



Department of
Primary Industries and
Regional Development

CATCH MONITORING SYSTEM GUIDE

FOR MFL HOLDERS AND MASTERS

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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.

If you are using Fish Eye / CatchER to report your catch, 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 website www.fish.wa.gov.au.

Note that only fishers who are using Fish Eye may land ‘back of boat’ lobsters. Please contact the Department should you wish to register for Fish Eye.

The CDR provides the means by which consignments 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.

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 website at 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 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 Registered 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 duplicate, with the original (white) copy being sent to the Department's Entitlement Monitoring Unit immediately upon completion and the second (yellow) copy remaining in the book.

Registered Receivers 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 second (yellow) 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.

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 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 (1300 340 135) 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. Landing Tags are also required when storing lobsters in a Designated Holding Area (DHA) at the Abrolhos Islands, in lieu of holding tags, which have been discontinued as of 12th September 2020. 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 \(B\)](#)).

Please note that fishing is not permitted within Approved Landing Areas. Fishing is permitted within Abrolhos Islands Designated Holding Areas.

2.1 CDR Part 1A – Pre Fishing Nomination (*See Fig. 1*).

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.



West Coast Rock Lobster Catch and Disposal Record

*Use a black/blue pen – print legibly. Correction fluid or tape must not be used.
All parts of this form must be completed.*

CDR Form №

PART 1A PRE FISHING NOMINATION (CALL 1300 340 135) – Complete before moving the boat to commence pulling pots → Pre Fishing Confirmation №: **1 4 9 0 4 7 2**

2.2 CDR Part 1B –Details of Fishing Trip (*See Fig. 2 & Fig. 3*).

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 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.

A) Zone

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

B) Retained Species

You must record the number and approximate weight of any retained 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 use. 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.

C) 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. 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.****

D) Total Number of Pots Pulled

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

E) Soak time (Days)

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

F) 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.

G) 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.

H) 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 C		PLEASE NOTE: If holding over, do not complete this section but ensure details are completed on the Holding Over Form.		Total number of pots pulled:	57	Main block number (refer to map):	321153	
				Soak time (days):	1	Depth range of pots (fathoms):	8 to 14	
				Discard-number lobster high graded:	2			
Retained Species (not WCRL)			Number	AND	Weight (kg)	Protected species interactions (circle one): Yes / No		
Octopus (Headed Wt)			5	AND	2.5	Protected species	No Alive	No Dead
Southern Rock Lobster				AND				

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): A B C		PLEASE NOTE: If holding over, do not complete this section but ensure details are completed on the Holding Over Form.		Total number of pots pulled:		Main block number (refer to map):		
				Soak time (days):		Depth range of pots (fathoms):	to	
				Discard-number lobster high graded:				
Retained Species (not WCRL)			Number	AND	Weight (kg)	Protected species interactions (circle one): Yes / No		
Octopus (Headed Wt)			5	AND	2.5	Protected species	No Alive	No Dead
Southern Rock Lobster				AND				

3 POST FISHING REQUIREMENTS

Prior to entering an Approved Landing Area or consigning to a Carrier Boat, all rock lobster should be in secured containers with no more than four WCRL Landing Tags attached or the number of lobster on board recorded (**Note if recording by number of lobster in Pre Landing, your lobster must be in secured containers prior to being removed from the boat**).

These details must be recorded in Part 1C of the CDR (see Fig. 4). If conveying catch to a Carrier Boat, lobsters must have been weighed and must be in secured containers with no more than four WCRL Landing Tags attached before transferring the consignment to the Carrier Boat.

3.1 Containers and Landing Tags

Containers used in the Fishery must be capable of being secured using at least one but not more than four WCRL Landing Tags that have been provided by the Department. 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, 10 minutes after weighing.

3.2 CDR Part 1C – Pre Landing Nomination (see Fig. 4).

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

A) 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.

B) 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.

No fishing is permitted inside Approved Landing Areas. Fishing is permitted within Abrolhos Island Holding Areas.

C) 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.

D) 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 WCRL Landing Tags (provided and issued by the Department to the nominated MFL) on each container. Record the total number of containers on board the boat in the space provided in Part 1C of the CDR.

E) 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 secured containers with at least one and not more than four WCRL Landing Tags (provided and issued by the Department to the nominated MFL)

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.

PART 1C PRE LANDING NOMINATION (CALL 1300 340 135)							
— Complete before entering an approved landing area							
Pre Landing Confirmation No:	2	4	9	1	0	5	3
Landing Area No:	1	8					
Total No of Containers Landed:	b						
or							
Number of Lobsters on board:							

3.3 Landing and Weighing Catch

The weight 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 an 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.
- Landing at the Big Pigeon Island Approved Landing Area.

****Only Fish Eye users may take back of boat lobsters ashore at Abrolhos Islands, for sale or own use by fishers. ****

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 secured containers with no more than four WCRL Landing Tags attached 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 secured containers with nor more than four WCRL Landing Tags attached 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) ([See Fig. 5](#)).

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. ([See Fig. 5](#))

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.

A) 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 secured a containers with no more than four ECRL Landing Tags attached before any lobster can be unloaded.

B) 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.

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.

C) MFL Number

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

D) Registered Receiver Name

Please record the name of the Registered Receiver to whom the rock lobster are being consigned.

E) Boat LFB

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

F) Boat Name

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

G) 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.

H) 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'.

I) No. of Containers

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

J) 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.

K) 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.

L) 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:

GROSS WEIGHT – TOTAL WEIGHT OF CONTAINERS = NET WEIGHT

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

M) Time Weighed

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

N) Total Pots Left in Water

You are required to record the '*Total number of pots left in the water*' at the end of each trip. Please include all pots set, even if you didn't pull them on this trip.

O) Master's Full Name

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

P) 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.

Q) 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.

R) 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.

S) Post Landing Call and 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 Approved 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.

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 provide the Master of the Carrier Boat with the MFL Number and the Consignment/CDR Number. The Master will need to make their own arrangements in regards to providing this information to the Carrier Boat as the previously used green copy of the CDR (Carrier Boat Consignment Form) has been discontinued as of the 12th September 2020.

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.

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:	9999999	to	9999999	Tag Numbers: e.g.	A A 1 2 3 4 5 to 1 2 3 4 5				
Registered Receiver No.:	386	MFL No.:	7419	G R 0 2 2 0 1 to 0 2 2 0 6					
Registered Receiver Name:	PERTH LOBSTER CO.								
Boat LFB:	F 9 9 9	Boat Name:	GREEN ROOM			Transporting own catch to Receiver or Depot (circle one):	Yes / No		
Total pots left in water (including pots not fished this trip): 90									
I declare that the information I have provided is true and correct Master's Full Name: JOHN ADAM SMITH Master's Contact Phone No: 0428 766 131									
Master's Signature: J. A. Smith				Date: 03/09/20	Post Landing Confirmation No: 3491229				

3.5 Part 1E – Comments (see fig.6)

This section is voluntary.

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

PART 1E COMMENTS – This section is voluntary.									
HIGH GRADED LOBSTER WERE UNDERSIZED.									
O									
NOTE: This form must be completed in accordance with the West Coast Rock Lobster Managed Fishery Management Plan and instructions issued by the CEO. It is a major offence to make false or misleading statements, or to fail to fully complete this form. When completed, the top (WHITE) form must immediately be sent to: DPIRD, Locked Bag 43, Cloisters Square, WA 6850. The second (YELLOW) form is to be kept in the book. PROTECT YOUR FISHERY – REPORT ILLEGAL FISHING ACTIVITIES TO FISHWATCH – 1800 815 507 – ALL CALLS ARE CONFIDENTIAL									

3.6 Once the CDR is Complete

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

A) Abrolhos Islands Area

Rock lobster can be transported from the Abrolhos Islands to a mainland Approved 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. 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 secured containers with no more than four WCRL Landing Tags attached 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 Master should provide the Carrier Boat with the MFL Number and the Consignment/CDR Number. The Master will need to make their own arrangements in regards to providing this information to the Carrier Boat as the previously used green copy of the CDR (Carrier Boat Consignment Form) has been discontinued as of the 12th September 2020.

If you are an authorised lobster boat, but acting as a Carrier Boat, all your lobsters must be in secured containers with no more than four WRCL Landing Tags attached and the catch weighed and CDR complete before receiving lobsters from other authorised boats.

Carrier Boats cannot transport any lobsters other than those in secured containers with no more than four WCRL Landing Tags attached and accompanied by the relevant consignment information.

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 on **1300 574 071** (Mon – Fri 08:00 to 16:30) and provide details of the error. If a call is made out of office hours, leave a message. Specific approval of the CEO 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 CEO.

4 HOLDING OVER

The Holding Over book is being updated in September 2020 to reflect changes to the management plan, and will be available to fishers from November 2020.

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 \(B\)](#) 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 secured containers with no more than four WCRL Landing Tags attached. 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 containers in an Abrolhos Islands DHA or in an Approved Landing Area under certain circumstances (*see section 4.4*).

With the exception of holding over in an Approved Landing Area (*see section 4.4*) 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. 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. An 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 lobsters are landed, the original copy of the Holding Over Form must be removed from the book and sent to the Department of Primary Industries and Regional Development 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.

A) Holding Over on a boat at the Abrolhos Islands

You must fulfil the requirements outlined in [4.1](#). 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, secured with at least one and not more than 4 WCRL landing tags.

B) Holding Over in a Designated Holding Area (DHA) at the Abrolhos Islands (see fig. 6)

A DHA must first be nominated using the 'Nominate, Vary or Cancel Abrolhos Designated Area' form in the front of the Holding Over Book. 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 Management 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;
- 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.

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

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

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. (1 or 2)	Nominate, Vary or Cancel	Latitude: DD MM.MMM South	Longitude: DDD MM.MMM East	Office Use:
1	NOMINATE	28° 28.423'S	113° 47.181' E	FMO TO SIGN HERE

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 WCRL Landing Tags (provided and issued by the Department to the nominated MFL). The containers must remain sealed.

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

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

You must fulfil the requirements of section [4.1](#).

4.3 The Holding Over Form (see fig. 7)

All fields must be completed on the Holding Over Form immediately upon ceasing to pull pots for the day or before midnight; whichever occurs first.

A) Name of the Master

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

B) Fishing under MFL

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

C) Boat No. (LFB)

Please record the LFB number, e.g. F001

D) Zone fished

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

E) CDR Number or Consignment Number (Fish Eye)

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

F) 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.

Fig. 7. Example of a Holding Over Form completed after the first day of fishing.

Holding Over Form

Name of Master:	JOHN ADAM SMITH								CDR Form №:	2 2 2 2 4 6				
Fishing under MFL:	7419		Boat № (LFB):	F 9 9 9		Zone fished (circle one):	<input checked="" type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	Or Consignment № (Fish Eye):				
Record details for hold over sessions here														
These lobsters are being held (please tick): In an Abrolhos Island Designated Holding Area (DHA) <input checked="" type="checkbox"/> OR On board the authorised boat <input type="checkbox"/>														
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'	Total number of containers	Abrolhos use only: tag numbers – if no tags used write 'none'.	Signature of Master		
1b/01	14:00	283135	100	1	2	15	DHA 1	200	0	3	GR02201 to 02206	J. Smith		

For each session, complete the following:

G) Date

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

H) Time

Please record the time the rock lobster was added to the Holding Area.

I) Block fished

Please record the Block Number in which the lobsters were caught.

J) Pots pulled

Record the number of pots that were pulled for that session.

K) Soak time (days)

Please record the number of days the pots have soaked.

L) 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'.

M) 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 \(F\)](#) for instructions on how to complete the session details.

N) Number of lobsters caught/added to holding

Count and record the number of lobsters added to the Holding Area for that session; this is not cumulative total.

O) 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.

P) Total number of containers currently in use

Record the cumulative number of containers currently containing lobsters.

Q) Abrolhos use only: Landing Tag numbers

Record the Landing Tag range used to secure the containers.

R) 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.

S) Did you fish on the day of landing/consignment? ([See fig. 8 and Fig. 9](#))

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).

T) 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 (or Fish Eye) 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 (or Fish Eye consignment), do not include these lobsters in the CDR or IVR calls (or Fish Eye nominations) for your current fishing trip.

Fig. 8. Example of a completed Holding Over Form – Holding over on the boat, fishing on day of consignment.

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) <input type="checkbox"/> OR On board the authorised boat <input checked="" type="checkbox"/>												
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'	Total number of containers	Abrolhos use only: tag numbers - if no tags used write 'none'.	Signature of Master
06/06	12:00	285140	100	1	5	30	285140	200	0	2	NONE	J.A.Smith
07/06	13:00	285140	100	1	5	30	285140	220	0	4	NONE	J.A.Smith
											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		
08/06	08:00	285140	50	1	5	30		98	0	J.A.Smith		
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: DPIRD, 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.												

Fig. 9. Example of a completed Holding Over Form – Holding over in a DHA, no fishing on day of consignment.

Holding Over Form											
Name of Master: JOHN ADAM SMITH						CDR Form № 1 2 3 4 5 6					
Fishing under MFL: 7419			Boat № (LFB): F 9 9 9			Zone fished (circle one): (A) B C			Or Consignment № (Fish Eye): 		
Record details for hold over sessions here											
<p>These lobsters are being held (please tick): In an Abrolhos Island Designated Holding Area (DHA) <input checked="" type="checkbox"/> OR On board the authorised boat <input type="checkbox"/></p>											
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'	Total number of containers	Abrolhos use only: tag numbers – if no tags used write 'none'. J.A Smith
					From	To					
01/10	10:00	283135	100	1	2	20	DHA1	200	1	3	BB1001 to BB1003
02/10	11:00	283135	100	1	2	20	DHA1	190	0	5	BB1004 to BB1008
											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											
<p>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.</p>											
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: DPIRD, 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 boat must be attached to a WCRL licence and can **NOT** be 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 the containers of rock lobsters with no more than four WCRL Landing Tags and complete the CDR (or Fish Eye nominations) in relation to the lobster taken using the disabled boats' pots.

If the Master changes as a result of the breakdown agreement, the MFL Holder must nominate the new Master via IVR. If using Fish Eye, the new Master must also be a Registered Fish Eye user, and be a nominated Master via Fish Eye for the licence

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.

6 Disclaimer

This document remains the property of the Department of Primary Industries and Regional Development and if printed is uncontrolled. Refer to the Departments website www.fish.wa.gov.au for the latest version of this document.

This guide is to be used in conjunction with the [***West Coast Rock Lobster Managed Fishery Management Plan 2012.***](#)

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