

Trawl Catch Effort Return (TCER) EXPLANATORY NOTES (October 2007)

1. You, the permit holder, must provide a completed TCER form if you take fish (or have someone take fish for you):
 - by the methods of bottom trawling or mid-water trawling from a vessel 6 or more metres but not more than 28 metres in overall length; or
 - the Ministry of Fisheries has told you that a TCER is needed for that vessel.

There may also be other times (*for example, if you fish but do not catch anything*) when you must complete a TCER.

You may authorise someone (*for example, the vessel's master*) to fill out the TCER for you.

2. These explanatory notes often use the words "you" and "your". From this point on, the words "you" and "your" mean you the permit holder, or any person authorised by you to fill out a TCER for you.
3. The TCER form is only to report fishing by bottom trawling or mid-water trawling. Use an appropriate form for reporting fishing using other methods. *For example, use a CELR to report rock lobster potting.*

If you regularly use several different methods that require different returns in the same trip, it may be impractical for you to complete a TCER as well as other forms. In this case, you may apply for an exemption under regulation 41 of the Fisheries (Reporting) Regulations 2001 allowing you to report all your fishing from multiple method trips on a CELR.

4. **It is against the law to fail to complete a TCER in accordance with the Fisheries (Reporting) Regulations 2001.** It is also against the law to provide false or misleading information. The penalties for failing to fill out and provide an accurate TCER form to the Ministry of Fisheries are set out in the Fisheries Act 1996 and the Fisheries (Reporting) Regulations 2001. These include fines of up to \$250,000.
5. These explanatory notes have been written to explain and elaborate on the Fisheries (Reporting) Regulations 2001 and to help you to fill out TCERs. The explanatory notes do not include all of the requirements of those Regulations. It is also possible that the Fisheries (Reporting) Regulations 2001 may have changed since these notes were printed. **Therefore, it is very important that you read and understand those Regulations.**
6. These explanatory notes use the word "Regulations" to mean the Fisheries (Reporting) Regulations 2001.

7. Contact FishServe to find out how to get a copy of the current Regulations. If, after reading the explanatory notes and the Regulations, you need further information or are unclear on how to fill out the TCER form, you should contact FishServe or seek legal advice.
8. The TCER form and these notes use the words "permit holder". "Permit holder" means a person who holds a current fishing permit issued under section 91 of the Fisheries Act 1996.

Section 1

You must fill out a separate TCER for each vessel and each fishing trip. A **trip** begins when a vessel leaves the place where it was berthed or launched. A trip ends when a vessel returns to a landing place and fish is removed or the vessel with fish on board is removed from the water.

If you change gear during a trip, you must start a new TCER to record shots with the new gear. If you change back to gear you have already used on this trip, you can record additional shots on the form where you reported using that gear (if there is room).

You must fill out a separate column of catch and effort information for each shot.

Section 2: Catch and effort information

Part 1: Gear information

Fill out the following information before completing the first shot.

1. **Gear code:** Write the gear code that best describes the gear used for the shots on this form.
 - If the vessel towed several nets at the same time, then write the number of nets. *For example, write "2" for two nets.*
 - Next choose the gear type from the list of gear types (see "Gear Codes" in Part 7 of Schedule 3 of the Regulations). *For example, write "BT" for bottom trawl.*
2. **Design wingspread:** Write the wingspread in metres that the net is designed to operate at. The wingspread is the distance in metres between the wings of the net. Design wingspread should be estimated from the net plan. *For example, for a net with a 30m wingspread, write "30".*

- If the net has been modified since it was manufactured, write the wingspread that the net is currently designed to operate at.
 - If the vessel towed several nets at the same time, write the wingspread as the total for all the nets. *For example, if the vessel towed two bottom trawl nets at the same time with a wingspread of 30m each, the design wing spread would be “60”.*
3. **Design headline height:** Write the headline height in metres that the net is designed to operate at. The headline height is the distance in metres from the groundrope to the headline. Design headline height should be estimated from the net plan. If the net has been modified since it was manufactured, write the headline height that the net is currently designed to operate at. *For example, for a net with a 30.0m headline height, write “30.0”.*
- If you operate your net at a different headline height than its design, record the headline height at which you operate. *For example, if you have a net that was originally designed to operate at a 9m headline height, but you choose to operate it at 7m, write 7.*

Part 2: Shot information

For each shot, fill out the following information as soon as hauling for that shot is completed.

Fill out the shot information for each shot on the trip. If you run out of space on the form to record that trip’s fishing, use an extra TCER form.

What is a shot?

A shot is a particular part of a fishing operation. The start and end time of a shot are not the same as when fishing (including trawling) begins and ends.

- The start of a shot is:
 - when the trawl net first reaches the depth and position at which you intended to catch fish

or,

- when fish are caught, whichever happens first.
- The end of a shot is:
 - when the trawl net leaves the depth and position at which you intended to catch fish

or,

- when fish are last caught, whichever happens last.

A note about filling out the Catch Landing Return (CLR) – if the end of the shot is in a different QMA than the start of the shot, you will need to estimate how much of the fish was caught in each QMA. This will help you report the fish accurately by FishStock on the CLR.

1. **Shot number (since start of trip):** Number each shot carried out during the trip, starting at “1” and continuing on for all shots in the trip.

If you start a new return for this trip (for instance if you ran out of space or changed gear), do not start numbering again from one. *For example, if you complete 3 shots on a return and then change gear, the 4th shot should be recorded as shot number 4 on a new return.*

2. **Target species:** Write the three-letter species code (see Part 2 of Schedule 3 of the Regulations) of the main species you were trying to catch. *For example, if you were mainly trying to catch hoki, write “HOK” for hoki.*

The target species is the main species that you were trying to catch. It may not be the species you caught most of.

3. **Date: start of shot (dd/mm/yy):** Write the date of the start of the shot as day/month/year. *For example, if the shot started on the 14th of January 2008, write “14/01/08”.*

4. **Time: start of shot (24-hr clock):** Write the time at the start of the shot in NZST (or NZDT if daylight saving applies) using the 24 hour clock. Write the time between 00:00 and 23:59. *For example, for nine o'clock in the evening write “21:00”.*

5. **Latitude: start of shot (degrees minutes):** Write the latitude of the vessel at the start of the shot in degrees and minutes (to the nearest minute). *For example, for 41 degrees 34 minutes, write “41” and “34” in the two parts of the box.*

6. **Longitude: start of shot (degrees minutes E/W).** Write the longitude of the vessel at the start of the shot in degrees and minutes (to the nearest minute) and write either East (E) or West (W). *For example, for 175 degrees 29.9 minutes East, write “175”, “30”, “E” in the three parts of the box.*

7. **Depths at start of shot: Groundrope / Bottom:** In the first part of the box, write the depth (in metres) from the surface of the sea to the groundrope of the net at the start of the shot. In the second part of the box, write the depth (in metres) from the surface of the sea to the bottom of the sea at the groundrope at the start of the shot. *For example, if you are trawling in mid-water and the groundrope of the net is 80m below the surface and the bottom is 100m below the surface then write “80”m/ “100”m in the two parts of the box.*

8. **Average trawling speed (knots):** Write the average speed of the vessel during the shot, in knots.

9. **Time: end of shot (24-hr clock):** Write the time at the end of the shot in NZST (or NZDT if daylight saving applies) using the 24 hour clock. Write the time between 00:00 and 23:59. *For example, for eleven o'clock in the evening write "23:00".*

10. **Non-fish / Protected species catch?:** Non-fish / Protected species catch includes:

- Seabirds (*for example shags or albatross*)
- Marine mammals (*for example dolphins or fur seals*)
- Marine reptiles (*for example turtles or sea snakes*)
- Corals
- Sponges
- Bryozoans
- Protected fish species (*for example spotted black grouper*).

If you catch any of these non-fish / protected species while fishing, then write a tick in the box marked "Yes". Catch of some non-fish / protected species should be reported on a non-fish incidental catch form (books of these forms are available from FishServe). If you did not catch any non-fish / protected species then write a tick in the box marked "No".

11. **Species code and Estimated greenweight:** Record the species and catch weight of the eight species that you caught most of during each shot. List the species in order of greenweight (heaviest first).

- **Species code:** Write the three-letter species code of the fish (see Part 2 of Schedule 3 of the Regulations).
- **Estimated greenweight:** Write your estimate of the quantity of the species that you caught. Write your estimate of the greenweight in kilograms. You should estimate the greenweight of fish using the best method available. *For example, if you caught 60kg of SCH, and processed it to 30kg, then write 60kg.*
 - Make sure you record the estimated weight of the eight species that you caught most of, including both quota and non-quota species whether or not they were discarded.
 - Remember to fill out a line for the target species if it was one of the top eight species.

- Remember to report the code for the individual species in the estimated catch section where possible. *For example, write "TUR" for turbot not "FLA" for flatfish.*
- Fish that are below the minimum legal size and are returned alive to the sea should not be reported on your TCER.
- Fish that are returned to the sea under Schedule 6 of the Fisheries Act 1996 must be included on your TCER.
- Catch reported on a non-fish incidental catch form should not also be reported in this section.
- Write your estimate of the greenweight in kilograms. Do not record fractions of a kilogram on a TCER form. You must round weights down to the next lower whole kilogram. *For example 17.6kg as "17".* Record weights of less than 1kg as "0".

12. **Weight of all other species caught this shot:** If you catch more than eight species in a shot, you should add up the weight of all species not already listed for the shot and write that weight. If you catch eight species or less in a shot, write "0" in this box.

Remember that all fish (quota and non-quota) caught during a fishing trip must be reported on a Catch Landing Return (CLR) at the end of the trip. The weight of each species must be reported separately on the CLR, even if you recorded that species using the "Weight of all other species caught this shot" box on the TCER.

Section 3: Permit holder and vessel details

To be completed before completing the first shot.

1. **Name of permit holder:** Write the name of the permit holder.
2. **Client number of permit holder:** Write the client number given to the permit holder by the Ministry of Fisheries or FishServe.
3. **Name of fisher:** Write the first letter of the fisher's first name, followed by the first four letters of the fisher's last name (surname). In this case, the fisher is the person in charge of the fishing operation during shooting. *For example, for John Smith write "J.SMIT".*
4. **Name of vessel:** Write the name of the vessel as recorded on its certificate of registration or licence.
5. **Registration number of vessel:** Write the vessel's registration number. For a N.Z. fishing vessel this is the registration number on its certificate of registration. For a foreign fishing vessel this is the vessel's international call sign.

6. **Vessel registration number of other vessel (paired fishing):** If you fished with another vessel using a pair fishing method (*for example, bottom pair trawl*) then write the vessel registration number of the other vessel in the pair. Otherwise, leave this blank.

Fill out the following information as soon as all fishing reported on the return is completed.

1. **Signature of permit holder or authorised person:** The permit holder, or a person authorised by the permit holder, must sign the form. *For example, the permit holder may authorise the master of the vessel to fill out and sign the TCER.*
2. **Date signed:** The person who signed this TCER form must write the date that they signed it here. Write the date as day/month/year. *For example, if the TCER was signed on the 15th of January 2008, write "15/01/08".*

Notes about the collection of TCER information

1. Information on TCER forms is being collected for reasons relating to:
 - 1.1 the sustainable use of fisheries resources and the protection of the aquatic environment; and
 - 1.2 the administration and enforcement of the Fisheries Act 1996 and the regulations made under this Act.
2. The agency that will collect and hold this information is called FishServe (see address below).
3. This information is then sent to the Ministry of Fisheries.
4. Some personal information is being collected.
5. Under Principles 6 and 7 of the Privacy Act 1993 you have the right to access and correct any personal information that has been provided.
6. You must send your completed TCER forms to FishServe (Commercial Fisheries Services Ltd.). Their postal address is:

PO Box 297
Wellington
New Zealand.
7. You must make sure that your TCER forms arrive at FishServe by the 15th day of the month after the fishing trip ended. *For example, the TCER forms that you fill out to record a fishing trip that ended on the 12th of August 2008, must get to FishServe by the 15th of September 2008.* If the forms are late you may have to pay a late fee.

8. If you are unsure about how to fill out a TCER form you should consult FishServe (04 460 9555) or seek legal advice.

9. Do not forget that you must also complete a Catch Landing Return (CLR) at the end of each trip.