

## Introduction

Under the provisions of the *Fisheries Management Act 1994* and related Regulations, Registered Fish Receivers are required to report to the Director-General certain details of fish received for resale on a quarterly basis.

The NSW DPI Registered Fish Receiver's Quarterly Report is provided for the use of Registered Fish Receivers to compile the information required and to submit the completed report to NSW DPI. Registered Fish Receivers who use this report to compile a complete and accurate record of fish received for resale in accordance with these instructions and submit the spreadsheet to NSW DPI within the required period, will be considered by NSW DPI to have fulfilled their reporting obligations under the *Fisheries Management Act 1994*.

## General Instructions

### 1. Obtain the latest version of the NSW DPI Registered Fish Receivers Quarterly Report:

Ensure you have the latest version of the report which can be obtained from <http://www.dpi.nsw.gov.au/fisheries/commercial/catch-effort>.

### 2. Complete your Fish Receiver and Quarterly Report Details.

**Registered Fish Receiver Number:** Record your Registered Fish Receiver Number. This can be found on your Registered Fish Receiver Certificate.

**Name of Receiver:** Record your Registered Fish Receiver Name. This can be found on your Registered Fish Receiver Certificate.

**Quarterly Report Period:** Circle the quarterly period being reported. For example if reporting the quarterly period for July to September, circle the 'Jul to Sept' quarterly report period.

**Fishing Period:** Enter the 4 digit year in which the fishing period commenced. For the purposes of this report, fishing periods run for 1 year from 1 July to 30 June. For example, for the fishing period 1 July, 2009 to 30 June, 2010 you should record "2009".

**3. Complete Section A – Total Weight Per Fishing Business (FB):** For all fish caught under a NSW fishing authority received for resale directly from fishers licensed under the *Fisheries Management Act 1994*, complete one row for each fisher/fishing business combination as follows:

**Fisher Name:** Record the name of the licensed commercial fisher who consigned the fish for resale.

**Fisher Registration Number:** Record the 6 digit NSW DPI Registration Number of the commercial fisher who consigned the fish for resale. Fishers have this number recorded on their NSW DPI Commercial Fishing Licence card which they are required to carry when fishing commercially.

**Fishing Business Number:** Record the 5 digit fishing business number that contained the fishing authority that authorised the fisher to take the fish being consigned for resale. Fishers have this number recorded on the Fishing Business card that they are required to carry when fishing commercially.

**Total Weight Received (Kgs):** Record the total weight of all species received during the reporting period (in kilograms) from the fisher identified for the fishing business identified.

**4. Complete Section B – Total Weight Per Species And Average Species Value:** For all fish caught under a NSW fishing authority received for resale directly from fishers licensed under the *Fisheries Management Act 1994*, complete one row for each species as follows:

**Species Code:** Record the NSW DPI Species Reporting Code for the species being reported. Valid reporting codes are provided in the NSW DPI Coded Species List For Receivers which can be obtained from <http://www.dpi.nsw.gov.au/fisheries/commercial/catch-effort>.

**Total Weight Received (Kgs):** Record the total processed weight received during the reporting period (in kilograms) of the species being reported.

**Average Price (\$) per Kilogram:** Optionally, record the average price per kilogram paid during the reporting period for the species being reported. Alternatively record "0". Note: The average price

recorded should be the price received by the fisher i.e. the sale price minus any commissions and product handling/packaging/transport costs.

**5. Submit the record to NSW DPI:** Submit your completed report within 28 days of the end of the reporting period by post to: NSW DPI, Locked Bag 26 GOSFORD NSW 2250 or fax to: (02) 4328 8616 or email to [fisheries.receiver@dpi.nsw.gov.au](mailto:fisheries.receiver@dpi.nsw.gov.au).

### Obtaining Help:

If you require assistance completing this record, contact the NSW DPI Fish Receiver Registrar by phone on 4328 8615 or by email to: [fisheries.receiver@dpi.nsw.gov.au](mailto:fisheries.receiver@dpi.nsw.gov.au).



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