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# 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](http://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 Trochus Fishery

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 **3017 0030**.
2. You will be asked to:
  - “Enter your harvest licence number” \_\_\_\_\_ (write here)
  - “Enter your Fisher PIN” \_\_\_\_\_ (write here)
3. In the main menu, Select **1** to give a Prior Notice.
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
    - Your Landing Place Number is \_\_\_\_\_ (write here)
  - “Enter the number of hours before you will arrive”
    - Numbers of hours to landing \_\_\_\_\_ (write here)
  - “Will you be unloading all or part of your catch before you return to sea?”
    - **Press 2** *You must answer no to this question in the Trochus fishery.*
    - *This question refers to whether you will be weighing the product after landing and giving an unload notice of the weights. An unload notice is not required in the Trochus fishery.*
5. You will then be asked to report information about the product you have on board. You will be asked to report:
  - The number of 90cm x 40cm Poly bags of Trochus shell
    - **Write the prior notice information here:**
    - **Trochus shell** No. of 90cm x 40cm Poly bags = \_\_\_\_\_
6. The Quota reporter will then prompt you to confirm the number entered:
  - **Press 1** to confirm\*
  - **Press 2** to re-enter the number of Poly bags

\*It is your responsibility to ensure that the correct number of Poly bags is reported in the prior notice. Wait until the number entered is repeated by the quota reporter before confirming to avoid mistakes.
7. Finally the Quota Reporter will issue you with a transaction number.
  - Write your transaction number here and in your logbook:

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



## Quick Guide to

# Amending a Prior Notice for the Trochus Fishery

1. Phone the Quota Reporter on 3017 0030.
2. You will be asked to:
  - “Enter your harvest 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.
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 prior notice
  - **Press 7** to return to the main menu

\*You will need to change each item separately before finalising the changes.
5. You will then be asked to report information you wish to change\*  
\*For instructions refer to “giving a prior notice” in this quick guide
6. You will then be asked you to confirm if any more changes need to be made:
  - **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.
8. Record this number in your logbook.  
Write your transaction number here and in your logbook: \_\_\_\_\_.

***f you do not receive a transaction number, the notice will not be valid and no information ill be recorded in the system.***

# Quota Reporter

## Main menu options and helpful hints

Below is a quick guide to the Quota Reporter's main menu and what keys to press for each of the things you may need to do.

- Press 1** to give a new Prior Notice.
- Press 2** to amend or withdraw an existing Prior Notice.
- Press 3** to give an Unloaded Fish Notice.
- Press 4** to check your current quota balance.
- Press 5** to give an Unnotifiable Landing Notice.
- Press 7** to hear the main menu options again.
- Press 9** to end your call or simply hang up.

**Press 0** to hear pre-recorded help information.

### Quota Reporter helpful hints

- 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.
- A headset or hands free unit will make it easier to enter information using a mobile phone.
- Once you become familiar with how the Quota Reporter works, keying ahead or making entries before the prompt will help keep calls short.
- To change your Fisher PIN, call the Quota Reporter and enter your harvest licence no. and Unit PIN and follow the prompts
- A full list of codes for landing and transshipment vessels can be found on [www.business.qld.gov.au](http://www.business.qld.gov.au) or by phoning the Quota Monitoring Unit on 07 3087 8802.
- Some of the questions can be configured to your operation (e.g. if you don't take Other Beche-de-Mer), these questions can be deactivated. Phone the Quota Monitoring Unit on 07 3087 8802 to request an application form.
- 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 a prior notice up to one hour before landing.
  - It is your responsibility to enter the correct number of containers in your prior notice. To avoid errors, listen to the Quota Reporter repeat the number before pressing 1 to confirm.
- It is your responsibility to enter the correct weights in your unloaded fish notice.

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