

TORRES STRAIT SCIENTIFIC ADVISORY COMMITTEE	Meeting 46 27 August 2008
TSSAC PROCEDURES Record Format	Agenda Item No. 2.1 FOR DECISION

PURPOSE

That the TSSAC **DISCUSS** and **AGREE** on a preferred format for TSSAC meeting records.

BACKGROUND

Meeting minutes of a PZJA consultative body must meet minimum requirements as set out in PZJA Fisheries Management Paper No. 1 (May 2008) as these form the official, permanent, written record of the business transacted at the meeting. Meeting minutes need to include:

- Day and date of the meeting
- Place of the meeting
- Names of those present
- Apologies
- Reference to the minutes of the previous meeting and the ratifying of them as a correct record of the proceedings of that meeting by the Chair
- Record of the agenda items discussed, including the agreements reached, action required, and the decisions in regard to any declared conflict/s of interest
- Date and time of the next meeting
- the meeting closing time.

DISCUSSION

There is some administrative benefit to ensuring that action items, decisions and recommendations are clearly identified in the minutes. However, there is some flexibility related to the format and level of detail to be included in the minutes of an advisory committee such as the TSSAC.

The Committee is asked to consider and comment on the format used and detail included in the minutes from TSSAC Meeting No. 45 with any potential improvements tabled.

RECOMMENDATION

To be discussed.

FINANCIAL IMPLICATIONS

Nil