

Govdex user guide for MACs, RAGs and other similar bodies



Australian Government
Australian Fisheries Management Authority

Contents

Background	3
Govdex for MACs, RAGs and other similar bodies	3
When will Govdex be implemented?.....	3
How do I access Govdex?.....	4
Logging in to Govdex	6
Accessing your community from the Dashboard	6
Navigation	7
Dashboard and Australian Government Logo	7
Jira	7
Browse Menu	7
Create Button	7
Toggle Button –	7
Home –	7
Workbox –	7
Profile Icon –	7
Edit Button –	7
Watch Button	7
Share -	7
Tools (...) Menu –	7
Child Pages –	7
Left sidebar	11
Member and EO contacts	11
Information for members	11
Upcoming meeting details.....	12
Meeting minutes and action items.....	13
Past meetings	13
Research papers	14
Add pages to your watch list – important!	14

Background

Govdex is an Australian Government initiative designed for use by government departments to share documents and information with its stakeholders. The Department of Finance provides hosting, infrastructure, software, applications and information storage and disaster recovery for the service at no cost to the client.

Govdex for MACs, RAGs and other similar bodies

Following successful trialling of Govdex across selected Resource Assessment Groups (RAGs) AFMA is implementing Govdex across its management advisory committees (MACs), RAGs and other similar bodies for the collation and distribution of documents in a secure and easy to use environment. These documents include agendas, meeting papers, minutes and committee related forms and policies. Govdex you will enable you to:

- view historic and upcoming papers including agendas, meeting papers and minutes
- view and contribute to meeting agendas
- view and provide comment on meeting minutes
- download committee related forms and policies
- view action item progress
- Govdex can be access through desktop computers, laptops and other electronic devices as long as you have internet access
- automated email notifications of updates.

AFMA's Executive Officers (EOs) will administer their MAC and RAG Govdex communities including managing the content in the community and managing user access.

The implementation of Govdex is expected to reduce email correspondence and administration, better enable access to meeting documents, provide a central repository for committee information and streamline processes across committees.

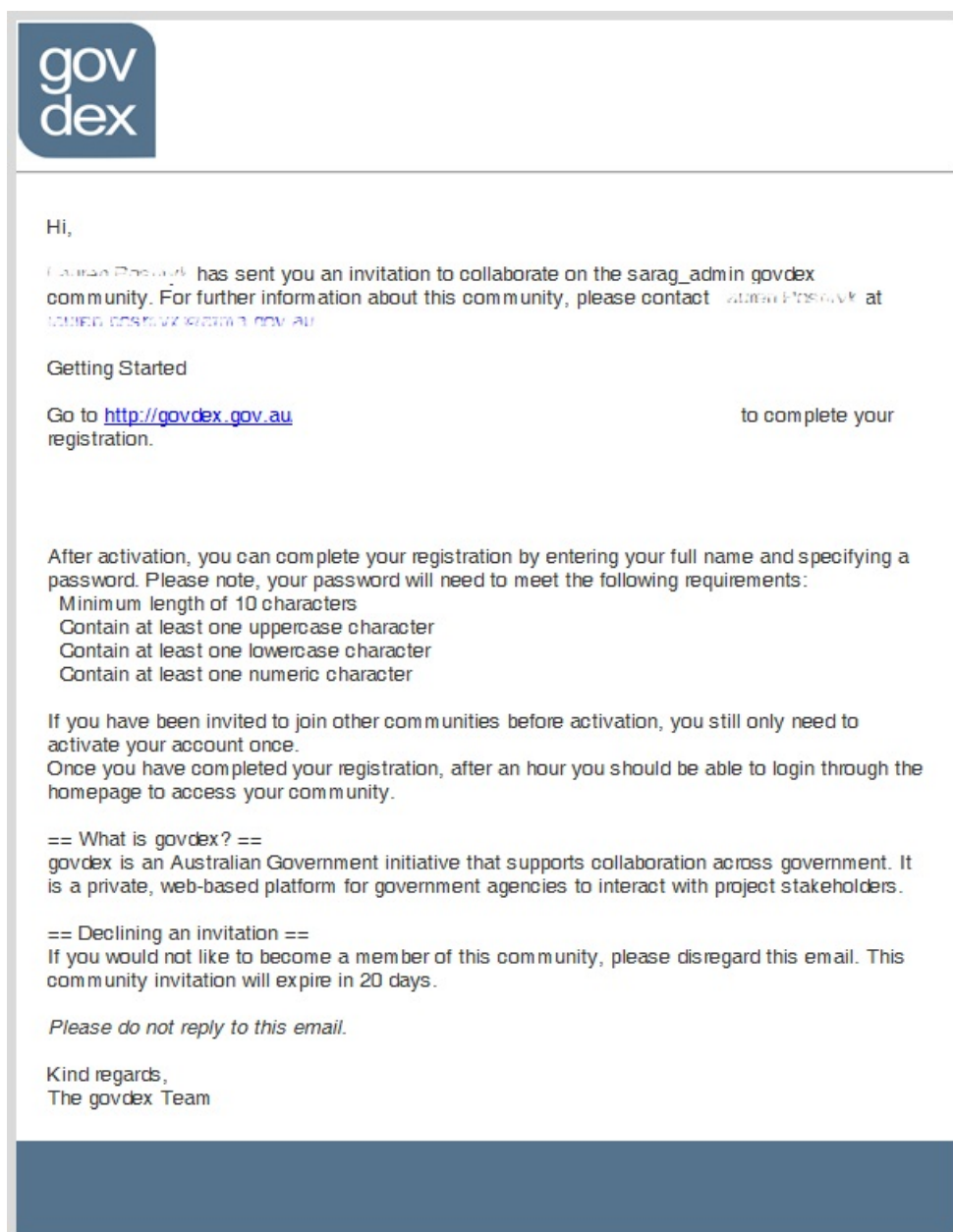
When will Govdex be implemented?

AFMA will be implementing Govdex across its MACs, RAGs and other similar bodies by August 2016.

How do I access Govdex?

1. You will receive an invitation to join Govdex via email. The instructions you receive depend on if you are a new or existing members:
 - a. for new members: you will be required to activate your account and complete your registration by entering your full name and nominating a password. Please note, your password will need to meet the following requirements:
 - i. Minimum length of 10 characters
 - ii. Contain at least one uppercase character
 - iii. Contain at least one lowercase character
 - iv. Contain at least one numeric character.
 - b. for existing members: login to your existing account and access the community through the dashboard.

Example (a)

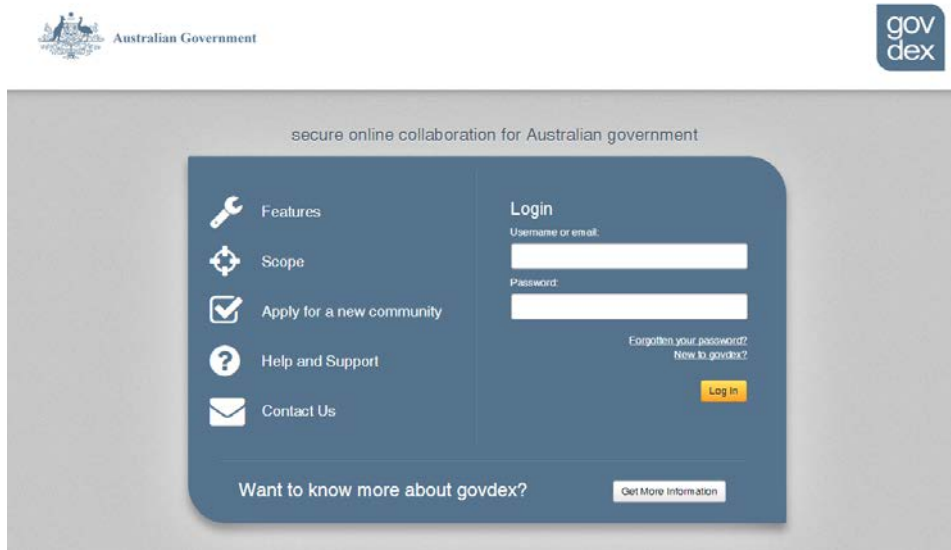


Example (b)



Logging in to Govdex

1. In your browser go to <https://govdex.gov.au/>



2. Enter your username or email address.
3. Enter your password.
4. Click 'log in'.

Accessing your community from the Dashboard

1. The left side of the dashboard lists the Govdex Communities that you can access
2. To start browsing, click on the name of the Committee (or Community) that you would like to access.

Welcome to govdex

govdex is designed to make it easy for you and your team to share information with each other, and with interested stakeholders.

Where do I start?

All content in govdex is organised into communities. So to start browsing content, simply click on one of the communities listed below.

All Favourite

This section shows you a list of the Communities you have access to. Click on the name of the committee that you are wanting to access

Great Australian Bight Resource Assessment Group

Popular All Updates My Spaces Network

Lauren Posmyk

Towers Strait Tropicnae Reef Lobster Resource Assessment Group

Updated 27 minutes ago (view change)

2016

Updated 33 minutes ago (view change)

2014

Updated 40 minutes ago (view change)

Post meetings

Updated 41 minutes ago (view change)

Training on dashboard

Navigation

<https://support.govdex.gov.au/members/govdex-navigation>

Dashboard and Australian Government Logo – This will take you back to your dashboard.

Jira – as JIRA is not enabled you will not need to access this function

Browse Menu – The browse menu provides you with options to view pages, attachments and the space admin interface.

Create Button – depending on your access, the create button allows you to create new pages for the community that you are currently in.

Toggle Button – The toggle button allows you to hide the sidebar (where pages are listed). Hiding the sidebar will only hide it from your view. This is a personal preference and is not community wide.

Home – The home button takes you back to the Community home page

Workbox – The workbox is your Govdex notification centre. You will receive notifications here if you are mentioned on a community page.

Profile Icon – The profile icon provides you with options to personalise your Govdex. This includes your email notifications and your profile photo. Within this menu you are able to see what you have viewed recently, your favourites, manage the pages you are watching and log out.

Edit Button – The edit button allows you to edit the content of that particular page. This button will only be visible if you have been granted permission to edit. If you cannot see the button but if you require, please contact your community administrator (Executive Officer) to discuss your permissions.

Watch Button – The watch button adds the page you are on to your watch list. This means that you will receive notifications whenever any changes are made to.

Share - The share button allows you to share a page within a community with other users or user groups.

Tools (...) Menu – The tools menu provides you with options for editing this page. These include: Attachments, Page History, Restrictions, Page Information, Link to this page, Viewing options, export options, copy, move or delete. Please note that you may not have permission to view these options. To discuss your community permissions please contact your community administrator.

Child Pages – This shows you how many child pages the current page has and what they are.

Search

- Contacts
- Information for members
- > Meeting 1 2016 - Chairs meeting
- > Past meetings
- Research papers

Southern & Eastern Scalefish & Shark Fishery Resource Assessment Group **Home**

Southern & Eastern Scalefish & Shark Fishery Resource Assessment Group

Created by govdex, last modified by Susan Howink on March 2016

Search Help Profile

Workbox

Next meeting

The next meeting is scheduled for Wednesday 10 March 2016 at the Playpen Room, CSIRO Marine Research Laboratories in Hobart. Click here for further information.

Updates

Meeting papers now available!

The meeting papers for Meeting 1 2016 - Chairs meeting are now ready for viewing.

- Meeting 1 2016 - Chairs meeting

Quicklinks

- Contacts
- Information for members
 - Sitting fees and travel expenses
 - Claims for payment
- Upcoming meetings
- Past meetings
- Research papers

Like

- 5 Child Pages**
- Contacts
 - Information for members
 - Meeting 1 2016 - Chairs meeting
 - Past meetings
 - Research papers

No labels

- Contacts
- Information for members
- > **Meeting 1 2016 - Chairs meeting**
- > Past meetings
- Research papers



Southern & Eastern Scalefish & Shark Fishery Resource Assessment Group
 / Southern & Eastern Scalefish & Shark Fishery Resource Assessment Group Home

Meeting 1 2016 - Chairs meeting

 Created by Lauren Posmyk, last modified on Mar 09, 2016

[Home](#)

[Meeting minutes and action items](#)

Meeting logistics

Logistics	
Venue	Tracyinet Room, CSIRO Marine Research Laboratories, Hobart
Date	Wednesday 16 March 2016
Time	8:30am - 16:30pm

Meeting papers

Agenda item	D
Agenda	A
Item 1	A
	.
	.
	.
	A

Southern & Eastern Scalefish & Shark Fishery Resource Assessment Group

[Edit](#) [Watch](#) [Share](#) [⋮](#)



Home
Created by govdex, last modified by Lauren Posmyk on Wed 06 Jul 2016

Next meeting

The next meeting is scheduled for Wednesday 16 March 2016 at the Freycinet Room, CSIRO Marine Research Laboratories in Hobart. [Click here for further information.](#)

Updates

Meeting papers now available!
The meeting papers for Meeting 1 2016 - Chairs meeting are now ready for viewing.

- Meeting 1 2016 - Chairs meeting

Quicklinks

- [Contacts](#)
- [Information for members](#)
 - [Sitting fees and travel expenses](#)
 - [Claims for payment](#)
- [Upcoming meetings](#)
- [Past meetings](#)
- [Research papers](#)

 🔍

Like

No labels ✎

Child Pages

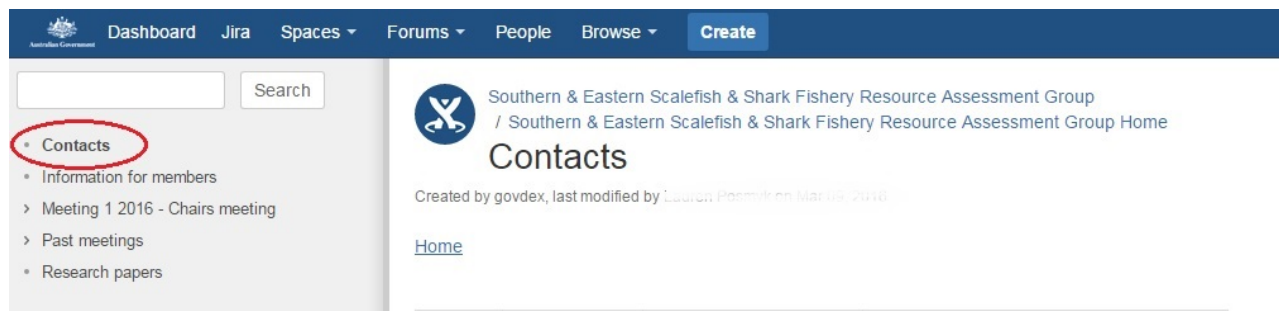
- 📄 [Contacts](#)
- 📄 [Information for members](#)
- 📄 [Meeting 1 2016 - Chairs meeting](#)
- 📄 [Past meetings](#)
- 📄 [Research papers](#)

Left sidebar

The left sidebar contains a search function and allows navigation of pages within the community including:

Member and EO contacts

View member and EO membership details and email addresses. Click on an email address to open an addressed email to that member from your email.



Information for members

View and download AFMA's operational guidelines and committee related forms including:

- Operational guidelines and procedures
 - Fisheries Management Paper 1 (MACs)
 - Fisheries Administration Paper 12 (RAGs)
 - Fisheries Administration Paper 7 – Information and advice for Industry members on AFMA committees
 - sitting fees, travel expenses, claim for payment forms and invoices
 - Information for new members
 - Vendor creation form
 - Statement by supplier.

Dashboard Jira Spaces Forums People Browse Create

Southern & Eastern Scalefish & Shark Fishery Resource Assessment Group
/ Southern & Eastern Scalefish & Shark Fishery Resource Assessment Group Home

Information for members

Created by govdex, last modified by L. ...

[Home](#)

Operational guidelines and procedures

Fisheries Administration Paper 12 explains the decision making processes when giving scientific advice in relation to AFMA's legislative objectives, and the processes, roles and responsibilities between the AFMA Commission, resource assessment groups and management advisory committees. It is also provides operational guidelines for the resource assessment groups including procedures, reporting, membership arrangements and remuneration.

Download FAP12:

- Fisheries Administration Paper 12 - Resource Assessment Groups (PDF, 662 KB)

This paper should be read in conjunction with two other AFMA policy papers:

- Fisheries Management Paper No.1 – Operation of Management Advisory Committees (PDF, 207 KB)
- Fisheries Administration Paper No.7 – Information and Advice for Industry Members on AFMA Committees (PDF, 127 KB)

Making a claim

Claims for sitting fees and expenses must be submitted within 14 business days of the meeting you are claiming for. You can submit your claim by completing one of the following forms and sending to your Executive Officer. You must attach copies of receipts for any expenses being claimed. Sitting fees can only be claimed for the number of hours or days that the meeting took place. The claim form you submit will depend on if you have an ABN and are registered for GST or not:

- RAG Sitting Fee and Expense Invoice (I have an ABN and I am registered for GST) (Word, 25 KB)
- RAG Sitting Fee and Expense Invoice (I do not have an ABN and I am not registered for GST) (Word, 23 KB)

New members

New members must complete the following forms so they can be paid sitting fees and be reimbursed for expenses.

- Vendor creation form (PDF, 128 KB)
- Statement by supplier form

⚠ Statement by supplier form
Statement by supplier form - ONLY complete this form if you or your business does not have an ABN and is not registered for GST. If you do not have an ABN and are not registered for GST and do not complete this form, AFMA is required to withhold 46.5 % of your sitting fee. This form can only be obtained from the ATO or most news agencies.

Download all documents and forms on this page

Upcoming meeting details

Access upcoming meeting details including meeting logistics, agendas and meeting papers.

Dashboard Jira Spaces Forums People Browse Create

Southern & Eastern Scalefish & Shark Fishery Resource Assessment Group
/ Southern & Eastern Scalefish & Shark Fishery Resource Assessment Group Home

Meeting 1 2016 - Chairs meeting

Created by Lauren ... last modified on Mar 09, 2016

[Home](#)
[Meeting minutes and action items](#)

Meeting logistics

Logistics	
Venue	Playnet Room - CO/RO Marine Research Laboratories, Hobart
Date	Wednesday 16 March 2016
Time	9:00am - 10:30pm

Agenda and meeting papers

Southern and Eastern Scalefish and Shark Fishery Resource Assessment Group (SESSFRAG)
Chairs meeting

Agenda item	Agenda topic	Time/speaker
Item 1	Preliminaries	8:30am - 9:00am
	1.1 Welcome and introductions/apologies	
	1.2 Declarations	
	1.3 Adoption of agenda	
	1.4 Actions arising (AFMA paper)	
Item 2	Review of last year's assessment process	9:00am - 10:15am

Meeting papers

Agenda item	Doc
Agenda	Age
Item 1	Age • 1 • 1 • 1 Age
Item 2	Rev Age 82 k Age (KB) Age (PD) Age (KB)
Item 3	Res Age Age Age Age Age

Meeting minutes and action items

View meeting minutes and action items, provide comments and upload your changes.

Southern & Eastern Scalefish & Shark Fishery Resource Assessment Group
/ Southern & Eastern Scalefish & Shark Fishery Resource Assessment Group Home / Meeting 1 2016 - Chairs meeting

Meeting minutes and action items

Created by 1 · Last modified on 04/08/2016

[Home](#)

Meeting minutes

Members comments on minutes

Members can upload their changes to minutes here.

To do this:

1. Open the minutes in word
2. Make your changes in track changes
3. Save it to your drive
4. Upload the revised version into this space by dragging and dropping the file or selecting 'browse for files' (TITLE i.e. Renee Gosling changes to minutes)

File	Modified
No files shared here yet.	
↓ Drag and drop to upload or browse for files	

Drag and drop your comments here

Action items

Action item	Assigned to	Due date	Progress
<input checked="" type="checkbox"/>			

Past meetings

View past meetings agendas, papers, presentations, minutes and action items.

Southern & Eastern Scalefish & Shark Fishery Resource Assessment Group
/ Southern & Eastern Scalefish & Shark Fishery Resource Assessment Group Home

Past meetings

Created by Lauren Phoenix · last modified on Mar 09, 2016

[Home](#)

Meeting name	Date
Click on the link below to view the meeting agenda, papers, attachments and minutes	
Meeting 2 2015 - Data meeting	4 to 5 August 2015
Meeting 1 2015 - Chairs meeting	12 to 13 March 2015

👍 Like Be the first to like this

Click on the link to view meeting agenda, papers and minutes

2 Child Pages

- Meeting 1 2015 - Chairs meeting - 12 to 13 March 2015
- Meeting 2 2015 - Data meeting - 4 to 5 August 2015

Research papers

Share research papers with other committee members.

Just 'drag and drop' your files in to the page.

Dashboard Jira Spaces Forums People Browse Create

Southern & Eastern Scaleshish & Shark Fishery Resource Assessment Group
/ Southern & Eastern Scaleshish & Shark Fishery Resource Assessment Group Home

Research papers

Created by Lauren Posmyk, last modified on Mar 08, 2016

Home

In this space members can add research papers that may be of interest to other members

Unknown macro: {download-all}

Files cannot contain the ampersand (&) or plus (+) symbols. If you are having trouble uploading a file, check that those symbols are not present in the filename

File

No files shared here yet.

Drag and drop to upload or browse for files

Drag and drop to upload your file

Please use the text field between the Browse and Attach buttons to add a comment to the file you are uploading.

Download all documents on this page

File list

File

Like Be the first to like this

Add pages to your watch list – important!

Make sure you receive notifications when changes are made within your community by 'watching' pages.

Do this by clicking on the eye symbol 'Watching' on the right side of the screen.

Dashboard Jira Spaces Forums People Browse Create

Great Australian Bight Resource Assessment Group
Great Australian Bight Resource Assessment Group Home

Created by govdex, last modified by Lauren Posmyk on Jun 09, 2016

Updates

Past meeting papers for all GABRAG meetings from 2015 are now available for viewing or download under past meetings!

Quicklinks

- Contacts
- Information for members
- Sitting fees and travel expenses
- Claims for payment
- Upcoming meetings
- Past meetings

Like Be the first to like this

4 Child Pages

- Contacts
- Information for members
- Past meetings
- Research papers

You are watching this page

Receiving email updates about changes to this page.

- Watch page
- Watch all content in this space

Manage Watchers

Add the following pages to your watch list:

1. Home page
2. Information for members
3. Current meeting and meeting minutes (i.e. meeting 1 2016 – Chairs meeting)

The image displays two screenshots of the Southern & Eastern Scalefish & Shark Fishery Resource Assessment Group website. The top screenshot shows the navigation menu with 'Information for members' and 'Meeting 1 2016 - Chairs meeting' circled in red. The bottom screenshot shows the 'Next meeting' and 'Updates' sections, with 'Meeting papers now available!' highlighted.

For further information please see [online support for members](#) or contact your Executive Officer:

AFMA Canberra Office: 02 6225 5555

AFMA Thursday Island Office: 07 4069 1990