



# INSTRUCTIONS FOR HOLDERS OF FISHING CONCESSIONS USING EPRAWN

(Instruction: Version 0.7/EPRAWN Version: EPRAWN2009v1.0)

## Introduction

Paper & Electronic logbooks are designed to provide a continuous record of fishing. Accurate data collected in logbooks is essential to provide information for research into and management of Australian prawn fisheries.

## Purpose

AFMA electronic logbooks can be used as an alternative to the paper-based Northern and Torres Strait Prawn Fisheries Daily Fishing Log (NP16) by:

- Commonwealth fishing concession holders when trawling for prawns in the area of the Northern Prawn Fishery (NPF)
- Torres Strait licence holders when trawling for prawns in the area of the Torres Strait Prawn Fishery (TSPF).

It is your responsibility to be familiar with the operation of your chosen electronic logbook system. You may wish to contact your certified software vendor for information on the extent to which the requirements of these instructions will be met automatically by your chosen system.

You will still be required to submit paper logbook forms for Turtle Exclusion Devices (TED's) and Bycatch Reduction Devices (BRD's). Gear details will be collected by a paper based survey form.

## Interpretation

In these Instructions, a reference to “you” or “your” means the fishing concession holder or licence holder (as appropriate) and includes any authorised agent who completes electronic logbook returns on the concession holder or license holders behalf.

In these Instructions, a reference to “Eprawn” or “electronic logbook” or “electronic logbook lodgement service” means the computer software that has been certified by AFMA and associated data that the fishing concession holder, licence holder or authorised agent will use to record the details of their fishing operations and which will be used to send an electronic logbook to AFMA.

Any reference to “interaction” means any physical contact an individual (person, boat or gear) has with a Listed Marine and Threatened Species that causes, or may cause death, injury or stress to the Listed Marine and Threatened animal. This includes all catching, hooking, netting, entangling, or trapping of a protected species including any injuries or mortalities directly resulting from fishing activities. It also includes any contact or collisions with warps, trawl doors, backstops, brides, sweeper, net, paravanes (includes towing wires), wheelhouse, and windows. An interaction is an event or incident whether it occurs on the boat or in the water. A Listed Marine and Threatened animal does not need to be landed on the deck for an interaction to have taken place.



## Registration for e-Log lodgement service

You can not commence to use an electronic logbook unless you are registered with AFMA. For information on how to register please contact Licensing at AFMA on 1300 723 621 or [licensing@afma.gov.au](mailto:licensing@afma.gov.au).

Your registration for electronic lodgement service may be revoked or suspended by AFMA if:

- you have failed to lodge electronic logbook returns regularly as required
- you do not comply with these Instructions
- the software you are using is not currently determined by AFMA
- you do not supply a correct user ID or password
- you are found to have supplied false and misleading information.

## Completing the electronic logbook

- You can only use a determined AFMA electronic logbook system to submit electronic logbooks and each applicable item in the electronic logbook system must be completed fully and accurately, in accordance with the Electronic Logbook Data Requirements EPRAWNO1.
- During fishing operations, you must record your boat's activity on a daily basis, regardless if fishing took place on that day. There must be a record to cover every day that the fishing concession or licence is in force.
- All fishing activity, including the last day of the trip, must be recorded before the boat docks at the end of each trip.

## Non-Fishing

During extended periods of non-fishing activity, you may make a single record of that activity which covers that period in your electronic logbook.

### Non-Fishing Activity

Record the reason you were not working during the non-fishing period you have indicated.

### Ports

Record the port you departed from and the port you returned to for that fishing trip. If you unloaded to a mothership at sea, then report "at sea".

### Trip Dates

Record the date of departure and the date returned for that fishing trip. A fishing trip is to and from a port of unload, or to or from a mother ship into which you unloaded catch.

### Date

Record the date of operation or searching was conducted.

### Location of Operation

The location of operation must be recorded, which is the position of the largest catch of the day. The location of operation is to be provided as a latitude and longitude.

If you searched for prawns without catch you are required to record the latitude and longitude of the middle point of the search area.



### Effort Details

During extended periods of non-fishing activity, you may make a single record non- activity for a period in your electronic logbook. Non-Fishing periods should be reported to AFMA on a monthly basis.

<b>Nets</b>	<ul style="list-style-type: none"> <li>• Enter the number of nets towed.</li> <li>• Record the net type.</li> </ul>
<b>Target Species</b>	Specify the main target species for the day.
<b>Hours Searched</b>	Record the total number of hours spent searching.
<b>Hours Trawled</b>	Record the total number of hours spent trawling for the entire day (For the period 00:00 to 23:59 hours).
<b>Total Number of Shots</b>	Record the total number of shots completed for the entire day.
<b>Depth</b>	Record the average bottom depth for each day.

### Catch Details

<b>Species</b>	Specify the species caught. All retained species must be recorded in the electronic logbook.
<b>Species Details</b>	Specify the grade and form code for each species recorded.
<b>Total Weight</b>	For each grade of the retained species you must record the estimated total weight (kg).
<b>Discard</b>	<ul style="list-style-type: none"> <li>• Record the estimated total weight (kg) of all species discarded.</li> <li>• Record the reason for discarding.</li> </ul>

### BRD & TED description

If you have used BRD's/TED's report the details for each operation. Include any modifications.

### Listed Marine and Threatened Species

Please enter YES or NO to indicate if your gear came into contact with or caught a listed marine or threatened species. You must provide the details as directed by the Protected Species Interaction section below.

### Listed Marine and Threatened Species

A list of Listed Marine and Threatened Species is provided on the inside of the fold-out flap in the paper-based Fishing Log NP16 to assist operators.

For all the listed Marine and Threatened species you must record the following:

<b>Species name</b>	Record the common name of the animal encountered with one line for each individual. Please take care when recoding Marine and Threatened species i.e. when recording a sea snake using a pick list or code, check that you have entered the species as a sea snake and not a bird.
<b>Time</b>	Record the estimated time at which the interaction occurred.
<b>Position</b>	Specify the location of the interaction by latitude and longitude in degrees and minutes.



<b>Caught During Fishing Operation</b>	Tick the estimated stage of the fishing operation at which the interaction occurred. If 'other' is ticked please provide details as comments.
<b>Band or Tag#</b>	Record the band or tag number if a band or tag was found.
<b>Life Status</b>	Tick the condition or life status of the animal at the time of release.

The total number of each species caught must be recorded as well as their condition (**D**ead, **A**live or **i**n**J**ured).

**PLEASE NOTE:**

It is the concession holder or license holders responsibility to ensure that you and your authorised agents are aware of the catch limits and regulations for all species under State and Territory jurisdiction.

In the Northern Prawn Fishery the retention of shark, ray & sawfish species is banned.



## **Who should use the electronic logbook?**

Only the fishing concession holder may use the electronic logbook lodgement service. If you wish to authorise persons to complete and submit an electronic logbook on your behalf you may do so by completing and submitting an Authorised Agents Nomination Form (AA form) to AFMA. For details of how to obtain this form and the full requirements for authorising another person, contact Licensing and Data Services on 1300 723 621 or email [licensing@afma.gov.au](mailto:licensing@afma.gov.au).

If you have already nominated an authorised person under the paper logbook system, that nomination is also valid for electronic logbooks. However the authorised person must have a valid GoFish user ID and password to use the electronic lodgement.

The fishing concession holder must immediately notify AFMA in writing if an authorised person ceases to be authorised to act on their behalf. The authority stays in force until the concession holder cancels the authority.

The fishing concession holder is ultimately responsible for ensuring that electronic logbooks are fully completed and that the electronic logbook returns are accurate. The fishing concession holder must ensure that these instructions are available to each authorised agent at the time they are completing electronic logbooks. The concession holder is responsible for the entries made in the electronic logbook.

## **Storing and submitting electronic logbook returns**

The data for each fishing and non-fishing day must be stored prior to transmission in your electronic logbook system to allow inspection by fisheries officers. Logbook data for the previous 12 month period must be stored within your electronic logbook system on board the boat. AFMA recommends you archive and keep any electronic data older than 12 months for your own records, however, you may dispose of the data at your own discretion.

You will need to record and electronically submit your boat's activity on a daily basis, regardless of whether or not fishing takes place on that day. All logbook information must be recorded on a shot-by-shot basis and details for the last day of the trip must be recorded before the boat docks at the end of each trip.

An electronic logbook return is considered lodged when it has been successfully processed at AFMA. If AFMA finds errors an officer will notify the concession holder or their authorised agent.

## **Inspection of electronic logbooks**

You must give reasonable assistance to officers exercising powers under the *Fisheries Management Act 1991* (including any Customs and Police Officers and members of the Defence Forces) to access and operate any computer systems (including decrypting files) for the purpose of inspecting electronic logbooks. This is to ensure that these instructions and other relevant requirements have been met. Failure to give such assistance may result in immediate suspension of your registration for electronic lodgement and other sanctions.

## **Paper logbook must be kept as back-up**

In case your system fails you must keep a copy of the paper-based daily fishing log for your fishery on board your boat at all times during fishing operations. You must complete and send paper logsheets in accordance with the instructions contained in the logbook whenever electronic logbook returns cannot be completed (e.g. due to technical failure, suspension, or revocation of registration for e-log lodgement service). You should write on each paper logsheet that it is being sent in place of an electronic logbook return.



## Changes to these instructions

AFMA may vary any of the requirements of these instructions (including attachments). You will be notified in writing of any changes, and the date on which the change takes effect.

## Penalties

Concession holders and authorised agents completing electronic logbook returns on their behalf are advised that the following may constitute serious offences under Commonwealth laws:

1. a failure by a concession holder to ensure the completion of an electronic logbook and submission of electronic logbooks in accordance with these instructions
2. the recording of false or misleading information in an electronic logbook by the concession holder or a person completing the electronic logbook on their behalf
3. the giving of false or misleading information in an electronic logbook return by the concession holder or a person completing the electronic logbook returns on their behalf
4. the recording or communicating by the concession holder, authorised agent or anyone else of information in an electronic logbook concerning the affairs of another person, or the giving by the concession holder, authorised agent or anyone else to another person of an electronic logbook return in which information is recorded, (unless the recording, communicating or giving is done in accordance with the *Fisheries Management Act 1991*, *Fisheries Administration Act 1991*, the *Fisheries Management Regulations 1992*, or an order of court, tribunal or a person authorised to receive evidence).

Concession holders are also advised that failure to ensure the completion of the electronic logbook or submission of electronic logbook returns in accordance with the Instructions may lead to suspension or cancellation of their concession.

## Contact information

**For more information**      Contact Licensing and Data Services  
**P:** 1300 723 621  
**E:** [licensing@afma.gov.au](mailto:licensing@afma.gov.au)

**For technical support**      Contact your software vendor

**For corrections to already submitted data**      Contact Licensing and Data Services  
**P:** 1300 723 621  
**E:** [licensing@afma.gov.au](mailto:licensing@afma.gov.au)

**For connectivity issues with AFMA**      Contact the AFMA Elog Coordinator  
**P:** 1300 723 621  
**E:** [licensing@afma.gov.au](mailto:licensing@afma.gov.au)

**Information on certified software vendors can be found at:**      [www.afma.gov.au](http://www.afma.gov.au)