



**Australian Government**

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**Australian Fisheries Management Authority**

# **Commonwealth Scallop/Squid Catch Disposal Record**

**Commonwealth of Australia**  
*Fisheries Management Act 1991*

## **SCQ02**

**Boat Name:**

**Logbook No:**

# ABOUT THIS CATCH DISPOSAL RECORD

This Catch Disposal Record is designed to record verified information about catches from the Bass Strait Central Zone Scallop (BSS) Fishery and the Southern Squid Jig (SSJ) Fishery.

- **it does not replace the requirement to complete daily catch and effort logbooks.**

Information displayed 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?

**Part A and B** must be completed by the fishing concession holder (the holder), or an authorised representative, for any boat in respect of which a fishing concession has been issued which requires the completion of this Catch Disposal Record.

- an authorised representative 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 representative.

**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 Compliance on (02) 6272 5029.

## When must this Catch Disposal Record be completed?

Except where the fish is received by an 'exempt fish receiver'<sup>1</sup>, the holder must accurately determine the weight of the fish and complete Part A and B of the Catch Disposal Record for every fishing trip 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 Part A and B before the fish are taken onto the fish receiver's premises.

**Exempt Receiver** – where the fish is 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 A and B must do so at the 'exempt fish receivers' immediately once the fish are weighed.

**Two or more receivers** – if a catch is split between two or more receivers, the holder must complete a separate Catch Disposal Record for the consignment of fish going to each 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.

**Take-home packs** – any fish kept for private or domestic use, consistent with the holder's fishing concession conditions, must be recorded in the comments box of the Catch Disposal Record for the relevant trip by entering the words 'Take-home pack' and the species and kilos of fish.

## 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 or lodge it at a 'Nominated Location' within 24 hours of the consignment being unloaded together with relevant daily catch and effort logbook pages.

- the authorised person 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 lodging or forwarding forms because they are trying to obtain additional quota to cover fish already caught.**
- If a 'Nominated Location' is not being used the holder must return the **Catch Disposal Record and daily catch and effort logbook sheet(s) to AFMA in the same envelope within 24 hours 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 fish receiver.

- a consignment is defined as the 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 IS AN OFFENCE.**

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

# INSTRUCTIONS FOR FISHERS

This CDR book has been developed to record catch information from operators in the Bass Strait Central Zone Scallop Fishery and the Southern Squid Jig Fishery. To operate in the Bass Strait Central Zone Scallop Fishery or the Southern Squid Jig Fishery you must hold the relevant fishing concession.

## 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 Part 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 Data Processing on (02) 6272 5382.

**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

- **Fishery** – circle which fishery you are operating in.
- **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.
- **Concession Holder's Name** – enter the name of the holder of the concession (e.g. permit/SFR) that you are fishing on.
- **Permit/SFR number** – enter the number of the fishing concession you are fishing on.
- **Prior departure number** – if fishing scallops enter the receipt number given to you by the operator when you made your "prior departure report".
- **Prior landing number** – if fishing scallops enter the receipt number given to you by the operator when you gave your "prior landing report".
- **Duration** – enter the duration of the trip. For example, if a boat leaves to fish on 28 March 2005 and returns on 1 April 2005, fill this section in as 28/3/05 to 1/4/05.
- **Date & time of unloading** – enter the date and time at which unloading commenced
- **Port of unloading** – enter the port of unloading
- **Name of Receiver** – enter the name of the fish receiver of this consignment. A consignment is defined as the whole or part of the catch taken from a single unloading and sent to a single fish 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).
- **Date & time consignment left from unloading point** – enter the date and time the consignment left from the point of unloading.
- **Pages in daily catch and effort logbook** – 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 - Catch Details

**Scallops** – Fill out this table if fishing for scallops, enter the weight in kilograms of the component of the catch that is consigned next to the relevant species.

**Squid** - Fill out this table if fishing for squid, enter the weight in kilograms of the component of the catch that is consigned next to the relevant **Form Code** (the form of the squid when landed). W = Whole squid (no processing undertaken), PT = Processed Tubes (tubes gutted and cleaned), UT = Unprocessed Tubes (only heads and tentacles removed), TH = Tentacles and Heads, WO = Wings Only.

**Comments** – enter any comments you may have in relation to this consignment

**Printed Name of Holder** – enter the name of the permit holder or authorised representative.

**Signature and Date** – the form must be verified by the permit holder or authorised representative, signed and dated

**Printed Name of Driver** – if the fish has been transported from the boat to the fish receiver, enter the name of the driver of the vehicle.

**Signature and Date** – ensure the driver signs and dates the relevant box.

See the back of this flap for information on submitting the forms

COMMONWEALTH SCALLOP/SQUID CATCH DISPOSAL RECORD – SCQ02

## **SUBMITTING COPIES OF CATCH DISPOSAL RECORDS**

**White copy** – you must complete and forward this copy to AFMA or at a location specified by an authorised AFMA Officer (as defined in Section 4(1) of the *Fisheries Management Act 1991*), within 24 hours of the consignment being unloaded together with the relevant daily catch and effort logbook pages. Please send the original forms within 24 hours to:

Data Processing  
Australian Fisheries Management Authority  
Box 7051  
Canberra BC ACT 2610

**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 first fish receiver. Note that these copies are lightly glued together so that they will not become separated in transit.

# SCQ02 Catch Disposal Record

Book No.	Page No.
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## Part A - Concession holder or authorised representative to complete

Boat Name	<b>Deborah Jane</b>	Distinguishing Symbol	<b>LFB123</b>	Fishery (circle one)	<input checked="" type="radio"/> Scallop	<input type="radio"/> Squid
Concession Holder's Name	<b>Johnathon Jones</b>			Name of transporter	<b>Wally's Trucking</b>	
Permit/SFR No.	<b>12345A</b>	Prior Departure No. (scallops)	<b>MQD 987</b>	Type of Vehicle	<b>FORD TRUCK</b>	
Duration of Trip	From <b>28 / 05 / 05</b> To <b>31 / 05 / 05</b>	Prior Landing No. (scallops)	<b>RQB 577</b>	Vehicle Reg. No.	<b>NMO 543</b>	
Date & time of unloading	<b>01 / 06 / 05 13:00</b>			Date & time consignment left from unloading point	<b>02 / 06 / 05</b>	
Port of unloading	<b>Portland</b>			Pages in daily catch and effort logbook	Book No. <b>1234</b> Page No.s From <b>1</b> To <b>3</b>	
Receiver consignment sent to	<b>JOE'S FISH SUPPLIES</b>					

\*Please provide an estimate of the time taken to complete this form:  
 hrs  mins

## Part B - Concession holder or authorised representative to complete

### Scallops

	Accurate Weight
Commercial Scallops	<b>500</b>
Doughboy Scallops	

### Squid

	Form Code	Accurate Weight
Arrow Squid	W	
Arrow Squid	PT	
Arrow Squid	UT	
Arrow Squid	TH	
Arrow Squid	WO	
Other species		

Comments:

TAKE HOME 5KG COMMERCIAL SCALLOPS

I declare the information required in accordance with the instructions and that this information is a complete and accurate record.

Printed name of authorised representative completing form

Signature of authorised representative completing form

Date / /

Printed name of driver

Signature of driver

Date / /

### Instructions for Fishers

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

### 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 1 to 3.

### Form Code

Details for squid must be written next to the relevant form code.

### Form Codes (Squid only)

- W – whole
- TH – tentacles & heads
- PT – processed tubes
- WO – wings only
- UT – unprocessed tubes

### Lodging forms:

- Fishers, after completing this form – lodge the white copy with AFMA or at a nominated location within 24 hours of unloading
- Leave green copy in this book
- Send the pink and yellow copies with the fish to the receiver of the fish
- Please lodge the relevant daily catch and effort logbook at the same time.

### Warning to Fishers

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

\* In line with government policy all Commonwealth forms to be completed by small business must include a time box indicating the length of time the form took to complete.

# SCQ02 Catch Disposal Record

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## Part A - Concession holder or authorised representative to complete

Boat Name	<input type="text"/>	Distinguishing Symbol	<input type="text"/>	Fishery (circle one)	<input type="checkbox"/> Scallop	<input type="checkbox"/> Squid
Concession Holder's Name	<input type="text"/>			Name of transporter	<input type="text"/>	
Permit/SFR No.	<input type="text"/>	Prior Departure No. (scallops)	<input type="text"/>	Type of Vehicle	<input type="text"/>	
Duration of Trip	From <input type="text"/> / <input type="text"/> / <input type="text"/>	Prior Landing No. (scallops)	<input type="text"/>	Vehicle Reg. No.	<input type="text"/>	
	To <input type="text"/> / <input type="text"/> / <input type="text"/>	Whole/Part of Catch (circle one)	<input type="checkbox"/> W <input type="checkbox"/> P	Date & time consignment left from unloading point	<input type="text"/> / <input type="text"/> / <input type="text"/>	
Date & time of unloading	<input type="text"/> / <input type="text"/> / <input type="text"/> :			*Please provide an estimate of the time taken to complete this form: <input type="text"/> hrs <input type="text"/> mins		
Port of unloading	<input type="text"/>			Pages in daily catch and effort logbook Book No. <input type="text"/> Page No.s From <input type="text"/> To <input type="text"/>		
Receiver consignment sent to	<input type="text"/>					

## Part B - Concession holder or authorised representative to complete

### Scallops

	Accurate Weight
Commercial Scallops	<input type="text"/>
Doughboy Scallops	<input type="text"/>

### Squid

	Form Code	Accurate Weight
Arrow Squid	W	<input type="text"/>
Arrow Squid	PT	<input type="text"/>
Arrow Squid	UT	<input type="text"/>
Arrow Squid	TH	<input type="text"/>
Arrow Squid	WO	<input type="text"/>
Other species .....		<input type="text"/>

Comments:

I declare the information required in accordance with the instructions and that this information is a complete and accurate record.

Printed name of authorised representative completing form

Signature of authorised representative completing form

Date / /

Printed name of driver

Signature of driver

Date / /

### Instructions for Fishers

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

### 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 1 to 3.

### Form Code

Details for squid must be written next to the relevant form code.

### Form Codes (Squid only)

- W – whole
- PT – processed tubes
- UT – unprocessed tubes
- TH – tentacles & heads
- WO – wings only

### Lodging forms:

- Fishers, after completing this form – lodge the white copy with AFMA or at a nominated location within 24 hours of unloading
- Leave green copy in this book
- Send the pink and yellow copies with the fish to the receiver of the fish
- Please lodge the relevant daily catch and effort logbook at the same time.

### Warning to Fishers

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

\* In line with government policy all Commonwealth forms to be completed by small business must include a time box indicating the length of time the form took to complete.

# 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.

## **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** – enter the date when consignment was received

**Scallops** – Fill out this table for scallops, enter the weight in kilograms received next to the relevant species.

**Squid** - Fill out this table for squid, enter the weight in kilograms received next to the relevant **Form Code** (the form of the squid when landed). W = Whole squid (no processing undertaken), PT = Processed Tubes (tubes gutted and cleaned), UT = Unprocessed Tubes (only heads and tentacles removed), TH = Tentacles and Heads, WO = Wings Only.

**Comments** – enter any comments you may have in relation to this consignment

**Certification** – 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 a 'Nominated Location' you must return any white copies of the Catch Disposal Record you receive to AFMA within 10 calendar days of the date on which you receive the fish.

**Pink copy** – you must return the completed pink copy of the Catch Disposal Record to AFMA within 10 calendar days of the date on which you receive the fish. Please send the form to:

Data processing  
Australian Fisheries Management Authority  
Box 7051  
CANBERRA BC ACT 2610

## **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 Compliance on (02) 6272 5029.

# SCQ02 Catch Disposal Record

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## Part A - Concession holder or authorised representative to complete

Boat Name	<input type="text"/>	Distinguishing Symbol	<input type="text"/>	Fishery (circle one)	<input type="checkbox"/> Scallop	<input type="checkbox"/> Squid
Concession Holder's Name	<input type="text"/>			Name of transporter	<input type="text"/>	
Permit/SFR No.	<input type="text"/>	Prior Departure No. (scallops)	<input type="text"/>	Type of Vehicle	<input type="text"/>	
Duration of Trip	From <input type="text"/> / <input type="text"/> / <input type="text"/>	Prior Landing No. (scallops)	<input type="text"/>	Vehicle Reg. No.	<input type="text"/>	
	To <input type="text"/> / <input type="text"/> / <input type="text"/>	Whole/Part of Catch (circle one)	<input type="checkbox"/> W <input type="checkbox"/> P	Date & time consignment left from unloading point	<input type="text"/> / <input type="text"/> / <input type="text"/>	
Date & time of unloading	<input type="text"/> / <input type="text"/> / <input type="text"/> :			*Please provide an estimate of the time taken to complete this form: <input type="text"/> hrs <input type="text"/> mins		
Port of unloading	<input type="text"/>					
Receiver consignment sent to	<input type="text"/>					

Pages in daily catch and effort logbook

Book No.  Page No.s From  To

## Part C - Fish Receiver to complete

### Instructions for Fish Receivers

More detailed instructions are on the back of the yellow form.

When completing Part C of this form:

- Enter your name (or company name) as on your Fish Receiver Permit.
- Enter your Fish Receiver Permit number, address, and the date on which the fish were received.
- Enter the accurate weight of fish received in kilograms (kgs)
- For any squid received enter the weight next to the appropriate Form Code.

### Form Codes (Squid only)

- W – whole
- TH – tentacles & heads
- PT – processed tubes
- WO – wings only
- UT – unprocessed tubes

- Send the completed pink copy to AFMA within 10 calendar days of the date you received the fish.
- Keep the completed yellow copy with your records

### ADVISORY NOTE:

You are legally required to provide all the information required in this form.

Name

FRP No.

Address

Date fish received  /  /

	Accurate Weight
Commercial Scallops	<input type="text"/>
Doughboy Scallops	<input type="text"/>

	Form Code	Accurate Weight
Arrow Squid	W	<input type="text"/>
Arrow Squid	PT	<input type="text"/>
Arrow Squid	UT	<input type="text"/>
Arrow Squid	TH	<input type="text"/>
Arrow Squid	WO	<input type="text"/>
Other species		<input type="text"/>
.....		<input type="text"/>

Printed Name of FRP Holder

Signature and Date

Date / /