



# INSTRUCTIONS FOR HOLDERS OF FISHING CONCESSIONS USING ETRAWL

(Instruction: Version 4.1.8)

## Introduction

Paper and Electronic logbooks are designed to provide a continuous record of fishing operations undertaken in Commonwealth Fisheries. Accurate data collected in logbooks is essential for research and management of Australian fisheries.

## Interpretation

In these instructions, a reference to “you” or “your” means the fishing concession holder and includes any authorised agent who completes electronic logbook returns on the concession holder’s behalf.

Any reference to “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 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 use an electronic logbook unless you are registered with AFMA. For information on how to register please contact Licensing and Data Services at AFMA on 1300 723 621 or email [elogs@afma.gov.au](mailto:elogs@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 certified to meet AFMA’s requirements
- You do not supply a correct user ID or password
- You are found to have supplied false and misleading information.

## Completing the electronic logbook

- Each item in the electronic logbook system will need to be completed fully and accurately, and submitted to AFMA in accordance with these instructions.
- 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. AFMA will need a record from you to cover every day that the fishing concession is in force. You will have been considered to have submitted your daily logbook report if you have received a confirmation email from AFMA acknowledging receipt.
- 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.



## Non-Fishing

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>Non-fishing Activity</b>	Record the reason you were not fishing during the non-fishing period you have indicated.
<b>Non fishing period</b>	Record the Non-fishing start date and non-fishing end date.

## Trip

For each trip, record the trip ID, trip dates, ports and trip activity.

<b>Trip ID</b>	Record the unique trip identification number.
<b>Trip Dates</b>	Record the date and time of departure and return for that fishing trip.
<b>Ports</b>	Record the port you departed from and the port you returned to for that fishing trip.
<b>Trip Activity</b>	For each trip activity record the activity start and end dates and times, activity type and fishery <ul style="list-style-type: none"> <li>• <b>Activity start and end dates and times</b> – for each activity type record the start and end dates and times</li> <li>• <b>Activity type</b> - record each activity type (e.g. steaming, deploying and retrieving fishing gear etc.)</li> <li>• <b>Fishery</b> - record the fishery in which you are operating.</li> </ul>

For each fishing activity you will be required to complete the following:

- Listed marine and threatened species details
- Shot details
- Catch details
- Trawl details.

## Listed Marine and Threatened Species

Record if you had an interaction with a listed marine or threatened species. A new record is required for each different species, date, time and location combination of interaction that occurred. You must provide the details on:

<b>Operation type</b>	Record the operation type when the interactions occurred (set, haul etc.).
<b>Shot</b>	If the interaction occurred during a shot record the corresponding shot number.
<b>Date and time of interaction</b>	Record the date and time on which the interaction occurred.
<b>Species name</b>	Record the name of the species that was interacted with.
<b>Latitude/longitude of interaction</b>	Record the latitude and longitude of the interaction.
<b>Quantity of interactions</b>	Record the total number of interactions with each species, life status at the same date time and location combined. This is the sum of all the life statuses (quantity of wildlife) for each species, location and date time.
<b>Quantity of wildlife</b>	Record the number of listed marine and threatened species individuals that were interacted* with that had the same life status, time, date and location.



<b>Life Status</b>	Record the life status of the species interacted with (alive, dead, injured).
<b>Band or Tag Number</b>	Record the band or tag number attached to the species (if applicable to AFMA).

If required, for each species tag, record and send to AFMA:

<b>Skipper's name</b>	Record the skipper's name and contact details of the vessel at the time of the capture of the tagged species
<b>Tag number/s and colour</b>	Record the numbers of all tags
<b>Capture date</b>	Record the date that the tagged species was captured
<b>Length of the individual</b>	From tip of lower jaw to fork in tail or for swordfish from behind eyeball to fork in tail in centimetres (if required)
<b>Estimated whole weight</b>	Record the estimated whole weight in kilograms
<b>Location of capture</b>	Record the latitude and longitude where the species was captured
<b>Species</b>	Record the species or description of the individual.
<b>Comments</b>	<ul style="list-style-type: none"><li>• Was there anything else that you believe to be important information, for example: female, male, adult, juvenile.</li><li>• Where was the animal tangled (flipper, mouth, wing, etc.)</li><li>• Where in the gear was the animal tangled (snood, mainline, bubble line, etc.)</li><li>• How was the animal released (lowered by hand, lowered with a net into the water, cut out net, etc.)</li></ul>

\* A Listed Marine and Threatened animal does not need to be landed on the deck for an interaction to have taken place.

## Shot Details

In addition to these shot details, you are also required to record catch, gear and trawl details for each shot:

<b>Fishing method</b>	Record the fishing method (e.g. bottom trawling).
<b>Observer on board</b>	Record whether you had an AFMA observer on board for the trip.
<b>Shot date</b>	Record the date on which the shot was started.
<b>Shot number</b>	Record the shot number in sequence starting at one for each trip (1,2,3, etc.).
<b>Type of Fishing</b>	Record the type of fishing (commercial, research or other).
<b>Wildlife interaction occurred</b>	Record if a wildlife interaction occurred during the shot.
<b>Target species</b>	Record the species that you are targeting before setting the gear.
<b>Bycatch Reduction Device (BRD)</b>	Record if you are using BRD's (Yes / No)
<b>BRD description</b>	Report the details of the BRD for each operation. Include any modifications.

In addition to these shot details, you are also required to record the following for each shot:

- Catch details
- Bait used details
- Fishing method/gear - record either pelagic longline shot details
- Dropline shot details
- Demersal longline and trotline shot details
- Minorline shot details.



## Catch Details

All catch must be recorded.

<b>Species</b>	Record the species caught. For each species record the retained catch details and non-retained catch details.
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### Retained catch details

<b>Number of fish kept</b>	Record the number of all fish kept, excluding catch used for bait. Shark numbers must be recorded.
<b>Estimated weight kept</b>	Record the estimated processed weight kept in kilograms.
<b>Processing type</b>	Record the processing type used. If you process one species in more than one way, you must record the different processed portions separately.
<b>Bin size</b>	Record the size of the bin used (this is optional).
<b>Number of bins</b>	Record the number of bins of fish (this is optional).
<b>Retained damaged fish</b>	If part of your catch was depredated, that is damaged by sharks or whales etc. and you still retained it, please indicate this by recording the damaged portion of the catch separate to other retained species.

### Non-Retained catch details

<b>Number of fish discarded</b>	Record the number of all fish discarded. Include the number of individuals of each no-take species and their life status.
<b>Estimated weight of fish discarded</b>	Record the estimated green weight of fish discarded.
<b>Life status of fish discarded</b>	Record the life status of discarded fish.
<b>Discard reason</b>	Record the reason for discarding.

*Note: For each trip a small amount of mixed species will be tolerated where the total amount of a single species is less than 10kg, this species may be combined with another species of the same or less weight (i.e. 10kg) and be recorded under the category of 'mixed fish'. Where the total amount of a single species exceeds 10kg that species must be recorded individually. All quota species must be recorded separately and not mixed with any other species.*

## Gear details

<b>Gear type</b>	Record the ground gear type and net type that you are using.
<b>Cod end mesh size and orientation</b>	Record the mesh size in millimetres and the orientation of the mesh, either diamond or square.
<b>Ground gear height and weight</b>	Record the height in millimetres of the largest part of the ground gear (i.e. the largest bobbins or disks) and weight (in kilograms).
<b>Headline height and length</b>	Record the headline height (in meters) and headrope length (in meters).
<b>Wing spread</b>	Record the estimated wing spread in meters.
<b>Trawl board to wing length</b>	Record the trawl board to wing length in metres.
<b>Trawl board type</b>	Record the type of trawl board used.
<b>Nets towed</b>	Record the number of nets towed.



## Trawl details

<b>Set end and haul start date and times</b>	Record the end date and time of the shot setting and start time of the shot haul. End times are when the gear setting has stopped. Start time is when the hauling begins.
<b>Start and end position</b>	Record the start and end positions. The start position is the position of the vessel when the gear setting has stopped. End position is the position of the vessel when the gear hauling begins.
<b>Trawl depth</b>	Record the maximum and minimum depths fished in meters.
<b>Average water temperature at fishing depth or sea surface</b>	Record the temperature. This is the average temperature (in degrees Celsius) recorded at depth or sea surface during the shot.
<b>Research description</b>	If undertaking research fishing record a description of the research.
<b>Inshore/Offshore</b>	For every shot you must specify whether you are fishing inside or outside three nautical miles.
<b>Shot valid</b>	Record if the shot was deployed successfully or you had problems (e.g. if the net is pinned up).
<b>Comments</b>	Provide any further information that you may think important such as: gear failure, weather, loss of catch due to shark depredation, size of fish etc.

### PLEASE NOTE:

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



## **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 [dataentry@afma.gov.au](mailto:dataentry@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.