



Australian Government

Australian Fisheries Management Authority

Commonwealth Catch Disposal Record

Commonwealth of Australia
Fisheries Management Act 1991

SESS2B

Boat Name:

Logbook No:

Reprinted May 2014

Commonwealth Catch Disposal Record

Fisheries Management Act 1991

About this Catch Disposal Record

- This Commonwealth Catch Disposal Record is designed to record verified information about fish catches
 - it does not replace the requirement to complete daily catch and effort logbooks.
- Information supplied on this Catch Disposal Record will be used for fisheries management purposes. AFMA may release data on specific returns in connection with the investigation and prosecution of offences against the *Fisheries Management Act 1991* and associated legislation or under a court order.

Who must complete this Catch Disposal Record

- Parts A and B must be completed by the fishing concession holder (the holder), or an authorised agent, for any boat in respect of which a fishing concession has been issued which requires the completion of this Catch Disposal Record
 - an authorised agent is a person who has been nominated by the holder to complete logbook documents on behalf of the holder. The holder must complete and lodge with AFMA the appropriate nomination form. Note: all further references in this Catch Disposal Record to holder/s should be taken to also be a reference to an authorised agent.
- Part C must be completed by the Fish Receiver Permit holder (the fish receiver) immediately upon receipt of the fish and before the fish are placed with any other fish that are not part of the consignment.

If you have any queries about completing this Catch Disposal Record please contact AFMA Quota Management on 1300 723 621.

When must this Catch Disposal Record be completed?

Except where the fish is received by an 'exempt fish receiver'¹, the holder must accurately determine the weight of the fish and complete Parts A & B of the Catch Disposal Record for every fishing trip and for all species immediately after unloading and before the consignment to which the Catch Disposal Record refers is moved more than 50 metres from the point of unloading. Where the receiver of the catch is located within 50 metres of the point of unloading, the holder must complete Parts A & B before the fish are taken onto the fish receiver's premises.

- **Exempt fish receiver** - where the fish is being received by an 'exempt fish receiver':
 - this Catch Disposal Record book must accompany the consignment to the fish receiver's premises to be completed. Once the Catch Disposal Record is completed for the consignment, and taking into account the holder's obligations in regard to the lodgement of the Catch Disposal Record, the book must remain on board the boat or within a 50 metre radius of the boat
 - where fish are received by an 'exempt fish receiver', the receiver must accurately weigh the fish immediately on receipt at the premises and complete Part C of the Catch Disposal Record. Holders who have not already completed Part B must do so at the 'exempt fish receivers' immediately once the fish are weighed. Once the holders obligations in regard to completion and lodgement of the Catch Disposal Record are completed, the book must be returned from the exempt fish receiver's premises to onboard the boat or a premises within 50 metre radius of the boat.
- **Two or more receivers** - if a catch is split between two or more receivers, the holder must complete a separate Commonwealth Catch Disposal Record for the consignment of fish going to each receiver.
- **Completing transit forms** - where more than one vehicle is used to carry a consignment of fish from a vessel to a receiver, the holder must complete a transit form as detailed in the fishing concession nominated to the boat. A transit form must be carried by each vehicle and the last vehicle shall carry the Catch Disposal Record, except where the fish are being carried to an 'exempt fish receiver'.
- **Retaining the Catch Disposal Record** - where the fish are not being transported to an 'exempt fish receiver', the holder must retain this Catch Disposal Record at all times either on board the boat or within a 50 metre radius of the boat until the book is completed. Once completed the holder must keep this book for a minimum period of five years and make it available to AFMA on request.

Where and how must the forms be submitted?

Note: As each page of this Catch Disposal Record is numbered, any spoiled or incorrectly completed forms must be clearly marked 'cancelled' and returned to AFMA.

- **White copy** - unless directed to be lodged at a location specified by an authorised AFMA Officer (as defined in Section 4(1) of the *Fisheries Management Act 1991*), the holder must forward the white original copy to AFMA within 3 calendar days of the consignment being unloaded. 'Nominated Locations' are listed on the back of this page.
 - the authorised agent completing the form must sign it to certify that all the details are correct on the date of unloading prior to dispatch of the consignment. Holders should not delay forwarding forms because they are trying to obtain additional quota to cover fish already caught
 - the holder or authorised agent must return the Catch Disposal Record and daily catch and effort logbook sheet(s) to AFMA in the same envelope within 3 calendar days of the catch being unloaded.
- **Green copy** - must remain in this book and be made available to authorised Officers upon request.
- **Pink and Yellow copies** - the holder is responsible for ensuring that the pink and yellow copies accompany every consignment of fish in transit and are lodged with the receiver
 - a consignment is defined as whole or part of the catch taken from a single unloading and sent to a single receiver
 - if more than one consignment of fish is sent from one unloading (ie to different receivers), a separate Catch Disposal Record must be completed for each consignment.

FAILURE TO SUPPLY AN ACCURATE AND FULLY COMPLETED CATCH DISPOSAL RECORD FOR ALL FISH LANDED CONSTITUTES BREACHES TO THE FISHERIES MANAGEMENT ACT 1991 AND THE COMMONWEALTH CRIMINAL CODE AND MAY RESULT IN SUBSTANTIAL PENALTIES.

¹ Note: an 'exempt fish receiver' is a fish receiver whose premises are located within 500 metres of the point at which the boat unloads and who has been granted an exemption by AFMA.

All other requirements of this Catch Disposal Record apply to exempt fish receivers.

Instructions for Fishers

Using this Catch Disposal Record book

- There are three parts to this Catch Disposal Record book - Parts A, B and C.
- The fishing concession holder (the holder) must complete all sections of Parts A and B (the white copy of the form) at the end of every fishing trip.
- To complete these sections, place the writing template under the yellow page to prevent marking the next set of forms
 - make all entries in blue or black ball point pen only
 - no carbon paper is required when completing these forms.
- A new book will be issued to you just before you finish your current one – use all of the current book before using the new book. If you do not receive a new book you should contact AFMA Licensing and Data Services on 1300 723 621.

Note: The holder must only dispose of their fish to the holder of a current AFMA Fish Receiver Permit. Before dispatching a consignment of fish to a receiver, the holder must complete a separate Catch Disposal Record page for each consignment of fish sent to a receiver.

Completing this Catch Disposal Record book

Part A

- **Boat Name** – enter the name of the boat the fish were caught from.
- **Distinguishing Symbol** – enter the distinguishing symbol of the boat the fish were caught from.
- **Fishery or Sector** – circle which fishery or sector you are operating in.
- **Method** – enter what method you are using to catch fish (eg gillnets, trawl gear, droplines, longlines).
- **Concession number** – enter the number of the fishing concession you are fishing on. This is the number of your Statutory Fishing Right, Fishing Permit or Foreign Fishing Licence.
- **Duration of Trip** – enter the duration of the trip. For example, if a boat leaves to fish on 28 March 2014 and returns on 1 April 2014, fill this section in as 28/3/14 to 1/4/14.
- **Date/time of Unloading** – enter the date and time at which unloading commenced.
- **Port of Unloading** – enter the port of unloading (eg Port Lincoln, Eden, Hobart, Lakes Entrance).
- **Receiver Consignment Sent To** – enter the name of the fish receiver of this consignment here. A consignment is defined as the whole or part of the catch taken from a single unloading and sent to a single fish receiver.
- **Method used to determine accurate weight** – enter the method you used to determine the accurate weight (eg no. of bins, braile scales etc).
- **Total accurate weight of consignment** – enter the total accurate weight of the consignment.
- **Total number of boxes/bins consigned** – enter the number of boxes or bins consigned to the receiver.
- **Whole/part of Catch** – circle 'W' for whole or 'P' for part to identify which part of the catch was consigned to the fish receiver
- **Name of Transporter** – if the fish has been transported from the boat to the receiver, enter the name of the transporter.
- **Type of Vehicle** – if the fish has been transported from the boat to the receiver, enter the type of vehicle (eg Mazda truck).
- **Vehicle Reg. No.** – enter the registration number of the vehicle (trailer reg no. if transported in a trailer).
- **Number of vehicles used** – if more than one vehicle, circle the appropriate number. You must send a separate transit form with each load. The transit book you should use is specified on your fishing concession.
- **Date/time consignment left from point of unloading** – enter the date and time the consignment left from the point of unloading.
- **Daily catch and effort logbook page numbers** – enter your daily catch and effort logbook number and the page numbers relevant to the page(s) of the Catch Disposal Record. For example, if you are using daily catch and effort logbook number 1234 and pages 1,2 and 3 of the logbook relate to the catch that you are recording in your Catch Disposal Record then you must fill out the box with the details of the book and page numbers for the logbook.

Part B

- **Species/species code** – these have been pre-printed in alphabetical order based on the species likely to be caught in the fishery in relation to which the Catch Disposal Record is being completed. Where one or more species are not pre-printed on the page, individual species catch details should be entered in the 'Other Species' box.
- **Kilos of fish** – where the fish have not been processed in any way, enter the individual accurate weight of all the whole fish of each individual species landed. Where fish have been processed on board the boat, enter the weight received in kilograms of each individual species after processing. Where only part of the catch of species has been processed on board the boat, a separate entry for the processed part of the species should be entered in the 'Other Species' box. You should identify individual species, eg rock ling must be identified as rock ling and not ling.
Note: where the total amount of a single non-quota species is less than 10kg, this species may be combined with another non-quota species of the same or less weight (ie 10kgs) and be recorded under the category of 'mixed fish'. Where the total amount of a single non-quota species exceeds 10kg, that species must be recorded individually in the 'Other Species' section. All quota species must be recorded separately and not mixed with any other species.
- **Form Code** – for each species caught, enter the form code specified on the Catch Disposal Record page.
- **Shark Carcase No.** – if applicable, enter an accurate count of carcase numbers for all shark landed.
Note: All Shark landed in the GHT sector of the SESS fishery must have carcase numbers recorded.
- **Region (if applicable)** – to be completed for species managed as separate geographic stocks (eg gemfish, orange roughy, pink ling, deepwater sharks) and to indicate which species were caught in other fisheries (eg Cascade Plateau, South Tasman Rise - STR)
- **State waters** – enter accurate weight of all fish taken in any State jurisdiction during the course of the fishing trip.

Submitting copies of Catch Disposal Records:

- **White copy** – you must complete and forward this copy to AFMA, within 3 calendar days of the consignment being unloaded.
- **Green copy** – you must retain this copy in the book for your records. It must be available to AFMA Officers if requested.
- **Pink and yellow copies** – you must send these copies with every consignment of fish in transit and lodge them with the fish receiver. Note that these copies are lightly glued together so that they will not become separated in transit.

SESS2B Catch Disposal Record

Commonwealth Catch Disposal Record - SESS2B

Log No:	Page No:
1	

Part A - Concession holder or authorised representative to complete

Boat Name: Deborah Jane Distinguishing Symbol: LFB123 Fishery: STR CSF HSF Others

SESS Sector: SET GHT VIT ECD

Method: GILLNET Method used to determine accurate wt. No. of bins x 32 Name of transporter: Wally's Trucking

Concession No. 395 Total accurate weight of consignment 2400 Type of Vehicle: FORD TRUCK

Duration of Trip From 17 / 1 / 14 To 19 / 1 / 14 Total no. of bins/boxes consigned 72 Vehicle Reg. No. YQU 312

Date & time of unloading 20 / 1 / 14 07:00 Whole/Part of Catch (circle one) W P Circle no. of Vehicles Including this one 1 2 3 4 5

Port of unloading LAKES ENTRANCE Recording daily catch and effort log book and page numbers Date & time consignment left from point of unloading

Receiver consignment sent to JOE'S FISH SUPPLIES Book No. 1234 Page No.s From 1 To 3 Book No. Page No.s From To 20 / 1 / 14 08:00

Part B - Concession holder or authorised representative to complete

SPECIES	Code	Kilos of Fish (accurate weight)	Form Code	Shark Carcase No.	Region (if applicable eg South)	STATE WATERS
Alfonsino	ALF					
Blue Eye Trevalla	TBE					
Blue Grenadier	GRE					
Blue Warehou	TRT	1 0 0	W			
Flathead	FLT					
Gemfish	GEM					
Jackass Morwong	MOW					
John Dory	DOJ					
Mirror Dory	DOM	1 0 0	W			
Ocean Perch	REG					
Orange Roughy	ORO					
Oreo Mixed	DOE					
Oreo Smooth	DOO					
Pink Ling	LIG					
Redfish	RED					
Ribaldo	RBD					
School Whiting	WHS					
Silver Trevally	TRE					
Silver Warehou	TRS					
Royal Red Prawn	PRR					
Elephant Fish	SHE					
Gummy Shark	SHG	1 0 0	TR	6 1 0		
Saw Shark	SHW					
School Shark	SHS					
		1 0 0	W			

Instructions for Fishers

More detailed instructions are located on the front of the writing template.

When completing Parts A and B of this form:

- Recording daily catch and effort logbook book and page numbers:

Record the book and page numbers for this trip, eg if you completed pages 1, 2 and 3 of Logbook 1234, in the space above enter Book No. 1234, Page No.s from 1 to 3. If you use more than one logbook, enter the numbers in the separate boxes.

- Lodging forms:

Fishers, after completing this form -

- lodge the white copy with AFMA within 3 calendar days of unloading
- leave green copy in this book
- send the pink and yellow copies with the fish to the receiver of the fish

- Entering the region - if applicable, enter the 'Region' from which the catch was taken

- Form code - a form code MUST BE entered for each species.

Form Codes:

Scalefish:

GG = gilled and gutted, F = filleted, W = whole, G = gutted, HG = headed and gutted

Shark only:

TR = trunked

FB = trunked with belly flaps removed

Warning to Fishers

An infringement notice may be issued or other prosecution action taken if the concession holder or authorised agent fails to complete and lodge this form in accordance with the instructions.

Comments:

I certify that I have completed the information required in accordance with the instructions and that this information is a complete and accurate record

Printed name of authorised agent completing form _____ Printed name of driver _____

Signature of authorised agent completing form _____ Signature of driver _____

Date / / _____ Date / / _____

Instructions for Fish Receivers

To receive fish from a person who is required to complete this Catch Disposal Record, you must be the holder of a current AFMA Fish Receiver Permit.

Where you have received fish from such a person, you should receive a pink and yellow copy of the Catch Disposal Record. These forms will contain information on the boat name, landing date and place of unloading.

You must also maintain records as detailed in your permit.

Immediately upon receipt of the fish, and before placing the fish with any other fish that are not part of the consignment, you must weigh the fish accurately and complete all sections of Part C of the Catch Disposal Record. You are legally required to provide this information for all species received.

Completing Part C

You must provide details for each consignment of fish as follows:

- **Name** – enter your name or, if applicable, the name of your company.
- **FRP No.** – enter your Fish Receiver Permit number.
- **Address** – enter your address or, if applicable, the address of your company.
- **Date fish Received On** – enter date when the consignment was received
- **Kilos of Fish**
 - where the fish have not been processed in any way, enter the individual accurate weight of all the whole fish received of each individual species. **Note:** Accurate weight must be determined by accurate scales
 - where fish have been processed on board the boat, enter the weight received in kilograms of each individual species after processing. **Note:** All species must be identified individually eg rock ling and not ling
 - where one or more species are not listed, provide individual species catch details in the 'Other Species' box in Part C
 - where only part of the catch of species has been processed on board the boat, a separate entry for the processed part of the species should be entered in the 'Other Species' box.
- **Form Code** – for each species received, enter the appropriate form code.
Form codes are: GG=gilled and gutted, F=filleted, W=whole, G=gutted, HG=headed and gutted. Shark only: TR=trunked, FB=trunked with belly flaps removed.
- **Shark Carcase No.** – if applicable, enter the number of shark carcasses received. **Note:** All Shark landed in the GHT sector of the SESS fishery must have carcase numbers recorded.
- **Comments** – enter any comments you may have in relation to this consignment
- **Certification** – the permit holder or their authorised agent must complete and sign this part to certify accurate completion of the Catch Disposal Record

Lodging Catch Disposal Records

Yellow copy - you must retain the yellow copy of the Catch Disposal Record for your own records for a minimum period of five years.

White copies - if you are given any completed white copies of the Catch Disposal Record, you must return them to AFMA within 3 calendar days of the date on which you received the fish.

Pink copy – you must return the completed pink copy of the Catch Disposal Record to AFMA within 3 calendar days of the date on which you receive the fish. Please send the form to:

Licensing and Data Services
Australian Fisheries Management Authority
Box 7051
CANBERRA BC ACT 2610

Failure to comply with these instructions constitutes breaches to the Fisheries Management Act 1991 and the Commonwealth Criminal Code and may result in substantial penalties.

What penalties apply in relation to these Catch Disposal Records?

- The Courts can impose maximum penalties of:
 - \$27,500 upon conviction for the offence of not providing the required information, with a similar penalty for not forwarding returns within the required time
 - imprisonment for up to 12 months upon conviction for the offence of providing information in a record, report, return or other document that is at the time of providing the information known by the person completing the information to be false or misleading in material particular.

If you have any queries about completing this Catch Disposal Record please contact AFMA Licensing and Data Services on 1300 723 621.

