

General Information

Purpose of this logbook

This logbook is provided for the use of the fishing business to which this logbook was issued to record the details of any fishing activity undertaken in the Lobster Share Management Fishery by the fishing business.

It is essential that data in this logbook is completed as accurately as possible, as the information is used by DPI to monitor the commercial catch and effort in the Eastern Rock Lobster fishery. Information is also used to monitor and record quota usage by NSW lobster fishers.

Only record details of fishing activities taken under a NSW lobster endorsement. Do not record details of catch or effort from fishing under other State, Territory or Commonwealth authorities. If you are uncertain about the jurisdiction of any areas, please contact your Fisheries Manager on (02) 9527 8411.

Whose responsibility is it to complete and sign this logbook? It is the responsibility of the authorised fisher of a lobster fishing business to ensure all records are completed accurately and correctly, and submitted on time. Authorised fishers must complete and sign the log sheets prior to submission. Any compliance action taken to recover outstanding log sheets will be against the authorised fisher.

How do I complete a log sheet? A log sheet entry must be completed for each day lobster fishing activity is undertaken (including where no lobsters are landed).

No entry is required for days not fished. Where no fishing takes place for an entire month, a nil return form (found at the back of this logbook) can be submitted. If you use more than one method of taking lobster on the same day (ie trapping and skindiving), you must complete a separate log sheet for each of those methods.

Log sheets must be completed in ball point pen. Detailed instructions including examples of a

completed log sheet are found on the following pages of this logbook. Log sheets must be completed for each day fished and at the end of the month to record what disposal took place.

If lobsters are disposed of during a month, a log sheet must be submitted to record this disposal at the end of that month. You must either record disposal for the entire month on the last log sheet submitted for that month or on a separate log sheet with Part E completed only.

When making log sheet entries, ensure that the cardboard backing separates the log sheet being completed (including the carbon duplicate) from the next log sheet to ensure that entries for that log sheet are not transcribed to the carbon copy of the next sheet.

IMPORTANT NOTE

The authorised fisher must complete all the relevant sections (excluding validation of weight) on the log sheet at the point of landing and prior to moving more than 25 metres from the immediate area and before entering any premises.

If an authorised fisher intends to transfer any lobster to another boat the lobsters must be tagged prior to being transferred. In all other cases the authorised fisher must tag all lobsters immediately after the lobsters are landed and prior to moving more than 25 metres from the immediate area and before entering any premises.

Validation of landed weight (kg) must be completed within 2 hours from the time of landing. If you are planning on storing lobsters in a holding pen at sea or in an estuary the weight of those lobsters must be validated prior to the lobsters being stored. The lobsters must also be tagged prior to being stored in a holding pen. Accordingly the validated weight of any lobsters that have been stored in a holding pen will be deducted from your remaining quota and MUST be included in Part C of the log sheet on the day the lobsters are stored.

What do I do if I make a mistake(s) or an error(s)? If a mistake is made on a lobster log sheet the log sheet must be cancelled and a new log sheet completed. No alterations are to be made to any entries made on any pages of the log sheets contained in this book. The original must be sent to DPI Commercial Management (Lobster) with the word "Cancelled" written across the sheet so the log sheet can be accounted for.

What if the logbook / log sheet is damaged? If your logbook is damaged to the extent that you cannot fill it in, then you should retain the logbook (with its duplicates) for your information and immediately notify the Director in writing, specifying the logbook or log sheet number (Note: the logbook / log sheet numbers will **NOT** be able to be used in the future). You will also need to contact DPI Commercial Management (Lobster) separately on 1300 720 662 or (02) 9527 8555 to be allocated and issued with a replacement book.

What do I do if I require a new logbook? You should contact DPI Commercial Management (Lobster) on 1300 720 662 or 02 9527 8555 to be allocated and issued with a new logbook, allowing sufficient time for processing and postage.

Submission of a completed log sheet Each log sheet has a carbon copy underneath the original. The completed original must be submitted to DPI and the fishing business owner should retain the carbon copy.

Completed log sheets must be submitted within 48 hours after the completion of the fishing activity of the day concerned. As such you will need to fax NSW DPI each log sheet on 02 6391 4709, and post the original log sheet to the following address:

NSW DPI
Commercial Management (Lobster)
PO BOX 21
CRONULLA NSW 2230

Please retain any records in relation to your fish sales as you may be required to produce such documents to a Fisheries Officer upon request.

Penalties for failure to submit completed log sheets Fishing business owners are advised that the following offences may lead to the issue of significant fines, accumulation of demerit points under the share forfeiture scheme or other sanctions taken against any entitlements and fishing authorities held by the fishing business, as authorised by the *Fisheries Management Act 1994* and subordinate regulations:

1. Failure by an authorised fisher to submit a separate catch record within 48 hours of completion of any fishing activity.
2. Failure by an authorised fisher to complete a log sheet correctly, or to rectify omissions or errors as requested by DPI within a time period specified in correspondence to the fishing business owner.
3. Recording of false or misleading information by an authorised fisher.
4. Failure to submit a record using an approved log sheet (as found in this logbook).

Help An example log sheet, as well as detailed instructions, can be found over the next few pages of this logbook. If you require further assistance, please call DPI Commercial Management (Lobster) on 1300 720 662 or 02 9527 8555.

Privacy NSW DPI collects catch information per fishing business to assist in the management of commercial fisheries in NSW. Information collected by way of this form is subject to the *Privacy and Personal Information Act 1998* and as such is stored securely and held in the strictest of confidence.

The information is for the purpose of research, management and administration authorised under the *Fisheries Management Act 1994* and for use as authorised under legislative arrangements with other government, interstate and Commonwealth agencies. The information may be used to compile industry based statistics in a manner not identifying individuals.

Instructions

Each log sheet requires the following information to be recorded: 1) Fishing Business Identifying Information, 2) Part A - Catch Data, 3) Part B - Trap Information, 4) Part C - Validated Weight of Lobsters Taken Today, 5) Part D - Lobsters Penned / Stored Onshore, 6) Part E - Lobsters Disposed Of. The details of information types as specified on each log sheet are outlined in the following paragraphs.

FISHING BUSINESS IDENTIFYING INFORMATION

Log Sheet Number This number is pre printed on the top left hand corner of the daily log sheet and is a unique identifying number for the information shown on each individual log sheet submitted to DPI.

Last Log Sheet Number for Fishing Business The carbon duplicate of the log sheet previously used displays this number in the top left corner. The number of the last log sheet submitted should be recorded in the space provided which is located on the top right hand corner of the daily log sheet.

Fishing Business No. (FB) Record the fishing business number of the business to which the log sheet relates. The fishing business number can be found on the top left corner of the fishing business card issued by NSW DPI. If you are uncertain of the fishing business number, please contact Fisheries Business Services on 1300 720 662 or (02) 9527 8411.

Fishing Business Owner Name Record the full name of the owner of the fishing business. This can be found on the fishing business determination certificate issued for the fishing business. The fishing business owner name will be either an individual, partnership or company. If you are uncertain of the fishing business owner name, please contact Fisheries Business Services on 1300 720 662 or (02) 9527 8411.

Fishing Business Owner Registration Number Record the owner registration number of the fishing business to which the log sheet relates. The owner registration number can be found on the front right side of the fishing business card issued by NSW DPI.

If you are uncertain of the fishing business owner registration number, please contact Fisheries Business Services on 1300 720 662 or (02) 9527 8411.

Day / Month / Year Record the day (numerically), month (numerically) and calendar year to which the record being submitted applies. For example, if the return is being submitted for the 15th of October 2008, this would be recorded as, (Day, 15) (Month, 10) (Year, 2008).

Authorised Fisher Name Record the full name of the authorised fisher. This is the name of the fisher holding the lobster endorsement who is undertaking the fishing activity on behalf of the fishing business.

Authorised Fisher Registration Number Record the authorised fisher's registration number. The registration number is printed on the front of the commercial fishing licence card of the authorised fisher. If you are uncertain of the authorised fisher registration number, please contact Fisheries Business Services on 1300 720 662 or (02) 9527 8411.

Boat LIN Record the licence identification number of the fishing boat licence used to take the lobsters. This number is recorded on the front of the fishing boat licence card at the top left corner.

Port of Landing Record the name of the ramp, wharf, headland, etc. and the town, suburb, etc where you landed the lobsters.

Time of Landing Record the time that you landed the lobsters, am/pm.

Crew Names Record the full name of all crew members assisting with the fishing operation. If any of the crew are unlicensed the box beneath "Crew Names" needs to be ticked.

Unlicensed Crew Fisheries Office Notification If you are using unlicensed crew you are required to notify the local fisheries office that your fishing operation will be making use of an unlicensed crew member on that day. You need to record on the log sheet which office you notified and the time that this notification was made. **Note: Any unlicensed crew must be recorded on your daily log sheet and reported to the local fisheries office before leaving port.**

PART A - CATCH DATA

Grid / Site Codes of Areas Fished Record each location fished during the fishing event. Fishing locations can be recorded as either a grid and site code obtained from the map sheets provided in this logbook or as a latitude and longitude to a minimum resolution of the nearest 6 minutes using the GDA-94 datum which is approximately equivalent to the WGS-84 datum.

The maps divide the state into 1 degree grids for each degree of latitude and longitude. Each grid on a map is coded by a letter between A and N (representing a degree of longitude) and a number between 0 and 10 (representing a degree latitude). A degree of both latitude and longitude is each equal to approximately 50-60 nautical miles. Every grid is further divided into 100 site codes which are each equal to 1/10 of a degree in width and length. The sites within each grid are numbered between 0 and 99. Each Grid/Site code combination covers an area of approximately 30 square nautical miles (equal to approximately 103 square kilometres) and this is the maximum scale to which fishing locations are to be recorded.

To determine a fishing location by grid and site code you must identify the site on the map where the fishing event took place. A grid code will be a map reference of a letter followed by a number, which will define the area between 1 degree of both latitude and longitude. This is to then be followed by the relevant site number between 0 and 99 located within the grid code. For example, if you were fishing within 1 nautical mile directly east of the Hastings River mouth, you would record the grid code as 'L4' and the site code as '49'. As such the area of catch would be recorded as 'L4 49'.

Grid / Site Code of Max. Catch Record the grid and site code from the location/s defined above which yielded the largest proportion of your lobster catch for that day.

Average Depth Record the average depth of the grid and site location of maximum catch in either metres or fathoms.

Fishing Method Code Use the method code table below to determine the method code to be recorded on the log sheet. For example, if you are using lobster traps, you would record the method as code 'LBT' in the method code field.

TABLE 1 – Lobster Method Reporting Codes

Method Code	Method Name	Effort Unit Of Measure
SND	Skindiving	Hours diving (hrs)
LBT	Lobster trap	Number of traps lifted

Effort (Qty) The fishing method and effort table lists the unit of effort measurement attributable to each method. For example, in the lobster fishery the unit of effort for lobster trapping is the number of traps pulled in a fishing event. You should record the quantity of the applicable unit in this field.

Trap Soak Time (days) How long it has been in days since you set your traps (this should be an average if traps have been set for different times).

Number of Individuals Taken Record the number of lobsters taken today by this fishing method. (You must count the number of lobsters as calculations from tag numbers often leads to mistakes). Note that this number must include any lobsters caught that day which are being penned or stored in tanks onshore.

First Tag You must record the number of the first tag of the range of tags you use today for this method of fishing. Please note that you will need to use the tags in sequential numerical order from lowest to highest.

Last Tag You must record the last tag of the range of tags you use today for this method of fishing. Again note that you will need to use the tags in sequential numerical order from lowest to highest.

Additional Tag Numbers Used Record all tag numbers that are outside the initial tag range of tags you have used today. You will need to indicate either another tag range that you used or individual tag numbers in this box. If there is not enough room in the space provided please indicate this and write the remainder of the tag numbers on the back of the log sheet. Please note, for your records you should also

write these numbers on the back of the carbon duplicate.

PART B - TRAP INFORMATION

You must complete the log sheet even if deploying or taking traps out of service was the only activity undertaken that day.

Number of Traps Deployed Today (Small Inshore/Large Offshore) Record the number of new traps deployed into the water today (this does not include traps from any previous deployments).

Number of Traps Taken Out of Service Today (Small Inshore/Large Offshore) Record the number of traps removed from the water today and not put back in.

PART C - VALIDATED WEIGHT OF LOBSTERS TAKEN TODAY

Validated Weight Record the total validated weight of lobsters taken to one decimal place, including those lobsters penned today. This weight must be determined using accurate scales. **IMPORTANT NOTE: This weight must be determined within 2 hours of landing lobsters and prior to penning any lobsters.**

Time of Validation Record the time that you validated the weight of lobsters taken today, am/pm.

Today's Discard (Number) Please give details about the catch of eastern rock lobsters you caught today and discarded.

Undersize - Record the number of eastern rock lobsters that you caught and discarded because they were shorter than the legal minimum length.

Legal size & not berried - Record the number of eastern rock lobsters that you caught today and that you could have legally kept but voluntarily discarded.

Legal size & berried - Record the number of eastern rock lobsters that you caught today that were of legal size and discarded because they had eggs attached.

Oversize & berried - Record the number of eastern rock lobsters that you caught today and discarded because they were longer than the legal maximum length and had eggs attached.

Oversize & not berried - Record the number of eastern rock lobsters that you caught today and discarded because they were longer than the legal maximum length and did not have eggs attached.

Threatened and/or Protected Species Reporting If you interact with threatened and/or protected species, you must tick this box on the log sheet, then complete a 'Threatened and/or Protected Species Interaction Reporting Form' and attach it to the log sheet being submitted. Threatened and/or Protected Species Interaction Reporting Forms can be found in the back of this logbook.

By-product Reporting If you have landed any by-product species taken whilst lobster fishing under your lobster endorsement for the period of this return you must tick this box on the log sheet, then complete a log sheet from the 'NSW Commercial Fisheries Catch and Effort Logbook'. **Note: When recording your by-product details in the 'NSW DPI Commercial Fisheries Catch and Effort Logbook' please ensure that your LOCATION CODES, METHOD CODE and EFFORT UNIT OF MEASURE are the same as what you recorded on your lobster log sheet. The ENDORSEMENT CODE should be recorded as "LOB" in all cases (i.e. the lobster endorsement as shown on your lobster fishing business card).**

PART D - LOBSTERS PENNED / STORED ONSHORE

Number of Lobsters Penned / Stored Onshore Today Record the number of lobsters penned at sea, estuary or stored onshore today.

First Tag Used (Penning Only) Complete this part only if you penned lobsters. You must record the number of the first tag of the range of tags you used today for lobsters that were penned. Please note that you will need to use the tags in sequential numerical order from lowest to highest.

Last Tag Used (Penning Only) Complete this part only if you penned lobsters. You must record the last tag of the range of tags you used today for lobsters that were penned. Again note that you will need to use the tags in sequential numerical order from lowest to highest.

Additional Tag Numbers Used (Penning Only) Complete this part only if you penned lobsters. Record all tag numbers that are outside the initial tag range of tags you have used today for lobsters that were penned. You will need to indicate either another tag range that you used or individual tag numbers in this box.

Latitude/Longitude of Pen Or Onshore Storage Location Record the latitude / longitude of the pen or onshore storage location (expressed in degrees and decimal minutes according to the GDA-94 datum) to two decimal places (see sample log sheet).

Number of Lobsters Removed from Pens Today Complete this part only if you penned lobsters. Record the number of lobsters you removed from pens today.

Tag Numbers Removed From Pens Today Complete this part only if you penned lobsters. Record all tag numbers of lobsters that you have removed from pens today in the box provided.

Authorised Fisher's Signature/Date The authorised fisher must sign and date the log sheet to confirm accuracy of the information recorded on the log sheet and submit within 48 hours after completion of the fishing activity of the day concerned.

PART E - LOBSTERS DISPOSED OF

Disposal Month The month and year that relates to the disposal information provided. This part must be completed for any month in which lobsters are consigned for sale.

Lobster Disposal Details

Receiver Number This is the registered fish receiver (RFR) ID code for the receiver you sold your lobsters to. If you on-sold the lobsters yourself as a restricted registered fish receiver (RRFR), include your RRFR ID number. If your lobsters were sold interstate, please record the code **777**, if the lobsters were sold direct to the public, record the code **888**, and if the lobsters were kept for home consumption or for use as bait record the code **999**.

Receiver Name Record the full name of the fish receiver to whom you supplied the lobsters.

Weight (Kg) Record the total weight of lobsters received by the fish receiver from you for this month to one decimal place.

Authorised Fishers Signature/Date The authorised fisher must sign and date the log sheet to confirm accuracy of the disposal information completed in this Part and submit within 48 hours of the last day of the monthly period to which the disposal information relates.

NIL RETURNS

Nil Returns If no fishing was undertaken for a whole month you must submit a 'nil' record for the fishing business. To complete this requirement the fishing business owner or authorised fisher must submit a nil return within 48 hours from the last day of the month by completing one of the nil return forms at the back of this logbook and submitting it to the address specified.