Service Centre emails have been ACTIONED **move to** CSC emails