

Quick Guide to conditions of your licence and quota units

Fisheries Legislation

Fisheries in Queensland are operated under the *Fisheries Act 1994*, *Fisheries Regulation 2008*, and relevant Management Plans (legislation). Operations detected as contrary to the legislation, may carry penalties including the suspension and/or cancellation of the authority/s.

It is your responsibility to acquaint yourself with the legislation to understand your obligations when fishing under the authority/s, this includes the requirements for **giving fishing notices and keeping records**. Copies of the legislation are available through the Government Bookshop on telephone 13 74 68 (13QGOV), or you can download them from the Office of the Queensland Parliamentary Counsel website: www.legislation.qld.gov.au.

PIN numbers for use with Quota Reporter (AIVR)

Fisheries Queensland uses an Automated Integrated Voice Response (AIVR) system or "Quota Reporter" to facilitate the giving of notices and to check your quota balance. To access the AIVR, you require your Commercial Fishing Boat License number and Fisher PIN. It is your responsibility to ensure **no unauthorised person** knows your Fisher PIN.

You will have been sent a notice confirming the Fisher PIN for use with this licence when it was allocated or transferred to you.

Keeping track of quota usage

It is the responsibility of the Authority Holder to keep track of your quota usage and ensure that you have enough unused quota to cover fish taken under your authority. You, or the person who will be in control of the boat, are strongly advised to check your quota balance before each fishing trip. You may check your quota balance at any given time through the AIVR Quota Reporter's main menu.

Please note your quota **ceases at the end of the season** and **does not** accumulate or carry over to the new season.

Quick guide to giving a prior notice for the RQ and SM Fisheries

This is waterproof paper - use a pencil to fill in the blanks so the information can be changed for every trip.

At times you will be prompted to press the hash key after entering information. The hash key looks like # and is usually located below the 9 on your phone.

1. Phone the Quota Reporter on **07 3017 0000**.
2. You will be asked to:
 - “Enter your boat licence number” _____ (write here).
 - “Enter your fisher PIN” _____ (write here).
3. In the main menu, Select **1** to give a prior notice or transshipment notice. There are time frames that must be adhered to when giving a prior notice depending on your location in Queensland.
4. You will be asked to:
 - “Enter the landing place number”
If you wish to enter latitude or longitude rather than a code simply press the # key.
If you are entering a transshipment notice enter the transport vessel code.

Your landing place number is _____(write here).
 - “Enter the number of hours before you will arrive.”

Number of hours to landing _____(write here).
5. “Will you be unloading all or part of your catch before you return to sea?”
 - **Press 1** Yes: *You will be unloading all or part of your catch*
 - **Press 2** No: *You will not be unloading*
6. You will then be asked about the fish you have on board. The questions will differ depending on your licence. You will be asked questions for each separate quota (CT, RTE, OS, and SM). You will be asked to report:
 - The number of whole and/or gilled and gutted fish
 - The number of containers of fillets

Write the Information Here

CT: Whole and/or Gilled and Gutted = _____ Containers of Fillets = _____

RTE: Whole and/or Gilled and Gutted = _____ Containers of Fillets = _____

OS: Whole and/or Gilled and Gutted = _____ Containers of Fillets = _____

SM: Whole/Gilled and Gutted/Trunked = _____

Containers of Fillets = _____

7. The Quota Reporter will then prompt you to confirm the number entered:
 - **Press 1** to confirm
 - **Press 2** to re-enter the number of fish
 - **Press 6** to complete notice and get transaction number

It is your responsibility to ensure that the correct number of fish is reported in the prior notice. Wait until the number entered is repeated by the Quota Reporter before confirming to avoid mistakes.

8. Finally the Quota Reporter will issue you with a transaction number. Record this number in your logbook and in the top left corner of the CDR and write here: _____.

If you do not receive a transaction number, the notice will not be valid and no information will be recorded.

For more information about giving a prior notice, refer to your giving notices and keeping records guide.

Top 5 landing places

Use this space to write the number for the landing places you use most often.

Number Code	Landing place

A full list of codes for landing can be found at <https://www.business.qld.gov.au/industry/fisheries/commercial-fishing/monitoring-and-reporting/reporting-commercial-fishers/landing-vessel-codes/landing-codes> or by phoning the Quota Monitoring Unit on 07 3087 8804.

Quick guide to amending a prior notice for the RQ and SM Fisheries

This is waterproof paper - use a pencil to fill in the blanks so the information can be changed for every trip.

At times you will be prompted to press the hash key after entering information. The hash key looks like # and is usually located below the 9 on your phone.

1. Phone the Quota Reporter on **07 3017 0000**.
2. You will be asked to:
 - “Enter your boat licence number” _____ (write here).
 - “Enter your fisher PIN” _____ (write here).
3. In the main menu, select **2** to change/amend a prior notice.
There are time frames that have to be adhered to when amending a prior notice and they differ depending on your location in Queensland.
4. The Quota Reporter will ask you to select what you wish to change:
 - **Press 1** to change landing point
 - **Press 2** to change the number of hours to arrive
 - **Press 3** to change the catch details
 - **Press 4** to withdraw the notice
 - **Press 7** to return to the main menu
5. You will then be asked to report information you wish to change
For Instructions refer to the quick guide for giving prior notices
6. The Quota Reporter will then prompt you to finalise the changes:
 - **Press 1** to make another change
 - **Press 2** to finalise the changes and complete the notice
7. Finally the Quota Reporter will issue you with a transaction number. Record this number in your logbook and on the Catch Disposal Record and write here: _____ .

If you do not receive a transaction number, the notice will not be valid and no information will be recorded.

Quick guide to giving an unload notice for the RQ and SM Fisheries

This is waterproof paper - use a pencil to fill in the blanks so the information can be changed for every trip.

At times you will be prompted to press the hash key after entering information. The hash key looks like # and is usually located below the 9 on your phone.

1. Phone the Quota Reporter on **07 3017 0000**
2. You will be asked to:
 - “Enter your boat licence number” _____ (write here).
 - “Enter your fisher PIN” which is _____ (write here).
3. In the main menu, select **3** to give an unloaded fish notice.
4. You will then be asked about the fish you have unloaded. The questions will differ depending on your licence. You will be asked questions for each separate quota that you hold (CT, RTE, OS, and SM). You will be asked to report:
 - The weight of *whole* fish
 - The weight of *gilled and gutted* fish
 - The weight of *fillets*
You will be asked for the weight of each species group for fillets of other reef species.
 - The weight of *trunked* fish for Spanish Mackerel

After you have entered each amount, press the # key.

E.g. 45.3 kg will be entered as 453#, 21 kg will be entered as 210# and 150 kg will be entered as 1500#. If you are prompted to enter a weight and you have no weight to report, enter 0#.

5. The Quota Reporter will then prompt you to confirm the number entered:
 - **Press 1** to confirm
 - **Press 2** to re-enter fish weight
 - **Press 6** to complete notice and get transaction number

Remember, the weight you enter is deducted from your quota when you complete the report. Wait until the number is repeated by the Quota Reporter before confirming to avoid costly mistakes.

6. When you have entered the information, you will be asked if you have finished unloading all the fish from that trip.
 - Press 1** if you have reported the weight of all the fish
 - Press 2** if you have fish that have not been weighed and reported in an unloaded fish notice

7. Finally the Quota Reporter will issue you with a transaction number. Record this number in your logbook and on the Catch Disposal Record and write here: _____ .

If you do not receive a transaction number, the notice will not be valid and no information will be recorded.

It is considered a serious fisheries offence if you state that the fish are to be unloaded in your prior notice, then return to sea without entering an unload notice or retained fish notice.

Quick guide to giving a retained fish notice for the RQ and SM Fisheries

A retained fish notice should be given if you are partly unloading your catch and returning to sea with fish on board.

This is waterproof paper - use a pencil to fill in the blanks so the information can be changed for every trip.

At times you will be prompted to press the hash key after entering information. The hash key looks like # and is usually located below the 9 on your phone.

1. Phone the Quota Reporter on **07 3017 0000**
2. You will be asked to:
 - “Enter your boat licence number” _____(write here).
 - “Enter your fisher PIN” _____ (write here).
3. In the main menu, select **5** to give a retained fish notice.
Retained fish notices must be given 3 or more hours before departing the landing place.
4. You will then be asked about the fish you are keeping on board. The questions will differ depending on your licence. You will be asked questions for each separate quota (CT, RTE, OS, and SM). You will be asked to report:
 - The number of whole and/or gilled and gutted fish
The number of containers of fillets

Finally the Quota Reporter will issue you with a transaction number. Record this number in your logbook and write here: _____.

If you do not receive a transaction number, the notice will not be valid and no information will be recorded.

Quota Reporter

Main menu

Below is a quick guide to the Quota Reporter's main menu.

- Press 1** to give a new prior notice.
- Press 2** to change or withdraw an existing prior notice.
- Press 3** to give an unload notice.
- Press 4** to check your current quota balance.
- Press 5** to enter a retained fish notice.
- Press 6** to give an unnotifiable landing notice.
- Press 7** to return to the main menu when prompted.
- Press 9** to end your call or you may simply hang up.
- Press 0** to hear pre-recorded help information.

Quota Reporter helpful hints

Here are some helpful hints to assist you in using the Quota Reporter.

- A headset or hands free unit will make it easier to enter information using a mobile phone.
- At times you will be prompted to press the hash key after entering information. The hash key looks like # and is usually located below the 9 on your phone.
- Be aware of the deadlines for giving and amending a prior notice. Remember, the deadlines are different when landing north or south of Rattlesnake Point.
- You can amend the prior notice up to one hour before landing.
- It is your responsibility to enter the correct number in the prior notice. To avoid costly errors, listen to the quota reporter repeat the number before pressing 1 to confirm.
- It is your responsibility to ensure that a correct weight is entered in an unloaded fish notice.
- If you wish to land with a commercial quantity of CT, RTE, OS, or SM but do not wish to unload any of the fish before returning to sea, you must state this in the prior notice.
- If you have unloaded only part of your catch and wish to return to sea with fish on board you must enter a retained fish notice. Retained fish notices must be given no less than 3 hours before departure.
- When getting a quota balance the quota reporter may give you a balance that does not include your most recent activities. Make sure you note the date your quota balance is current to. The Quota Reporter will provide this before your quota balance.
- To change your fisher PIN, call the Quota Reporter and enter your boat licence number and current user PIN and follow the prompts.
- A full list of codes for landing and transshipment vessels can be found at www.business.qld.gov.au/industry/fisheries/commercial-fishing/monitoring-and-reporting/reporting-commercial-fishers/landing-vessel-codes or by phoning the Quota Monitoring Unit on 07 3087 8804 during business hours.