



Government of **Western Australia**
Department of **Fisheries**

CATCH MONITORING SYSTEM GUIDE

FOR REGISTERED RECEIVERS

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V3

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1. INTRODUCTION

To become a Registered Receiver a person needs to complete an application form which is available from the Licensing Section of the Department of Fisheries or from the Department's website under Commercial Licence Forms (form P3). The application will require proof of identity and business structure and the location of the premises where the rock lobsters are to be received and weighed. A Registered Receiver's premises cannot be a boat or vehicle. A person who holds a Commercial Fishing Licence will not be able to become a Registered Receiver nor receive rock lobsters for or on behalf of a Registered Receiver.

Each Registered Receiver will be issued with a certificate number and this number will need to be recorded on the Catch and Disposal Record (CDR) by the Master consigning the lobster and on the Registered Receiver Consignment Form by the Registered Receiver receiving the consignment.

1.1 The Registered Receiver Consignment Book

This guide provides advice to Registered Receivers on the correct methods for completion and submission of the Registered Receiver Consignment Form.

The form provides the means by which the weights of rock lobster are recorded by a Registered Receiver for submission to the Department of Fisheries for comparison with the weights provided by the Master of an authorised boat under a Western Rock Lobster Managed Fishery Licence.

This guide will be updated from time to time. To ensure that you have the most up to date version, check the Department of Fisheries website at www.fish.wa.gov.au. Registered Receivers 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 things, for example weighing, must be done by the Receiver. It means at the first available opportunity. It does not include waiting until a time that is convenient to you.

Upon receiving rock lobster, Registered Receivers have a number of obligations they must meet to ensure the integrity of the Entitlement Monitoring System. A Receiver that receives and transports lobsters from the Master to the Receiver's premises must complete Part A and B of the Registered Receiver Consignment Form. The white and yellow copy must be given to the person in charge at the Registered Receiver's premises when the consignment is delivered. The Registered Receiver must forward the white copy of the form to the Department of Fisheries.

The Receiver may either:

1. Continue to complete Part C of the form and forward the white copy to the Department at the address shown on the form;
2. Where approved by the Department, complete and submit the required information via Fish Eye Online Services electronically, or;
3. Where approved by the Department, complete and submit the required information using the Business to Business process via Fish Eye (not currently available).

In all cases when Receiver transport is used to transport a consignment of lobsters from the Master to the Registered Receiver's premises, the Registered Receiver must immediately complete the consignment form and forward the white copy within 48 hours to the Department of Fisheries at the address shown on the form. The required processes are outlined below.

1.2 The Registered Receiver Consignment Form

Each consignment form is printed in triplicate; the original copy is to be sent by the Registered Receiver to the Department of Fisheries immediately upon completion, the second (yellow) copy is to be retained by the Receiver, and the third (green) copy must remain in the book. Please note that all entries must be made in a black or blue ballpoint pen. **All entries on the Consignment Form must be legible. Entries can be amended as long as the amendment is initialled and remains legible i.e., the incorrect information should be struck out with one line so that the information can still be read, not scribbled over. The use of correction fluid or tape is not permitted.**

A Registered Receiver must not receive any rock lobster unless the lobsters are contained in a sealed, secured and tagged container and provided with the relevant MFL number and consignment number by the Master prior to taking possession of the consignment of lobsters. The Registered Receiver must complete the relevant sections of the Registered Receiver Consignment Form immediately on taking possession of the lobsters. Complete Part B when the Receiver is transporting the consignment of lobsters and complete Part C when the consignment is delivered to the Registered Receiver's premises.

2. Registered Receiver Consignment Form Part A – Receiver and Fisher's (Master's) Details

Immediately upon receiving any rock lobster, the Registered Receiver must ensure that Part A of the Consignment Form is completed. Registered Receivers must accurately weigh and determine the Gross Weight of any consignment of rock lobsters immediately on taking possession of those lobsters. In addition, they must ensure that no rock lobster are removed from, or added to, a container until at least 10 minutes after the determination of the Gross Weight of the rock lobster. The containers holding the lobsters must be kept secure and with all tags intact until the container is opened to determine the Net Weight of the lobsters.

2.1 Registered Receiver Number

Registered Receivers are provided with a certificate identifying them as such on which it states their Registered Receiver Number. This number must be recorded here.

2.2 Registered Receiver Name

Please record the name of the Registered Receiver Name as listed on your certificate.

2.3 Location PROL

If the Registered Receiver's premises where the containers of lobsters are to be opened holds a Processors Licence, the number of that licence must be recorded in this field. In the circumstance that the Receiver's transport operator does not know at which PROL a consignment will be unpacked and Net Weight determined, this number must be completed by the person in charge at the Receiver's premises. Contact the **Rock Lobster Helpline (1300 574 071)** if you are unsure of your PROL number,. This PROL is required to identify the place the containers of lobsters are unpacked.

2.4 MFL N^o

Please record the West Coast Lobster Licence (WCLL) number provided by the Master of the authorised boat from whom the consignment is to be received. Licence numbers may be up to 9 digits long under the new Department of Fisheries licensing system, example WCLL000012313.

2.5 Fisher’s CDR Form N^o or Consignment N^o (Fish Eye)

The transport operator or the person in charge of the Receiver’s premises must obtain from the Master and record either the CDR No or the Fish Eye Consignment No. for that consignment of lobsters.

If the Master has submitted their consignment details using a Catch and Disposal Record (CDR), record the Master’s CDR Number (i.e. 157456, or 123457) in the ‘Fisher’s CDR Form No’ field.

If the Master has submitted their consignment details via Fish Eye Online Services or via CatchER, record the Master’s Consignment Number (i.e. 15732243A or 15732243B) in the ‘Consignment No’ field. For more detailed information please refer to the Fish Eye Guide.

Only **ONE** of these fields is required to be filled in; either the CDR number or the Consignment number. The Receiver **MUST** ensure that the correct number is recorded.

2.6 An Example of a Completed Section of Part A of the Consignment Form

PART A RECEIVER AND FISHER’S DETAILS - Complete immediately on receiving consignment										
Registered Receiver No:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Registered Receiver Name:	<input type="text" value="PAUL FRANK"/>			Location PROL:	<input type="text"/>	<input type="text"/>
			1					2	4	5
MFL No:	<input type="text" value="1373012"/>			Fisher’s CDR Form No:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
					1	2	1	1	0	1
				OR Consignment No (Fish Eye):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Registered Receiver Consignment Form Part B - (Transport)

Part B is required to be completed where the Receiver is transporting lobsters to the Registered Receiver’s premises. On taking possession of a consignment of lobsters, the Gross Weight must be immediately determined and Part B completed immediately.

Any courier acting for or on behalf of the Receiver who receives lobsters must carry a Registered Receiver Consignment Book and complete Part B of the form for each consignment.

Where the Registered Receiver (first party) is using another Registered Receiver (second party) to transport/temporarily hold rock lobster on their behalf, the second party must complete Parts A and B of the form in full using a Receiver Consignment Book which has been issued to the first party. This will require the First Party Receiver to give one of their Consignment Books to the Second Party Receiver so that they can complete Parts A and B on the form before passing the white and yellow copies to the First Party Receiver to Complete Part C.

Part B of the consignment form **does not need to be completed where a Master, Master’s Crew Member, or Licensed Carrier Boat is being used** to transport the consignment on behalf of the Master.

If Part B is completed the white form **MUST** be submitted to the Department of Fisheries. If you are using Fish Eye Online services or Business to Business reporting (currently not available), and Part

B of the Consignment Form is completed, the white copy still needs to be sent to the Department.

3.1. Containers Secured and Tags Affixed

The Registered Receiver is not permitted to receive a consignment of rock lobster unless the consignment is stored in sealed, secured and tagged containers with the tags intact. Containers must be secured with at least one and not more than four Department of Fisheries landing tags. Any containers where tags are not intact must not be accepted and the Rock Lobster Helpline or local Fisheries Office must be contacted.

3.2 Number of Containers

Please record the number of containers received in the consignment.

3.3 Gross Consignment Weight

Accurately weigh and 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. The weight must be recorded to the nearest single decimal place e.g. 59.4 kg.

3.4 Time Weighed

Record the time (circle am or pm) the consignment was weighed. The consignment must be weighed immediately once received.

3.5 Person Receiving This Consignment On Behalf of the Receiver

The person receiving the consignment of rock lobster for the Registered Receiver (e.g. the truck driver) should **PRINT** their full name clearly, including any middle names, in the space provided.

3.6 Signature of Person Receiving Consignment

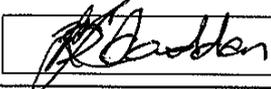
The person receiving the consignment of rock lobster on behalf of the Registered Receiver (e.g. a truck driver) must sign in the space provided to show they declare the information in Part B is true and correct.

3.7 Date of Declaration

Record the date the declaration was made. The declaration is required to be made immediately after weighing the consignment of lobsters.

3.8 A Completed Example of Part B of the Consignment Form

Note: this section only needs to be completed if the lobsters are received at a place other than the Registered Receiver's premises.

PART B CONSIGNMENT DETAILS (TRANSPORT) – Complete immediately on weighing consignment	
To be completed where the receiver is transporting lobster to the Registered Receiver's premises.	
Containers secured and tags affixed? <input checked="" type="radio"/> Yes <input type="radio"/> No <small>(circle one)</small>	Number of Containers: <input type="text" value="1"/> <input type="text" value="2"/>
Gross Consignment Weight: <input type="text" value="1"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="4"/> <input type="text" value="2"/> kg	Time Weighed: <input type="text" value="1"/> <input type="text" value="1"/> : <input type="text" value="0"/> <input type="text" value="0"/> <input checked="" type="radio"/> am <input type="radio"/> pm <small>(circle one)</small>
<i>I declare that the information I have given in Part B of this Consignment form is true and correct:</i>	
Person receiving this consignment on behalf of the receiver (print full name):	BRETT SCADDEN
Signature: 	Date: <input type="text" value="1"/> <input type="text" value="2"/> / <input type="text" value="1"/> <input type="text" value="0"/> / <input type="text" value="1"/> <input type="text" value="2"/>

Once Part B of the form is complete, the white and yellow copies must stay with the consignment and once the consignment of lobsters is delivered to the Registered Receiver's premises, both copies must be provided to the person in charge at the Registered Receiver's premises. Part C and any other details required must be completed at the Registered Receiver's premises.

4. Registered Receiver Consignment Form Part C – Consignment Details (Registered Receiver's Premises)

Immediately upon receiving a consignment of rock lobster at the Registered Receiver's premises, Part C of the consignment form must be completed. Rock lobster must be held for at least 10 minutes from the time at which the Gross Weight of the consignment was determined.

You may not have a "Location PROL" number but if you do please record the "Location PROL" number in Part A if this has not already been completed. **If the PROL is already recorded please double check that it is correct.** Contact the **Rock Lobster Helpline** on **1300 574 071**, if you need assistance with this number.

4.1 Containers Secured and Tags Affixed

The Registered Receiver is not permitted to receive a consignment of rock lobster unless the consignment is stored in sealed, secure containers with at least one and not more than four Department of Fisheries landing tags attached and still intact.

Where a consignment of lobster is delivered by a Licensed Carrier Boat or an Agent of the Registered Receiver and the landing tags are broken, retain the broken tags and provide them to a Fisheries Officer or contact the **Rock Lobster Helpline** on **1300 574 071**.

Where a container is received with no tags attached, contact your nearest Fisheries Office or the **Rock Lobster Helpline** on **1300 574 071** for information as to how to proceed. Please retain the lobsters in the container and keep them in a live state until you have been advised on how to deal with them.

4.2 Number of Containers

Please record the number of containers received in this consignment. On occasion, Registered Receivers will hold two or more separate consignments from one Master. In such cases, each consignment must be dealt with individually and the appropriate consignment number recorded for each consignment. You **must not** combine the weight of multiple consignments onto one Registered Receiver Consignment Form.

4.3 Gross Consignment Weight

Accurately weigh and determine 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. The weight must be recorded to the nearest single decimal place e.g. 59.4 kg. Once the Gross Weight has been determined, the containers of rock lobster must not be opened or have any landing tags removed for at least 10 minutes.

4.4 Time Weighed (Gross)

Record the time (and circle am or pm) that the Gross Weight of the consignment was determined in the spaces provided.

4.5 Total Weight of Containers

You must record the total weight of the empty containers from the consignment. The weight must be recorded to the nearest single decimal place e.g. 59.4 kg. The containers must be weighed immediately after the lobsters are removed from the containers.

4.6 Net Consignment Weight

Accurately determine the Net Weight of the rock lobster only and record the weight to the nearest single decimal place.

4.7 Determined by Grading

Tick this box if the Net Weight has been determined by grading the rock lobster. This is to advise that the Net Weight was **accurately determined by weighing the lobsters separately** or in batches according to grade, size or weight.

4.8 Person Receiving the Consignment (I declare that the information given on behalf of the receiver in Part C of this consignment form is true and correct (print full name))

The person that is acting for or on behalf of the Receiver must record their full name (including first, middle and surname).

4.9 Signature of Person Receiving Consignment

The person who is acting for or on behalf of the Receiver must sign to declare that the information given in Part C is true and correct. While the Receiver can use a stamp for the section where it states *print full name*, the **signature must be hand written**.

4.10 Date

Record the date on which the Net Weight was determined and to which the declaration relates.

4.11 A Completed Example of Part C of the Consignment Form.

This part is filled out at the Registered Receiver's premises. In this example, the Net weight is determined by grading.

PART C CONSIGNMENT DETAILS (REGISTERED RECEIVER'S PREMISES) - Complete immediately on weighing consignment			
Containers secured and tags affixed?	<input checked="" type="radio"/> Yes <input type="radio"/> No <small>(circle one)</small>	Number of Containers:	<input type="text" value="12"/>
Gross Consignment Weight:	<input type="text" value="996.1"/> kg	Time Weighed (gross):	<input type="text" value="13:05"/> am <input checked="" type="radio"/> pm <small>(circle one)</small>
Total Weight of Containers:	<input type="text" value="66.2"/> kg	Net Consignment Weight:	<input type="text" value="914.6"/> kg
		Determined by grading (tick if true):	<input checked="" type="checkbox"/>
<i>I declare that the information given on behalf of the receiver in Part C of this consignment form is true and correct:</i>			
		Print full name:	<input type="text" value="BRETT SCADDEN"/>
Signature:		Date:	<input type="text" value="12/10/12"/>

Within 48 hours of the white copy of the form being completed, it must be sent to the Entitlement Monitoring Section, Department of Fisheries, Locked Bag 43, Cloisters Square WA 6850. Reply Paid envelopes can be obtained from your nearest Department of Fisheries office. The yellow copy must be kept for your records.

If you are using Fish Eye Online Services or Business to Business reporting (not currently available), and Part B of the consignment form is completed, the white copy still needs to be sent to the Department. Otherwise, both the white and yellow copies must be kept as part of your records.

5. Receiving and Holding Lobsters on Behalf of another Registered Receiver

In some remote coastal locations Registered Receivers sometimes receive and store consignments of lobsters on behalf of other Registered Receivers. In such cases, the form used must be from a book issued to the Registered Receiver to whom the consignment belongs. Part A of the form must be completed to reflect the Registered Receiver to whom the consignment belongs and not the Receiver temporarily storing the lobsters.

The containers must be kept secure and tagged and not be opened until received at the premises of the Registered Receiver to which they have been consigned.

6. Dealing with Multiple Consignments from One Master

As stated previously, Register Receivers could be holding two or more separate consignments from one Master. In such cases, each consignment must be dealt with individually and the appropriate form completed for each consignment. You must take care when receiving multiple consignments from one Master to ensure the consignments remain separate. You **must not** combine the weight of multiple consignments onto one Consignment Form. **If consignments are mixed you need to contact the Master who can provide you with the tag numbers for each consignment.**

Please note that it is a major offence to make false or misleading statements, or to fail to fully complete the Consignment Form and return it to the Department of Fisheries.

Should you have any queries regarding this process or your responsibilities as a Registered Receiver, please call the **Rock Lobster Helpline** on **1300 574 071**.