

## 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 Sea Urchin & Turban Shell (SUTS) Restricted 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 sea urchin & turban snail fishery. Information is also used to monitor and record quota usage by NSW SUTS fishers.

Only record details of fishing activities taken under a NSW SUTS Restricted Fishery 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 SUTS 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 SUTS fishing activity is undertaken (including where no sea urchins or turban snails are caught). If sea urchins and/or turban snails are caught and disposed of on the same day, the log sheet recording the catch 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 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: RED SEA URCHIN CATCH ONLY**  
**Upon landing red sea urchin catch, the authorised fisher must weigh the red sea urchin using accurate scales and complete the following sections of the log sheet in full before the red sea urchin catch is moved more than 50 metres from the point of landing – 1) Fishing Business Identifying Information and 2) Part A – Catch Data.**

**What do I do if I make a mistake(s) or an error(s)?** If a mistake is made on a SUTS 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 (SUTS) 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 (SUTS) separately on 1300 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 (SUTS) separately on 1300 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 (SUTS) on 1300 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 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 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 6391 4709, and post the original log sheet to the following address

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

1. Failure by an authorised fisher to submit a separate catch record within 24 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 the 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 (SUTS) on 1300 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; 1) Fishing Business Identifying Information, 2) Part A - Catch Data, and 3) Part B - SUTS Disposal Record. 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 log sheets previously submitted 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. A separate log sheet must be completed for each fishing business you own or work for. 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 (number), month (number) 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 Sea Urchin & Turban Shell 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.

**Crew Names** Record the full name of all crew members assisting with the fishing operation.

**Boat LIN** Record the licence identification number of the fishing boat licence used to take the sea urchin or turban snails. This number is recorded on the front of the fishing boat licence card at the top left corner.

**PART A - CATCH DATA**

**Area of Catch Latitude / Longitude** All locations fished per species 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 fishing event (each combination of location and species taken).

**Species Code** Use the species code table below to determine the species code to be recorded on the log sheet. For example, if you are recording green turban snail catch for a fishing event you would record the species as code TUR-04 in the species field provided.

**TABLE 1 - Sea Urchin & Turban Shell Species Reporting Codes**

Code	Reporting Name	Scientific Name
URC-01	Sea Urchins (other)	(Echinoidea - undifferentiated)
URC-02	Green Sea Urchin	(Heliocidaris erythrogramma)
URC-03	Purple Sea Urchin	(Centrostephanus rodgersii)
URC-04	Red Sea Urchin	(Heliocidaris tuberculata)
TUR-01	Turban Shell (other)	(Turbinidae - undifferentiated)
TUR-02	Military Turban Snail	(Turbo imperialis)
TUR-03	Sydney Turban Snail	(Turbo torquatus)
TUR-04	Green Turban Snail	(Turbo undulatus)

**Validated Weight (Kg)** To be completed by the person validating the weight. Record the total validated landed weight per species per area to one decimal place. Note  This weight needs to be measured on accurate scales.

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

**Time of Landing (am/pm)** Record the time the sea urchin or turban snail were landed, am/pm.

**Pre Harvest Fisheries Office Notification** Record the name of the fisheries office which was notified that you intended to harvest sea urchin or turban snail, including the time of this notification.

**Post Harvest Fisheries Office Notification** Record the name of the fisheries office which was notified that you harvested sea urchin or turban snail, including the time of this notification.

**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.

**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** The authorised fisher must also record the date and time (am/pm) that the log sheet was completed.

**PART B - SUTS DISPOSAL RECORD**

**Sea Urchin (Other)** Record the validated weight of any other species of sea urchin not specified in Table 1 disposed of today to each different receiver to one decimal place.

**Green Urchin** Record the validated weight of green urchin disposed of today to each receiver to one decimal place.

**Purple Urchin** Record the validated weight of purple urchin disposed of today to each receiver to one decimal place.

**Red Urchin** Record the validated weight of red urchin disposed of today to each receiver to one decimal place.

**Turban Snail (Other)** Record the validated weight of any other species of turban snail not specified in Table 1 disposed of today to each receiver to one decimal place.

**Military Turban Snail** Record the validated weight of military turban snail disposed of today to each receiver to one decimal place.

**Sydney Turban Snail** Record the validated weight of sydney turban snail disposed of today to each receiver to one decimal place.

**Green Turban Snail** Record the validated weight of green turban snail disposed of today to each receiver to one decimal place.

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

**Receiver Number** This is the registered fish receiver (RFR) ID code for the receiver you sold your urchin or turban snail to for that fishing event. If you on sold the catch yourself as a restricted registered fish receiver (RRFR), record your RRFR ID number. If any catch caught was retained for later sale record the code **111**, if catch was sold interstate record the code **777**, if the catch were sold direct to the public record the code **888**, and if the catch was kept for home consumption or for use as bait record the code **999**.

**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 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.