

Name of Licence Holder/Supervisor:

.....

Entitlement Number:

.....

Commercial Giant Crab Catch Record and Quota Docket

Living Marine Resources Management Act 1995

Instructions for Completing and Keeping the Commercial Giant Crab 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 Giant Crab Catch Record and Quota Docket book for?

This Catch Record and Quota Docket book must be used:

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

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

Section 145 of the LMRMA gives the Secretary of the Department of Natural Resources and Environment Tasmania (NRE) 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 docket in this book and requires the catch record and docket to be completed in accordance with the instructions. The current management plan for the giant crab 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 Giant Crab Catch Record and Quota Docket book on my vessel?

Yes. Under the current management plan for the giant crab fishery, it is a requirement that this book be kept on the vessel during a fishing trip for giant crab.

Definitions and Expressions

'Instructions' means the Instructions for completing and keeping the Commercial Giant Crab Catch Record and Quota Docket.

'Record' means the Commercial Giant Crab 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 Giant Crab Catch Record and Quota Docket?

The holder or the supervisor of the fishing licence (giant crab), who takes the giant crab 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 (giant crab) must make the declaration for Section 1 and Part A.

The holder of a fish processing licence (the processor) or fish handling licence (the handler) to whom the giant crab are delivered is responsible for completing Part B of the Catch Record and Quota Docket and making the declaration in Part B, or causing another person to complete Part B of the Catch Record and Quota Docket 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 the entries on the form appearing on more than one set of pages. Place it under the white sheet when writing on any part of the form.

When must I start a new Commercial Giant Crab 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 1, and are not completing Part A, or
- when selling your whole catch via direct sale, or otherwise disposing of your catch, or
- running total is reduced to zero.

I. After completion of Part A:

- Complete the ID Details;
- Complete Section 1 and Part A, and have Part B completed by the fish processor or fish handler receiving the fish;
- Make the Declaration for Section 1 and Part A;
- Give the yellow sheet to the fish processor or fish handler receiving the fish; and
- Send the pink sheet to NRE within 48 hours.

2. When you have used all the available rows in Section 1 (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 Running Total/Brought Forward on Docket 2; and
- Continue to record your catch details in Section 1 on Docket 2.

When you unload to the fish processor or fish handler:

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

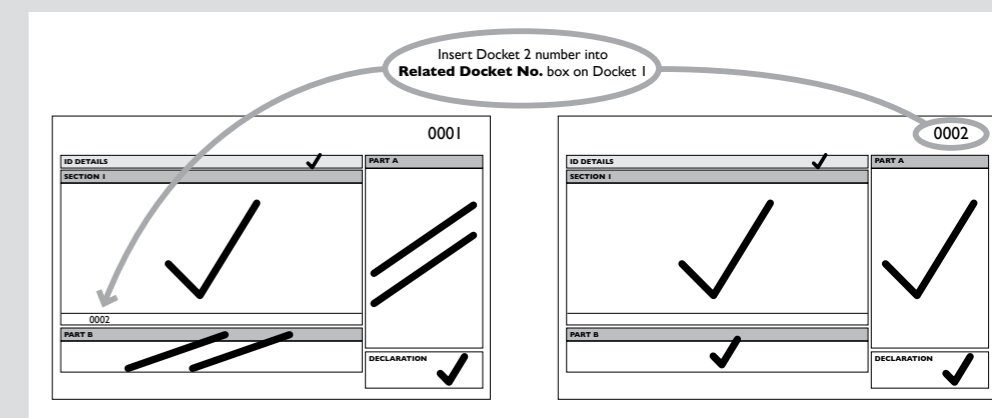


Figure 1. Scenario: You have run out of lines in section 1 and are still fishing. Tick symbols represent sections and parts that need to be completed on each docket. Strikeout lines represent sections that do not need to be completed.

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 Giant Crab Unloaded?;
- Complete Part A on Docket 1 with the details for the sale to fish processor 1 and have Part B completed by the fish processor or fish handler receiving the giant crab;
- Make the Declaration on Docket 1;
- Give Fish Processor 1 the yellow sheet from Docket 1 and send the pink sheet to NRE within 48 hours;
- Write the ID Details on Docket 2;
- Cross out section 1 on Docket 2 with 2 diagonal lines;
- If all giant crab remaining on the vessel are being unloaded to Fish Processor 2, tick 'Yes' to the question Were all Giant Crab Unloaded?;
- Complete Part A on Docket 2 with the details for the sale to Fish Processor 2 and have Part B completed by the fish processor or fish handler receiving the giant crab;
- Make the Declaration on Docket 2;
- Give Fish Processor 2 the yellow sheet from Docket 2; and
- Send the pink sheet from Docket 2 to NRE within 48 hours.

Figure 2 shows two dockets, 0001 and 0002, illustrating the process of selling to multiple processors. Docket 0001 has tick marks in the 'ID DETAILS', 'SECTION 1', 'PART B', and 'DECLARATION' sections. Docket 0002 has a tick mark in the 'DECLARATION' section, while 'SECTION 1' and 'PART B' are crossed out with diagonal lines. An arrow points from the 'Related Docket No.' field on Docket 0001 to the docket number '0002' on Docket 0002.

Figure 2. Scenario: You sell to 2 fish processors or fish handlers. 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 giant crab sold as recorded on the direct sales quota docket into the No. of D-Sales column, deduct this amount from the Running Total and write the new total in the Running Total column;
- Write the Direct Sales Quota Docket number across the Bycatch Retained/D-Sales Quota Docket No. section;
- A new row must be used for each direct sales docket number;
- 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 send the pink and yellow sheets to NRE 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 NRE within 48 hours. Write the brought 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 NRE within 48 hours. Write the brought forward running total on the next docket and continue recording on this docket.

When do I need to send in my Commercial Giant Crab Catch Record and Quota Docket?

You must:

- Send the pink copy of the docket to the Secretary, NRE, within 48 hours after completing the docket.
- Where more than one Catch Record (Section 1) has been completed, ensure that all sheets are included when returning the form to the Secretary, NRE.
- 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.

Do I need to complete a Commercial Giant Crab 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 returned to the Secretary, NRE.

What if I make mistakes or errors?

If a mistake is made while you are completing Section 1 – Giant Crab Catch Record:

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

Note: Dockets must be clear and legible.

If a mistake is made while you are completing Part A:

If you make a mistake whilst completing Part A, and the giant crab 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 proceed to complete the docket.

If a mistake is made while the fish processor is completing Part B:

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 – giant crab catch record), 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 NRE. You must keep your copy of the cancelled docket for at least 5 (five) 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 NRE 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 Giant Crab Catch Record and Quota Docket book is damaged?

If your book is damaged to the extent you can't fill it in then then you should return the unused portion to the Secretary, NRE. You will be issued with a replacement book.

What if the Commercial Giant Crab Catch Record and Quota Docket book is lost?

If you lose your book, notify the Monitoring section of the Fisheries Compliance and Licensing branch of NRE immediately. A replacement fee of \$40.00 (+GST) will be charged for a new book.

How do I get a new Commercial Giant Crab 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 NRE on the numbers below.

Where do I send my completed Commercial Giant Crab Catch Record and Quota Docket?

The return address for all completed records is:

The Secretary
Department of Natural Resources and Environment Tasmania
Marine Resources
GPO Box 44
Hobart 7001

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

What do I do with this book if I leave the Giant Crab industry?

Remove and retain your completed white dockets for at least five (5) years. Return the remainder of the book to NRE within 14 days

More information

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

- Email fisheries.monitoring@nre.tas.gov.au
- Phone (03) 6165 3000
1300 368 550 – ask for the 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 supervisor of the fishing licence (giant crab).

Returns must be clear and legible. It is therefore recommended that you use a black or blue pen to fill out the return.

ID DETAILS

Ent. No.

Write your fishing licence (giant crab) entitlement number.

Vessel Dist. Mark

Write the distinguishing mark of the vessel you used to catch the giant crab.

Vessel Name

Write the name of the vessel that you used to catch the giant crab.

SECTION I – COMMERCIAL GIANT CRAB CATCH RECORD

No. Traps Lost

Write the number of traps lost while fishing.

No. of Dead Giant Crab (on vessel or in fish cauf) & Date Found

As soon as practicable after finding dead giant crab on or from a fishing vessel or in or from a fish cauf, write the number of dead giant crab and the date they were found. If the exact number cannot be determined, write an estimate of the number of dead giant crab.

Write the number and date of any additional giant crab 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 trap is hauled for that set.

Date of Set OR Date of D-Sale

Write the date you place your first trap 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 (24 hr)

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

GPS Position

Write the position in degrees and minutes (DD° MM') rounded to the nearest minute.

Set depth (M or F) Min/Max

Write the minimum and maximum depths where you start setting your gear. Indicate by ticking the appropriate box whether the depth is in metres (M) or fathoms (F).

No. Traps Set

Write the total number of traps placed in the water for that set.

Targeting Giant Crab Y/N

Indicate if you are targeting giant crab by writing "Y" for yes or "N" for no if you are taking giant crab as bycatch.

Date of Haul

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

Haul Time (24hr)

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

No. Kept Male

Write the number of male giant crab that you kept after sorting your catch.

No. Kept Female

Write the number of female giant crab that you kept after sorting your catch.

No. on Vessel at Start of Trip

If there are giant crab still on the vessel after unloading in a port or placing giant crab in a fish cauf, the number remaining needs to be recorded on the day the vessel leaves port. The number remaining on the vessel is equal to the "running total of crab kept" less the "number placed in fish cauf" and less the "number unloaded from vessel".

Brought Forward and Running Total

Brought Forward

Write the brought forward balance from the previous page.

Running Total

Write the running total of number of giant crab kept.

No. Placed in Cauf

Write the number of giant crab added to the fish cauf. This number is not deducted from the Running Total.

Number of Giant Crab Discarded

Undersized

Write the number of undersized giant crab that are released from the traps.

Females Berried

Write the number of berried female giant crab that are released from the traps.

No. Legal Size Discards

Write the number of legally sized giant crab 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.

By-catch Retained OR D-Sales Quota Docket No.

Bycatch Retained:

Complete this section when any bycatch has been retained and was caught in your giant crab traps, for sale, or use as bait.

Bycatch is any fish, other than giant crab, caught in your giant crab traps that has been retained for sale or for use as bait.

If you retain more than 1 species on any day, enter the additional species on the next line.

Code

Identify the by-catch species by writing in the code that corresponds with the species that was caught in your giant crab traps.

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
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 (Part B only)	B

Direct Sales Quota Docket No.

If you have sold giant crab 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 giant crab fishing gear and collisions with a giant crab 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
Albatross	AL
Comorant/Shag	CO
Gannet	GA
Gull	GU
Pengiu	PE
Petrel - Giant	GP
Petrel - Medium	MP
Petrel - Small	SP
Other (please explain in "comments" section on the relevant line)	O

Number

Write in 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 in "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 Giant Crab Quota Docket

PART A – COMMERCIAL GIANT CRAB QUOTA DOCKET

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

Last Completed Fishing Trip Date

Write the date that your last fishing trip ended before this unloading.

Time of Last Completed Fishing Trip

Write the time, in 24-hour time format, that your last fishing trip ended before this unloading. For example, 5pm is written as 17:00.

Date of Unloading

Write the date that you unloaded the giant crab - dd/mm/yy format.

Time of Unloading

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

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.

Port

Write the name of the port where the giant crab were unloaded.

Giant Crab Consigned To

Write the name of the fish processor or fish handler who you are selling or transferring your giant crab to.

Weight Unloaded

Write the total wet weight in kilograms of the giant crab unloaded.

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

Number of Giant Crab Unloaded

Write the number of giant crab unloaded.

Number of Giant Crab Remaining on Vessel

Write the total number of giant crab remaining on the vessel after the unloading.

Were all Giant Crab Unloaded (Tick one)

Tick YES if you have unloaded all of the giant crab from your vessel.

Tick NO if any giant crab remain on the vessel.

Total Number of Giant Crab in Cauf

Write the total number of giant crab in the cauf after this unload.

Closed season / End of quota year

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

Weight Held

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

Closed Season

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

End of Quota Year

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

Quota Year

If you are holding giant crab at the end of the quota year write in the quota year. For example, 2021.

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 NRE 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 giant crab 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. Giant crab on this docket

Write the weight of giant crab 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 giant crab that you have unloaded will be recorded against quota specified on 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 giant crab you have unloaded against quota in a different order, write the quota entitlement number in the left box and the weight in kilograms, of giant crab 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.

You must make the declaration on each page used.

PART B – COMMERCIAL GIANT CRAB QUOTA DOCKET

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

Processor/Handler Name

Write the name of the fish processor or fish handler receiving the giant crab as it appears on the licence.

Place of Receipt

Write the place that you received the giant crab.

Date of Receipt

Write the date you received the giant crab.

Time of Receipt

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

Weight Received

Write the weight of the giant crab received. Round down the total weight of giant crab to the nearest whole kilogram.

Number of Containers

Write the number of containers that you are using to transport the giant crab.

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 Giant Crab Catch Record and Quota Docket.