



## Committee of Management General Meeting

Tuncurry Bowling Club  
9.00am 4<sup>th</sup> October 2013

### Draft Minutes

#### Attendees:

Don Johnson	President and Chair
Geoff Blackburn	Vice President
Russell Kerr	Secretary
Greg Parker	Treasurer
Dean Elliot	
Glenn Dawson	
Brett Bollinger	
Ross Fidden	

#### Staff:

Tricia Beatty	Executive Officer
Danielle Dews	A/meeting secretariat

#### Apologies:

Richard Bagnato

#### Observer:

Veronica Silberschneider	A/Industry Liaison Manager
Andrew Goulstone	Director of Commercial Fisheries, NSW DPI
Doug O'Ferrell	NSW DPI

### 1.0 Meeting Opening

#### 1.1 Quorum & Apologies

The Chairman opened the meeting at 9.00am and welcomed Dean Elliott as the new PFA Director representing Wallis Lake Fishermen's Co-operative and thanked Ms Danielle Dews for acting as the meeting secretariat. Dean Elliott provided the CoM with a brief outline on his fishing history and background.

#### 1.2 Confirmation of Agenda

The Chairman asked whether there were any changes to the Agenda. The Executive Officer identified that the FRAB contract would be dealt with during the Financial Report.

The CoM **accepted** the Agenda with the suggested amendment.

#### 1.3 Disclosure of Conflict of Interest

The Chairman asked the CoM to advise of any membership in other organisations or any potential or perceived conflict of interest with the agreed agenda items. The CoM identified no perceived or potential conflict of interest.

### 2.0 Matters for Decision

#### 2.1 Minutes from previous Meetings – for approval.

The Executive Officer apologized to the CoM that due to clerical error the draft minutes were only recently provided to the CoM.

The Com **accepted** the minutes of the PFA meeting held on the 21 June 2013 as a true and accurate record of the meeting.

Motion moved by Russell Kerr and Seconded by Greg Parker

Motion was carried

## 2.2 Business arising from previous minutes.

The CoM noted the actions undertaken by the Executive Officer to address the business arising from the previous minutes.

## 2.3 Financial Reports from March to May 2013

The Executive Officer tabled and spoke of the financial reports.

The Executive Officer advised that a bookkeeper had been employed to assess the FRAB financials and tabled the report. It was evident to the CoM that, due to the administration of the meetings, workshop expenses and covering the travel arrangements of the FRAB members, the cost of running the FRAB was more than the contracted income from FRDC. At this stage, future costs should be covered by savings made in the first year of the contract but the CoM noted concerns regarding meeting the contractual obligations for the following year.

Motion: The CoM **accepted** the Financial Reports.

Motion moved by Russell Kerr and Seconded by Greg Parker

Motion was carried

## 2.4 Budget

The Executive Officer tabled the budget for 2013-2014.

The Executive Office advised that due to changes in staff and the resignation of the FRAB Executive Officer, the budget would need to be revised. Unfortunately, due to issues with the FRAB accounts, this had not been done as yet as the PFA staff were in the process of ascertaining the actual costs and predicted costs of FRAB.

**ACTION: Executive Officer to try to renegotiate the expenses and contract of the FRAB. Also seek funding from DPI to assist with the FRAB Priority Setting Workshop.**

The CoM discussed the CRFC's email advice regarding their proposed additional administration cost for the members of \$10 per month. The CoM discussed the services provided to all PFA members and options to accommodate the CRFC's advice. The CoM agreed that the \$15 PFA fee does not change, any other additional costs on top must come from co-operatives themselves.

**ACTION: The Executive Officer to provide advice to the CRFC that the \$15 PFA fee does not change and that any further costs are a matter for the CRFC.**

The CoM discussed member's needs and the limited resources available to the Executive Officer to meet these needs. The CoM discussed at length issues with employing a person and location of the person. It was highlighted that a person was needed on a part-time basis in the Clarence River/northern region. However, the CoM also acknowledged that membership numbers could potentially increase if a person was employed in Sydney or Newcastle. The CoM agreed that the importance lied with getting the "right person" for the job and that initial investigation for a person should be undertaken and location of the person dependent on the actual person.

**ACTION: The Executive Officer to look at employing a person to assist the Executive Officer in dealing with the different concerns facing different regions of the membership.**

## 2.5 Review of PFA Memberships

The CoM discussed the membership of both Mary Howard and Esmay Hropic, their actions, the constitution and the PFA member needs. The CoM discussed possible suspension and the rights of members. Concerns were noted from members about the use of PFA resources by those not acting within the interests of the organisation and the issue of those riding on the “coat tails” of paying members. However, the CoM believed that all members had a right to join other organisations as long as it was not detrimental to the operations of the PFA.

**ACTION: To draft letter on behalf of Chairman to both Mary Howard and Esmay Hropic regarding their membership continuing unless they undertake any actions that may be detrimental towards the PFA and its members.**

### 2.6 Executive Officer's Report

The CoM noted and accepted the Executive Officer's report.

**MOVED: To accept the Executive Officer report. Motion moved by Greg Parker and seconded by Russell Kerr. Motion accepted and moved.**

### 2.7 Future Meeting Format

The Executive Officer noted concerns expressed by some members regarding the perceived “lack of transparency within the CoM” and fears of “CoM member's driving their own agendas”. Despite there being an open and accountable process in all PFA activities it was noted that one way to address this issue, would be to have semi-open meetings held in regional areas. The Chairman proposed to hold both the General Meeting and the Annual General Meetings as semi-open, with the initial section of the meeting to be closed for internal discussion.

**AGREED: The CoM agreed to hold meetings as semi-open and in rotating regional areas. The next meeting being the AGM would be held in Coffs Harbour.**

### 2.8 PFA Accounts

The Executive Officer requested that the following resolutions be approved by the CoM:

**Resolution:** *“To remove Agnes Low's authority and access to the PFA Accounts.”*

**Moved:** Russel Kerr

**Seconded:** Geoff Blackburn

**Approved by the CoM**

**Resolution:** *“Approval to give Tamara Reinhard-Grebert authority and access to the PFA Accounts as a signatory.”*

**Moved:** Greg Parker

**Seconded:** Russell Kerr

**Approved by the CoM**

**Resolution:** *“To set up a separate account for the FRAB monies from the PFA account.”*

**Moved:** Greg Parker

**Seconded:** Russell Kerr

**Approved by the CoM**

### 2.9 Executive Officer's Review and Appraisal

The Executive Officer left the meeting to enable the CoM to have an open and frank discussion regarding her performance over the last year.

**Action: Chairman to work with Ross Fidden to renegotiate the Executive Officer's new contract.**

### 2.10 Meeting was opened to PFA members, with invited guest speakers' Andrew Goulstone, Veronica Silberschneider and Dr Ferrell

At 11.00am the Chairman welcomed PFA members to the meeting and invited Andrew Goulstone to speak on the reform package progress and any relevant issue.

Mr Goulstone provided an update to the CoM on the Reform Program progress, the current concept of the Exit Grants and the consultation process for the linkage of shares. The CoM expressed concerns to Mr Goulstone on losing control of industry by larger businesses such as Coles, recreational and green groups etc buying in to limit access.

The meeting was advised that the Share Linkage Working Groups will meet to finalise the options paper which will then be sent to shareholders for their input. PFA EO advised that it was her intention to hold member meetings to establish a preferred position. The CoM discussed whether consultation should be a shorter period with the exit grant and linkage provided earlier rather than allowing industry the full 2 month consultation period. The CoM agreed that industry needed the full length of consultation.

The CoM agreed that if industry were to invest in further shares than the industry would need to make money on the investment as soon as possible. It also noted concerns that there could be significant decrease and, in some areas, significant increase in fishing effort and seafood production. The CoM agreed that the Executive Officer would need to communicate these concerns to the SARC and Government. These issues were discussed with the DPI Fisheries staff but no answers to these issues were easily identified.

**The CoM AGREED that the:**

**The Executive Officer may participate on the interview panel for the new Industry Liaison Manager**

**The Executive Officer to advise the SARC on the need for fishers who invest in shares to be able to utilize and activate those shares for investment.**

**The Executive Officer and DPI to seek clarification on NSW high risk hotspots due to the increase insurance costs.**

### 3.0 Matters for discussion

#### 3.1 Reform Package

The CoM noted that this item had been addressed by Mr Goulstone's presentation earlier.

#### 3.2 "Development of an industry representative Framework for co-management in NSW Fisheries" – FRDC funded PFA project.

The Executive Officer briefed the CoM and meeting attendees on the FRDC project. She outlined the proposal to utilise a consultant to ensure that, if PFA was to modify itself, its modification would ensure the most effective and robust structure to meet the service demands of a peak industry body, consultation contract and member advocacy.

#### 3.3 Short term/long term PFA direction

The CoM discussed the challenges and opportunities facing PFA. It was specifically highlighted that with the increasing workload and pressures facing the industry, there was also increasing demand for the Executive Officer's time and PFA resources. As highlighted in discussions earlier that day when the CoM had discussed the budget, the CoM re-emphasized the need to employ a person to assist with the PFA workload.

**Action: Investigate the possibility of filling the position from Newcastle or Sydney to allow the Executive Officer to take care of the North.**

The Executive Officer also discussed the PFA's need to not rely solely on membership fees and a possible Government consultation contact. The Executive Officer advised the CoM that she had met with the NSW Farmer's Federation to discuss possible alliances.

#### 3.4 NSW National Park and Wildlife Services Access Agreement.

The Executive Officer advised the CoM of the draft National Park and Wildlife Services Access Agreement currently being developed in consultation with PFA. The CoM also noted that PFA was also in the process of securing Smiths Lakes and Myall lakes access.

**Action: Executive Officer to seek clarification of the location of the Smiths Lakes access track. Executive Officer to also seek clarification regarding the access agreements and the existing agreements for the fishermen's huts (currently costing \$600 per quarter).**

### 3.5 FRAB commitments

This item was dealt with earlier in the agenda under the sections titled Financial Reports and Budgets.

### 3.6 Building industry resilience to disaster

The Executive Officer advised the CoM of the NSW Governments requirements for industry to build industry resilience to disasters such as flooding. The CoM noted that industry resilience needs to be discussed with the minister.

**Action: The Executive Officer to negotiate with the Minister regarding how to build industry resilience.**

### 3.7 PFA magazine and website

The CoM discussed the need for a website and having PFA information and policies readily available to members and non-members. The Executive Officer advised she had been investigating website quotes and believed that the initial set up would not cost more than \$2000. The CoM noted that quotes need to include maintenance and annual costs.

**Action: The Executive Officer to provide the CoM with website quotes that also include what the annual/maintenance costs would be.**

### 3.8 "Professionalising the industry" training

The Executive Officer advised the CoM of the development of the Oceanwatch's "Professionalizing the industry" training. The Executive Officer discussed the opportunities and challenges of the training and the involvement of the PFA on the project's steering committee. The CoM noted that the app that Ocean Watch have created is a great incentive for social interest that the Industry currently lacks. CoM discussed the need of a social license for Industry and the need to lift our profile in our community.

The CoM recommended that new industry members should have some form of formal training within Industry prior to being issued a license.

**Action: PFA to help with the effort to encourage our fishers to improve our social licence.**

### 3.9 PFA package for members

The Executive Officer discussed the need for package "deals" for PFA members and sought advice from the CoM about business linkages and opportunities that she could utilize.

**Action: The Executive Officer to source other financial resources for PFA funding. CoM members to provide the Executive Officer with contact details of possible sponsor groups.**

## 4.0 Matters for Noting

### 4.1 Socio-economic study of NSW Commercial Fishing

The Executive Officer advised the CoM of the research project currently seeking FRDC funds for a socio-economic study of commercial fishing in NSW coastal communities. The CoM

noted the significant benefits gained from the original northern focused economic study during the Marine Park debates etc.

#### 4.2 Mud crab research

The Executive Officer advised the CoM of research proposals currently before the FRAB on mud crabs and the National Mud Crab Grading Scheme. She expressed concern regarding the increased dumping of "c grade" soft shell mud crabs at the Sydney Fish Market since the grading scheme had been introduced. Also concerns were expressed that some sections of NSW are more harshly penalised than others due to low salinity. The Executive Officer advised that, due to these concerns, the Sydney Fish Market were currently testing the C grade market. In addition a research project was currently seeking funds to revise the Mud Crab Grading Scheme.

The CoM also discussed previous industry deliberations on the current size of mud crabs and the benefits of a small increase of the mud crab minimum size to stocks, market values and social license within the community.

**Action: CoM requested the Executive Officer to canvas PFA members on whether they would support an increase in mud crab minimum size by 5mm.**

#### 4.3 Other Business/ Matters for noting

##### 4.3.1 Safe Foods

Questions were raised regarding the Safe Food license and whether it resided with the nominated boat or the business. The CoM were advised by Danielle Dews (who also maintains the Safe Food licenses for the Wallis Lakes Coop) that the license resided with the business.

**Action: Executive Officer to seek clarification from Safe Foods regarding the license arrangements and to communicate this to PFA members.**

#### 4.4 Meeting Evaluation

The CoM completed their meeting evaluation form for the Executive Officer. The Chairman asked observers if they believed there was any benefit to having the meetings open to members. Members advised that they found the meeting highly informative and supported future meetings taking a similar format.

The CoM agreed that meetings should be semi-open to PFA members. That is, financial matter and internal matters to be closed and all other discussions to be open to PFA members.

The CoM agreed that the next meeting, the AGM, would be held in Coffs Harbour on the 22<sup>nd</sup> of November 2013.

#### 5.0 Meeting Close

The Chair closed the meeting at 3.30pm.

## Committee of Management Action List:

Date of Meeting:	4 <sup>th</sup> October 2013
Agenda item #:	
Agenda item:	Business Arising (from the minutes of the previous meeting)

Action	Status
Executive Officer to try to renegotiate the expenses and contract of the FRAB.	
The Executive Officer to provide advice to the CRFC that the \$15 PFA fee does not change and that any further costs are a matter for the CRFC. The EO to also liaise with Glenn Dawson on ways to raise the proposed additional charge to the PFA Clarence River Coop members.	
The Executive Officer to look at employing a person to assist the Executive Office in dealing with the different concerns facing different regions of the membership.	
The Executive Officer to draft letter on behalf of Chairman to both Mary Howard and Esmay Hropic regarding their membership continuing unless they undertake any actions that may be detrimental towards the PFA.	
To remove Agnes Low's authority and access to the PFA Accounts	
Approval to give Tamara Reinhard-Grebert authority and access to the PFA Accounts as a signatory."	
To set up a separate account for the FRAB monies from the PFA account	
Chairman to work with Ross Fidden to renegotiate the Executive Officer's new contract.	
The Executive Officer may participate on the interview panel for the new Industry Liaison Manager	
The Executive Officer to advise the SARC on the need for fishers who invest in shares to be able to utilize and activate those shares for investment.	
The Executive Officer and DPI to seek clarification on NSW high risk hotspots due to the increase insurance costs.	
Investigate the possibility of filling the position from Newcastle or Sydney to allow the Executive Officer to take care of the North.	
Executive Officer to seek clarification of the location of the Smiths Lakes access track. Executive Officer to also seek clarification regarding the access agreements and the existing agreements for the fishermen's huts (currently costing \$600 per quarter).	
The Executive Officer to negotiate with the Minister regarding how to build industry resilience.	
The Executive Officer to provide the CoM with website quotes that also include what the annual/maintenance costs would be.	

<p>PFA to help with the effort to encourage our fishers to improve our social license.</p>	
<p>The Executive Officer to source other financial resources for PFA funding. CoM members to provide the Executive Officer with contact details of possible sponsor groups.</p>	
<p>Executive Officer to canvas PFA members on whether they would support an increase in mud crab minimum size by 5mm.</p>	
<p>Executive Officer to seek clarification from Safe Foods regarding the license arrangements and to communicate this to PFA members.</p>	