



Department of  
**Primary Industries and  
Regional Development**

# **CATCH MONITORING SYSTEM GUIDE**

## **FOR MFL Holders and Masters**

**November 2018**  
**Version 3.2**

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## 1 THE CONTENTS OF THIS GUIDE

This guide provides advice to Masters on the correct methods for completion and submission of the Catch and Disposal Record (CDR), the weighing of lobster consignments, use of the Interactive Voice Response (IVR) system and the completion of the Holding Over Form.

The Master will not be able to complete the CDR unless they have access to the IVR system. The West Coast Rock Lobster Carrier Boat Consignment Form (green copy in the CDR Book) will also be required for Fish Eye users who will be sending a consignment by carrier boat. For information on how to use to Fish Eye, please refer to the separate Fish Eye guides. Both the IVR and Fish Eye guides will be available from your district DPIRD/Fisheries Office or on the Department's Fisheries website [www.fish.wa.gov.au](http://www.fish.wa.gov.au).

The CDR provides the means by which catches of rock lobster are deducted from a Managed Fishery Licensee's allocated entitlement. The original copy of the CDR has a number of different sections, each relating to the different stages of the fishing trip. The triplicate green copy (Carrier Boat Consignment Form) is only used for consignments of lobsters being transported to Registered Receivers via a carrier boat from the Abrolhos Islands.

It is expected that this guide will be updated from time to time. To ensure that you have the most up to date version, check the Department's Fisheries website at [www.fish.wa.gov.au](http://www.fish.wa.gov.au). MFL Holders and Masters should also familiarise themselves with the *West Coast Rock Lobster Managed Fishery Management Plan 2012* which can be accessed through the Department's Fisheries website.

The term "immediate" is used throughout this document, particularly with reference to the time at which certain required activities (e.g. weighing) must be completed by the Master or Receiver. It means at the first available opportunity. It does not mean waiting until a time that is convenient to you or the person who will be receiving the rock lobster.

### 1.1 *The Catch and Disposal Record*

Each CDR is printed in triplicate, with the original (white) copy being sent to the Department of Fisheries immediately upon completion and the second (yellow) copy remaining in the book. Commencing from the 15<sup>th</sup> January 2013, the third (green) copy is only to be used by Masters sending their consignment by Carrier Boat (using both IVR and Fish Eye). The green copy **MUST** be provided by the Master to the Carrier Boat Operator to accompany the consignment and be given to the Registered Receiver.

Registered Receivers now have their own consignment books and you are required to provide them with your MFL number and CDR number or Fish Eye consignment number prior to them taking possession of your consignment.

Please note that the CDR Book does not require the use of carbon paper. Place the cardboard insert under the third (green) copy to prevent marking of the next set of forms. **All entries must be made in a black or blue ballpoint pen.**

CDRs must be used in numerical sequence. If you are landing rock lobster for personal consumption, the first CDR you must complete is for those lobsters.

All fields on the CDR must be completed, with the exception of Part 1E which is for voluntary comments. Failure to record all required information on the CDR may result in prosecution for false information.

### **1.2 Crew List - Log Sheet**

The Master of the authorised boat is required to maintain a record of the details of all crew members, including the Master, on the form provided at the front of the CDR Book. Ensure that the commencement and finishing dates are completed. This is not required if you are using Fish Eye Online services or the mobile application (CatchER) to submit nominations.

## **2 PRE FISHING REQUIREMENTS**

The Master of an authorised boat must not operate in the Fishery unless the CDR Book and sufficient landing tags, issued for that particular Managed Fishery Licence are on board the boat. Please note a CDR Book is still required if you intend to use Fish Eye.


Before commencing your fishing trip, you must use the IVR system to make a pre fishing nomination. At the completion of this call you will be issued with a Confirmation Number and you must write this number on your CDR. For Masters using Fish Eye, please refer to the Fish Eye User Guide for nomination details.

Masters of authorised boats that store rock lobster at sea overnight, or store lobster in Designated Holding Areas at the Abrolhos Islands, will also need a Holding Over Book. Holding tags are also required when storing lobsters in a Designated Holding Area (DHA) at the Abrolhos Islands. If holding in a DHA the *'Nominate, Vary or Cancel Abrolhos Designated Holding Area'* form at the front of the Holding Over Book must be completed and signed off by a Fisheries Officer before commencing to use the DHA (*refer to section 4.2.2*).

Please note that fishing is not permitted within mainland approved landing areas. Fishing is permitted within Abrolhos Islands Holding Areas.

### **2.1 Consignment No (Fish Eye)**

This field **MUST** be filled out by Masters using the Fish Eye application if they are sending the consignment by Carrier Boat. The consignment number consists of a combination of numeric (number) characters followed by an alpha (letter) character.

Masters using the Fish Eye application and sending the consignment by Carrier Boat are only required to fill in fields marked with .

### **2.2 CDR Part 1A – Pre Fishing Nomination**

A Master must make a pre fishing nomination by calling the IVR system on 1300 340 135 before departing on their fishing trip. This call can be made up to 24 hours prior to departure. At the conclusion of the call a pre fishing confirmation number will be provided to the caller. Receipt of this number must be confirmed. If receipt of this number is not confirmed in the IVR system, the call will **not** be valid. The pre fishing confirmation number must be recorded in Part 1A of the CDR. Once this has occurred the fishing trip can commence.

Fig. 1. A completed example of Part 1A of the CDR.

Government of Western Australia  
Department of Fisheries

**WEST COAST ROCK LOBSTER CATCH AND DISPOSAL RECORD**

Use a black pen – print legibly. Correction fluid or tape must not be used.  
All parts of this form must be completed. Masters using Fish Eye and sending the consignment by Carrier Boat need only complete fields marked with

CDR Form No. \_\_\_\_\_

Consignment No (Fish Eye):

**PART 1A PRE FISHING NOMINATION (CALL 1300 340 135) – Complete before moving the boat to commence pulling pots** → Pre Fishing Confirmation No:

### 2.3 CDR Part 1B –Details of Fishing Trip

Prior to landing or unloading any rock lobster, the Master of the boat must complete Part 1B of the CDR. This section provides details that assist the Department of Fisheries in monitoring the Fishery and replaces the information contained in the previous monthly catch and effort return. A monthly catch and effort return may be required if operating in other fisheries.

#### **Zone**

The Zone is the zone in which fishing has occurred, A, B or C.

#### **Retained Species**

You must record the number and approximate weight of any retained by-catch. This includes octopus, cuttlefish, southern rock lobster, tropical rock lobster, deep sea crab and any demersal scalefish that are caught in pots and retained for personal consumption. Any southern or tropical rock lobster caught and landed are part of the catch limit and can be consigned for sale, but must also be recorded in this section of the CDR.

#### **Protected Species Interactions**

Please provide details of any interactions with protected species such as whales, seabirds, turtles or sea lions. For a full list of protected species, go to [www.environment.gov.au](http://www.environment.gov.au). If you did not interact with any protected species, please circle 'No'.

**\*\*Note, if you have been holding over the following fields do not need to be completed on the CDR. The information will now be taken from the Holding Over Form submitted for the trip.\*\***

#### **Total Number of Pots Pulled**

Record the number of pots that have been pulled to produce the total catch.

#### **Soak time (Days)**

Record the number of days the majority of the pots have soaked before pulling.

#### **Number lobster high graded**

High grading is the practice of selectively harvesting fish so that only the best quality fish are landed to achieve the highest economic return. Please record the number of lobsters returned to the water of the fishery due to high grading. Excludes any totally protected and dead rock lobster.

#### **Main Block Number**

At the front of the CDR Book there are a number of maps that provide 6-digit block numbers for the area that you are fishing. You should check these maps and ensure you record the correct block number in the area provided titled 'Main block number (refer to map)'. Please record the block number in which most of the lobsters have been caught for that trip.

### Depth Range of Pots

Record the minimum and maximum depth range in which fishing occurred. Please record the depth range in *fathoms*.

Fig. 2. A completed example of Part 1B of the CDR form. NOT HOLDING OVER.

PART 1B DETAILS OF FISHING TRIP - Complete once per landing and prior to completing Part 1C						
Zone fished (circle one): A B <b>C</b>	<b>PLEASE NOTE:</b> If holding over, do not complete this section but ensure details are completed on the Holding Over form.	Total number of pots pulled: <input type="text" value="5"/> <input type="text" value="7"/>	Main block number (refer to map): <input type="text" value="3"/> <input type="text" value="2"/> <input type="text" value="1"/> <input type="text" value="1"/> <input type="text" value="5"/> <input type="text" value="3"/>			
Soak time (days): <input type="text" value="1"/>		Depth range of pots (fathoms): <input type="text" value="8"/> to <input type="text" value="14"/>				
Number lobster high graded: <input type="text" value="2"/>						
<b>Retained Species (not WRL)</b>	<b>Number</b>	<b>AND</b>	<b>Weight (kg)</b>	<b>Protected species interactions (circle one):</b> Yes / <input checked="" type="radio"/> No		
Octopus (Headed Wt)	<b>5</b>		<b>2.5</b>	<b>Protected species</b>	<b>No Alive</b>	<b>No Dead</b>
Southern Rock Lobster						

Fig. 3. A completed example of part 1B of the CDR. HOLDING OVER.

PART 1B DETAILS OF FISHING TRIP - Complete once per landing and prior to completing Part 1C						
Zone fished (circle one): <b>A</b> B C	<b>PLEASE NOTE:</b> If holding over, do not complete this section but ensure details are completed on the Holding Over form.	Total number of pots pulled: <input type="text"/> <input type="text"/> <input type="text"/>	Main block number (refer to map): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
Soak time (days): <input type="text"/>		Depth range of pots (fathoms): <input type="text"/> <input type="text"/> to <input type="text"/> <input type="text"/>				
Number lobster high graded: <input type="text"/>						
<b>Retained Species (not WRL)</b>	<b>Number</b>	<b>AND</b>	<b>Weight (kg)</b>	<b>Protected species interactions (circle one):</b> Yes / <input checked="" type="radio"/> No		
Octopus (Headed Wt)	<b>5</b>		<b>2.5</b>	<b>Protected species</b>	<b>No Alive</b>	<b>No Dead</b>
Southern Rock Lobster						

## 3 POST FISHING REQUIREMENTS

Prior to entering an approved landing area or consigning to a carrier boat, all rock lobster should be in sealed, secured and tagged containers or the number of lobster on board recorded. These details must be recorded in Part 1C of the CDR . If conveying catch to a carrier boat, lobsters must have been weighed.

### 3.1 Containers and Landing Tags

Containers used in the Fishery must be capable of being sealed, secured and tagged using at least one but not more than four landing tags that have been provided by the Department. Sealed and secured means that lobsters cannot be removed or added to a container without breaking or removing any of the landing tags on the container. The Master is responsible for ensuring that landing tags are not lost, stolen or used for any other purpose. Landing tags should only be used by the MFL they have been issued to. Masters should ensure they have enough landing tags and containers on their vessel prior to commencing a fishing trip.

Although you are not required to utilise landing tags in sequence, it is advisable to use them sequentially within a consignment for ease of reporting.

If a tag does break, you must immediately replace the tag on the container and retain the broken one. If possible, record the broken tag number/s in Part 1D after the record of landing tag



numbers, in the comments section (Part 1E) or on the back of the CDR. Include the broken tag with the white copy of the CDR and post back to the Department.

Landing tags cannot be removed from a container other than inside a Registered Receiver's premises or at the nominated destination for personal consumption lobsters.

### **3.2 CDR Part 1C – Pre Landing Nomination**

Call IVR on 1300 340 135 and complete Part 1C before entering an approved landing area.

#### ***Pre Landing Confirmation Number***

A Master must nominate prior to entering an approved landing area by calling the IVR system on 1300 340 135. At the conclusion of the call a pre landing confirmation number will be provided to the caller and receipt of this number must be confirmed. The pre landing confirmation number must be recorded in Part 1C of the CDR. Once this has occurred the boat can enter the approved landing area.

If you are consigning to a carrier boat you will not receive a pre landing confirmation number from IVR, so you leave the Part 1C pre landing confirmation number blank on the CDR.

#### ***Landing Area Number***

Each approved landing area has been given a numbered code. The code relating to the landing area must be recorded on the CDR. These numbers are listed in your CDR Book, on the Department's website and in the *West Coast Rock Lobster Managed Fishery Management Plan 2012*. If you are landing catch, record the landing area you will land your catch at in Part 1C of the CDR. You will also need to supply this number when you make your pre landing nomination to IVR and obtain a pre landing confirmation number.

For those Masters landing at Seabird, Ledge Point or Wedge Island, you must nominate the Registered Receiver that you are consigning your rock lobster to prior to removing any rock lobster from the boat. The Registered Receiver's name and number must be recorded in Part 1D of the CDR.

No fishing is permitted inside approved landing areas. Fishing is permitted within Abrolhos Island Holding Areas.

#### ***Number of Containers OR Number of Lobsters on board***

In Part 1C and in IVR you must choose to record either the number of containers of lobster on board the boat or the total number of lobsters on board.

#### ***Number of Containers***

If the number of containers of lobster is to be recorded, count the number of containers of lobster on board the boat. All lobsters on the boat must be in sealed, secured and tagged containers, with at least one and not more than four Department of Fisheries landing tags on each container. Record the total number of containers on board the boat in the space provided in Part 1C of the CDR.

#### ***Number of Lobsters on board***

If you choose to count the number of lobsters on board, record the number of lobsters on the CDR. There is no need to record the number of containers in this case, but you must still ensure

that all lobsters are in sealed and secured containers with at least one and no more than four Department of Fisheries tags attached before any lobsters are removed from the authorised boat. Record the Number of Lobsters in the space provided in Part 1C of the CDR.

Fig. 4. An example of a completed Part 1C of the CDR.

<b>PART 1C PRE LANDING NOMINATION (CALL 1300 340 135)</b>	
<b>– Complete before entering an approved landing area</b>	
Pre Landing Confirmation No:	2 4 9 1 0 5 3
Landing Area No:	1 8
Total No of Containers Landed:	<input type="text"/> <input type="text"/> 6
or	
Number of Lobsters on board:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

### 3.3 Landing and Weighing Catch

The amount of lobster deducted from your entitlement is determined from the net weight of lobsters in that consignment. The Department receives a net weight from the Master of the authorised boat in Part 1D and the Registered Receiver in Part C of the Registered Receiver Consignment Form. These weights are compared and the HIGHEST weight is deemed to be the weight of lobsters taken. Lobsters must be landed and weighed by the Master of the authorised boat immediately upon being brought onto land in a mainland approved landing area or before consigning the catch to a licensed carrier boat.

In the Abrolhos Islands Area, lobsters can only be removed from an authorised boat for the purpose of:

- Putting them in a DHA
- Consigning onto a licensed carrier boat
- Consigning for personal consumption

No lobsters, other than those consigned for personal consumption, are permitted to be brought on to land in the Abrolhos Island Area. You cannot take or land lobster for personal consumption unless all CDRs have been completed and all other rock lobster has been consigned to a carrier boat. A personal possession limit of 24 lobsters applies.

Prior to unloading or landing any lobster, Part 1B and 1C of the CDR must be completed.

All lobsters on the authorised boat must be in sealed, secured and tagged containers before any lobsters are landed or unloaded from the boat. If the Master does not record the number of rock lobster on board the boat, all lobsters must be in sealed, secured and tagged containers prior to entering the approved landing area.

The Master of the authorised boat is responsible for weighing each consignment of rock lobster to provide accurate gross and net weights of the consignment. Weights must be recorded to **one decimal place** e.g. 10.6 kg. The responsibilities of the Master include:

- ensuring the scales used are accurate;

- accurately determining the weight of the containers used to store lobsters so that a net weight of lobster can be determined; and
- accurately recording weights in the relevant places on Part 1D of the CDR.

**Note:**

The determination of the NET weight is ONLY to be calculated through the following mathematical equation:

$$\text{GROSS WEIGHT} - \text{TOTAL WEIGHT OF CONTAINERS} = \text{NET WEIGHT}$$

The Master cannot provide a net weight that does not conform to this equation.

Landing or unloading lobsters contrary to the rules, not accurately weighing and recording weights on the CDR, making false declarations and failing to record information on the CDR are serious offences.

### **3.4 CDR Part 1D – Post Landing Nomination (Declaration of Catch)**

The post landing nomination section of the CDR requires specific details regarding the licence being used and the weight of rock lobster being consigned. All of the details in Part 1D must be completed immediately upon weighing each consignment. A completed example of Part 1D of the CDR can be found at the end of this section.

*For those Masters landing at Seabird, Ledge Point or Wedge Island you must nominate on the CDR the Registered Receiver that you are consigning your rock lobster to prior to removing any rock lobster from the boat.*

If you take lobsters for personal consumption you must weigh the consignment and complete the CDR relating to consignments for personal consumption before you weigh any other consignments or complete any other Part 1D sections of other CDRs.

Where a boat is at anchor and it is necessary to make multiple trips from the boat to land the entire consignment, the CDRs must accompany the last trip. The rock lobster must be weighed once the entire consignment has been delivered to the weighing point.

#### **CDR Numbers Related to This Landing**

Where there are multiple consignments, record the range of CDR numbers that relate to the rock lobster unloaded on that day. Remember that all rock lobster on the boat must be in sealed, secured and tagged containers before any lobster can be unloaded.

#### **Registered Receiver Number**

Each Registered Receiver has a unique number. Please enter the number of the Registered Receiver to whom the rock lobsters are being consigned. In the case of personal consumption this box can be left blank.

All existing fish Processor Licence holders that are authorised to process rock lobster are Registered Receivers. Anyone can apply to be a Registered Receiver through the Department's licensing section. However, a Commercial Fishing Licence holder cannot be a Registered Receiver or act for or on behalf of a Registered Receiver.

**MFL Number** 

Please record the West Coast Rock Lobster Managed Fishery Licence number under the authority of which you are operating.

**Registered Receiver Name**

Please record the name of the Registered Receiver to whom the rock lobster are being consigned. For personal consumption, leave this box blank.

**Boat LFB**

Please record the Licensed Fishing Boat number, e.g. F001.

**Boat Name**

Please record the name of the authorised boat used to take the rock lobster.

**Tag Numbers**

For ease of reporting, it is recommended that landing tags are used in sequential order within a consignment and all landing tag numbers that have been used for the consignment must be recorded. For consignments where more than one landing tag is being used, record the range of tag numbers used, e.g. AA 0001 to AA 0010.

Record any broken tag number(s) after the record of landing tag numbers, in the comments section (Part 1E) or on the back of the CDR. Include the broken tag with the white copy of the CDR and post back to the Department.

**Transporting own catch to Receiver or Depot**

Please circle 'Yes' or 'No' to indicate whether you are personally transporting your own catch. Only answer *No* to this question if your consignment is being transported by a receiver's truck/courier agent. If your catch is being transported by a carrier boat, you would circle 'Yes'.

**No. of Containers** 

Please record the total number of containers relating to this particular consignment.

**Gross Weight**

You must record the gross weight. Gross weight means the total weight of all the containers in a consignment and includes the weight of all lobsters in those containers and all other things, including water, on, in, or attached to those containers, determined in kilograms to one decimal place, e.g. 59.4 kg. Any rock lobster consigned for personal consumption must be weighed first.

**Total Weight of Containers**

You must record the total weight of the empty containers you have used for this consignment. The weight must be recorded to one decimal place, e.g. 59.4 kg.

**Net Weight**

Record the weight of the rock lobster to one decimal place. The net weight is the weight of the rock lobster only. It is your responsibility to be able to determine the weight of your containers and deduct them from the gross weight of the consignment.

**Note:**

The determination of the NET weight is ONLY to be calculated through the following mathematical equation:

$$\text{GROSS WEIGHT} - \text{TOTAL WEIGHT OF CONTAINERS} = \text{NET WEIGHT}$$

The Master cannot provide a net weight that does not conform to this equation.

**Time Weighed** 

Please record the time (and circle am or pm) that the rock lobster were weighed.

**Personal Consumption**

Please note that rock lobster consigned for personal consumption must be weighed first, before any lobsters are consigned to a Registered Receiver. Circle either 'Yes' or 'No' depending on whether the consignment relates to lobsters that are intended for personal consumption. Rock lobster consigned for personal consumption require their own CDR, separate from any rock lobster that may have been consigned to a Registered Receiver. In a multi consignment, personal consumption should always be recorded on the first CDR completed for that trip.

Remember, in addition to the requirements already outlined in this guide, if you are retaining rock lobster for personal consumption there is a possession limit of 24 lobsters. The possession limit applies no matter where the lobsters are stored or held – even if they are in more than two places. You must also ensure that the second and fourth segments of the tail fan of each lobster are either clipped or punched

**If 'Yes', Full Name of Crew Member Receiving Lobsters**

If rock lobster is being retained for personal consumption, record the full name of the person (must be a member of the crew) that is retaining the lobster. Remember that the full name includes any middle names.

**Residential Address Where Lobsters Will be Delivered**

If rock lobster is being taken for personal consumption, the residential (street) address that the lobster will be transported to needs to be recorded. **Do not** record a PO Box number or other postal address. The rock lobster must remain in the tagged and sealed container until they arrive at the residence.

**Master's Full Name** 

You are required to record the Master's full name, including any middle names.

**Master's Contact Phone Number**

Record the contact phone number of the Master so that the Department will be able to make contact if necessary. A mobile phone number is preferable.

**Master's Signature** 

The Master of the authorised boat must sign the CDR here to declare that the information contained on the CDR is true and correct. Note that you cannot use a stamp for your signature.

### Date of Declaration

Please record the date on which you have signed the form. This must be the same date that you have consigned your catch.

### Post Landing Confirmation Number

You must also make a post landing nomination call using the IVR system after the last consignment of the day has been weighed and the weight recorded in Part 1D of the CDR.

*The post landing call must be made immediately after weighing the last consignment, or immediately upon returning to a pen or mooring within the same landing area, whichever occurs first.*

**You only need to make one post landing nomination call**, even if you have multiple consignments. The details of each consignment are recorded one at a time and you will be prompted to do this through the IVR system. Remember that any rock lobster kept for personal consumption should be recorded on the first CDR and therefore would be the first consignment recorded during your IVR post landing call.

At the conclusion of the call, the IVR system will issue you with one post landing confirmation number, which must be recorded in Part 1D of each CDR for that landing.

When consigning to a carrier boat at the Abrolhos Islands you may not be able to make the required post landing nomination at the time you consign to the carrier boat. In this case, forward the white copy of the CDR (in a sealed, pre-paid envelope) and the green copy to the Master of the carrier boat. Then immediately proceed ashore and make the post landing nomination call. Record the post landing confirmation number on the yellow copy of the CDR that remains in the CDR Book. You must ensure that you confirm that you have recorded the confirmation number at the conclusion of the IVR call.

If you do not confirm the post landing confirmation number as instructed by the IVR system your call will **not** be valid and no information relating to the post landing call will be recorded. You will then have to make this call again. Therefore you should not hang up until you have confirmed all information as per the prompt message in IVR.

Rock lobsters consigned for personal consumption must be weighed first, before any lobsters are consigned to a Registered Receiver.

Fig. 5. An example of a completed Part 1D of the CDR where all lobster were consigned.

PART 1D POST LANDING NOMINATION AND DECLARATION (CALL 1300 340 135) – Complete after weighing last consignment					
CDR Numbers related to this landing: From: <input type="text" value="999999"/> to <input type="text"/>		Tag Numbers: e.g. <input type="text" value="AA0001"/> to <input type="text" value="AA0010"/> <input type="text" value="GR0220"/> to <input type="text" value="GR0225"/>		<input checked="" type="checkbox"/> No of Containers: <input type="text" value="6"/>	
Registered Receiver No: <input type="text" value="386"/> MFL No: <input type="text" value="7419"/>				Gross Weight: <input type="text" value="148"/> kg <input type="text" value="7"/>	
Registered Receiver Name: <input type="text" value="PERTH LOBSTER COMPANY"/>				Total Weight of Containers: <input type="text" value="31"/> kg <input type="text" value="2"/>	
Boat LFB: <input type="text" value="F999"/> Boat Name: <input type="text" value="GREEN ROOM"/>		Transporting own catch to Receiver or Depot (circle one): Yes / No		Net Weight: <input type="text" value="117"/> kg <input type="text" value="5"/>	
Personal Consumption (circle one): Yes / <input checked="" type="radio"/> No		If Yes, full name of crew member receiving lobsters (please print):		<input checked="" type="checkbox"/> Time Weighed: <input type="text" value="12"/> : <input type="text" value="54"/> am / pm	
Residential address where lobster will be delivered:					
I declare that the information I have provided is true and correct		Master's Full Name: <input type="text" value="JOHN ADAM SMITH"/>		Master's Contact Phone No: <input type="text" value="0489 357 261"/>	
Master's Signature: <input type="text" value="J.A. Smith"/>		Date: <input type="text" value="24/09/16"/>		Post Landing Confirmation No: <input type="text" value="3491229"/>	

### 3.5 Part 1E – Comments

This section is voluntary.

Fig. 6. An example of a completed Part 1E of the CDR.

### 3.6 Once the CDR is Complete


You must provide the Registered Receiver with your MFL number and the CDR number before allowing the Receiver to take possession of your consignment. The Master must immediately forward the original white copy of the form to the Department at the address shown.

#### **Abrolhos Islands Area**

Rock lobster can be transported from the Abrolhos Islands to a mainland landing area either by:

- consigning the lobsters to a licensed carrier boat; or
- transporting your own catch using the authorised boat.

When rock lobster from the Abrolhos Islands are consigned to a licensed carrier boat or landed by the authorised boat, all lobsters held must be consigned at once, including rock lobster for personal consumption. No lobster can remain in your DHA or on board your boat.

When consigning to a carrier boat, the rock lobster must be placed in sealed, secured and tagged containers and weighed either before delivery, or at the time of delivery, to the carrier boat. The CDR must be completed for each consignment and the green triplicate copy provided to the Master of the carrier boat. In cases where Masters are using Fish Eye to submit electronic nominations and are consigning to carrier boats, they still need to complete the fields on the CDR identified by the  symbol and provide the green triplicate copy to the master of the carrier boat.

If you are an authorised lobster boat, but acting as a carrier boat, all your lobsters must be in tagged, sealed containers and the catch weighed and CDR complete before receiving lobsters from other authorised boats.

Carrier boats cannot transport any lobsters other than those in sealed, secured, tagged containers and accompanied by the relevant CDR(s).

### 3.7 Correcting CDRs

All entries on the CDR must be legible. Entries can be amended as long as they remain legible (i.e. a single line crossing out the incorrect information) and initials are entered next to the amendment. **Correction tape or fluid is not to be used on the form.** If an entry is made that makes the form illegible, the word 'cancelled' should be written across the white copy of the CDR and the form forwarded immediately to the Department along with the white copy of the replacement CDR.

If you realise an error has been made after the CDR(s) are forwarded to the Department, you must advise the Department as soon as possible of the error made by calling the Helpline during

office hours and providing details of the error. If a call is made out of office hours, leave a message. Specific approval of the Director General of the Department of Primary Industries and Regional Development will be required to make any adjustment to your catch balance. You will need to complete a statutory declaration highlighting the error and how this occurred and request that this be rectified. Only those errors which are obvious on the face of the form are likely to be considered by the Director General.

#### **4 HOLDING OVER**

The Master must have a Holding Over Book in their possession before holding over at sea. Where the holder of a licence, or a person acting on their behalf, seeks to hold rock lobster in a Designated Holding Area (DHA), the holder of the licence must nominate a Designated Holding Area (a maximum of two DHAs can be nominated) by completing the '*Nominate, Vary or Cancel Abrolhos DHA*' form which has been approved by the CEO for this purpose. Please refer to 4.2.2 for instructions on completing the form.

The Master of an authorised boat must ensure that no rock lobsters are on board the boat unless the boat is:

- actively engaged in fishing for rock lobsters;
- in the process of landing rock lobsters;
- holding over overnight where the crew are on board the boat and the Holding Over Form has been completed; or
- in an approved landing area and all of the rock lobsters have been declared on a CDR, the post landing nomination call to IVR has been completed and the lobsters are in sealed, secured and tagged containers. If you go fishing with lobsters on board that have been accounted for on a previous day's CDR, then do not include these lobsters on the CDR or IVR calls for your current fishing trip.

Rock lobsters cannot be stored or held in the waters of the Fishery by any means other than in holding containers in an Abrolhos Islands DHA or in an approved landing area under certain circumstances (*see section 4.4 'Holding in Approved Landing Areas'*). Holding containers are not permitted elsewhere in the Fishery.

With the exception of holding over in an approved landing area (*see section 4.4 'Holding in Approved Landing Areas'*) the Holding Over Book is used to record details of any rock lobsters that are held either on board the authorised boat or in an Abrolhos DHA. There are two types of forms enclosed in the Holding Over Book. One deals with administrative requirements (MFL number, Master details, Designated Holding Area location) and the other is the Holding Over Form.

The Holding Over Book may only be used for the MFL to which it was issued. You cannot use last seasons' Holding Over Book as the format has changed (*see section 4.3 for session information required*). Those Masters using Fish Eye Online Services to submit nominations will need to complete the Holding Over Book for each fishing session. Those Masters using CatchER (mobile application) are not required to complete a Holding Over Form but must still collect a Holding Over Book to use in case Fish Eye services are unavailable. A MFL holder or a Master of an authorised boat must not operate in the Abrolhos Islands area unless the Holding Over Book has been issued in respect to that licence. The Holding Over Book (or session details in CatchER) must be available so that it can be immediately produced on demand.



#### **4.1 Holding Over on a Boat at Sea**

Where the authorised boat will not be returning to an approved landing area or will be storing lobster on board the boat within an Abrolhos Islands holding area, a Holding Over Form must be completed. (N.B. Masters using CatchER can complete holding over sessions in the application).

The Master must sign each entry that is made in the Holding Over Book. A new entry is required at the conclusion of each day's fishing or by midnight that day. When the rock lobster are landed, the original copy of the Holding Over Form must be removed from the book and sent to the Department of Fisheries along with the CDR(s) that relate to the consignment(s) of lobster. A new Holding Over Form must be commenced the next time rock lobsters are held overnight on board the boat.

All rock lobster recorded in the Holding Over Book must be consigned at the one time. No rock lobsters are permitted to remain on board, or attached to the boat, or in a Designated Holding Area after lobsters have been consigned.

#### **4.2 Holding Over at the Abrolhos Islands**

Where the authorised boat will be returning to an Abrolhos Islands holding area at the conclusion of fishing, rock lobster can be held in three ways:

- On board the authorised boat in accordance with the details outlined in 4.1;
- In a DHA; or
- Held on a boat and in a DHA.

##### ***Holding Over on a boat at the Abrolhos Islands***

You must fulfil the requirement outlined in 4.1 and when the vessel is in an Abrolhos Island Holding Area and the master is not on board the vessel. All rock lobsters on board must be held in containers or tanks, secured with at least one and not more than 4 holding tags.

##### ***Holding Over in a Designated Holding Area (DHA) at the Abrolhos Islands***

**A DHA must first be nominated using the 'Nominate, Vary or Cancel Abrolhos Designated Area' form in the front of the Holding Over Book.** You are required to submit a new nomination form for your DHA(s) each season. If you vary or cancel your DHAs you also need to complete the form. Each nomination, variation or cancellation made on the form must be approved by a Fisheries Officer before forwarding to the Entitlement Monitoring Unit. The form or any changes must be submitted to the Department prior to any rock lobster being added to the new DHA.

This form requires the following details:

- Managed Fishery Licence (MFL) number;
- Licensed Fishing Boat number (LFB) and Fishing Boat Licence number (FBL);
- Name of the boat;

*Details of the Master of the authorised boat:*

- Full name and address of Master as well as phone number(s) and email;

*Designated Holding Area – Abrolhos Islands*

- DHA- Record whether the nomination, variation or cancellation refers to DHA1 or DHA2;
- Abrolhos Holding Area (Sch. 12 Areas 1-8) – Record the Schedule 12 Area where the DHA is located;

- Nominate, Cancel or Vary – Indicate as appropriate;
- Latitude – provide details as DD MM.MMM South
- Longitude – provide details as DDD MM.MMM East
- Office Use – a Fisheries and Marine Officer must sign off on the details provided.

Fig. 6. Example of a nominated Designated Holding Area.

DESIGNATED HOLDING AREA – ABROLHOS ISLANDS					
Please provide details below in degrees, minutes, and decimal minutes to three decimal places.					
DHA No.	Abrolhos Holding Area (Sch. 12 Area1-Area8)	Nominate, Vary or Cancel	Latitude: DD MM.MMM South	Longitude: DDD MM.MMM East	Office Use:
1	2	NOMINATE	28°28.423'S	113°47.181'E	FMO TO SIGN HERE

*Declaration by Licence Holder or Person Acting on Behalf of Licence Holder*

- Licence holder or Person Acting on Behalf of the Licence Holders declaration.

Where rock lobsters are added to a DHA multiple times during the day, a separate line of the Holding Over Form must be completed for each occasion. The rock lobsters contained in a DHA, must be secured with Department of Fisheries holding tags. Landing tags can be used in lieu of holding tags providing they are not removed. The containers must remain sealed.

A Master can nominate up to two Designated Holding Areas at a time.

***Holding Over using a boat and in a DHA at the Abrolhos Islands***

You must fulfil the requirements of sections 0 and 4.2.

**4.3 The Holding Over Form**

The Holding Over Form must be completed before midnight. All fields must be completed on the Holding Over Form.

***Name of the Master***

You are required to record the Master's full name, including any middle names.

***Fishing under MFL***

Please record the MFL number under the authority of which you are operating.

***Boat No. (LFB)***

Please record the LFB number, e.g. F001

***Zone fished***

The 'Zone' is the zone in which fishing has occurred, A, B or C.

**CDR Number or Consignment Number (Fish Eye)**

Record the CDR or Consignment Number that relates to the fishing trip.

**These lobsters are being held**

Tick the appropriate box based on whether lobsters are held in a DHA or on an authorised boat. If you are holding lobster on board the authorised boat but are moored within a DHA you would still tick 'on board the authorised boat' if the lobster are only being held on the boat.

If you are holding on board the boat and then start holding some of your catch in a DHA (once the boat is full) you would tick both holding in a DHA and holding on board the authorised boat. When completing the session details you will need record both the block number and the DHA in the 'Location holding' field. For example:

**HOLDING OVER FORM**

Name of Master: JOHN ADAM SMITH CDR Form No 2 2 2 2 4 6

Fishing under MFL: 7419 Boat No (LFB): F 9 9 9 Zone fished (circle one): A B C Or Consignment No (Fish Eye):                        

**RECORD DETAILS FOR HOLD OVER SESSIONS HERE**  
 These lobsters are being held (please tick):  
 In an Abrolhos Island Designated Holding Area (DHA)  OR On board the authorised boat

Date (DD/MM)	Time (24hr)	Block fished	Pots pulled	Soak time (days)	Depth (Fathoms)		Location holding (block number or DHA1 or DHA2)	Number of lobsters caught / added to holding	Number High Graded – If none write '0'	Number of dead lobsters (removed) – If none write '0' – If unknown (sealed containers) write 'NA'	Total number of holding crates/containers in use	Abrolhos use only: holding tag numbers – If no tags used write 'none'.	Signature of Master
					FROM	TO							
<u>16/01</u>	<u>14:00</u>	<u>283135</u>	<u>100</u>	<u>1</u>	<u>2</u>	<u>15</u>	<u>DHA 1</u>	<u>200</u>	<u>0</u>	<u>3</u>	<u>3</u>	<u>AA1234 to AA1236</u>	<u>JL Smith</u>

For each session, complete the following:

**Date**

Please record the date fishing took place as DD/MM/. E.g. 10/09.

**Time**

Please record the time the rock lobster was added to the holding area.

**Block fished**

Please record the block number in which the lobsters were caught.

**Pots pulled**

Record the number of pots that were pulled.

**Soak time (days)**

Please record the number of days the pots have soaked.

**4.3.11 Depth -From and To**

Record the minimum and maximum depth range in which fishing occurred. Please record the depth range in *fathoms*. The minimum depth range is '1' not '0'.

**Location holding**

- If holding over in a DHA, record either DHA1 or DHA2 (as nominated).

- If holding over on board an authorised boat, record the block number.
- If holding over on board the authorised boat and then once full holding in a DHA please see 4.3.6 for instructions on how to complete the session details.

***Number of lobsters caught/added to holding***

Count and record the number of lobsters added to the holding area.

***Number High Graded***

High grading is the practice of selectively harvesting fish so that only the best quality fish are landed to achieve the highest economic return. Please record the number of lobsters returned to the water of the fishery due to high grading. Excludes any totally protected and dead rock lobster.

***Number of dead lobsters removed from the holding area***

Count and record the number of dead lobsters removed as a result of holding over. If there were no dead lobsters removed, record '0'. If this information is unknown because the lobsters are held in containers sealed with landing tags, record 'NA'.

***Total number of crates/containers currently in use***

Record the cumulative number of crates/containers currently containing lobsters.

***Abrolhos use only: holding tag numbers***

Record the holding tag range used to secure the containers.

***4.3.17 Signature of Master***

The Master of the authorised boat must sign the Holding Over Form here to declare that the information contained on the form is true and correct. Note that you cannot use a stamp for your signature.

***4.3.18 Did you fish on the day of landing/consignment?***

Circle 'Yes' or 'No'. If you circled 'Yes', complete the session details for day of landing/consignment. If you circled 'No', no further information is required (as all fishing details should have already been recorded on the form).

***4.3.19 Record session details for the day of landing/consignment here***

Please record details of the fishing session made on the day of consignment here.

***4.4 Holding in Approved Landing Areas***

Lobsters may be held on or attached to a boat in an approved landing area provided that all of the lobsters have been weighed. The Master must follow all of the requirements as if the lobsters were to be consigned immediately to a Registered Receiver. This includes tagging, weighing, CDR completion (including nominating the Registered Receiver to whom the lobsters will be consigned to) and IVR post landing nomination. The completed white copy of the CDR must be immediately posted to the Department at the address shown on the bottom of the form.

No information needs to be included in the Holding Over Book.

**If you go fishing with lobsters on board that have been accounted for on a previous day's CDR, do not include these lobsters in the CDR or IVR calls for your current fishing trip.**

Examples of completed Holding Over Forms

### HOLDING OVER FORM

Name of Master: JOHN ADAM SMITH CDR Form No: 2 2 2 2 1 3

Fishing under MFL: 7419 Boat No (LFB): F 9 9 9 Zone fished (circle one): A B C Or Consignment No (Fish Eye):                  

**RECORD DETAILS FOR HOLD OVER SESSIONS HERE**  
 These lobsters are being held (please tick):  
 In an Abrolhos Island Designated Holding Area (DHA)  OR On board the authorised boat

Date (DD/MM)	Time (24hr)	Block fished	Pots pulled	Soak time (days)	Depth (Fathoms)		Location holding (block number or DHA1 or DHA2)	Number of lobsters caught / added to holding	Number High Graded - if none write '0'	Number of dead lobsters (removed) - if none write '0' - if unknown (sealed containers) write 'NA'	Total number of holding crates/containers in use	Abrolhos use only: holding tag numbers - if no tags used write 'none'.	Signature of Master
					FROM	TO							
<u>06/06</u>	<u>12:00</u>	<u>285140</u>	<u>100</u>	<u>1</u>	<u>5</u>	<u>30</u>	<u>285140</u>	<u>210</u>	<u>0</u>	<u>0</u>	<u>2</u>	<u>NONE</u>	<u>JASmith</u>
<u>07/06</u>	<u>13:00</u>	<u>285140</u>	<u>100</u>	<u>1</u>	<u>5</u>	<u>30</u>	<u>285140</u>	<u>220</u>	<u>0</u>	<u>0</u>	<u>4</u>	<u>NONE</u>	<u>JASmith</u>
												to	
												to	
												to	
												to	

Did you fish on day of landing/consignment (circle one)?  Yes  No

**RECORD SESSION DETAILS FOR DAY OF LANDING/CONSIGNMENT HERE**  
 If you fish on day of consignment (not holding over) and these lobsters are added to the consignment, all details of the session must be recorded here.

Date (DD/MM)	Time (24hr)	Block fished	Pots pulled	Soak time (days)	Depth (Fathoms)		Landing/Consigning via Carrier Boat	Number of lobsters caught this session	Number High Graded - if none write '0'	Signature of Master
					FROM	TO				
<u>08/06</u>	<u>0800</u>	<u>285140</u>	<u>50</u>	<u>1</u>	<u>5</u>	<u>30</u>		<u>98</u>	<u>0</u>	<u>JASmith</u>

This form must be completed in accordance with the West Coast Rock Lobster Managed Fishery Management Plan and instructions issued by the CEO. When completed, the top (WHITE) form along with any CDR forms must immediately be sent to: **Catch Monitoring Section**, Department of Fisheries, Locked Bag 43, Cloisters Square WA 6850. Use a black pen - print legibly. Correction fluid or tape must not be used.

**PROTECT YOUR INDUSTRY REPORT ILLEGAL FISHING TO FISHWATCH - 1800 815 507**  
 ALL CALLS ARE CONFIDENTIAL.

## HOLDING OVER FORM

Name of Master: JOHN ADAM SMITH CDR Form No: 1 2 3 4 5 6

Fishing under MFL: 7419 Boat No (LFB): F 9 9 9 Zone fished (circle one): A B C Or Consignment No (Fish Eye):                  

### RECORD DETAILS FOR HOLD OVER SESSIONS HERE

These lobsters are being held (please tick):  
 In an Abrolhos Island Designated Holding Area (DHA)  OR On board the authorised boat

Date (DD/MM)	Time (24hr)	Block fished	Pots pulled	Soak time (days)	Depth (Fathoms)		Location holding (block number or DHA1 or DHA2)	Number of lobsters caught / added to holding	Number High Graded - If none write '0'	Number of dead lobsters (removed) - If none write '0' - If unknown (sealed containers) write 'NA'	Total number of holding crates/containers in use	Abrolhos use only: holding tag numbers - If no tags used write 'none'	Signature of Master
					FROM	TO							
01/10	1000	283135	100	1	2	20	DHA 1	200	1	2	3	881001 to 881003	JASmith
02/10	11:00	283135	100	1	2	20	DHA 1	190	0	0	5	881004 to 881008	JASmith
												to	
												to	
												to	
												to	

Did you fish on day of landing/consignment (circle one)? Yes / No

### RECORD SESSION DETAILS FOR DAY OF LANDING/CONSIGNMENT HERE

If you fish on day of consignment (not holding over) and these lobsters are added to the consignment, all details of the session must be recorded here.

Date (DD/MM)	Time (24hr)	Block fished	Pots pulled	Soak time (days)	Depth (Fathoms)		Landing/Consigning via Carrier Boat	Number of lobsters caught this session	Number High Graded - If none write '0'	Signature of Master
					FROM	TO				

This form must be completed in accordance with the West Coast Rock Lobster Managed Fishery Management Plan and instructions issued by the CEO. When completed, the top (WHITE) form along with any CDR forms must immediately be sent to: **Catch Monitoring Section**, Department of Fisheries, Locked Bag 43, Cloisters Square WA 6850. Use a black pen - print legibly. Correction fluid or tape must not be used.  
**PROTECT YOUR INDUSTRY REPORT ILLEGAL FISHING TO FISHWATCH - 1800 815 507 ALL CALLS ARE CONFIDENTIAL.**

## 5 BREAKDOWN AGREEMENTS

The use of another boat in the case of breakdown can occur as per existing practice with some modifications to cater for the integrity of the catch monitoring system. Although you will still be able to nominate up to three boats to fish your MFL (for up to a ten day period), only one boat will be able to fish at any one time.

The assisting vessel must be a WCRL licence holder and NOT a Wet Lining Vessel. Wet Lining vessels may be used for a Temporary Boat Replacement. It will be necessary for a crew member of the disabled boat to accompany the crew of the replacement boat with the CDR and Landing tags for the broken down boat. That crew member will need to be designated as the Master of the broken down boat, secure and tag the containers of rock lobsters and complete the CDR in relation to the lobster taken using the disabled boats' pots.

If the Master changes as a result of the breakdown agreement, the Master must be changed using the IVR system.

Should a person other than the usual Master of the disabled boat go out on the replacement boat, the MFL holder must nominate the new Master in IVR.

A person cannot be the Master of two boats at the same time.

A breakdown agreement form must be completed. These can be obtained from your local DPIRD/Fisheries Office.