

# **Cost Recovery Implementation Statement for the Marine Algae Sector**

1 July 2023 to 30 June 2024

# Cost Recovery Implementation Statement

Information current as of January 2023

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# Introduction

## Purpose of the Cost Recovery Implementation Statement (CRIS)

This Cost Recovery Implementation Statement (CRIS) has been developed for the first time to present to the Algae Marine Sector as a fee for service model delivered by the Department of Primary Industries and Regions (PIRSA). These implemented cost recovery activities are associated with the ecologically sustainable development (ESD) of the South Australian aquaculture industry - Marine Algae Sector.

PIRSA Fisheries and Aquaculture's Cost Recovery Policy considers the Commonwealth Department of Finance and Administration's '*Australian Government Cost Recovery Guidelines report*' (2014), in addition to the Productivity Commission's '*Cost recovery by government agencies: inquiry report*' (2001), to ensure consistency with National Guidelines.

## Description of the Activity

PIRSA Fisheries and Aquaculture's core business is the ecologically sustainable development (ESD) of the South Australian aquaculture industry, through the administration of the *Aquaculture Act 2001* (the Act). Key activities include the development, implementation and review of legislative and policy frameworks for the South Australian aquaculture industry. Although the management of aquaculture activities in South Australia is undertaken predominantly through implementation of the Act, there are a number of other related State, national and international legislative instruments and policy initiatives that also apply to the activities undertaken by PIRSA Fisheries and Aquaculture, which have been explained throughout this document.

The costs of managing aquaculture activities in South Australia are partially recovered from industry. The PIRSA Cost Recovery Policy determines that 'Cost Recovery' broadly encompasses fees and charges related to the provision of government goods and services, which includes regulatory and information services. As part of the cost recovery process, PIRSA Fisheries and Aquaculture consults with various industry sectors prior to the commencement of the program to establish the costs associated with regulating the industry according to the Act. Additional consultation is held with sectors where any significant changes to the programs occur.

Activities of PIRSA Fisheries and Aquaculture are grouped into the following nine key programs

1. Resource Planning.
2. Aquaculture Leasing and Licensing.
3. Legislation.
4. Compliance.
5. Aquaculture Systems.
6. Aquatic Animal Health.
7. Environmental Monitoring and Management.
8. Program Management and Administration.
9. Other Aquaculture Activities.

These key programs ensure consistent development and management of each sector of the aquaculture industry.

This document describes the programs, activities and associated costs required to develop and manage the Marine Algae sector. The costs of PIRSA Fisheries and Aquaculture associated with administering Marine Algae sector related activities are described in this document using an activity-based-costing approach.

# Summary Table

| Activity                               | 2023-24 (\$)   |
|--|----------------|
| Resource Management and Planning*      | 8,560          |
| Program Management and Administration* | 27,860         |
| Aquaculture Leasing and Licensing*     | 14,859         |
| Legislation*                           | 2,594          |
| Compliance*                            | 13,117         |
| Aquaculture Systems*                   | 3,240          |
| Aquatic Health*                        | 14,561         |
| Environment and Resource Management*   | 52,138         |
| Other Activities*                      | 1,631          |
| <b>Total **</b>                        | <b>138,562</b> |

\* The indexation rate of 4.8% has been applied to the 2023/24 program costs as confirmed by the Department of Treasury and Finance

\*\* Please note all dollar values have been rounded to the nearest dollar figure.

|                          | 2023-24 |
|--------------------------|---------|
| Marine Algae Lease       | 5,111   |
| Marine Algae Licence     | 8,746   |
| Marine Algae hectare fee | 1,052   |

# Resource Planning

## Program Summary

Resource Planning captures PIRSA Fisheries and Aquaculture's activities relating to the development of new, and review of, existing statutory aquaculture zone policies and identification of areas of State waters that are suitable for future marine aquaculture development activity. This program covers input to the development of State and national legislative and policy initiatives, which have the potential to impact aquaculture.

Aquaculture zone policies follow an Ecologically Sustainable Development (ESD) approach that covers environmental, social and economic considerations relating to aquaculture activity. This requires an ongoing review and collation of technical information as well as consultation with all stakeholders, industry, government and community. This program also ensures that all aquaculture zone policies are consistent with other South Australian, national and international legislative and policy requirements and ensures the interests of aquaculture operators are represented in broader policy and planning frameworks.

## Objectives

To provide certainty to aquaculture operators and other key stakeholders through establishing and maintaining specified areas of State waters as zones designated for the purposes of marine aquaculture activity and ensuring the aquaculture operators are represented in broader policy and planning frameworks.

## Activities

The Aquaculture Tenure Allocation Board (ATAB) established by the *Aquaculture Act 2001* (the Act) provides high level strategic advice and informed recommendations for tenure allocation, respectively, to PIRSA Fisheries and Aquaculture and the Minister. PIRSA Fisheries and Aquaculture provides policy related information, administrative and financial support for the ATAB.

There are currently eight (8) aquaculture zone policies that accommodate the farming of algae species in the following locations: Lower Eyre Peninsula, Port Neill, Fitzgerald Bay, Coffin Bay, Anxious Bay, Cape D'Estrees, Tumby Bay and Eastern Spencer Gulf.

PIRSA Fisheries and Aquaculture undertakes investigation of further aquaculture zones and reviews existing zones, which could facilitate further marine algae aquaculture (e.g. review of Lower Eyre Peninsula, Integrated Multi-Trophic Aquaculture). This is done within the available resources in order of priority, or alternatively if the sector has a specific policy requirement then that can be costed as a discrete project with set deadlines.

The following four (4) key activities are undertaken by the Resource Planning Program to establish and review zone policies for aquaculture activities in South Australia. The zone policy development process requires an integrated approach to development of each aquaculture zone, which involves facilitating broad participation of stakeholders in planning processes.

### **1. Strategic Resource Planning and Management (Part 4; Sections 10 – 14 of the Act)**

Strategic planning and management to meet the requirements of South Australia's expanding aquaculture industry includes a number of policy related activities prescribed by the Act. These include:

- New zone policy development, existing zone policy review and extension of an existing zone policy is undertaken to ensure future zone policy development or amendment continues to meet the requirements of South Australia's aquaculture industry. This includes the identification of potential future areas appropriate for the expansion of the Marine Algae sector, and finalisation/implementation of the *Aquaculture (Zones - Lower Eyre Peninsula) Policy 2013* review (previously costed as a discrete project by other sectors) This process informs planning for scientific technical investigations.
- Ongoing monitoring and auditing of zone policy performance is required to plan advertisement of tenure and ensure movement of sites and species variations or additions within aquaculture zones and sectors do not compromise the allocation limits of the policy. This ensures transactions can be assessed in an efficient manner.
- Development and review of zone policy templates and procedures to ensure the zone policy development process is managed from a quality management perspective and remains efficient.
- The development of internal policies/guidelines that flow from the amendments to the Act and *Aquaculture Regulations 2016* (Regulations) e.g. Public Call guidelines for zoned areas, Aquaculture Tenure Allocation Board guidelines for how lease/licence applications are assessed, and Sector-based Strategies.

## **2. Zone Policy Review (Part 4; Sections 10 – 14 of the Act)**

Existing zone policies are reviewed on a periodic basis to ensure they remain consistent with industry practice, legislative requirements, and technical research and that they appropriately address industry development needs and broader public concerns.

## **3. Zone Policy Development for New regions or Emerging Sectors (Part 4; Sections 10 – 14 of the Act)**

Zone policies are developed for new regions and emerging aquaculture sectors to ensure a framework exists to provide for ESD of aquaculture activities and to ensure appropriate levels of access security exist for industry participants. Zone policies also provide for a level of public accountability of the aquaculture activities being undertaken inside the zone boundaries.

## **4. Provide Input to, and Alignment With, Broader State and National Policy Development Activities and Planning Frameworks that Impact on South Australian Aquaculture (Sections 8 and 9 of the Act)**

PIRSA Fisheries and Aquaculture provides input to a range of State and Commonwealth Government environmental and conservation initiatives, to ensure aquaculture zone development objectives and aspirations are adequately taken into account and factored into broader conservation policy development. As part of this activity, PIRSA Fisheries and Aquaculture regularly engages with the South Australian Department for Environment and Water (DEW), the Commonwealth Department of Agriculture, Fisheries and Forestry, the Commonwealth Department of Climate Change, Energy, the Environment and Water, the Environment Protection Authority (EPA), the Department for Infrastructure and Transport (DIT), the Planning and Land Use Services Division of the Department for Trade and Investment (DIT), Local Councils, and South Australian Landscape Boards.

Under section 11(3) (a) of the Act, PIRSA Fisheries and Aquaculture is required to further the objectives of the *Marine Parks Act 2007*. PIRSA will continue to consult with DEW in respect to aquaculture zoning and licence applications in marine parks.

PIRSA Fisheries and Aquaculture will continue to participate in the implementation of the *Landscape South Australia Act 2019*. This will include input into subsequent regulations and regional plans that will be required to be reviewed for consistency to the new legislative requirements and as they relate to aquaculture development.

PIRSA Fisheries and Aquaculture will continue to participate in Planning and Design Code amendments as they are reviewed under the *Planning, Development and Infrastructure Act 2016*. Planning tools, and policies are considered to ensure adequate representation of aquaculture development. PIRSA Fisheries and Aquaculture will also continue to participate in the implementation of the *Planning, Development and Infrastructure Act 2016*, to ensure that the new planning framework supports both marine-based and land-based aquaculture development in the State.

PIRSA Fisheries and Aquaculture participates in consultation on referrals for development applications and aquatic activity licences that could impact on the aquaculture industry, including major developments such as ports and other non-major developments such as dredging activities.

PIRSA Fisheries and Aquaculture ensures aquaculture zone policies and planning frameworks adhere to and are consistent with South Australian and national development framework agreements, including:

- a. National legislation and policy frameworks, principally: the *Environment Protection and Biodiversity Conservation Act 1999 (Cth)*, *Native Title Act 1993 (Cth)*, *Fisheries Management Act 1991(Cth)*, *Historic Shipwrecks Act 1976 (Cth)*, and the *National ESD Reporting Framework: The 'How to' Guide for Aquaculture (2004)*.
- b. State legislation and policy frameworks including: *Planning, Development and Infrastructure Act 2016*, *Environment Protection Act 1993*, *Coast Protection Act 1972*, *National Parks and Wildlife Act 1972*, *Fisheries Management Act 2007*, *Livestock Act 1997*, *Crown Land Management Act 2009*, *Heritage Places Act 1993*, *Historic Shipwrecks Act 1981*, *Wilderness Protection Act 1992*, *Harbors and Navigation Act 1993*, *Aboriginal Heritage Act 1988*, *Marine Parks Act 2007*, *Native Vegetation Act 1991*, *Landscape South Australia Act 2019*, *Agricultural and Veterinary Chemicals (Control of Use) Act 2002 and Regulations 2004*, *Environment Protection (Water Quality) Policy 2015*.

## Outputs/Outcomes

|    | Deliverables   | Due date     |
|----|--|--------------|
| 1. | <b>Activity 1 – Strategic resource planning and management</b>   |              |
|    | <ul style="list-style-type: none"> <li>Strategic zone policy planning meets the future requirements of industry.</li> </ul>  | Ongoing      |
|    | <ul style="list-style-type: none"> <li>Zone policy templates and procedures remain up to date with changing circumstances that impact on zone policy development.</li> </ul>   | Ongoing      |
|    | <ul style="list-style-type: none"> <li>Allocation of Marine Algae leases and licences within an existing aquaculture zone is in accordance with the respective zone's prescribed requirements including processes related to the Aquaculture Tenure Allocation Board (ATAB).</li> </ul>                                | Ongoing      |
|    | <ul style="list-style-type: none"> <li>Internal policies and guidelines that flow from the amendments to the Act and Regulations are developed; such Sector-based aquaculture strategies, and ATAB procedures etc.</li> </ul>  | Ongoing      |
|    | <ul style="list-style-type: none"> <li>Implementation of Renewal Guidelines in determining renewal terms of leases and corresponding licences.</li> </ul>  | Ongoing      |
|    | <ul style="list-style-type: none"> <li>Review aquaculture zones with algae allocations, for use, productivity and commonly occurring operational concerns.</li> </ul>  | Ongoing      |
|    | <ul style="list-style-type: none"> <li>Commence implementation of the reviewed <i>Aquaculture (Zones – Lower Eyre Peninsula) Policy 2013</i>.</li> </ul>   | 30 June 2024 |
|    | <ul style="list-style-type: none"> <li>Continuing to implement the Standard Lease and Licence Conditions Policy.</li> </ul>  | Ongoing      |
| 2. | <b>Activities 2 &amp; 3 – Zone policy review and development of new regions or emerging sectors</b>  |              |
|    | <ul style="list-style-type: none"> <li>Consideration of aquaculture zones in suitable areas for the creation of new locations for the farming of algae and other species. All tasks associated with zone policy development activities are undertaken and completed.</li> </ul>  | Ongoing      |
|    | <ul style="list-style-type: none"> <li>Maintenance of core policy development activities and processes, including industry consultation and liaison.</li> </ul>  | Ongoing      |
|    | <ul style="list-style-type: none"> <li>Ongoing liaison and consultation with relevant government departments and prescribed bodies in relation to zone policy development.</li> </ul>  | Ongoing      |
|    | <ul style="list-style-type: none"> <li>PIRSA Fisheries and Aquaculture works with the South Australian Research and Development Institute Aquatic Sciences (SARDI) to develop outcomes in relation to provisions within a zone policy that refer to changes in prescribed maximum biomass or zone locations</li> </ul> | Ongoing      |

|    |   |         |
|----|---|---------|
| 3. | <b>Activity 4 - Provide input to, and alignment with, broader State and national policy development activities and planning frameworks that Impact on South Australian aquaculture zone development processes</b>                                 |         |
|    | <ul style="list-style-type: none"> <li>Ongoing input to broader State and national policy, legislative and planning frameworks that influence marine algae zone development processes such as Marine Parks and marine mining activity.</li> </ul> | Ongoing |
|    | <ul style="list-style-type: none"> <li>Ongoing participation in broader government processes, at a national and state level.</li> </ul>   | Ongoing |

# Aquaculture Leasing and Licensing

## Program Summary

Aquaculture Leasing and Licensing provides a range of core services related to the processing and management of aquaculture leases and licences. For example, the program assesses, grants, monitors and varies, new and existing leases and licences in accordance with the Act, with evidence-based consideration of factors relating to social, environmental and economic sustainability. Functions of these services include case management, referrals to other agencies, ESD assessments on applications, new lease and licence applications, and renewals or variations to existing leases and licences.

## Objectives

To maintain and administer a licensing framework that enables management of aquaculture activities in accordance with the Act.

## Activities

### 1. Management of leases and licences (Pursuant to the Act and Regulations)

PIRSA Fisheries and Aquaculture manages a number of core administrative processes and procedures that provide the basis of leasing and licensing services for the aquaculture industry. The core processes are detailed below.

#### *Case management*

- The Case Management process is used by PIRSA Fisheries and Aquaculture to manage individual lease and licence transactions to reduce complexity for the customer and provide a single point of entry for industry when developing or changing aquaculture operations. Individual transactions go through several steps for each type of application, relating to notifications, approvals, assessments and administrative steps. Case Managers ensure that each step is achieved, and that the given transaction is finalised in an accurate and timely manner, including referrals and follow up with external government agencies. Case Management simplifies the government approvals process for aquaculture development and therefore supports red-tape reduction and customer service objectives.
- PIRSA Fisheries and Aquaculture has a working framework to ensure regulatory responsibilities for ESD under the Act are met during lease and licence assessment processes through the application of ESD Risk Assessment Guidelines, which align with national best practice frameworks.

#### *Sector specific and general problem solving*

- PIRSA Fisheries and Aquaculture work together with industry and other government departments to solve specific issues related to new developments and changes to existing lease and licence sites to ensure that community values are upheld, and all other relevant government legislation is adhered to, such as the *Environment Protection Act 1993*. Generally, the Case Manager will work closely with applicants to ensure their proposals align with these interests and requirements as the application progresses through each step.

- PIRSA Fisheries and Aquaculture receives requests from lease and licence holders for variations of licence conditions or lease arrangements. The Case Manager processes requests using a pragmatic approach, based on the implications and timeliness of the question or issue to be considered.
- Regulations and policies administered through the Act are managed as a part of aquaculture leasing and licensing, in particular, permits for the collection of seedstock or broodstock, and for the release of aquatic resources.

#### *Licence appeals and public submissions*

- PIRSA Fisheries and Aquaculture administers a legally compliant appeals procedure in accordance with Part 9 of the Act. This process provides unsuccessful applicants with the right to appeal against decisions. Case Managers actively work to establish an acceptable outcome among all parties rather than work towards not granting a licence or licence variation application.
- Whilst not considered a formal appeal under Part 9 of the Act, submissions can be made by external stakeholders or members of the public as a result of the public notification of the proposed grant of a lease and licence. Upon receiving a submission, PIRSA Fisheries and Aquaculture must consider and respond to all submissions as part of the application process. This information is critical in the ESD assessment conducted for each application.

#### *Manage audit programs*

- PIRSA Fisheries and Aquaculture periodically review application forms and processes as well as ESD templates with relevant external agencies to ensure the correct information is collected and to increase efficiency in application assessments.
- PIRSA Fisheries and Aquaculture maintain internal lease and licence audit functions, including auditing procedures (flowcharts, checklists and manuals) and performance criteria relating to leases and licences to ensure accuracy of data on leases and licences and therefore the quality management of registrations and applications by Case Manager.
- Insurance and indemnity conditions in aquaculture leases are in place to mitigate risks to the Minister from a loss to a third party as a result of an authorised aquaculture activity, or from the rehabilitation costs of an aquaculture site if it is abandoned. PIRSA Fisheries and Aquaculture seeks to ensure appropriate instruments are used to reduce the possibility of sites being abandoned.
- PIRSA Fisheries and Aquaculture maintain audit functions in relation to insurance and indemnity for aquaculture leases, including requesting evidence of cover from lease holders as required. This includes updating bank guarantees as required depending on development rates on aquaculture sites.
- PIRSA Fisheries and Aquaculture maintains a process and works with individual lease and licence holders and industry representatives to ensure rehabilitation of abandoned sites and previously utilised areas (resulting from a movement of a lease).
- PIRSA Fisheries and Aquaculture provides a process for the payment of lease and licence fees through instalments and implements a debt recovery process for following up instalment fee payments on leases and licences, including the potential application of a penalty for failure to pay annual licence fees. This may include preparation and sending of notices for payment. Legal action is investigated and taken where appropriate (e.g., civil action).

### *Manage relationships with internal and external stakeholders*

- PIRSA Fisheries and Aquaculture manages a formal referral process with other government agencies, as required under the Act.
- PIRSA Fisheries and Aquaculture is often required to produce reports on state government and national levels which include data relating to leases and licences. Functions of reporting include use of information databases, collection and collation of data. Examples include reporting of lease/licence data in the annual South Australian Aquaculture Report (produced by PIRSA), and provision of data to ABARES, the National Native Title Tribunal and BDO Advisory Pty Ltd. Note that any data are provided under the provision of section 89A of the Act (relating to Confidentiality) which only allows for information to be provided to other agencies with the permission of the licence holder, if the individual is not able to be identified or if the information is required by an agency for the purposes of the proper performance of its functions.

### *Industry liaison (customer service)*

- Management of calls from lease and licence holders regarding invoices, late payments, fees and general enquiries.
- PIRSA Fisheries and Aquaculture staff are encouraged to visit leased and/or licensed aquaculture sites to understand operational constraints, the use of particular farming structures and to engage with industry participants to ensure a relevant understanding of current practices and trends within the sectors of the SA aquaculture industry. This also improves communication channels between PIRSA staff and industry.

### *Production returns*

- Production returns are collected, collated and analysed for each aquaculture business, to enable adequate reporting of state and national economic information. Production returns that are not returned within set timeframes established under the Act or are deficient, are followed up in a timely manner by PIRSA Fisheries and Aquaculture to ensure adequate and accurate information can be used to inform decision-making, policy development, regulation and licence conditions.

## **2. Processing of lease and licence applications (Fee for Service<sup>1</sup>) (Pursuant to the Act and Regulations)**

### *New lease and licence applications*

- Provision of support to lease and licence holders in regard to discussing development proposals and completion of required forms and application information in regard to aquaculture applications and ATAB submissions and administrative requirements. Ensure new lease and licence applications meet the requirements outlined in PIRSA Fisheries and Aquaculture's zone policy requirements where applicable.
- Provision of support to lease and licence holders in regard to the submission of required forms to the State Commission Assessment Panel (SCAP) and/or relevant local government councils.
- Ensure the development of the terms and conditions of leases and licences address the interests of aquaculture operators, the environment and the broader community, in addition to adhering to the objects of the Act and other relevant legislation.

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<sup>1</sup> Fee for Service activity refers to work undertaken by PIRSA to process applications submitted by individual companies relating specifically to their own activities. It does not include activities that are relevant to the whole industry sector.

- Review all lease and licence application forms and amend as required?

#### *Lease renewal*

- PIRSA Fisheries and Aquaculture coordinates a renewal procedure for aquaculture leases and corresponding licences. The procedure ensures that the Case Manager identifies if there are any legislative or technical requirements associated with an aquaculture activity that need to be addressed on the lease and/or licence.
- PIRSA Fisheries and Aquaculture also reviews adherence to lease performance criteria, regulatory requirements and determines the renewal period based on performance against these requirements. This includes provision of correspondence, resolving delinquent fees bank guarantees or insurance details, historical submission of returns and any compliance matters.

#### *Lease and Licence variation and substitution*

- PIRSA Fisheries and Aquaculture is to ensure that there is sufficient provision of information provided to licence holders to enable the variation of existing licences contemplated under the Act to occur. This includes the provision of application forms that collect suitable information for assessment of risks and the establishment of associated fees. Variations include:
  - a. Change of production system.
  - b. New species addition.
  - c. Movement of a site to a new location.
  - d. Sub-division of a site.
  - e. Amalgamation of two or more sites.
  - f. Transfer of a licence or lease.
  - g. Lease Conversion (i.e., pilot to production lease).
  - h. Surrender of a site.
  - i. Specified or nominated person.
  - j. One-off application to extend the term of a lease.

#### *Licence ESD Assessment and Agency Referrals*

- PIRSA Fisheries and Aquaculture assess licence applications in a manner that ensures regulatory responsibilities for ESD under the Act are maintained.
- Referrals that are sent to the Environment Protection Authority (EPA) for approval, as legislated under the Act, contain accurate and adequate information to enable EPA staff to make a timely assessment of applications.
- Ensure accurate and adequate information is detailed in ESD assessment reports to enable compliance with other government agency policies and legislation and as part of the ESD, and ensure the concerns of key industry members, relevant government agency staff and interested stakeholders, including the community from public notification are addressed.

- Produce public submission response documents that clearly address community concerns, where applicable.
- Ensure information provided to the Department for Environment and Water (DEW) is accurate and adequate for DEW staff to make a timely assessment of aquaculture licence applications in light of the requirements of the *Coast Protection Act 1972*, *Marine Parks Act 2007*, *National Parks and Wildlife Act 1972*, *Crown Land Management Act 2009*, *Heritage Places Act 1993*, *Historic Shipwrecks Act 1981* and *Wilderness Protection Act 1992*.
- Ensure ESDs are assessed for any aquatic biosecurity risks including threats to established industry and wild stocks of aquatic animals (refer Program 7: Environmental Monitoring and Management for ESD assessment development and Program 2: Aquaculture Leasing and Licensing for ESD implementation).
- Ensure accurate and adequate information is provided to the State Commission Assessment Panel (SCAP) to make a timely assessment of aquaculture licence applications in light of the requirements of the *Planning, Development and Infrastructure Act 2016*.
- Ensure accurate and adequate information is provided to the Department for Infrastructure and Transport (DIT) to ensure concurrence for the proposal is obtained where appropriate in conjunction with the *Harbors and Navigation Act 1993*.

#### Spatial Assessment of Sites

- Ensure accurate coordinates of each lease site are maintained and reviewed and are not in conflict with Aquaculture Exclusion Zones, Marine Parks, Aquatic Reserves, Shipping Channels, Seal and Sea Lion buffers, Conservation Parks, National Parks and Reserve buffers, proximity to other aquaculture activities, thereby addressing concerns from agencies, industry and the public.
- The spatial data also updates the Aquaculture Public Register with both application and current site locations.
- Ensure spatial assessment of proposed sites in a timely manner for efficient processing of applications.

## Outputs/Outcomes

|    | Deliverables  | Due date |
|----|---|----------|
| 1. | <b>Activity 1 - Management of leases and licences</b>   |          |
|    | <ul style="list-style-type: none"> <li>• Maintenance of the eBusiness environment, systems and procedures to support day to day administration of leasing and licensing activities, including industry consultation and liaison and reviewing licence application forms and processes and ESD templates to increase efficiency in application assessments.</li> </ul> | Ongoing  |
|    | <ul style="list-style-type: none"> <li>• Ongoing liaison with relevant government (e.g., Department for Infrastructure and Transport (DIT), Environment Protection Authority (EPA), Attorney-General's Department – Native Title) and non-government agencies (industry peak bodies).</li> </ul>  | Ongoing  |

|           |   |             |
|-----------|---|-------------|
|           | <ul style="list-style-type: none"> <li>Maintenance of internal lease and licence audit functions, including auditing procedures (flowcharts, checklists and manuals) and performance criteria relating to leases and licences.</li> </ul>   | Ongoing     |
|           | <ul style="list-style-type: none"> <li>Update bank guarantees as required depending on development rates on aquaculture sites.</li> </ul>   | As required |
|           | <ul style="list-style-type: none"> <li>Maintenance of audit functions in relation to insurance and indemnity for aquaculture leases, including requesting evidence of cover from lease holders as required.</li> </ul>  | Ongoing     |
|           | <ul style="list-style-type: none"> <li>Generate annual invoices, collect associated fees and payments, follow up unpaid invoices and monitor payment plans where requested.</li> </ul>  | Ongoing     |
|           | <ul style="list-style-type: none"> <li>Process requests from lease and licence holders who make such inquiries over the counter, through the call centre, or e-mail.</li> </ul>   | Ongoing     |
|           | <ul style="list-style-type: none"> <li>Process annual production returns. Follow-up unreturned Production returns to ensure licence holders meet their obligations under the Act and ensure information is collated effectively for the development of economic reporting.</li> </ul> | Ongoing     |
|           | <ul style="list-style-type: none"> <li>Review all lease and licence application forms</li> </ul>  | Annually    |
| <b>2.</b> | <b>Activity 2 - Processing of lease and licence applications</b>  |             |
|           | <ul style="list-style-type: none"> <li>Following up on outstanding information to facilitate the assessment of lease and licence applications in an accurate and timely manner.</li> </ul>  | Ongoing     |
|           | <ul style="list-style-type: none"> <li>Issuing and processing of invoices relating to lease and licence applications.</li> </ul>  | Ongoing     |
|           | <ul style="list-style-type: none"> <li>Ongoing liaison with applicant/licence holder.</li> </ul>  | Ongoing     |
|           | <ul style="list-style-type: none"> <li>Production of internal risk assessment documents specific to each application.</li> </ul>  | Ongoing     |
|           | <ul style="list-style-type: none"> <li>Adherence to internal policies, guidelines and processes relating to application.</li> </ul>   | Ongoing     |
|           | <ul style="list-style-type: none"> <li>Case Management administration.</li> </ul>   | Ongoing     |
|           | <ul style="list-style-type: none"> <li>Production of public submission response documents, where applicable.</li> </ul>   | Ongoing     |
|           | <ul style="list-style-type: none"> <li>Referrals and liaison with other government and non-government agencies as required (e.g., EPA, DIT, AGD, SCAP, Industry).</li> </ul>  | Ongoing     |

# Legislation

## Program Summary

The administration of the Act is a core function of PIRSA Fisheries and Aquaculture. The stand-alone Act is unique to South Australia and provides evidence of the importance of aquaculture to the State. To support this industry, planning and management arrangements under this legislation should be regularly reviewed for relevance and coverage. Where gaps exist, it is PIRSA Fisheries and Aquaculture's role to assist in the development of appropriate legislation in consultation with industry and to ensure the legal framework allows for effective decision-making for industry and for government. This program facilitates the translation of administrative policy decisions into legislation, where necessary, and ensures that policies, procedures and guidelines are developed consistent with and to facilitate the operation of the Act regulations and statutory policy. This program also works with and informs compliance and enforcement actions under the Act.

## Objectives

To ensure the Act is administered legally, effectively, transparently and consistently and remain up to date and relevant to manage industry practices.

## Activities

### 1. Administration of the Act and Regulations

Administrative decision-making under the Act is legally sound, within jurisdiction, consistent with Ministerial powers and functions under appropriate delegation and made on the basis of due consideration of relevant information. Appropriate delegations must be in force. Example decisions (not a complete list - interagency referrals; suspension/cancellation of leases and licences; compliance action to be taken by lease and licence holders; notifications and review of complex correspondence requiring information for the determination of applications under the Regulations.

Ongoing input and review of implementation of requirements of the Act and Regulations (legislative compliance) to continue to clarify and streamline regulatory requirements for the industry by rationalising the regulatory rules imposed on aquaculture lease and licence holders; and continue to improve the delivery of the objectives of the Act, including 1) the promotion of ecologically sustainable development of marine and inland aquaculture, 2) maximising the benefits to the community from the state's aquaculture resources, and 3) ensuring the efficient and effective regulation of the aquaculture industry.

### 2. Legal Services and legislative interpretation

PIRSA Fisheries and Aquaculture provide strategic legal services for day to day administration of the Act and Regulations. Formal advice as to the Interpretation of the provisions of the Act, as amended, and associated Acts, Regulations and policies including relevant requirements under the *Livestock Act 1997* and *Environment Protection Act 1993* is sought from either Parliamentary Counsel or the Crown Solicitor's Office (CSO), where required, before some decisions are made and proposed actions are taken.

Key internal processes, documents, instruments and correspondence are reviewed for consistency with Act and Regulations.

The coordination of advice and the preparation of contractual documentation for commercial and property transactions undertaken by PIRSA Fisheries and Aquaculture through the Crown Solicitor's Office is required to ensure compliance with legal and PIRSA policy responsibilities relating to contract law.

Input into applications made under the Freedom of Information Act (FOI).

## Outputs/Outcomes

|           | Deliverables  | Due date    |
|-----------|---|-------------|
| <b>1.</b> | <b>Activity 1 - Administration of the Act and Regulations</b>   |             |
|           | <ul style="list-style-type: none"> <li>Support implementation of informed and legally valid administrative decisions consistent with the Act to review and promote efficient and transparent government administration and industry development.</li> </ul>   | Ongoing     |
|           | <ul style="list-style-type: none"> <li>Internal strategic, Crown and Parliamentary Counsel legal input into new internal policies, procedures, documents, correspondence, instruments and decisions under the Act as amended.</li> </ul>  | Ongoing     |
|           | <ul style="list-style-type: none"> <li>Support for the prescription of fees and referral to and liaison with Parliamentary committees as may be required.</li> </ul>  | Ongoing     |
|           | <ul style="list-style-type: none"> <li>Ongoing problem-solving, review and implementation of the requirements of and developments under the Act as amended and Regulations.</li> </ul>  | Ongoing     |
| <b>2.</b> | <b>Activity 2 - Legal services and legislative interpretation</b>   |             |
|           | <ul style="list-style-type: none"> <li>Interpretation of the Act, Regulations and applicable Statutory Policies.</li> </ul>   | Ongoing     |
|           | <ul style="list-style-type: none"> <li>Interaction of the Act with requirements of other legislation and subordinate instruments and policies (e.g., <i>Fisheries Management Act 2007</i>, <i>Native Title Act 1993</i>, <i>Marine Parks Act 2007</i>, <i>Environment Protection Act 1993</i>, <i>Livestock Act 1997</i>, and <i>Planning, Development and Infrastructure Act 2016</i>) and others as necessary.</li> </ul> | Ongoing     |
|           | <ul style="list-style-type: none"> <li>Providing input into the review of the Biosecurity Act as it may relate to Algae</li> </ul>  | As required |

# Compliance Operations

## Program Summary

Compliance of the activities conducted on aquaculture sites with required legislative frameworks includes provision of due notice, monitoring and compliance activities by PIRSA Fisheries and Aquaculture staff and other related SA government agencies to ensure lease and licence holders comply with the Act, associated Acts, Regulations, policies and specific lease and licence conditions pertaining to their operations.

## Objectives

To maximise voluntary compliance through education and awareness programs and creating an effective deterrence through strategic monitoring and enforcement programs.

## Activities

### 1. Operational planning and implementation (Section 82 of the Act)

Communication and monitoring activities are undertaken by PIRSA Fisheries and Aquaculture and related SA government agencies to ensure compliance by aquaculture lease and/or licence holders with legislation (Act, other Acts, Regulations and policies) and conditions of leases and licences.

Procedures and processes required for response to notifiable events (e.g. interactions with protected species, high mortalities) in an efficient and timely manner are developed and implemented by all agencies concerned.

### 2. Site Surveillance (Parts 6 and 7 and Section 82A of the Act; Regulation 25)

Site surveillance inspections are undertaken by PIRSA Fisheries and Aquaculture to ensure lease and licence holders comply with the Act, associated Acts, Regulations, policies and specific lease and licence conditions, to investigate complaints from the public, or to ensure appropriate rehabilitation of surrendered or expired sites. Surveillance activities include:

- Site inspections undertaken by Fisheries Officers.
- Marine compliance inspections require a minimum of two officers and a suitable vessel to complete each inspection. They also involve photographing and plotting the site markers to ensure compliance with lease and licence conditions and spatial description (includes compliance with navigational standards and lease performance criteria) of the site by Fisheries Officers.
- Reports made to PIRSA Fisheries and Aquaculture subsequent to compliance inspections outline any compliance issues with a site and include photographs and site waypoints.
- Follow-up inspections are required for sites that have identified compliance issues. These inspections are carried out within a reasonable timeframe, with due consideration of the risks to other users of the waters or resource.
- Inspections are also undertaken on sites that have been or are due to be, rehabilitated by lease or licence holders or contractors of lease and/or licence holders on an as required basis.

Fisheries Officers respond to various reactive compliance issues that arise from reports by members of the public and other government agencies, from issues observed during environmental monitoring programs or from aquaculture lease and licence holders, in regard to operational infrastructure, interactions with protected species, aquaculture stock, marine debris, and possible disease and biosecurity issues.

PIRSA Fisheries and Aquaculture Services follow up and may pursue further action including expiation of licence holders for failure to submit or incomplete annual EMP and Production Return reports.

Site inspections undertaken by Fisheries Officers will include visual inspection of sites, undertaking video footage, GPS location of infrastructure, navigation marking requirements, condition of infrastructure and recording of data.

### **3. Aquaculture Compliance Liaison (Section 9 of the Act)**

PIRSA Fisheries and Aquaculture Policy staff liaise with the Fisheries Officers to assist with annual compliance planning activities, to provide information on conditions relating to individual lease and licence holders and existing aquaculture legislation and policy, to assist compliance field operations, investigations and other compliance activities. Policy staff also provide technical input to environmental compliance and the nature of aquaculture development and operation when concerning compliance related issues.

Policy staff also assist with collation of compliance data after the inspection process and supply lines of evidence regarding compliance outcomes if and when required.

## **Outputs/Outcomes**

### **All Activities**

- Maximise compliance with the Act, regulations and lease/licence conditions through education, deterrence and site inspections.
- Conduct appropriate investigations of reported and potential disease management and biosecurity issues, or protected species interactions/entanglements.
- Provision of information to Fisheries Officers.
- Compliance activities relating to surrendering sites (e.g., rehabilitation). There is a need to identify the site to the Fisheries Officers, and have these Officers verify that all structures are cleared from a site before it is surrendered.
- Planning and revision of compliance program:
  - This includes designing of compliance field data sheets, assessment of data that is required from compliance inspections.
  - Liaison with compliance officers; field compliance is undertaken in conjunction with local compliance officers. This also includes organisation and planning of equipment, vessels, personnel, weather, accommodation etc. and provision of technical input regarding environmental compliance and development and operation of aquaculture sites.
  - Spatial analysis and reporting for compliance visits. Spatial analysis is undertaken to identify sites that are to be inspected. Information relating to these sites is reported from PIIMS (i.e. location of sites, lease and licence conditions, and contact details for licence holders to receive notification of site visits etc.).

- Site inspections undertaken by Fisheries Officers. PIRSA Fisheries and Aquaculture Environment Program also assists and undertakes this work which includes visual inspection of sites, GPS location of infrastructure, assessment of site appearance, recording of data. This may include travel to and from remote locations.
- PIRSA Fisheries and the Aquaculture Environment Program collect, collate and summarise site inspection data to inform compliance decisions and outcomes. This includes liaison with Fisheries Officers, data and database management, spatial analysis of GPS information and identification of lease and licence holders through PIIMS database. Spatial analysis includes plotting coordinates (waypoints) from the field data into GIS to verify locations of sites (whether on or off site). This information is all considered with regards to legislative requirements where lines of evidence are provided regarding potential compliance outcomes.
- PIRSA Fisheries and Aquaculture Environment Program identify possible abandoned sites through compliance inspections and through report follow ups. This includes desktop spatial analysis, field identification (including quantification of infrastructure, GPS marking of abandoned structures and photos) and identification of lease and licence holders through PIIMS database.

|    | Deliverables   | Due date |
|----|--|----------|
| 1. | Activity 1 - Operational planning and implementation (section 82 of the Act)   |          |
|    | <ul style="list-style-type: none"> <li>• Compliance related issues of key importance and relevance to the Marine Algae Sector to be communicated to the Sector in a timely manner, including advance notice of site inspections</li> </ul>   | Ongoing  |
| 2. | Activity 2 – Site surveillance (parts 6 and 7; Section 82A; Regulation 25)   |          |
|    | <ul style="list-style-type: none"> <li>• Undertake site inspections; ensuring licence holder compliance with licence conditions and requirements of the <i>Aquaculture Act 2001</i> and the <i>Aquaculture Regulations 2016</i>.</li> </ul>  | Ongoing  |
|    | <ul style="list-style-type: none"> <li>• Timely communication of inspection outcomes to relevant licence holders, including identification of instances of both compliance and non-compliance</li> </ul>   | Ongoing  |
|    | <ul style="list-style-type: none"> <li>• Undertaking re-inspections of non-compliant sites, including ongoing liaison with responsible licence holders</li> </ul>  | Ongoing  |
|    | <ul style="list-style-type: none"> <li>• Undertaking inspections of sites due to be or that have been rehabilitated.</li> </ul>  | Ongoing  |
|    | <ul style="list-style-type: none"> <li>• Respond to information provided by members of the public or SA Government Agencies in relation to compliance issues relevant to the Marine Algae Sector.</li> </ul>   | Ongoing  |
| 3. | Activity 3 – Aquaculture Compliance liaison (Section 9 of the Act)   |          |
|    | <ul style="list-style-type: none"> <li>• Seek assistance from Fisheries &amp; Aquaculture Policy and Environment staff in relation to compliance activities. Includes, but not limited to scheduling of sector specific site inspections, confirmation of licence and lease conditions, positioning of sites, confirmation of sites requiring or subject to rehabilitation and provision of assistance in field-based compliance initiatives.</li> </ul> | Ongoing  |

# Aquaculture Systems

## Program Summary

Aquaculture Systems comprise of a range of key computer-based and manually-operated tools to ensure that PIRSA Fisheries and Aquaculture operates in an efficient and effective manner. Activities under Aquaculture Systems include ensuring up to date IT systems are in place and are effective, such as the Primary Industries Information Management System, Public Register, PIRSA Aquaculture website and ArcGIS mapping software.

## Objectives

To develop, maintain and review systems to support management and administration of the aquaculture industry, in accordance with the Act.

## Activities

### 1. IT Systems management (Section 7, 9, 80 and 83 of the Act)

Successful delivery of services to the aquaculture industry is dependent upon the effective maintenance and management of IT systems. These include:

- State-wide Primary Industry Information Management System (PIIMS) database - PIRSA Fisheries and Aquaculture uses PIIMS to manage lease and licence holder information to ensure that accurate records are kept on all legal parties involved in aquaculture in South Australia, where the activities are occurring, the correct allocation of licence conditions for each registration and for the management of transactions by Case Managers. PIIMS is required to create legal licence instruments and to supply selected information held on the database to PIRSA Fisheries and Aquaculture's online Public Register (AgInsight).
- Public register – Maintaining a public register is a mandatory requirement under section 80 of the Act. PIRSA Fisheries and Aquaculture's Public Register online application (AgInsight) has been developed using Spatial Software tools that will provide a visual, interactive and printable display of aquaculture lease and licence sites and conditions (maintained in PIIMS).
- ArcGIS mapping software and layers – is used to spatially map all sites, to ensure these meet the requirements of various parameters including aquaculture zone policies (including exclusion zones), Conservation Parks, National Parks, Reserves, Seal and Sea Lion sites, Historic Ship wrecks locations, associated buffer areas and bathymetry. The spatial information is used to address concerns of other government agencies, industry members or public resource users. PIRSA Fisheries and Aquaculture engages with PIRSA Spatial Information Services to ensure that the spatial data collected and used to regulate aquaculture lease and licence information is up-to-date and operates with current software. The spatial data also updates the Aquaculture Public Register with both application and current site locations.
- In February 2020, a new geodetic datum system for coordinates (Geocentric Datum of Australia 2020 - GDA2020) replaced the current system (AGD94) and PIRSA Fisheries and Aquaculture will liaise with PIRSA Spatial Information Services to ensure that lease and licence data integrity is maintained through the transition into the new system.

- Develop and maintain an on-line reporting system for electronic lodgement of annual EMP and production return reports (myPIRSA) by lease and licence holders.
- Microsoft and Excel Database– Information supplied to PIRSA Fisheries and Aquaculture from aquaculture licence holders for Environmental Monitoring Program reporting and production return information is managed through the use of Microsoft Excel Databases. Production return data is analysed and summarised into a standard format to identify production of aquaculture products for the various aquaculture sectors in SA (for economic analysis).
- PIRSA Fisheries and Aquaculture utilises all available PIRSA systems and internal processes such as the Objective filing system, records management processes, email, intranet and website systems.
- Reporting from these databases are also required for external agencies on state government and national levels, so that trends in aquaculture development and management can be quantified.
- Time is also spent liaising with PIRSA spatial and IT staff to rectify issues that may arise with databases, this also includes updates to systems and testing required when updates or upgrades are installed.

## Outputs/Outcomes

|           | Deliverables  | Due date |
|-----------|---|----------|
| <b>1.</b> | <b>Activity 1 - IT systems management</b>   |          |
|           | <ul style="list-style-type: none"> <li>• Accurate and efficient systems are maintained and enhanced to provide for effective and efficient management and administration of the aquaculture industry, in accordance with the Act.</li> </ul>  | Ongoing  |
|           | <ul style="list-style-type: none"> <li>• Provide for public transparency of use of the States aquaculture resources (e.g., Public Register is available on the PIRSA Fisheries and Aquaculture website for all stakeholders, including the aquaculture industry, relevant government Agencies and general public).</li> </ul> | Ongoing  |
|           | <ul style="list-style-type: none"> <li>• To safeguard lease and licence holder details by adhering to broader government guidelines (e.g., records management requirements for public service document standards and freedom of information requests).</li> </ul>   | Ongoing  |
|           | <ul style="list-style-type: none"> <li>• Included in the management of the PIIMS database is assessing reporting functionalities, liaison with the PIRSA IT group, testing updates to the database, reporting of functional issues and troubleshooting with system users.</li> </ul>  | Ongoing  |
|           | <ul style="list-style-type: none"> <li>• Included in the management of the Public Register system is rollout of updates, reporting of functional issues to the PIRSA IT group, testing when updates occur and troubleshooting with system users both internally and externally.</li> </ul>                                    | Ongoing  |
|           | <ul style="list-style-type: none"> <li>• Included in the management of ArcGIS is the rollout of update software, appropriate training for use of the program, recognition, requests and</li> </ul>  | Ongoing  |

|  |  |             |
|--|--|-------------|
|  | testing for software fixes, liaison with the PIRSA spatial group, reporting spatial information and troubleshooting with system users.   |             |
|  | <ul style="list-style-type: none"> <li>• Management of the Microsoft Database includes alignment of databases annually to reflect data requirements of Environmental Monitoring Reports.</li> </ul>  | Ongoing     |
|  | <ul style="list-style-type: none"> <li>• Management of records management systems (e.g., Objective) may include testing of various functionalities, liaison with the PIRSA IT group and requests for further updates to systems and software.</li> </ul> | Ongoing     |
|  | <ul style="list-style-type: none"> <li>• Develop and maintain an electronic lodgement system (my PIRSA) for environmental monitoring program and production return data.</li> </ul>  | Ongoing     |
|  | <ul style="list-style-type: none"> <li>• Maintain accurate and up to date information on the PIRSA Aquaculture website, including for the marine algae sector</li> </ul>   | As required |

# Aquatic Health

## Program Summary

The Aquatic Animal Health program provides a range of services relating to the prevention, preparedness, and response to aquatic disease. The program is underpinned by science and risk-based management. In addition, the program provides input to and alignment with broader state and national biosecurity policy.

## Objectives

To maintain the integrity of South Australia's aquatic biosecurity through prevention, preparedness and response strategies, the use of risk based assessments and surveillance that aim to identify and manage the disease risks to industry and the aquatic environment associated with aquaculture stocks.

## Activities

### 1. **Management of aquatic health risks and emergency response (Pursuant to the *Livestock Act 1997* and the *Aquaculture Regulations 2016*)**

#### *Monitoring of aquatic health/biosecurity risks*

- PIRSA Fisheries and Aquaculture's aquatic health program address the potential risk and occurrence of aquatic pathogens and diseases in relation to aquaculture stocks that are important focus for the aquaculture industry, its productivity and other users of South Australian State waters.
- Provide technical advice to industry on how to implement national Aquaculture Farm Biosecurity Plan guidelines: <http://www.agriculture.gov.au/fisheries/aquaculture/farm-biosecurity-plan>. Farm biosecurity provides the measures to minimise the risk and impact of disease.
- Assessment and management of biosecurity risks include particular attention to potential and significant diseases of algae.
- Monitoring and responding to harmful algae blooms
- Providing technical aquatic health advice and initial risk assessments as required .

#### *Disease surveillance*

- Coordinate active surveillance programs as determined or required by the Commonwealth.
- Provide advice to licence holders on industry based active surveillance programs.

#### *Site inspections and investigations*

- PIRSA Fisheries and Aquaculture staff monitor and investigate breaches of the aquaculture stock translocation licence conditions and inappropriate use of chemicals.
- Provide assistance to Biosecurity or the Commonwealth with regard to breaches of Australian Pesticide and Veterinary Medicine Authority (APVMA) permitted or registered chemicals. Investigation of breaches includes taking evidence and undertaking a site visit in conjunction with PIRSA Biosecurity Officers to determine the nature of the breach. Investigations may result in legal action or education of licence holders.

- PIRSA Fisheries and Aquaculture staff investigate unusual mortalities and suspected disease as per the reporting requirements under the *Aquaculture Regulations 2016*. Investigations may include site visits to obtain information from the farmer, inspection of the stock register and the taking of samples for laboratory diagnosis. Investigations may result in assistance to the licence holder, administrative or legal action and education of licence holders. If an investigation results in the detection of an infectious or notifiable disease, then this may initiate an emergency response led by Biosecurity.

#### *Emergency response*

- PIRSA Fisheries and Aquaculture are responsible for the prevention and preparedness of aquatic disease incidents. This includes maintaining a capacity to deal with minor and major aquatic disease incidences, including those reportable under the *Aquaculture Regulations 2016* and the *Livestock Act 1997*. The management of emergency responses, once initiated if a significant biosecurity issue is identified from investigation, are not led by PIRSA Fisheries and Aquaculture but by Biosecurity. However, PIRSA Fisheries and Aquaculture would be closely involved during an emergency response.
- Assist Biosecurity in emergency response training as well as developing, reviewing and updating emergency response plans.

#### *Policy and Legislation*

- Assist in the development, review and update of aquatic health related policy and legislation as required.
- Implement the *Aquaculture Regulations 2016*.
- Assist with implementation of an Emergency Lease guidelines document, if required.

#### *Translocation applications*

- Provision of support to licence holders in regard to translocation applications.
- Ensure the application and any conditions address the interests of aquaculture operators, the environment and the broader community, in addition to adhering to the objects of all relevant legislation.
- Ensure appropriate health certification and biosecurity protocols are provided where required and potential biosecurity risks are considered and evaluated (including State and National notifiable diseases), where necessary, in line with relevant risk assessments.
- Ensure required consultation with all applicable stakeholders (may include interstate authorities, State government agency staff including Biosecurity, aquaculture industry, commercial and recreational fisheries and general public) is undertaken in a timely and efficient manner to ensure the application assessment process can be undertaken efficiently.
- Provide background and advice to the Chief Inspector of Stock or their Deputies where required for Ministerial Approval.
- Follow up on conditions of approvals as required and collate information where required. Maintain all relevant information and data in a central database

**2. Provide Input to and alignment with broader state and national biosecurity policy frameworks, legislation and other processes (Pursuant to the *Livestock Act 1997* and the *Aquaculture Regulations 2016*)**

*Representation on Committees dealing with aquatic health & biosecurity*

- PIRSA Fisheries and Aquaculture regularly participates in State and national committees and working groups whose objectives have relevance to South Australian aquaculture industries.

*Representation to national regulators dealing with aquatic health*

- Where possible, ensure marine algae biosecurity risks (including threats to the sector) are considered in state and national policy development.

## Outputs/Outcomes

|    | <b>PIRSA AAH Program - expected deliverables for algae</b>  | <b>Due date</b> |
|----|---|-----------------|
| 1. | <b>Activity 1 Management of aquatic health risks and emergency response</b>   |                 |
|    | Maintain the ability to deliver accurate and timely investigations for minor and major disease / mortality events (e.g., unexplained mortality event) and information to lease and licence holders to provide for appropriate response. | ongoing         |
|    | Conduct appropriate investigations of reported macroalgae kills or suspected disease in aquaculture.  | ongoing         |
|    | Site visits conducted by PIRSA Fisheries and Aquaculture staff to investigate issues identified by lease and licence holders, government and local government agencies and general public or other stakeholders.                        | ongoing         |
|    | Monitoring and responding to harmful algae blooms.  | ongoing         |
|    | Ensure the maintenance and accuracy of PIRSA's passive surveillance database.   | ongoing         |
|    | Assist with or coordinate active surveillance activities as required in response to disease threats or requirements from the Commonwealth to support trade and market access.   | ongoing         |
|    | Provide technical advice to industry on how to implement national aquaculture farm biosecurity plan guidelines.   | ongoing         |
|    | Support licence holders in regard to translocation applications.  | ongoing         |
|    | Assessment of translocation applications in an accurate and timely manner.  | ongoing         |
|    | Assist with implementation of an Emergency Lease guidelines if needed.  | ongoing         |
|    | Ongoing liaison with applicant/licence holder where technical advice is required.   | ongoing         |

|   |   |             |
|---|---|-------------|
|   | Production of internal risk assessment documents specific to each application where required.   | ongoing     |
|   | Investigate breaches of the aquaculture stock translocation requirements .  | ongoing     |
| 2 | <b>Activity 2 Provide Input to and alignment with broader state and national biosecurity policy frameworks, legislation and other processes</b> | ongoing     |
|   | Provide input to national policy developments to ensure alignment with South Australian considerations and priorities.                          | ongoing     |
|   | Provide input into the review of the Biosecurity Act  | As required |

# Environmental Monitoring and Management

## Program Summary

The Environmental Monitoring and Management programs are required for all licence holders to ensure that the environmental risks associated with the aquaculture industry can be adaptively managed, and the industry can operate in a sustainable manner. Information obtained as a result of environmental assessments and monitoring programs inform policy and planning decisions, and therefore must be derived from the best available information. If environmental issues arise, PIRSA Fisheries and Aquaculture are responsible for government response to such issues as the central point for the management of the aquaculture industry. This may include collaboration with external government departments, to ensure adherence to relevant environmental legislation.

## Objectives

To monitor and manage the environmental performance of the South Australian Aquaculture industry.

To ensure aquaculture policy, planning and assessment activities are informed by the best available scientific and environmental information.

To ensure risks to the aquaculture industry, posed by other uses of aquatic resources remain within acceptable limits.

To ensure that environmental issues are understood and responded to by the most efficient and effective means.

## Activities

### **1. Management of environmental monitoring programs (Regulations part 3; Regulations 22, 23 of the Aquaculture Regulations 2016)**

Ensure the sector specific EMPs are reviewed on a regular basis and are current to evolving industry practices and needs, actual and perceived environmental risks (i.e. industry, government agencies, general public etc.) and up to date technical information to ensure the ongoing sustainability of the SA aquaculture industry.

Ensure site specific EMP's are developed and regulated appropriately.

Develop and monitor site-specific periodic EMP's to ensure the activities are undertaken in a sustainable manner, noting marine algae is a new sector and the potential risks to the environment (e.g. shading and nutrient removal on seagrasses) are largely unknown.

Ensure EMP information is collected by licensees, contractors or PIRSA officers in a timely manner, as per formal EMP frameworks and regulatory arrangements.

Ensure analysis of EMP data is undertaken by PIRSA Fisheries and Aquaculture in a timely manner to determine compliance with licence conditions and the Act, its subordinate regulations, and other associated legislation and policies (refer Program 4: Compliance for taking action on noncompliance events identified). Conduct on-site audits that investigate adherence to licence conditions.

Ensure EMP data collected is used to inform relevant decision-making processes (e.g. policy development, lease and licence renewals, regulation and licence conditions) and to monitor the potential impacts of a new marine industry.

Ensure a public summary of EMP and other relevant information is collated by PIRSA Fisheries and Aquaculture for each sector within an appropriate timeframe and made publicly available to demonstrate ongoing awareness and compliance with ESD directed by the Act for aquaculture activities within SA. The Zoning In Aquaculture report is produced annually, is provided to stakeholders for input and is available on the PIRSA website.

EMP reports that are not returned within set timeframes established under the Act or are deficient in information submitted are followed up in a timely manner to ensure complete set of data is maintained for each licence holder. Correspondence and decisions regarding penalty may be required to be carried out thereafter.

## **2. Response to Environmental issues (Sections 7 and 82A of the Act)**

PIRSA Fisheries and Aquaculture staff monitor and investigate potential breaches of the *Aquaculture Act 2001*, *Aquaculture Regulations 2016* or other relevant environmental legislation, based on random and targeted inspections, information received by the public, other government agencies and other stakeholders (including recreational marine resource users), in an efficient and timely manner. PIRSA Fisheries and Aquaculture aim to work in collaboration with the industry to address and rectify any environmental issues as they arise. Subject to the circumstances of any reported non-compliance, PIRSA will apply the most appropriate measures such as education of licence holders, changes in licence conditions, direction to carry out work or further enforcement action if required.

Under the Regulations licence holders are required to submit strategies for approval by the Minister to PIRSA Fisheries and Aquaculture relating to methods to mitigate the risk of stock escapes and adverse marine mammal/protected species interactions. Alternatively, a sector-based strategy can be developed and approved, against which all operators within that sector must comply. Should one of these events (escape or adverse interaction) take place PIRSA Fisheries and Aquaculture investigates the incident and determines whether the licence holder was in breach of their strategy and whether the strategy needs to be updated and resubmitted for approval.

Implementation and liaison with industry, members of the public and other government agencies to monitor the Adopt a Beach program.

Implementation and ongoing review of Macroalgae Management Areas to ensure they remain relevant and fit for purpose. The review(s) will be based on the most up to date scientific information to determine potential biosecurity risks.

Assist Fisheries Unit with assessment of Seedstock collection permits to facilitate industry development.

## **3. Provide input to and alignment with State and National environmental policy, legislation and strategies (Section 7 of the Act)**

### *Broader Environment and Conservation Policy Initiatives*

- Ensure that representation of PIRSA Fisheries and Aquaculture activities and those of the SA aquaculture industry within other government legislation, strategies and plans are reflective of each industry sector's actual environmental risk rather than perceived environmental risk.
- PIRSA Fisheries and Aquaculture must also work with the SA aquaculture industry to ensure that technical inputs into other State legislation, strategies and plans are accurate and adequate.

- South Australia has particular natural advantages as a location for aquaculture operations and the SA aquaculture industry must be cognisant of these environmental factors to ensure there is stable and sustainable growth. It is therefore essential for PIRSA Fisheries and Aquaculture to provide a comprehensive legislative, regulatory and administrative framework to guarantee maximum access and use for industry while ensuring that the following sections of the Act (Section 4(1)a to c) are addressed through the regulation and activities of the SA aquaculture industry:
  - a. Natural and physical resources are maintained to meet the reasonably foreseeable needs of future generations (including adherence to *Environment Protection Act 1993*, *Environment Protection (Water Quality) Policy 2015*, *Coast Protection Act 1972*, *Heritage Places Act 1993*, *Historic Shipwrecks Act 1981* and *Aboriginal Heritage Act 1988*);
  - b. Biological diversity and ecological processes and systems are protected (including adherence to *Coast Protection Act 1972*, *Marine Parks Act 2007* and *National Parks and Wildlife Act 1972*).
  - c. Adverse effects on the environment are avoided, remedied or mitigated (including adherence to the *Environment Protection Act 1993*).

#### 4. Identify research needs/opportunities for sustainable aquaculture planning and management (Section 9 of the Act)

Aquaculture related research produces information that can lead to new innovations and opportunities for industry development and to produce effective solutions to a range of challenges facing the SA aquaculture industry.

PIRSA Fisheries and Aquaculture to further develop projects from recommendations identified by the SA aquaculture industry, research providers, national/international innovation and research that will support the development of the algae sector in South Australia.

Address recommendations from SARDI scientists and other research agencies to ensure these are considered in the development of policies, regulations and licence conditions.

Representing the new and emerging marine algae sector in SA at national and international conferences and forums.

#### 5. Expression of interest

Provide support/advice for existing and new industry members in regard to development proposals to farm marine algae.

### Outputs/Outcomes

|    | Deliverables  | Due date |
|----|---|----------|
| 1. | <b>Activity 1 - Management of environmental monitoring programs</b>   |          |
|    | <ul style="list-style-type: none"> <li>• EMP programs (annual and periodic) are tailored to monitoring the Algae sector’s key environmental risks through annual review.</li> </ul> | Ongoing  |

|           |   |                   |
|-----------|---|-------------------|
|           | <ul style="list-style-type: none"> <li>EMP proformas are regularly reviewed and sent to licence holders to ensure they are received.</li> </ul>   | 31 August 2023    |
|           | <ul style="list-style-type: none"> <li>Follow up correspondence to all licence holders that have not submitted EMP proformas or where there is information missing.</li> </ul>  | 30 September 2023 |
|           | <ul style="list-style-type: none"> <li>Entry of EMP data into the respective sectors' database.</li> </ul>  | December 2023     |
|           | <ul style="list-style-type: none"> <li>Accurate and timely analysis of data collected from EMP reports (e.g. collect and analyse within timeframes established for each reporting period so that further action can be taken if required) (refer Program 4: Compliance for actioning noncompliance).</li> </ul>                           | October 2023      |
|           | <ul style="list-style-type: none"> <li>Analysis of benthic videos are obtained and assessed as part of the periodic EMP (including viewing against criteria of the Regulations, mapping of the co-ordinates relative to the lease boundaries, or farming structures and assessment of the overall state of the site).</li> </ul>          | Ongoing           |
|           | <ul style="list-style-type: none"> <li>Environmental audits are conducted where appropriate to ensure environmental performance and to ground truth EMP information received.</li> </ul>  | Ongoing           |
|           | <ul style="list-style-type: none"> <li>EMP summary of EMP reports is available through the South Australian Aquaculture Report, available on the PIRSA website.</li> </ul>  | September 2023    |
| <b>2.</b> | <b>Activity 2 - Response to environmental issues</b>  |                   |
|           | <ul style="list-style-type: none"> <li>Implement accurate and timely action by licence holders in response to issues identified from submitted EMP reports, site visits and complaints – including the potential to issue Environment Protection Orders, as an Administering Agency under the Environment Protection Act 1993.</li> </ul> | Ongoing           |
|           | <ul style="list-style-type: none"> <li>Approvals and review of strategies relating to interactions with marine mammals and escape of stock.</li> </ul>  | June 2024         |
|           | <ul style="list-style-type: none"> <li>Conduct appropriate investigations of reported and potential protected species interactions/entanglements, debris and escapes.</li> </ul>  | As required       |
|           | <ul style="list-style-type: none"> <li>Review and/or develop licence conditions to ensure the sustainable development of the new and emerging Algae sector.</li> </ul>  | As required       |
|           | <ul style="list-style-type: none"> <li>Implement and review (as required) of Macroalgae Management Areas to ensure they remain relevant and fit for purpose.</li> </ul>   | As required       |
|           | <ul style="list-style-type: none"> <li>Assist Fisheries Unit with assessment of Seedstock and broodstock collection permits to facilitate industry development</li> </ul>   | As required       |
| <b>3.</b> | <b>Activity 3 - Provide input to and alignment with State and National environmental policy, legislation and strategies</b>   |                   |

|           |   |             |
|-----------|---|-------------|
|           | <ul style="list-style-type: none"> <li>Representation on National Seaweed Aquaculture Working Group (National Aquaculture Committee)</li> </ul>   | As required |
|           | <ul style="list-style-type: none"> <li>Input into state and national climate change and carbon related committees, groups, policy, legislation and strategies to influence positive incorporation of algae aquaculture to facilitate growth in the industry and realise its potential</li> </ul>  | As required |
|           | <ul style="list-style-type: none"> <li>Algae sector is represented at inter and intra, Departmental and Agency meetings and workshops on environmental issues or development of new legislative arrangements/tools (e.g. new and amended zone policy discussions, EPA's review of ANZECC water quality guidelines, sector-based strategies, marine debris, research opportunities).</li> </ul>  | As required |
|           | <ul style="list-style-type: none"> <li>Input is provided on behalf of the Algae sector to internal PIRSA documents, strategies/work plans and external legislation or policies that may impact the Algae sector (e.g. EPA scorecards which evaluate the impact on marine environment, dredging activities, port developments).</li> </ul>   | As required |
| <b>4.</b> | <b>Activity 4 - Identify research needs/opportunities for sustainable aquaculture planning and management</b>   |             |
|           | <ul style="list-style-type: none"> <li>Accurate and timely input to the development of research initiatives that contribute to more efficient and adaptive management and to grow the Algae sector. Specific examples include industry support through development of projects under the umbrella of SARDI, Marine Innovation SA, Australian Seafood CRC projects, and workshops conducted with the South Australian Research and Development Institute.</li> </ul> | As required |
|           | <ul style="list-style-type: none"> <li>Maintain up to date on literature regarding algal farming, methods and impacts.</li> </ul>   | Ongoing     |
|           | <ul style="list-style-type: none"> <li>Collaborate with SARDI on algal research results to inform management decisions</li> </ul>   | Ongoing     |
|           | <ul style="list-style-type: none"> <li>Recommendations from research initiatives are implemented in an accurate and timely manner (e.g. environmental monitoring program review, carrying capacity modelling).</li> </ul>   | Ongoing     |
| <b>5</b>  | <b>Activity 5 – Expressions of interest</b>   |             |
|           | <ul style="list-style-type: none"> <li>Provide support for existing and new industry members in regard to development proposals to farm marine algae.</li> </ul>  | Ongoing     |

# Program Management and Administration

## Program Summary

Program Management and Administration broadly outlines those activities relating to running the PIRSA Fisheries and Aquaculture Division. This includes financial processes, including cost recovery, human resource management, customer liaison, business and strategic planning, implementation and cross-agency relationship building and collaboration.

## Objectives

To ensure strategic goals of PIRSA Fisheries and Aquaculture are achieved and overall governance of PIRSA Fisheries and Aquaculture operations meet public sector standards.

## Activities

The following activities are undertaken by the Management and Administration Program:

### 1. Directorate (Section 9 of the Act)

Directorate activities provide a range of essential management and administrative services for support of PIRSA Fisheries and Aquaculture activities required by the Act, including:

- Providing strategic direction and leadership to deliver on PIRSA Fisheries and Aquaculture strategic goals.
- Establishing interagency agreements to support the efficient and timely endorsement of aquaculture leases and licences.
- Coordinating internal aquaculture program reports, administering external contracts and agreements.
- Ensuring that practices and procedures of PIRSA Fisheries and Aquaculture remain current and progressive in line with business developments and requirements of PIRSA, Government and industry and that reporting processes are maintained to support decision-making.
- Providing effective executive administrative support to PIRSA Fisheries and Aquaculture's Senior Management Team.
- Ensuring appropriate delegations under the Act, and associated legislation, are in place to support effective decision-making.

### 2. Human Resource Management and Administration (Sections 7 and 9 of the Act)

General Management and Administration activities ensure that all administrative tasks undertaken by PIRSA Fisheries and Aquaculture adhere to departmental and broader government policies and standards for human resource management, work, health and safety, customer service standards, records management and other specified policies as determined by PIRSA.

### *HR Management*

- Effective recruitment, selection, retention and ongoing management and development of staff within the PIRSA Fisheries and Aquaculture Division, in line with requirements of the *Public Sector Act 2009*.
- Effective management and development of human resources, including delegation of HR responsibilities.
- Promote operational efficiencies within PIRSA Fisheries and Aquaculture, whilst maintaining appropriate levels of responsibility, security and protocol for all staff.

### *Team/Divisional/Strategic Meetings*

- Effective management of divisional operations ranging from specific internal agency groups to whole divisional meetings where necessary.

### *WHS Management*

- PIRSA Fisheries and Aquaculture is required to align all WHS policies, actions and committees to meet State legislative requirements and PIRSA policies to ensure a safe working environment is provided for all staff to undertake their duties.

### *Define and develop customer service standards*

- Improve customer satisfaction with the services provided by PIRSA Fisheries and Aquaculture.

### *Participation in training, education and awareness programs*

- A broader awareness of the environment in which PIRSA Fisheries and Aquaculture operates, including other industries and government priorities, provides a greater depth of understanding which can be used to inform decision-making, or challenge current thinking to remain at the forefront of aquaculture planning and management.
- Ensure PIRSA Fisheries and Aquaculture staff understand and are aware of their responsibilities and remain abreast of the latest technical and business tools. This includes both formal and internal training of staff by mentors and peers.

### *Project management*

- To ensure all routine activities and special projects are undertaken in an efficient and effective manner.
- Ensure that reporting timeframes are kept by PIRSA Fisheries and Aquaculture staff.

## **3. Operational and Strategic Business Planning (Section 9 of the Act)**

Business Planning ensures that PIRSA Fisheries and Aquaculture has a vision, actions and goals that are consistent with the broader PIRSA direction, industry expectations, and the Strategic Planning for South Australia and supports the growth and innovation for the state's aquaculture industry.

PIRSA Fisheries and Aquaculture activities are aligned to the Strategic Planning for SA and PIRSA Strategic Directions, where appropriate.

Provide administrative support for statutory boards and committees (e.g., ATAB).

#### 4. Financial Management and Cost Recovery (Section 9 of the Act)

Finance and Budget Management ensures that all PIRSA Financial policies and procedures are adhered to in line with Treasury and Finance guidelines.

Ensure appropriate financial delegations are in place.

Effectively manage and implement the PIRSA Cost Recovery Policy (2019) to ensure a consistent and equitable process for the SA aquaculture industry.

PIRSA Fisheries and Aquaculture is required to regularly review existing cost recovery arrangements having regard to the full range of activities/services provided to the SA aquaculture industry.

The principles underpinning PIRSA Fisheries and Aquaculture's cost recovery process must be aligned to the PIRSA Cost Recovery Policy (2019) and the 'Australia Government Cost Recovery Guidelines' report (2014)<sup>2</sup>, in addition to the Productivity Commission's 'Cost recovery by government agencies: inquiry report' (2001)<sup>3</sup>.

#### 5. Provision of timely advice to Chief Executive and Minister – PIRSA and other government agencies (Sections 7 and 9 of the Act)

Ensure that the Chief Executive of PIRSA and the Minister are aware of current and emerging issues faced by PIRSA Fisheries and Aquaculture and the SA aquaculture industry through the provision of relevant, accurate and timely advice.

Provide Ministerial Liaison services to the Minister's office.

### Outputs/Outcomes

|    | Deliverables   | Due date |
|----|--|----------|
| 1. | <b>Activities 1, 2 and 3 - (Directorate, Human Resource Management and Administration, Operational and Strategic Business Planning)</b>  |          |
|    | <ul style="list-style-type: none"><li>Strategic direction provided to aquaculture development in South Australia.</li></ul>  | Ongoing  |
|    | <ul style="list-style-type: none"><li>Management and development of human resources.</li></ul>   | Ongoing  |
|    | <ul style="list-style-type: none"><li>Develop, review and implement policies and procedures relating to administrative practices.</li></ul>  | Ongoing  |
|    | <ul style="list-style-type: none"><li>Develop, review and monitor customer satisfaction standards and implement recommendations for improvement.</li></ul>                                   | Ongoing  |
|    | <ul style="list-style-type: none"><li>Accurate and timely project management and administration of external contractual services and agreements that are consistent with SA Public</li></ul> | Ongoing  |

<sup>2</sup> Commonwealth Department of Finance and Administration (2014) Australian Government Cost Recovery Guidelines, July. <https://www.finance.gov.au/sites/default/files/2020-02/RMG-304%20Australian%20Government%20Cost%20Recovery%20Guidelines.pdf>

<sup>3</sup> Australian Productivity Commission (2001) Cost recovery by government agencies: inquiry report. Australian Government.

|           |  |         |
|-----------|--|---------|
|           | Service standards and legal obligations (e.g. tenders for rehabilitation of suspended aquaculture sites).  |         |
|           | <ul style="list-style-type: none"> <li>Develop, review monitor and implement PIRSA Fisheries and Aquaculture's budget and business plan.</li> </ul>  | Ongoing |
|           | <ul style="list-style-type: none"> <li>Demonstrated alignment of PIRSA Fisheries and Aquaculture strategies and actions with State plans and strategic frameworks.</li> </ul>  | Ongoing |
| <b>2.</b> | <b>Activity 4 - Financial management and cost recovery</b>   |         |
|           | <ul style="list-style-type: none"> <li>Develop, review and implement cost recovery procedures that are transparent, evidence-based and are developed in a consultative manner (e.g. develop PIRSA Fisheries and Aquaculture's Cost Recovery Framework).</li> </ul> | Ongoing |
| <b>3.</b> | <b>Activity 5 Provision of timely advice to Chief Executive and Minister – PIRSA and other government agencies</b>   |         |
|           | <ul style="list-style-type: none"> <li>Accurate and timely advice is provided to the Chief Executive of Primary Industries and Regions, the Minister for Primary Industries and Regional Development and other Ministers.</li> </ul>                               | Ongoing |
|           | <ul style="list-style-type: none"> <li>As an emerging industry, regular briefs are requested in regard to the algae sector.</li> </ul>   | Ongoing |

# Other Aquaculture Activities

## Program Summary

External Activities and Costs encompasses other processes that are undertaken by third parties and are these activities undertaken on an as required basis including economic and marketing research. All of this is undertaken to ensure decision-making, and management of aquaculture industry activities is consistent and based on complete and verifiable information.

## Objectives

To ensure effective engagement of external expertise to support PIRSA Fisheries and Aquaculture activities.

## Activities

### 1. Perform economic and production forecasting (Sections 9 and 83 of the Act)

PIRSA Fisheries and Aquaculture to determine the economic inputs the SA aquaculture industry is providing to SA and national economies in terms of direct and indirect employment, farm gate value, direct business turnover and flow on effects from processing, transport, retail and food sectors in alignment with PIRSA Strategic Directions. PIRSA Fisheries and Aquaculture engages a contractor to provide this service. A summary of these data is supplied to Australian Bureau of Agricultural and Resource Economics and Sciences (ABARES), on an annual basis for collation of the Australian fisheries and aquaculture statistics report.

Economic analysis of the consequences from new legislative decisions recommended by PIRSA Fisheries and Aquaculture or other parties that can influence SA legislation and SA aquaculture industry practices is necessary to determine if there is potential to restrict industry development, limit the opportunity for competition in the marketplace or stifle industry innovation from these decisions.

### 2. Marketing Research (Section 9 of the Act)

Marketing analysis of the future trends of the industry including demand for products, impacts from changing financial markets and impact of Australian dollar value on the SA aquaculture industry are undertaken to address issues including identifying trade barriers to ensure policies, regulations and lease and licence conditions are consistent with future industry trends (e.g., production of PIRSA Fisheries and Aquaculture promotional material).

## Outputs/Outcomes

|    | Deliverables  | Due date |
|----|---|----------|
| 1. | <b>Activity 1 - Perform economic and production forecasting</b>   |          |
|    | <ul style="list-style-type: none"><li>Annual production of economic report (currently through BDO Advisory Pty Ltd) which is made publicly available through the PIRSA Fisheries and Aquaculture website.</li></ul> | Ongoing  |

|           |  |         |
|-----------|--|---------|
|           | <ul style="list-style-type: none"> <li>Reporting to Australian Bureau of Agricultural and Resource Economics and Sciences (ABARES).</li> </ul>                               | Ongoing |
| <b>2.</b> | <b>Activity 2 - Marketing research</b>   |         |
|           | <ul style="list-style-type: none"> <li>Accurate and timely extension of recommendations from economic and marketing research to the marine algae industry sector.</li> </ul> | Ongoing |
|           | <ul style="list-style-type: none"> <li>Representation of achievements of aquaculture in SA at national and international forums and conferences.</li> </ul>                  | Ongoing |

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