



# **MINISTERIAL FISHERIES ADVISORY COUNCIL**

**- CHARTER -**

(APRIL 2014)

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## **1. INTRODUCTION**

The Ministerial Fisheries Advisory Council (“the Council”) has been established to provide advice to the Minister for Primary Industries on matters relating to the management of fisheries resources in NSW, particularly issues which are strategic and/or cross-sectoral in nature.

This advice will assist the Minister (and Fisheries NSW) to develop sound policies and decisions to manage the fisheries resources and ecosystems of NSW, in accordance with the objects of the *Fisheries Management Act 1994* which are to “conserve, develop and share the fishery resources of the State for the benefit of present and future generations”.

## **2. PURPOSE OF THIS CHARTER**

This Charter outlines the objectives of the Council, its mode of operation and the roles and responsibilities of members to ensure that it operates in an efficient and effective manner. It has been prepared in accordance with the *NSW Government Boards and Committees Guidelines* (July 2013) issued by the NSW Department of Premier and Cabinet.

The Charter should be read in conjunction with the Trade & Investment Code of Conduct – Schedule 1 (*Code of conduct for members of advisory committees/boards, contractors and consultants to the NSW Department of Trade and Investment, Regional Infrastructure and Services*), which applies to all members of the Council.

The Charter was ratified by the Council at its first meeting on 4 April 2014. It will be reviewed (and if necessary amended) by the Minister from time to time as needed.

## **3. TERMS OF REFERENCE AND ROLE OF THE COUNCIL**

The Terms of Reference for the Council are to advise the Minister for Primary Industries, as requested, on:

1. the development of strategic policies and goals for the management of fisheries resources, including issues which impact across fisheries and sectors such as resource sharing, co-management, cost recovery and ecosystem based fisheries management;
2. issues relating to the management of Aboriginal cultural fishing, recreational / charter fishing, commercial fishing and aquaculture that are strategic in nature and have cross sectoral implications, including the processes for developing individual fishery management plans or strategies and reviewing them, if appropriate, before approval;
3. the priorities of, and challenges facing, all fisheries sectors;
4. information needs to support effective management of NSW fisheries resources; and
5. any other specific issue referred to the Council by the Minister or the Executive Director, Fisheries NSW.

It is envisaged that the Minister, in consultation with the Executive Director, Fisheries NSW, will select approximately two to three priority issues each year for the Council to analyse in depth and on which to provide recommendations.

Note that the functions of Council members do not include the expenditure of funds, nor representing the Minister, unless they are expressly authorised to do so by the Minister.

## 4. COMPOSITION OF THE COUNCIL

### 4.1. Legislation

The Council is established under section 229 of the *Fisheries Management Act 1994*.

### 4.2. Membership

Under cl. 287 of the *Fisheries Management (General) Regulation 2010*, the Council is composed of the following members:

- (a) one person who the Minister is satisfied has expertise in commercial fishing or will represent commercial fishing interests,
- (b) one person who the Minister is satisfied has expertise in recreational fishing or will represent recreational fishing interests,
- (c) one person who the Minister is satisfied has expertise in aquaculture or will represent aquaculture interests,
- (d) one person who the Minister is satisfied has expertise in Aboriginal cultural fishing or will represent Aboriginal cultural fishing interests,
- (e) one person who the Minister is satisfied has expertise in conservation of aquatic resources or will represent those conservation interests,
- (f) a senior officer of the Department.

Council members are recommended by the Minister and appointed by the NSW Government (see 4.3).

In addition there is an independent Chairperson with significant expertise and experience in the management of fisheries (see 5.2).

### 4.3. Selection and appointment of Council members

The selection and appointment of members will be undertaken in accordance with *P2013\_001 Appointment Standards – Boards and Committees in the NSW Public Sector* (July 2013) published by the Public Service Commission and the *NSW Government Boards and Committees Guidelines* (July 2013) issued by the NSW Department of Premier and Cabinet.

The Minister will call for expressions of interest for appointment to the Council via an advertisement published in a newspaper circulating throughout NSW. In addition this notice may be:

- Placed on the NSW Department of Primary Industries website;
- Placed on the NSW Boards and Committees website; and/or
- Circulated to relevant industry and stakeholder groups, such as peak representative bodies.

As part of the call for expressions of interest, specific selection criteria for membership will be published on the NSW DPI website.

Expressions of interest will be assessed against the selection criteria by an assessment panel endorsed by the Minister. The assessment panel will provide the Minister with a list of names they consider to be suitable candidates for appointment to the Council. The selection of particular members is at the discretion of the Minister. The Minister will submit his or her nominations to Cabinet for approval.

Members are appointed on the basis of their skills and expertise and not on the basis of any particular affiliation with any organisation.

#### **4.4. Conditions of appointment to the Council**

Prior to their formal appointment by the Minister, members must provide a signed letter to the Minister (Attachment 1) acknowledging that they have read and understand this Charter and affirming that they are prepared to meet the requirements for conduct set out in Section 6 of this Charter and in the Trade and Investment Code of Conduct – Schedule 1 (*Code of Conduct for members of advisory committees/boards, contractors and consultants to the NSW Department of Trade and Investment, Regional Infrastructure and Services*).

As the Council is expected to meet on no more than four occasions per year, members are expected to make the necessary time commitment to attend all Council meetings.

#### **4.5. Terms of office**

Terms of appointment are for up to three years. Members are eligible for re-appointment if otherwise appropriately qualified. As a matter of good practice, members should generally not serve more than two consecutive terms on the Council unless there are specific reasons to support further reappointment.

#### **4.6. Resignation from office**

A Council member may resign by giving a signed notice of resignation to the Minister.

#### **4.7. Removal from office**

The Minister may remove a Council member from office after first consulting the Council. If the Council agrees, the member may be removed at any time, otherwise a 30 day notice period applies.

The Minister may terminate a member's appointment if the member is no longer able to commit adequate time to the role, there is a serious disagreement with other members that cannot be resolved, there is a conflict of interest that cannot be mitigated, or the member no longer meets the membership criteria. The Minister may also remove a Council member from office for failure to behave in an appropriate and ethical way, breaches of the Code of Conduct, repeated absence from Council meetings, repeated unruly or disruptive behaviour at meetings which results in the member being formally reprimanded by the Chairperson, or criminal conduct.

#### **4.8. Other causes of vacancy**

The office of a member of the Council also becomes vacant if the member:

- dies, or
- completes a term of office and is not re-appointed, or
- is absent from 3 consecutive meetings of which reasonable notice has been given, unless the member has been granted prior leave by the Minister or Director-General of Primary Industries, or is excused for their absence within 4 weeks of the 3<sup>rd</sup> consecutive meeting by the Minister or Director-General, or
- the member becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or makes an assignment of his or her remuneration for their benefit, or
- becomes a mentally incapacitated person.

If the office of a member becomes vacant through resignation, removal or one of the reasons listed above, the Minister will appoint a person to fill the vacancy. The Minister may appoint this replacement member by calling for expressions of interest, requesting nominations or appointing a person who was previously nominated for the position.

#### **4.9. Deputies**

The regulations have a general provision that members of advisory councils may, from time to time and with the approval of the Minister, appoint a deputy to act in their place. However, in the interests of achieving continuity and consistency in the discussion of agenda items, it is proposed that no such appointments shall be approved by the Minister in this instance.

#### **4.10. Working groups**

To assist its work the Council may, subject to the agreement of the Executive Director, Fisheries NSW, establish short-term, issue-specific working groups. The membership of such working groups may extend beyond Council members. Fisheries NSW staff will be available to participate in working groups to provide technical expertise and/or advice as required.

### **5. MEETINGS**

#### **5.1. Meeting frequency and attendance**

Initially, in order to progress priority issues and achieve outcomes in a timely way, three to four meetings of the Council will be held per calendar year. Subsequently the number of annual meetings may be reduced upon the advice of the Council and subject to the approval of the Executive Director, Fisheries NSW.

Council meetings will be held face-to-face with all members attending in person. However, if physical attendance is impractical due to ill health, a member may seek the Chairperson's approval to either tender an apology or participate via a video or phone hookup. In such cases every member must be able to hear and be heard by all other members.

Unless exceptional circumstances arise, members are to notify the Executive Officer well in advance of the meeting if they are unable to attend a meeting.

#### **5.2. Chairperson**

The Chairperson of the Council is appointed by the Minister. The Chairperson is independent, being a person who (in the opinion of the Minister) has no direct or indirect pecuniary interest in the fisheries concerned, does not represent the Department nor any sectoral interests and is not a member of the Council. He or she must also have significant expertise and experience in the management of fisheries.

The role of the Chairperson is to provide leadership to, and promote cohesiveness, effectiveness and functioning of, the Council. The Chairperson will ensure that meetings are focused, provide direction where necessary, ensure individual members make an effective contribution in debate, and facilitate discussion. The Chairperson is also responsible for facilitating the flow of information to members and stakeholders, liaising with the Minister and Executive Director, Fisheries NSW, and reviewing the performance and contribution of members.

#### **5.3. Deputy Chairperson**

The Minister may appoint a deputy Chairperson from among the members of the Council upon the advice of the Executive Director, Fisheries NSW and the Chairperson.

#### **5.4. Administrative support**

Fisheries NSW will provide an Executive Officer to support the Council. The Executive Officer will, in consultation with the Executive Director, Fisheries NSW and the Chairperson:

- organise meetings;

- prepare the meeting agenda,
- prepare and circulate any background, discussion or options papers in advance of meetings;
- prepare a record of each meeting (5.9);
- assist the Chairperson in preparing correspondence, reports, etc. of relevance to Council business;
- maintain files associated with operation of the Council.

### **5.5. Notice of a meeting**

While the Minister will convene the first meeting of the Council, subsequent meetings will be convened by the Executive Director, Fisheries NSW in consultation with the Chairperson. Where possible 30 days notice of a meeting will be provided to Council members. The notice of meeting will provide the planned date, time and location as well as a draft agenda. Meetings will be scheduled in advance to facilitate the attendance of all Council members.

### **5.6. Agenda**

The agenda will be set by the Executive Director, Fisheries NSW in consultation with the Chairperson.

The agenda provides a properly structured program for a meeting of the Council and shall be scheduled in a suitable way to facilitate the consideration of each item and the transaction of business in an orderly manner, for completion within an appropriate timeframe. As such, agenda items are to be arranged in both a logical and flowing way which promotes efficiency in the use of time.

The agenda will include:

- Welcome and apologies
- Procedural matters – confirmation of draft minutes, agreement on agenda
- Business arising from previous meeting
- Agenda items

The Chairperson may amend the order of the agenda, having regard to current priorities of the Council.

A final agenda and supporting documents (such as relevant discussion papers, reports, correspondence, budget related papers etc) will be sent to Council members at least 7 days prior to each meeting.

### **5.7. Conduct of meetings**

Meetings are to be chaired by the Chairperson. If the Chairperson is absent their duties may be performed by the deputy Chairperson, or if there is no deputy Chairperson present, by a person appointed by the Minister to chair the meeting.

Meetings will be conducted in an orderly fashion, with good manners and common decency. All debate is to be through the Chairperson.

Council members share the responsibility for dealing with agenda items in ways that allow for meaningful debate in an expeditious way. Therefore members should make all reasonable efforts to:

- come to meetings well prepared, including undertaking any required consultation or research to support discussion of agenda items;

- discuss any points that require clarification beforehand with relevant departmental staff;
- focus comments on the points being debated;
- be aware of time constraints; and
- behave courteously towards fellow members.

It is not proposed to adopt formal rules of debate; rather, adherence to conventional rules of debate will provide the Chairperson and members with confidence that meetings will be conducted in an orderly fashion, with good manners and common decency. It is important for all members to appreciate that the business of a meeting will be expedited by their personal observance of the general rules of debate and their full support for the maintenance of order.

While the regulations provide for voting, the Council will strive to seek consensus on issues wherever possible. Members are expected to utilise their skills and expertise and participate in discussions in an objective and impartial manner, taking account of the merits of the contributions around the Council table. If there is disagreement, the member may express an alternative or opposing view and request that this is recorded; however in the best interests of the Council, they should defer to the final decision of the Council.

#### **5.8. Quorum**

A quorum for a Council meeting is a majority of the Council members at that time.

#### **5.9. Meeting outcomes**

The Executive Officer will prepare a record of each meeting, which will outline the issue(s) discussed and outcome(s) reached, as well as any action items arising from the discussion.

Within 5 working days of a meeting being held, the Chairperson will confirm that in his/her initial opinion, the draft outcomes are a true and accurate record of the meeting. The draft outcomes will then be distributed to members, who will have 5 working days to provide any comments in writing to the Chairperson. The draft outcomes are confidential and must not be copied or distributed by members.

The Chairperson will then ask at the next Council meeting if there are any errors or omissions. Following any amendments, the Council will then adopt the outcomes as a true and accurate record of the previous meeting.

#### **5.10. Out-of-session meetings**

In some instances the Council may wish to or may be asked to consider urgent matters out-of-session. Agenda papers will be circulated to all members and members asked either to provide a written response or to participate in discussion via a face-to-face meeting, video or phone hookup. The notice period for out-of-session meetings may be less than 7 days.

#### **5.11. Observers and provision of technical expertise**

Fisheries NSW staff with particular skills, knowledge or expertise may be invited from time to time to provide input to specific agenda items at the discretion of the Chairperson and with the approval of the Executive Director, Fisheries NSW where he/she deems it consistent with the efficient and effective operation of the Council. However, as a general rule, this attendance should be limited to a specific agenda item and to the extent necessary to provide for the effective management of business before the Council.

From time to time the Council may also invite independent expert advisers to assist with its work for short periods, subject to budgetary considerations and the approval of the Executive Director, Fisheries NSW.

## **6. CONDUCT**

### **6.1. Responsibility of individual members**

Council members have an obligation to the public interest. It is essential for members to demonstrate a standard of conduct and ethics that maintains the confidence and trust of the Minister and Executive Director, Fisheries NSW as well as those in the broader community who will be affected by implementation of Council advice.

### **6.2. Code of Conduct**

Council members are bound to comply with the NSW Trade and Investment Code of Conduct: Schedule 1 (*Code of conduct for members of advisory committees/boards, contractors and consultants to the NSW Department of Trade and Investment, Regional Infrastructure and Services*).

### **6.3. Professional conduct**

Council members are expected to maintain professional standards of conduct and ethics. While carrying out Council activities members must:

- behave honestly and with integrity;
- act with care and diligence;
- make the necessary commitment of time to ensure they are fully across Council matters and well prepared for meetings;
- treat other meeting participants with respect and courtesy, and display a cooperative and consensus-based approach to discussion;
- observe confidentiality and exercise tact and discretion when dealing with sensitive issues;
- express their views clearly and concisely;
- contribute to discussion in an objective and impartial manner and avoid pursuing personal agendas or self-interest;
- act in the best interests of fisheries management as a whole, rather than as an advocate for any particular organisation, interest group or regional concern;
- be prepared to negotiate to achieve acceptable outcomes and compromises where necessary; and
- be prepared to consult with and listen to others.

### **6.4. Inappropriate behaviour**

At all times Council members must refrain from:

- discrimination against any person because of race, ethnic or national origin, sex, age, marital status, pregnancy, disability, transgender grounds, sexual preference, political or religious beliefs or responsibilities as a carer. Such discrimination may be unlawful.
- bullying, which means behaviour that is repeated, unwelcome and unsolicited, considered offensive, intimidating, humiliating or threatening by the recipient or others who are witness to or affected by it.
- other inappropriate behaviour, such as harassment, vilification or victimisation, or aiding or permitting any bullying, discrimination, harassment or other such conduct.

## **6.5. Disclosure of interest**

It is important for the Council to have objective and transparent processes for considering issues and developing its advice and decisions. Because of the composition of the Council, there may be occasions where a member may have a direct or indirect pecuniary interest in a matter. Accordingly, the Council will maintain a Register of Interests where members' interests will be recorded and updated at each Council meeting.

However, because the Council is an advisory body utilising the skills and expertise of its members, it is not proposed to incorporate strict rules regarding conflict of interest. The only occasion where conflict of interest rules may apply is where a member stands to benefit financially from a matter under discussion. Where such a conflict arises, the Member must disclose the nature of the interest to the Council. The particulars of such a disclosure must be recorded in the minutes. In such instances, the Council is to be informed of the particular circumstances and resolve the most appropriate course of action to deal with the matter in accordance with the following provisions.

If a Council member has a direct or indirect pecuniary interest in a matter being considered or about to be considered by the Council that could conflict with the proper performance of the member's duties in relation to the consideration of the matter, the member must, as soon as possible after the relevant facts have come to the member's knowledge, disclose the nature of the interest to the Chairperson of the Council.

After a member has disclosed the nature of their interest, they may – at the discretion of the Chairperson:

- be excluded from the meeting room for the duration of discussion on the matter; or
- remain in the room but not take part in any discussion relating to the matter; or
- participate in discussions on the matter but not vote or take part in any decision-making; or
- participate in discussion and in decision-making on the matter.

## **6.6. Confidentiality**

It is incumbent upon Council members to respect the confidential nature of information prepared for and discussed within Council meetings.

All deliberations of Council meetings and preliminary outcomes must be treated as confidential until the Minister, or the Executive Director, Fisheries NSW or Chairperson at the direction of the Minister, releases information about the findings of the Council.

# **7. COMMUNICATION**

## **7.1. Reporting to the Minister**

The Council will report on its activities to the Minister after each meeting, with a copy also provided to the Director-General, NSW Department of Primary Industries and the Executive Director, Fisheries NSW for information.

This report may include:

- How the Council is delivering on its objectives including a summary of key activities, outcomes and achievements since the previous meeting;
- Matters the Council is currently considering;

- Any new issues, developments, information needs or policy initiatives that have been identified as important by the Council;
- Specific responses to requests for advice from the Minister;
- Draft or final recommendations on a key policy issue;
- Formal and informal exchanges between Council members and the Minister; and/or
- Any governance issues, such as changes to Council membership or the results of any reviews of the Council.

Reports will be prepared by the Chairperson with the assistance of the Executive Officer, and will be provided to Council members for comment out-of-session.

## **7.2. Public statements and the media**

The Council will deal with issues that can generate public and media interest and it is possible that Council members may be approached in person or telephoned by the media for comment.

To achieve consistency in the information being presented, all requests for public statements should in the first instance be directed to the Executive Officer who will coordinate any media comment through the DPI media team.

The Chairperson may be delegated by the Minister to provide comment.

No Council member will be permitted to provide media comment relying on their position as a Council member without prior approval of the Minister, or the Executive Director, Fisheries NSW on behalf of the Minister.

The Executive Officer at the direction of the Minister, or the Executive Director, Fisheries NSW on behalf of the Minister, may prepare a Communiqué to be approved by the Council and the Minister, providing details of findings and/or recommendations of the Council.

## **8. FINANCIAL & ADMINISTRATIVE PROCESSES**

Note that any reference to ‘members’ in this section applies to both the Chairperson and voting members of the Council.

### **8.1. Remuneration**

Remuneration is determined by the Public Service Commissioner in accordance with the Classification and Remuneration Framework for NSW Boards and Committees. The Ministerial Fisheries Advisory Council has been assessed as a category C2-i committee, with remuneration for members of up to \$5000 per annum and for the Chairperson of up to \$10,000 per annum. (Note that public sector employees appointed to NSW government boards or committees do not receive remuneration).

As NSW government policy is that payment of any fees and/or allowances and reimbursement of expenses is to be made to the individual board or committee member, members will be entered on the DTIRIS payroll as ‘employees’ and will be paid their annual fee on a pro-rata fortnightly basis. DTIRIS will also make superannuation contributions on behalf of members.

Upon appointment, members will be asked to complete an Advisory Council/Committee Member Details form (which includes bank account and superannuation fund details) and a Tax File Number Declaration form. Payment will be made directly into the member’s nominated bank account.

Please note that taxation rules change from time to time and DTIRIS must apply the current rules as directed by the Australian Taxation Office.

## 8.2. Travel and accommodation

Wherever possible, Fisheries NSW will organise and pay for travel arrangements. If a member seeks (and is granted) approval to arrange their own travel, they must comply with Premier's Memorandum M2009-04: Official Travel within Australia, including:

- Booking all air travel through the NSW Government's travel agent Carson Wagonlit;
- Use of economy class flights only;
- Use of the lowest logical fare of the day for all domestic flights, which is the cheapest fare available that meets the traveller's logistical needs. It involves specifying only the destination and desired date and time of departure and not the airline, and use of restrictive fares where possible.

In the case of one-day meetings, the meeting will normally be scheduled to allow adequate arrival and departure times for members. Where an early start or late finish is envisaged, Fisheries NSW may arrange for members to arrive the evening before or leave on the following day. In such cases (and wherever a meeting extends beyond one day), Fisheries NSW will organise and pay for accommodation.

## 8.3. Reimbursement for out of pocket expenses

Council members are entitled to be reimbursed for legitimate expenses incurred while carrying out their duties such as travel, accommodation and meals (if not paid for directly by Fisheries NSW). Members can only be reimbursed the cost of actual expenses incurred, up to the maximum daily amounts determined each year by the Australian Taxation Office<sup>1</sup> (noting that Category C in the ATO Table applies to Council members). Receipts must be provided for all amounts being claimed.

In some instances, members may also receive an allowance for the use of a private motor vehicle. The Executive Director, Fisheries NSW may approve a member's use of a private motor vehicle for travel to meetings if it will result in greater efficiency or involve the Department in less expense than if travel were undertaken by other means.

Reimbursements for vehicle mileage will be made on the basis of current Government rates<sup>2</sup> (depending on the engine capacity of the vehicle), and may be taxable according to Australian Taxation Office guidelines. If a member is directed (and agrees) to use a private motor vehicle because no other transport is available, or they are unable to use other transport due to a disability, reimbursement will be at the 'official business rate'. In all other circumstances (eg. where alternative transport is available but a member elects to use a private motor vehicle), reimbursement will be at the 'casual rate'. Members must provide the department with a copy of current registration and comprehensive insurance papers in order to make a vehicle mileage claim.

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<sup>1</sup> Current daily allowances (as of July 2013) are provided in Appendix 1 to the Department of Premier and Cabinet's circular *C2013-09 2013 Australian and Overseas Travelling Allowances for Official Travel for Senior Officials*. Category C applies to chairs and members of boards and committees; hence the amounts under Category C in the ATO Table should be taken as an indication of the upper limits for reimbursement for accommodation and meals combined. See [http://www.dpc.nsw.gov.au/\\_data/assets/pdf\\_file/0011/157781/2013\\_Australian\\_and\\_Overseas\\_Travelling\\_Allowances\\_for\\_Officials\\_1.pdf](http://www.dpc.nsw.gov.au/_data/assets/pdf_file/0011/157781/2013_Australian_and_Overseas_Travelling_Allowances_for_Officials_1.pdf)

<sup>2</sup> Allowances for use of a private motor vehicle are provided under Item 6 in Treasury Circular 13/07: *Review of Meal, Travelling and Other Allowances* (Sept 2013). See [http://www.treasury.nsw.gov.au/\\_data/assets/pdf\\_file/0014/27122/NSWTC13-07\\_Review\\_of\\_Meal\\_Travelling\\_and\\_other\\_Allowances\\_dnd.pdf](http://www.treasury.nsw.gov.au/_data/assets/pdf_file/0014/27122/NSWTC13-07_Review_of_Meal_Travelling_and_other_Allowances_dnd.pdf)

Reimbursement of expenses can be claimed by completing a 'Meeting Expense Claim Form' and forwarding it, together with all receipts, to the Council's Executive Officer.

## **9. REVIEW**

A formal review of the Council will be undertaken every five years (or as otherwise determined by the Minister) by a person appointed by the Minister. The review may consider whether:

- The Council is fulfilling its functions and objectives, and what are its successes and outcomes with respect to its terms of reference;
- There is an ongoing need for the Council;
- The Council has an appropriate number of members for the functions being performed, and members have the appropriate mix of skills, experience, and diversity; and
- Individual members are fulfilling their responsibilities, including participation in and contribution to the objectives and workload of the Council, meeting attendance and engagement with other members, understanding of the issues and disclosure of conflicts of interest.

## Attachment 1: Proforma acceptance letter

The following letter is to be signed, dated and returned by each member prior to formal appointment to the Council

[Date]

Hon Katrina Hodgkinson  
Minister for Primary Industries  
Parliament House  
SYDNEY NSW 2000

Dear Minister

I refer to my proposed appointment as a member of the Ministerial Fisheries Advisory Council.

In compliance with your requirements prior to appointment to this position, I advise that:

- i. I have read, and understand the provisions of the Charter covering the operation of the Council, and in particular agree to abide by those provisions contained in Section 6 relating to conduct; and
- ii. I have read, and understand the provisions of the NSW Trade and Investment Code of Conduct – Schedule 1 (*Code of conduct for members of advisory committees/boards, contractors and consultants to the NSW Department of Trade and Investment, Regional Infrastructure and Services*), and agree to abide by this Code; and
- iii. I understand that, if my appointment is confirmed, I must disclose all relevant interests to you within 21 days of receiving that confirmation and during the course of all Council meetings at which I am present.

I also give my assurance that I will endeavour to participate in discussion in an objective and impartial manner and that I will serve the best interests of the Council in accordance with the objects of the *Fisheries Management Act 1994*.

Yours sincerely

[Signature]

Name (please print):

Mailing address:

Daytime telephone no.:

Mobile telephone no.:

Daytime fax no.:

Email address: