

Instructions for completing and keeping the Commercial Rock Lobster Catch Record and Quota Docket

Personal Information Protection Statement

Your personal information will be collected for the purposes of managing Tasmania's living marine resources under the *Living Marine Resources Management Act 1995* (LMRMA) and will be used by the Department for purposes permitted by this Act. Failure to provide this information may result in your docket not being processed or the service you have requested not being provided.

Your personal information will be used for the primary purpose for which it is collected and may be disclosed to an approved fishing body, an advisory committee, or a service provider nominated by the Department for a specified purpose. This includes the Institute for Marine and Antarctic Studies (IMAS).

By providing the Department with your personal information you consent to information being used for the purposes for which it has been collected. You may access your personal information on written request to the Department, and you may be charged a fee for this service.

You may also be required on this form to provide the Department with personal information of third parties. By providing this information and signing this form, you are declaring that the third parties have read this statement and consent to their personal information being provided to the Department on their behalf, and the use and disclosure of that information by the Department accordingly.

What is this Commercial Rock Lobster Catch Record and Quota Docket book for?

This Catch Record and Quota Docket book must be used:

- to record your rock lobster catch and effort information
- to record your rock lobster sold to holders of a fish processing/fish handling licence.

Why am I legally obliged to use this Commercial Rock Lobster Catch Record and Quota Docket book?

Section 145 of the LMRMA gives the Secretary of the Department the power to approve the manner and form of records, accounts and other information required to be kept under that Act. The Secretary has approved the form of catch record and dockets in this book and requires the catch record and dockets to be completed in accordance with the instructions. The current management plan for the rock lobster fishery requires that the catch record is completed in accordance with these instructions.

You may be prosecuted for an offence under the LMRMA and the Rules made thereunder if you fail to complete these records, do not complete these records accurately or otherwise deal with these records contrary to the instructions or the relevant Rules.

Your compliance obligations

You are legally required to comply with all licence conditions in addition to the LMRMA and any relevant subordinate legislation. You may be prosecuted if you do not comply.

Am I required to carry this Commercial Rock Lobster Catch Record and Quota Docket book on my vessel?

Yes. It is a legal requirement that this book be kept on the vessel during a fishing trip for rock lobster.

Definitions and Expressions

'Instructions' means the instructions for completing and keeping the Commercial Rock Lobster Catch Record and Quota Docket book.

'Record' means the Commercial Rock Lobster Catch Record and Quota Docket.

Unless otherwise defined, words and expressions used in this docket/return have the same meaning as in the LMRMA and its subordinate legislation.

Who has to complete and sign the Commercial Rock Lobster Catch Record and Quota Docket?

The holder or the supervisor of the fishing licence (rock lobster), who takes the rock lobster from State waters for commercial purposes, is responsible for entering the required information into all fields, except for Part B of the record. The holder or supervisor of the fishing licence (rock lobster) must make the declaration for Section I and Part A.

The holder of a fish processing licence (the processor) or fish handling licence (the handler) to whom the rock lobster are delivered is responsible for completing Part B of the record and making the declaration in Part B, or causing another person to complete Part B of the record and making the declaration in Part B.

NOTE: The light grey text in boxes is for guidance only and should not be relied on as a complete instruction on how to complete the record.

What is the fold out flap for?

Use the fold out flap to prevent your entries appearing on more than one set of pages. Place it under the white sheet when writing on the record.

When must I start a new Commercial Rock Lobster Catch Record and Quota Docket?

You must start a new record:

- after completion of Part A, or
- when you have used all the available lines in section I, and are not completing Part A, or
- when selling your whole catch via direct sales, or otherwise disposing of your catch, or
- running total is reduced to zero, or

1. After completion of Part A:

- Complete the ID Details;
- Complete Section I and Part A, and have Part B completed by the fish processor or handler receiving the fish;
- Make the Declaration for Section I and Part A;
- Give the yellow sheet to the processor or handler receiving the fish; and
- Send the pink sheet to DPIPW within 48 hours.

2. When you have used all the available rows in section I (and are not completing Part A):

- Complete the ID Details on Docket 1;
- Write the next docket number (Docket 2) in the *Related Docket No.* field on Docket 1 (see figure 1);
- Cross out Part A and Part B with 2 diagonal lines in each section;
- Make the Declaration on Docket 1;
- Write the ID Details and the Carried F/wd Running Total on Docket 2; and
- Continue to record your catch details in Section I on Docket 2

When you unload to the processor or handler:

- Complete Part A and have Part B completed on Docket 2 by the fish processor or handler receiving the fish;
- Make the Declaration on Docket 2;
- Give the processor or handler the yellow sheet from Docket 2; and
- Post the pink and yellow sheets from Docket 1 and the pink sheet from Docket 2 to DPIPW within 48 hours.

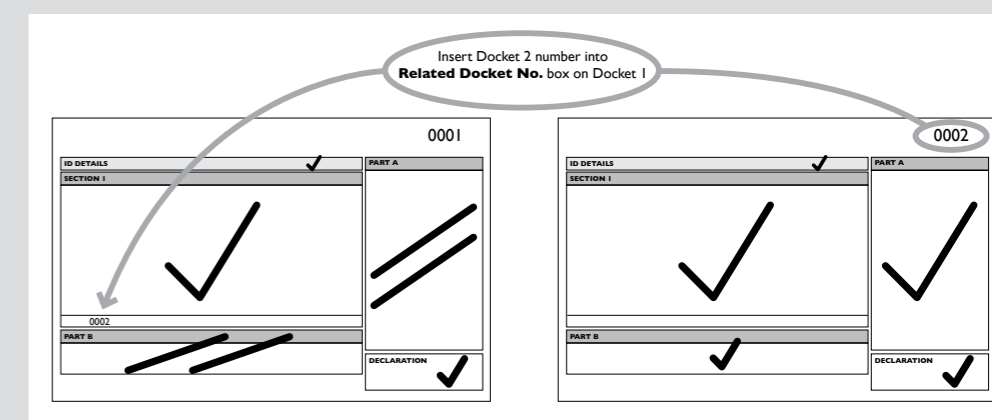


Figure 1. Scenario: You have run out of lines in section I and are still fishing. Tick symbols represent sections and parts that need to be completed on each docket. Strikeout lines represent sections that do not need to be completed.

When selling to multiple processors:

- Ensure that the ID Details have all been completed on Docket 1;
- Write the next docket number (Docket 2) in the Related Docket No. field on Docket 1 (see figure 2);
- Tick 'No' to the question 'Were all Lobster Unloaded?';
- Complete Part A on Docket 1 with the details for the sale to Processor 1 and have Part B completed by the fish processor or handler receiving the fish;
- Make the Declaration on Docket 1;
- Give Processor 1 the yellow sheet from Docket 1 and send the pink sheet to DPIPWWE within 48 hours;
- Write the ID Details on Docket 2;
- Cross out section 1 on Docket 2 with 2 diagonal lines;
- If all lobster remaining on the vessel are being unloaded to Processor 2, tick 'Yes' to the question 'Were all Lobster Unloaded?';
- Complete Part A on Docket 2 with the details for the sale to Processor 2 and have Part B completed by the fish processor or handler receiving the fish;
- Make the Declaration on Docket 2;
- Give Processor 2 the yellow sheet from Docket 2; and
- Send the pink sheet from Docket 2 to DPIPWWE within 48 hours.

Insert Docket 2 number into Related Docket No. box on Docket 1

Figure 2. Scenario: You sell to 2 processors. The "tick symbols" represent sections and parts that need to be completed on each docket. "Strikeout lines" represent sections that do not need to be completed.

3. Selling catch via direct sales:

- Write the date of sale in the Date of Set or Date of D-Sale column;
- Write the total number of fish sold as recorded on the direct sales quota docket into the No. of P-Use or D-Sales column, deduct this amount from the running total and write the new total in the running total column;
- Write the direct sales docket number across the Bycatch Retained or D-sales Quota Docket No. section;
- A new row must be used for each direct sales docket number;
- A new row must be used when recording fish retained for personal use;
- If you have sold your whole catch you must make the declaration for Section 1 and Part A, cross out Part B with 2 diagonal lines, and then submit the pink and yellow sheets to DPIPWWE within 48 hours;
- If you run out of rows on the current docket, make the declaration for Section 1 and Part A, cross out Part B with 2 diagonal lines and then send the pink and yellow sheets to DPIPWWE within 48 hours. Write the carried forward running total on the next docket and continue recording on this docket;

4. Running total is reduced to zero

If your running total is reduced to zero by any means other than those described above, you must make the declaration for Section 1 and Part A, cross out Part B with 2 diagonal lines, then send the pink and yellow sheets to DPIPWWE within 48 hours.

What must I do with each Commercial Rock Lobster Catch Record and Quota Docket and when do I need to do it?

You must:

- Send the pink sheet to the Secretary, DPIPWWE, within 48 hours after completing the docket.
- Retain the white sheet (your copy) for at least five (5) years.

The processor must keep the yellow copy of the docket for at least five (5) years.

If you have made direct sales and not unloaded to a processor you must send the pink and yellow sheets to DPIPWWE within 48 hours of either a zero balance or if you run out of lines on the current docket.

Do I need to complete a Commercial Rock Lobster Catch Record and Quota Docket when the season is closed?

If you are performing any activity (i.e. unloading) during a closed season period Part A and Part B must be completed and sent to the Secretary, DPIPWWE.

If you do not unload any fish during this time, you are not required to send the record to the Secretary.

What if I make mistakes or errors?

If a mistake is made while you are completing Section 1 – Rock Lobster Catch Record:

If you make a mistake whilst completing Section 1, cross out the error using a single line, write the correct information next to it, initial and date the correction and complete the docket.

Note: Dockets must be clear and legible.

If a mistake is made while you are completing Part A – Rock Lobster Quota Docket:

If you make a mistake whilst completing Part A, and the fish are within the immediate proximity of the site of unloading, cross out the error using a single line, write the correct information next to it, initial and date the correction and complete the docket.

If a mistake is made while the fish processor is completing Part B – Rock Lobster Quota Docket:

If a mistake is made by the fish processor when completing Part B of the docket (or by a person the fish processor has caused to complete Part B), Part A **and** Part B of the docket must be cancelled (not section 1), and a new docket must be completed for Part A and Part B only. Cancel the docket by crossing Part A and Part B with 2 diagonal lines and write the word "Cancelled" in both sections. You must sign and date the docket and send the pink and yellow sheets back to DPIPWWE. You must keep the white sheet of the cancelled docket for at least five (5) years.

If you make a mistake in Part A after Part B has been completed:

Do not alter or amend the docket. Please complete a statutory declaration explaining the mistake and the information that the docket should have contained and send the statutory declaration to DPIPWWE with your docket. A Departmental Officer may contact you by

telephone or in writing.

Note: A statutory declaration must be completed by you and declared (signed) in front of a person authorised to take the declaration pursuant to section 14 of the Oaths Act 2001, such as a Justice of the Peace or Commissioner for Declarations.

What if the Commercial Rock Lobster Catch Record and Quota Docket book is damaged?

If your record book is damaged to the extent that you cannot fill it in, then you must send the unused portion to the Secretary, DPIPWWE. You will be issued with a replacement book.

What if I lose the Commercial Rock Lobster Catch Record and Quota Docket book?

If you lose your record book you must notify the Monitoring Section of the Fisheries Compliance and Licensing Branch immediately. A replacement fee of \$40.00 (+GST) will be charged for a new book.

How do I get a new Commercial Rock Lobster Catch Record and Quota docket book?

If you need a new book you may either:

- Complete the reorder form located within the book; or
- Telephone DPIPWWE on the numbers below.

Where do I send my completed Commercial Rock Lobster Catch Record and Quota Dockets?

The return address for all completed records is:

The Secretary
Department of Primary Industries, Parks, Water and Environment
Marine Resources Division
GPO Box 44
Hobart 7001

Reply paid envelopes can be obtained from DPIPWWE by phoning (03) 6165 3000, or by sending a request to the above address, or by email to: fisheries.monitoring@dpiwwe.tas.gov.au

What do I do with this book if I leave the Rock Lobster industry?

Remove and retain your completed white sheets for at least five (5) years. Send the remainder of the book to DPIPWWE within 14 days.

More information

Contact the Monitoring Section of the Fisheries Compliance and Licensing Branch by:

- Email fisheries.monitoring@dpiwwe.tas.gov.au
- Phone (03) 6165 3000
1300 368 550 – ask for Monitoring Section
(toll free within Tasmania, fees apply to mobile calls)

How to complete the Commercial Catch Record and Quota Docket

To be completed by the holder or the supervisor of the fishing licence (rock lobster).

Records must be clear and legible. It is therefore recommended that you use a black or blue pen to fill out each record.

ID DETAILS

Ent. No.

Write your fishing licence (rock lobster) entitlement number.

Vessel Dist. Mark

Write the distinguishing mark of the vessel used to take the rock lobster from.

Vessel Name

Write the name of the vessel used to take the rock lobster.

SECTION I – COMMERCIAL ROCK LOBSTER CATCH RECORD

No. Pots Lost

Write the number of pots lost while fishing.

No. of Dead Rock Lobster (on vessel or in fish cauf) & Date Found

As soon as practicable after finding dead rock lobster on or from a fishing vessel or in or from a fish cauf, write the number of dead rock lobster and the date they were found. If the exact number cannot be determined, write an estimate of the number of dead rock lobster. Write the number and date of any additional rock lobster found on or from a vessel or in or from a fish cauf in the comments field.

Fishing Details

You must complete all of these fishing details for each day that you go fishing for that day on that day. You must record each set separately. Do not combine sets conducted on the same day.

You **MUST** complete the details of the set in this book as soon as practicable after the last pot is hauled for that set.

Trip Start Date/End Date

Trip Start Date

Write the date when you leave port with all pots on board. This is the date nominated in your pre-fishing report.

Trip End Date

Write the date you arrived in port with all pots on board, this is the end of a fishing trip.

Date of Set OR Date of D-Sale (Direct Sale)

Write the date you place your first pot into the water (DD/MM).

Or, if using this cell for direct sales, write the date for the direct sales quota docket being recorded.

Set Time

Write the time you place your first pot into the water in 24-hour format. For example, 5pm is written as 17:00.

Block No.

Use the Tasmanian Rock Lobster Fisheries Maps provided by DPIPWE to find which block number you are fishing in. You must record the block number using the four (4) digit 7.5'x7.5' blocks with A-P division. Write this number in this field. If your pots are set over a number of

blocks, then write the number in the **middle** of your set. A copy of the Tasmanian Rock Lobster Fisheries Maps can be obtained from DPIPWE.

Set depth (M or F)

Write the average depth that you fished at. Indicate by ticking the appropriate box whether the depth is in metres (M) or fathoms (F).

No. Pots Set

Write the total number of pots placed in the water for that set, including any research pots.

No. Research Pots Used

Write the number of research pots used.

Date of Haul

Write the date of the last pot lift (DD/MM).

Haul Time (24hr)

Write the time the last pot was hauled. For example, 5pm is written as 17:00.

No. Dead in Pot

Write the number of rock lobster that were dead in the pots when hauled for that set.

No. Legal Size Discards

Write the number of legally sized rock lobster that were discarded when sorting your catch. For example, any legal sized catch that you return to the water because of damage or not being the target size for your market.

Note: There is no need to record numbers of discarded female lobsters when the female season is closed.

No. Kept

Write the number of Rock Lobster that you kept after sorting your catch.

No. of P-Use OR D-Sales (Personal Use or Direct Sales)

Write the number of rock lobster retained for personal use or sold by direct sales on the day retained/sold. If you retain rock lobster for personal use and have sold rock lobster by direct sales on the same day, enter these details on different rows.

The number of rock lobster written in this column must be deducted from the Running Total.

If selling by direct sale write the Direct Sales Quota docket number (in the same row) across the Bycatch Retained or Direct Sales Docket No. columns.

C/Fwd Total and Running Total

C/Fwd Total (Carried Forward)

Write the carried forward balance from the previous page.

Running Total

Write the running total of number of rock lobster kept.

When entering details for personal use or direct sales the running total must be adjusted.

No. Placed in Cauf

Write the number of rock lobster added to the cauf. This number is not deducted from the Running Total.

Bycatch Retained OR D-Sales Quota Docket No.

Bycatch Retained:

Complete this section when any bycatch has been retained and was caught in your rock lobster pots, for sale, personal use or use as bait.

Bycatch is any fish, other than rock lobster, caught in your rock lobster pots that has been retained for sale, personal use or bait.

If you retain more than 2 species on any day, enter the additional species on the next line.

Code

Identify the bycatch species by writing in the code that corresponds with the species that was caught in your rock lobster pots.

Species Common Name	Code
Barracouta	BC
Calamari – Southern	CAL
Cod – Bearded Rock	BRC
Cod – Red	RC
Cod – Ribaldo	RI
Cod – Southern Rock	SRC
Crab – Giant	GC
Crab – Inshore	IC
Eel – Conger	CE
Leatherjacket	LJ
Ling – Pink	PL
Mackerel – Blue	BM
Mackerel – Common Jack	JM
Morwong – Banded	BMW
Morwong – Jackass	JAM
Octopus – Gloomy	GO
Octopus – Maori	MO
Octopus – Pale	PO
Other (please explain in comments)	O
Perch – Common Gurnard	GP
Perch – Reef Ocean	OP
Shark – Draughtboard	DS
Shark – Gummy	GS
Shark – School	SS
Trumpeter – Bastard	BT
Trumpeter – Striped	ST
Wrasse – Purple	PW
Wrasse – Bluethroat	BW

Weight (kg)

Provide an estimate of the weight (in whole kilograms) for each species retained, including fish used as bait.

Form

For each estimated weight, write the form of the fish. For example, for fillet weight, record an 'F', for whole weight, record a 'W', for gutted weight, record a 'G'.

Form	Code
LIVE	L
WHOLE	W
GILLED AND GUTTED	G
TRUNK (headed and gutted)	T
FILLET	F
BAIT	B

Direct Sales Quota Docket No.

If you have sold rock lobster by direct sale, write the Direct Sales Quota Docket No. across the row.

Protected Species Interaction

Complete this section if an interaction occurs with a protected species.

An interaction with a protected species means any physical contact between the protected species, an individual (person), vessel or fishing gear. This includes all interactions where a protected species has been caught (or entangled) in rock lobster fishing gear and collisions with a rock lobster fishing vessel. Evidence of a seal damaging a baitsaver would be classed as an interaction with your fishing gear. A seabird landing on the rigging is not an interaction unless the bird hit the rigging and subsequently landed on the deck injured.

If you have more than one interaction on any day, enter the additional interactions on the next line.

Species Code

Identify the protected species by writing in the code that corresponds with the species that the interaction was with

Species common name	Species code
Seal	S
Dolphin	D
Whale	W
Seabird	SB
Albatross	A
Other (please explain in comments)	O

Number

Write the total number of each type of protected species that the interaction was with. For example, if two seals were entangled in your fishing gear you would write "2" in the corresponding column.

Interaction Code (Inter. Code)

Identify what type of interaction occurred by writing in the code that corresponds with the relevant option listed in the table below.

Interaction Type	Inter. Code
Damage to fishing gear	GD
Tangled or fouled in gear, released alive	TA
Tangled or fouled in gear, released dead	TD
Collision with vessel, alive	VA
Collision with vessel, dead	VD
Collision with vessel, injured	VI
Other (please explain in the comments)	O

How to complete the Commercial Rock Lobster Quota Docket

PART A – COMMERCIAL ROCK LOBSTER QUOTA DOCKET

This part is to be completed by the holder or supervisor of the fishing licence (rock lobster).

Pre-fishing Report No.

Write your pre-fishing report number that you were given when you made your pre-fishing report that relates to this unload.

If this unload includes rock lobster from multiple trips, write the most recent pre-fishing report number.

Trip Ongoing or Trip End

If you have pots in the water your trip is ongoing, tick the Trip Ongoing box.

If you return to port with all pots on board, tick the Trip End box, this is the end of the fishing trip.

Unloading Report No.

Write the report number you were given when you made your unloading report.

Emergency Unloading Report No.

Write the report number you were given when you made your emergency unloading report.

Date of Unloading

Write the date that you unloaded the rock lobster - DD/MM/YY format.

Time of Unloading

Write the time you commenced unloading the rock lobster - in 24-hour format. For example, 5pm is written as 17:00.

Port

Write the name of the port where the rock lobster were unloaded.

Lobster Consigned to

Write the name of the fish processor or fish handler who you are selling or transferring your fish to within the immediate proximity of unloading.

Weight Unloaded

Write the total wet weight in kilograms of the rock lobster unloaded.

Note: this total must be rounded down to the nearest kilogram.

Number of Lobster Unloaded to Processor

Write the number of rock lobster unloaded to a fish processor or fish handler.

Were all Lobster Unloaded (Tick one)

Tick YES if you have unloaded all the rock lobster from your vessel.

Tick NO if any rock lobster remain on the vessel.

Number of Lobster Remaining on Vessel

Write the total number of rock lobster remaining on the vessel after the unloading.

Closed season / End of quota year

This section is only required to be completed if rock lobster are being held during a closed season or at the end of the quota year.

Weight Held

If you are holding rock lobster during the closed season or end of quota year write the weight in kilograms.

Closed Season

Tick this box if the rock lobster is being held during a closed season on your vessel.

End of Quota Year

Tick this box if the rock lobster is being held at the end of a quota year on your vessel or in your cauf.

Quota Balance Calculation

1. Uncaught quota after previous docket

Write the amount shown in the 'Uncaught Quota Remaining' section on your previous docket here.

If this is your first docket for the quota year, leave this section blank.

2. Added/Removed since previous docket

If you have transferred some quota to or from your entitlement since you completed the previous quota docket, then add or subtract it here (circle + or -).

Leave this field blank if you have not done this.

Note: you must only add quota here if you have received confirmation from DPIPWE that the quota has been added to your entitlement.

You must not fish quota added to your entitlement if you have not received confirmation.

3. Direct sales total since previous docket

If you have sold or transferred rock lobster to an unlicensed receiver (using a Direct Sales docket) since you completed the previous docket, write the total weight in kilograms here.

Leave this field blank if you have not done this.

4. Rock Lobster on this docket

Write the weight of rock lobster unloaded in whole kilograms as recorded in the relevant section of Part A (above).

5. Uncaught quota remaining

Calculate the amount of quota you have remaining by adding the amounts shown in boxes 1 and 2 and subtracting the amounts in boxes 3 and 4. Write the resulting total in this box.

Quota Allocation Details

Unless you advise otherwise by completing the quota allocation details, the fish that you have unloaded will be recorded against quota specified in your licence in the following order:

1. Research quota units
2. Carry over units
3. Seasonally transferred quota units, in the date order they were transferred
4. Quota units permanently held on the licence.

If you wish to record the fish you have unloaded against quota in a different order, write the quota entitlement number in the left box and the weight in kilograms, of rock lobster that you want subtracted from that entitlement in the right box.

Declaration

Read the Declaration at the bottom of Part A. To make the Declaration, print your name and sign and date the Declaration.

PART B – COMMERCIAL ROCK LOBSTER QUOTA DOCKET

This section must be completed, or caused to be completed, by the fish processor or fish handler.

Processor or handler name

Write the name of the fish processor or fish handler receiving the rock lobster as it appears on the licence.

Place of Receipt

Write the place that you received the rock lobster.

Date of Receipt

Write the date you received the rock lobster.

Time of Receipt

Write the time you received the rock lobster in 24-hour format. For example, 5pm would be 17:00.

Weight Received

Write the weight of the rock lobster received. Round down the total weight of rock lobster to the nearest whole kilogram.

Number of Containers

Write the number of containers that you are using to transport the rock lobster.

Container Type

Write the type of the container used. For example: nally bins or fish bins.

Container Net Weight

Write the net weight in kilograms of each type of container used.

Declaration

Read the Declaration at the bottom of Part B. To make the Declaration, print your name, sign and date the Declaration.

It is an offence not to follow these instructions when completing the Commercial Rock Lobster Catch Record and Quota Docket.