

## 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 following fisheries:

- 1) Ocean trap and line
- 2) Ocean hauling
- 3) Ocean trawl
- 4) Estuary prawn trawl
- 5) Estuary general
- 6) Southern fish trawl
- 7) Inland
- 8) Eels in farm dams
- 9) Lobster fishery by-product

This logbook enables the recording of multiple fishing activities in multiple fisheries and/or share classes on the same form. It is essential that data is entered in this logbook as accurately as possible, as the information is used by DPI to monitor the catch and effort of NSW commercial fisheries.

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

**Whose responsibility is it to complete and sign this logbook?** It is the responsibility of the fishing business owner to ensure all records are completed accurately and correctly, and submitted on time. Where a fishing business owner has authorised a fisher to fish on behalf of the fishing business, the responsibility for completion and submission of the log sheet remains with the fishing business owner. Authorised fishers can complete the log sheet on behalf of a fishing business owner. Compliance action taken regarding outstanding log sheets will be against the fishing business owner in the first instance.

**How do I complete a log sheet?** A log sheet entry must be completed for each fishing event (day fished), for each location or combination of locations, fishing methods and/or endorsements fished. This must include where fishing activity takes place but no fish are landed.

No entry is required for days not fished. Where no fishing takes place for an entire month, the return for that month must be submitted as a 'nil return' either by ticking the box at the bottom of the log sheet or completing a nil return form (found at the back of this logbook).

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.

When making entries into a 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 the log sheet being completed are not transcribed to the carbon copy of the next sheet.

**What do I do if I make a mistake(s) or an error(s)?** If a mistake is made on a log sheet place a line through the error and sign your initial adjacent to the line.

**What if the logbook 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 contact DPI Fisheries Business Services (Catch Records) on 1300 720 662 or (02) 9527 8511 to obtain a replacement logbook.

**What do I do if I require a new logbook?** You should contact DPI Fisheries Business Services (Catch Records) on 1300 720 662 or 02 9527 8511 to be issued with a new logbook.

**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 from this logbook must be submitted within 28 days of the completion of each month (unless otherwise required) to the following address:

NSW DPI  
Fisheries Business Services (Catch Records)  
Locked Bag 6  
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 significant penalties under the provisions of the *Fisheries Management Act 1994* and subordinate regulations:

1. Failure by a fishing business owner to submit a separate catch record for each fishing business owned, within 28 days following the completion of a monthly period.
2. Failure by a fishing business owner 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 a fishing business owner.
4. Failure to submit a record using the log sheet (as found in this logbook).

**How do I get help?** An example of a completed log sheet and detailed instructions regarding all of the information that must be recorded in this logbook can be found in the following pages of this logbook. If you are uncertain of anything regarding this logbook or require further assistance, please call Fisheries Business Services (Catch Records) on 1300 720 662 or 02 9527 8511.

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

The collection of catch and effort information is authorised under the *Fisheries Management Act 1994* and is 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) Fishing Event Information, 3) Catch Information, 4) Disposal Information and 5) Form Footer Information.

Specific details of each information type, as specified on each log sheet, are outlined below.

### FISHING BUSINESS IDENTIFYING INFORMATION

**Log Sheet Number** This number is pre printed on the top left hand corner of the monthly log sheet and is a unique identifying number for the information recorded on the 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.

**Month / Year** Record the month (numerically) and calendar year for which the log sheet being submitted applies. For example, if the return is being submitted for October 2009, this would be recorded as, (Month, 10) (Year, 2009).

## FISHING EVENT INFORMATION

**Only record fishing events where actual fishing occurred (e.g. nets were shot) and not time spent spotting.**

**Day** Record the day each fishing event occurred. For example, if the fishing event was conducted on the 14<sup>th</sup> day of a month, the day would be recorded as 14.

**Location Code or Latitude / Longitude** For estuary general or the estuary prawn trawl fisheries record the estuary code for the estuary fished during the fishing event (see the Estuary Code Table on the cardboard backing which separates the log sheets for the list of codes). For example when fishing in the Clarence River the estuary code 2926 should be recorded on the log sheet.

For ocean based fisheries (ocean trawl, ocean hauling, ocean trap and line and southern fish trawl), inland fisheries and for catch taken under an estuary general hand gathering endorsement on an ocean beach, record the Grid and Site Code for the location where *most* fish were caught (refer to the map sheets included in this logbook to identify the appropriate code). In the case of trawling methods this should be interpreted as the *start location of the shot where most* fish were taken. Alternatively record the latitude and longitude in degrees and decimal minutes to a minimum of the nearest 6 minutes using the GDA-94 datum which is approximately equivalent to the WGS-84 datum.

If you fish in multiple adjoining locations using the same fishing method for a particular day, record the location code where *most* fish were caught. If you fish in non-adjoining locations, record a separate fishing event for each group of non-adjoining sites.

If recording catch of eels taken under the authority of a permit issued under section 37 of the *Fisheries Management Act 1994* authorising eel harvest from farm dams, record the location as the latitude and longitude of the farm's front gate in degrees and minutes to one decimal place according to the GDA-94 datum. Any dam fished on the farm can be

recorded against that location. Locations recorded for this fishery as grid and site codes will not be accepted.

**Grid and Site Location Codes** The majority of maps provided in this logbook have been divided into grids of one degree of latitude and longitude (each equal to approximately 50-60 nautical miles squared). Each grid on a map is defined by a reference to a letter between A and N (longitude) and a number between 0 and 10 (latitude). Each grid is further divided into 100 site codes which are each equal to 6 minutes in width and length and cover an area of approximately 30 square nautical miles or 103 square kilometres. The sites within each grid are numbered between 0 and 99.

To determine a grid and site code you must first identify the location on the map where the fishing event took place. A grid code will be a letter followed by a number. This is to then be followed by the relevant site number between 0 and 99 located within that grid code.

For example, if you were fishing within 1 nautical mile directly east of the Hastings River mouth (see map D), you would record the grid code as 'L4' and the site code as '49'. As such the location code would be recorded as 'L4 49'.

**Fished in Marine Park (Tick)** If at any time during the fishing event you fished in a marine park, please tick this box.

**Endorsement Code** Record the code for the endorsement you were fishing under during the fishing event. Each endorsement code for which you are authorised is listed on the front of your fishing business card. For example, if you were fishing for mud crabs in region 3 under an estuary general mud crab trapping - Region 3 endorsement, the code would be recorded as 'EGMC3'.

A list of endorsement codes and their endorsement names are located on your fishing business card and your fishing business determination certificate. A list can also be found on the cardboard backing which separates the log sheets.

**Note** If you are recording catch taken under the authority of a section 37 permit of the *Fisheries Management Act 1994* record the relevant endorsement code as listed on the permit.

**Method Code** Separate entries must be completed for each fishing method used. The method code for

each method used must be recorded on the log sheet. Method codes are listed in the fishing method and effort table, which can be found on the cardboard backing which separates the log sheets. For example, if you are using an otter trawl net (fish), you would record the method code as 'OTF' on the log sheet.

**Note:** If you are recording catch taken under the authority of a section 37 permit of the *Fisheries Management Act 1994* record the method code for the method used as listed on the permit.

**Effort Quantity (Qty)** The fishing method and effort table on the cardboard backing which separates the log sheets lists the unit of effort quantity measurement for each method.

For example, if using fish traps in the ocean trap and line fishery the effort quantity is the number of traps pulled in a fishing event. You must record the effort quantity on the log sheet.

The following descriptions will assist whilst completing the effort quantity section of the log sheet.

**Total trawl time (hrs):** The cumulative time in hours of all trawl shots for that day's catch.

**Number of hooks:** The total number of hooks fished x the total number of "drops" undertaken for that day's catch.

**Number of lures:** The total number of lures fished x the total number of "drops" undertaken for that day's catch.

**Number of traps:** The total number of traps pulled for that day's catch.

**Total number of hours set (hrs):** The cumulative total of hours a method (eg meshing net) was set for that day's catch.

**Total number of shots:** The cumulative number of shots taken for that day's catch.

**Number of nets:** The cumulative number of nets set and pulled for that day's catch.

**Length of net (m):** The total length in metres of a net used to take that day's catch.

**Hours diving:** The cumulative total of hours diving to take that day's catch.

**Hours hand gathering (hrs):** The cumulative total of hours of hours "actively" hand gathering to take that day's catch.

**Hours fishing (hrs):** The cumulative total of hours "actively" fished to take that day's catch.

**Note:** If you are recording catch taken under the authority of a section 37 permit of the *Fisheries*

*Management Act 1994* record the effort unit of measurement for the method used as required by the permit.

**LIN of Boat** If you took catch from a licensed fishing boat, record the Licence Identification Number (LIN) of the fishing boat licence that the boat was attached to when used. This number is recorded on the front top left corner of the fishing boat licence card. **Note:** If more than one boat was used, record the LIN of the boat that attributed the most effort to the fishing event. A LIN reference is not required if a fishing event was undertaken in the estuary general or ocean hauling (excluding purse seine) fisheries.

**No. of Crew** Record the number of persons assisting during the fishing event (excluding yourself).

**(EG/OH) Net Holders FB No. If Worked As Crew** (Only applies to estuary general and ocean hauling fishing business owners operating as crew in hauling operations). Record the fishing business number that provided the net endorsement that authorised the fishing activity.

## CATCH INFORMATION

Record details of all catch taken during the fishing event. If space is insufficient to record all catch on a single line, continue onto the next line. If you do this, place a line through the event details or write the words 'as above' on the second and subsequent lines to show that all lines relate to the one fishing event.

Important Note for Ocean Hauling and Estuary General Hauling Operations

If you worked in partnership with one or more fishing businesses in ocean hauling or estuary general hauling fishing operations, please note the following:

- If you are providing the authority to use hauling nets for the fishing event, report the entire catch and disposal for the fishing event regardless of any arrangements in place to share the catch or its proceeds.
- If you operated as crew only, do not report any catch, processing or disposal information. Your participation in the fishing event should be reported by recording the event details only on the log sheet. In the event details ensure you have recorded the endorsement that authorised your participation as a crew member (e.g.

OHG<n> or EGHC<n>) and the number of the fishing business that provided the net endorsement to the fishing event in the spaces provided. The catch, processing and disposal information will be obtained from the net holders catch record.

**Species Code (Sp. Code)** The species code must be recorded on the log sheet using the relevant species code from the list of common species codes, found on the back of each log sheet's carbon duplicate. For example, if you catch Mahi Mahi for a fishing event you would record the species code as MAH-01 on the log sheet. **Note:** Additional species codes can be obtained from the department for species or groups of species in accordance with the Australian Fish Names Standard by contacting DPI Fisheries Business Services (Catch Records) on 1300 720 662 or (02) 9527 8511.

**Kg | No.** This is the weight in kilograms of the catch of a species taken for a fishing event and, in the case of certain species, the number of individuals taken for the weight reported. **Note:** With regards to beach worms record the processed weight and the number of worms.

Note that the weight should be recorded to one decimal place and in the processed form landed for sale.

**Processing Code (Proc.)** If the weight of the catch you record on a log sheet refers to fish that have been processed (i.e. gilled, gutted, etc) then you must record the appropriate processing code against the relevant species code and weight as shown in the processing codes table at the top of the log sheet.

## DISPOSAL INFORMATION

**Fish Disposal Data** This is the registered fish receiver (RFR) ID number for the receiver you sold your fish to for that fishing event. If you sold the fish yourself as a restricted registered fish receiver (RRFR), include your RRFR ID number. If any fish caught was retained for later sale record the code **111**, if fish were sold interstate record the code **777**, if the fish were sold direct to the public record the code **888**, and if the fish were kept for home consumption or for use as bait record the code **999**. You must record the total weight in kilograms to one decimal place of all fish per ID number.

## FORM FOOTER INFORMATION

### Threatened and/or Protected Species Reporting

If you interact with threatened and/or protected species, you must tick the box at the bottom left corner of 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 in the back of this logbook.

**Lost/Found Gear** If you have lost or found any commercial fishing gear during the period of the return being submitted you must tick the lost and found gear box at the bottom of the log sheet and complete a "Lost/Found Gear Record" and attach it to the log sheet being submitted.

**Nil Returns** If no fishing was undertaken for a month and endorsements were held on a fishing business, you must submit within 28 days from the last day of that month a 'nil return' for that fishing business. To complete a 'nil return' record the fishing business information, place a tick in the nil return box, sign as required and submit. Alternatively you can submit a nil return by completing one of the nil return forms at the back of this logbook.

### Fishing Business Owner/Authorised Fisher

**Signature** Once completed the fishing business owner or the nominee of the fishing business owner must sign and date each log sheet to confirm accuracy and submit within 28 days of the end of the month. Where there is more than 1 fishing business owner, the fishing business owners may nominate one owner to sign on behalf of a fishing business. Alternatively, all fishing businesses owners must sign.