

## 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 Abalone 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 NSW abalone fishery. Information is also used to monitor and record quota usage by NSW abalone fishers.

Only record details of fishing activities taken under a NSW fisheries abalone 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 8400

**Whose responsibility is it to complete and sign this logbook?** It is the responsibility of the authorised fisher of an abalone 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 abalone fishing activity is undertaken (including attempting to take abalone) with catch recorded per bin for the area of catch on an event basis.

If abalone are caught and disposed of on the same day, the log sheet recording the catch must be used to record the disposal.

If abalone are caught and hung, a log sheet recording the catch and hanging location must be completed.

If abalone previously hung are consigned for disposal on a day where fishing took place the disposal can be recorded in part B of that days log sheet.

If abalone previously hung are consigned on a day where no fishing took place, a new log sheet must be

used to record the disposal.

No entry is required for any day not fished. Where no fishing takes place for an entire month, a nil return form (found at the back of this logbook) must be submitted.

Log sheets must be completed in ball point pen. Detailed instructions including examples of a completed log sheet are found in the following pages of this logbook.

When making entries into the log sheet, ensure that the cardboard backing separates the log sheet being completed (including the carbon duplicates) 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 ensure that any abalone landed are not moved more than 50 metres from the point of landing until the following takes place:**

**As soon as practicable, but not later than 30 minutes after landing abalone; weigh the abalone using accurate scales, place the abalone in a container of a kind suitable for the transport of abalone, and complete the log sheet in full for that day.**

**The duplicate copy of the completed daily log sheet must be placed in a waterproof envelope of an approved kind and be attached to the container in which the abalone or any part of the abalone is placed, and be transported with the abalone, until it reaches the premises of an approved abalone processor.**

**An endorsement holder must not be in possession of abalone more than 50 metres from the point of landing for sale unless the abalone is in a container to which the relevant documentation is attached.**

**What do I do if I make a mistake(s) or an error(s)?** If a mistake is made on an abalone 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 (Abalone) 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 (Abalone) separately on (00) 720 662 or (02) 9527 8595 to be issued with a replacement book.

#### What do I do if a logbook has been lost or stolen?

In the event of a logbook being lost or stolen you must 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 (Abalone) separately on (00) 720 662 or (02) 9527 8595 to be issued with a replacement book.

**What do I do if I require a new logbook?** You should contact DPI Commercial Management (Abalone) on (00) 720 662 or 02 9527 8595 to be issued with a new logbook, allowing sufficient time for processing and postage.

**Submission of a completed log sheet** Each log sheet has two carbon copies underneath the original. The completed original must be submitted to DPI, with the first carbon copy to travel with the product and the fishing business owner to retain the second carbon copy. Completed log sheets must be submitted within 24 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 63904709, and post the original log sheet to the following address:

NSW DPI  
Commercial Management (Abalone)  
PO Box 2  
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

Authorised fishers are advised that the following offences may lead to the issue of significant fines or other sanctions taken against any entitlements and fishing authorities held by the business, as authorised by the *Fisheries Management Act 1994* and subordinate regulations:

- Failure by an authorised fisher to submit a separate catch record within 24 hours of completion of any fishing activity.
- 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.
- Recording of false or misleading information by an authorised fisher.
- 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 (Abalone) on (00) 720 662 or 02 9527 8595.

**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; □ Fishing Business Identifying Information, 2) Part A – Catch Data 3) Part B - Abalone Disposed Of. The details of information types as specified on each log sheet are outlined as follows:

### 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 previously submitted log sheet displays this number in the top left corner. The number of the last log sheet submitted should be recorded in the space provided at 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.

**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 owners name, please contact Fisheries Business Services on ☐00 720 662 or ☐2) 9527 84☐☐

**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.

**Day / Month / Year** Record the day (☐number), month (☐number) and calendar year to which the record being submitted applies. For example, if the return is being submitted for the ☐5th of October 2008, this would be recorded as, ☐Day, ☐5) ☐Month, ☐D) ☐Year, 2008).

**Boat LIN** Record the licence identification number of

the fishing boat licence that was used to take the abalone. This number is recorded on the front of the fishing boat licence card at the top left corner.

**Authorised Fisher Name** Record the full name of the authorised fisher. This is the name of the fisher holding the abalone endorsement who is undertaking the fishing activity.

**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.

**Licensed Crew Names** Record the full name of any licensed crew members assisting with the fishing operation.

**Unlicensed Crew Names** Record the full name of any unlicensed crew members assisting with the fishing operation.

**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.

**Please 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

**Bin Number** This is pre-printed on the log sheet. This is the bin number (☐container) in which the abalone or part of the abalone collected have been placed.

**Area of Catch Latitude / Longitude** All locations fished per bin should be recorded as a latitude and longitude in degrees and minutes to one decimal place according to the GDA-94 datum which is approximately equivalent to the WGS-84 datum.

**Dive Time (hr:min)** Record the cumulative total of hours and/or minutes diving to take the catch per bin.

**Number of Abalone Landed per Bin** Record the number of abalone taken and landed per bin.

**Total Number of Individuals** Record the cumulative total of abalone taken and landed per day.

**Validated Net Weight of Abalone per Bin (Kg)** Needs to be completed by the person validating the weight. Record the total validated weight landed per bin to one decimal place. Note: This weight needs to be measured on accurate scales, and must be for abalone only (☐do not include the weight of the bin in which the abalone are held).

**Total Validated Daily Weight (Kg)** Record the cumulative total weight of abalone taken and landed that day to one decimal place.

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

**Time of Landing (am/pm)** Record the time the abalone were landed, am/pm.

**Time of Weight Validation (am/pm)** Record the time the abalone were weighed (☐n accurate scales), am/pm.

### Abalone Hung

**Number of Individuals** - Record the number of abalone hung that day.

**Validated Weight (Kg)** - Record the total validated landed weight per bin to one decimal place. Note: This weight needs to be measured on accurate scales.

**Location (Lat/Long)** - Record the latitude / longitude of the location where you hung abalone in degrees and minutes to one decimal place according to the GDA-94 datum.

**Fisheries Office Notification** Record the name of the fisheries office which was notified that during your fishing operation you hung abalone. You must also include the time of this notification, hours/minutes, am/pm.

**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. Forms can be found at the back of this book.

**Authorised Fishers Signature** Once the log sheet is completed the authorised fisher must sign the log sheet to confirm accuracy and submit within 24 hours of completion of the fishing activity of the day concerned.

**Date and Time** Record the date and time (☐am/pm) that the log sheet was completed.

### PART B - ABALONE DISPOSED OF

#### B1 Source Of Abalone Disposed Of Today

**Note: Weights should be recorded in kilograms to one decimal place.**

**Caught Today** Record the number and weight of abalone landed today (☐s recorded in Part A) to be disposed of today.

**Previously Hung** Record the number and weight of abalone previously hung disposed of today.

**Total** Record the total number and weight of all abalone disposed of today.

#### B2 Abalone Disposal Details

**Receiver Number** This is the registered fish receiver (☐RFR) ID code for the receiver you sold your abalone to for that day fishing. If you on sold the abalone yourself as a restricted registered fish receiver (☐RRFR), record your RRFR ID number. If abalone was sold interstate record the code **777**.

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

**Total Number and Weight (Kg)** Record the number and weight of abalone received by the fish receiver on this record. Note: Weight should be recorded to one decimal place.

### 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 24 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.