Department of
Primary Industries and Regional Development

GOVERNMENT OF WESTERN AUSTRALIA

WEST COAST DEMERSAL GILLNET AND DEMERSAL LONGLINE INTERIM MANAGED FISHERY

VESSEL MONITORING SYSTEM

APPROVED DIRECTIONS

Approved by the Executive Director, Operational Compliance

as delegate for the Chief Executive Officer

This .....27TH..... day of February 2020

TABLE OF CONTENTS

1. Definitions 1

2. Introduction 2

3. Approved Directions 2

4. ALC Requirements 3

4.1. ALC Approvals 3

4.2. ALC Agents and Installers 3

4.3. Computer 4

4.4. Distress Capabilities 4

5. Commissioning and Installation Procedures and Requirements 5

5.1. Commissioning Procedure 6

5.1.1. Approved ALC's 6

5.1.2. Software Access Restrictions and Configuration 7

5.2. Installation Procedure – Approved ALC's 9

5.2.1. Computer 9

5.2.2. Junction box 9

5.2.3. Seals 10

5.2.4. Antenna Location 10

5.2.5. Cabling 10

6. Maintenance and Servicing Procedures 12

6.1. ALC 12

6.2. Seals 12

7. Breakdown and Replacement Equipment Procedures 14

7.1. Breakdown Procedure - ALC 14

7.2. Breakdown Procedure - ALC computer or data terminal 15

7.3. Replacement Equipment *15*

8. ALC Power Down and Sleep Mode Procedures **16**

8.1. Power down Procedure *16*

8.1.1. Out of hours Power down Approval *17*

8.1.2. ALC Power down Conditions *17*

8.2. Sleep mode Procedure *18*

9. Vessel Monitoring Contacts **19**

10. Nominations **19**

SCHEDULE I. Setting up Nominations in easyMail

SCHEDULE II. Fishery Nomination Requirements and Procedures

1. Definitions

"an ALC fishing boat" as defined in regulation 55C(1) of the *Fish Resources Management Regulations 1995;*

"approved automatic location communicator" or "ALC" – as defined in regulation 55A of the *Fish Resources Management Regulations 1995*;

"approved directions" means this document as defined in regulation 55A of the *Fish Resources Management Regulations 1995*;

"approved directions for use" or "directions for use" as described in any managed fishery management plan or interim managed fishery management plan or exemption has the same meaning as "approved directions";

"approved person" means a marine technician with a recognised qualification (TAFE certification/Australian Defence Force Academy/Overseas equivalent) or 5+ years trade experience in the servicing and installation of marine electronic equipment;

"authorised agent" means a person who has been registered by the Department of Primary Industries and Regional Development, Western Australia to fit the criteria of servicing, configuring and distributing a particular brand of ALC or Messaging Terminal (MT);

"computer" for the purpose of these approved directions means a personal computer, notebook, compatible mobile phone and/or message terminal;

"licence holder" as defined under regulation 55A of the *Fish Resources Management Regulations* 1995, means the holder of a fishing boat licence;

"master" as defined in the *Fish Resources Management Act 1994*;

"permit holder" means a person who is the holder of an Interim Managed Fishery Permit or Managed Fishery Licence

"the Department" means the Department of Primary Industries and Regional Development, Western Australia;

"vessel monitoring system" or "vms" means the Department of Primary Industries and Regional Development, Western Australia vessel monitoring system; and

2. Introduction

The Department of Primary Industries and Regional Development Western Australia (the Department) operates a vessel monitoring system (VMS) to assist in the management and compliance of state fisheries. The VMS can be broken down into several components and these are the automatic location communicator or ALC, satellites, land earth station and vessel monitoring hardware and software.

The ALC installed on the boat transmits information (e.g. location, date, time, nominations etc.) via a satellite and land earth station which is then forwarded to the Department's VMS infrastructure. It is here where the information is stored and displayed in databases and specialised software for viewing by authorised departmental staff.

The Department uses the information collected via the VMS for any or all of the following purposes:

- to encourage and monitor compliance with state fisheries management arrangements and provide evidence of alleged breaches;
- to monitor the consumption of entitlement;
- to increase the range of feasible management options available;
- to improve the quality of location data available for research;
- to facilitate the collection of data for management purposes;
- to, upon request, occasionally provide information to sea search and rescue organisations in the event of an emergency; and
- to, upon request and subject to approval, occasionally use macro VMS data to assess impacts and provide feedback relating to marine planning projects such as marine parks and oil and gas proposals.

3. Approved Directions

For the purposes of regulation 55AA and 55B of the *Fish Resources Management Regulations 1995* this document outlines the approved directions for the installation, use, servicing and testing of an ALC.

4. ALC Requirements

4.1. *ALC Approvals*

The Department has adopted the standards as outlined by the Pacific Islands Forum Fisheries Agency (FFA) Type Approval. This standard has been adopted to assist in the regulation of ALC's available for use in the Department's vessel monitoring system.

The approval of specific ALC's is by Notice from the Chief Executive Officer (CEO) and published in the Government Gazette – refer to regulation 55AA of the *Fish Resources Management Regulations 1995* (FRMR).

The CEO may also by notice in writing cancel any previous approvals issued for any ALC regardless of the FFA type approval. The CEO may also cancel any previous approval granted to specific software versions if it does not meet the Department's requirements or jeopardises the integrity of the ALC in any way.

The list of approved ALC's does not imply that any or all of the ALC's in that list may be used in all fisheries. In some instances specific ALC's must be used in certain fisheries. A list of approved ALC's is available on the Department's website www.fish.wa.gov.au.

4.2. *ALC Agents and Installers*

The manufacturers of approved ALC's approve various agents that an ALC must be purchased from and configured by. Those persons operating under the authority of the manufacturers are deemed authorised agents. This approval process is to ensure the integrity of the VMS as a management and compliance tool. A list of authorised agents is available by contacting a Vessel Monitoring Officer or can be found on the Department's website www.fish.wa.gov.au.

A fishing boat will not become an ALC Fishing Boat, and permitted to fish under any authority that mandates an ALC unless that ALC has been configured to the Department's specific requirements, purchased from an authorised agent and installed by an approved person.

In some cases an ALC may have been obtained from someone other than an authorised agent, i.e. it was purchased with a vessel, and it is of the same make and model of ALC permitted to be used in the fishery. In this case the ALC must be sent to an authorised agent, unless a Vessel Monitoring Officer confirms that it has already been configured correctly and in accordance with the Department's specific requirements.

An approved person must complete the installation of an ALC strictly in accordance with these Approved Directions, in addition to manufacturer's specifications. An approved person is a marine technician who is qualified in accordance with the definition of an "approved person" in these approved directions. It is the responsibility of the licence holder to ensure the marine technician conducting an installation meets the criteria of an approved person prior to the installation of an ALC.

4.3. Computer

A computer (see definitions) must support and have uploaded the software that enables the operation and/or messaging of the ALC. All ALC's must have a computer attached.

The software types and versions are included in the Notice of Approved ALC's that are published in the Government Gazette and are available on the State Law Publisher website.

4.4. Distress Capabilities

Some type approved ALC's are configured to support the distress messaging capability should the licence holder choose to utilise this function.

It is important to note that whilst some ALC's support this capability and there is an added safety benefit, VMS was not introduced into WA fisheries as a safety requirement. As such it is the licence holder's responsibility to ensure that the safety feature is set up correctly by speaking to their ALC installer and ALC authorised agent for more information and to organise an appropriate time to test the distress capability.

Please note: The Department's installation procedures do not require installation to full Global Maritime Distress and Safety System (GMDSS) standards. Whilst equipment installed in compliance with these directions may be used for some GMDSS functions or may satisfy GDMSS requirements, the Department accepts no responsibility for the use of installed equipment for GMDSS or any other safety purpose. If a GDMSS alert is transmitted, it is sent directly to the closest Maritime Rescue Coordination Centre (MRCC), for example the Australian Maritime Safety Authority. Please note that the Department is not an MRCC. For further information please refer to your authorised agent.

5. Commissioning and Installation Procedures and Requirements

In this Section the following definitions apply:

"**airtime service provider**" is a supplier of satellite airtime;

"**seal**" means a seal supplied by the Department for the purpose of being secured to the ALC enclosure;

"**junction box**" means the interconnection box that is connected to the ALC Antenna and the Message Terminal or Computer; and

"**hot-spare ALC**" means an approved automatic location communicator that has been commissioned with the Department for the purpose of temporarily replacing the primary approved ALC if that approved ALC breaks down.

Commissioning Requirements

An ALC must be commissioned in accordance with these approved directions. Section 5.1 of these approved directions titled "Commissioning Procedure" are the approved directions for the commissioning of an ALC.

Installation Requirements

An ALC must be installed in accordance with regulation 55B of the *Fish Resources Management Regulations 1995*. Section 5.2 of these approved directions titled "Installation Procedure" are the approved directions for the installation of an ALC.

5.1. Commissioning Procedure

5.1.1. Approved ALC's

Some items in this section are mandatory and there is no room for the use of discretion. These are indicated by the use of the word "must". Any problems in these areas must be referred to a departmental Vessel Monitoring Officer for resolution.

It is the responsibility of the licence holder to also ensure that an approved person and authorised agent do in fact carry out procedures for commissioning in accordance with these Approved Directions.

The following procedure must be followed to ensure that the ALC is approved to be installed on the Fishing Boat:

1. Place an order for an ALC with an authorised agent;
2. Organise an approved person to perform the installation of the approved ALC;
3. The ALC must be registered with an Airtime Service Provider[1];
4. All relevant Forms[2] must be completed and returned to the Vessel Monitoring Officer to enable the ALC to be registered with the Department;
5. The ALC must be configured according to the specific requirements for that brand/model of ALC, in addition to any fishery specific requirements. An authorised agent must carry out this configuration (see 4.2);
6. Depending on the model type, if required a Vessel Monitoring Officer will download the Data Network Identifier (DNID) into the ALC;
7. A Vessel Monitoring Officer will monitor the ALC for a short period of time to ensure the ALC is operational prior to dispatch;
8. A copy of the ALC configuration script must be provided to a Vessel Monitoring Officer from the authorised agent at the time of dispatch;
9. The ALC must be installed onto the ALC Fishing Boat in accordance with the Installation Procedure as outlined in these Approved Directions by an approved person;
10. Once the ALC has been installed onboard the boat, all forms and required messages must be sent (as outlined on the Installation Certificate) and confirmed received by a Vessel Monitoring Officer;
11. The Installation Certificate[2] must be completed, signed and returned to a Vessel Monitoring Officer;
12. Once all information has been received by the Department and the ALC has been monitored for a period of time to ensure effective operation, the licence holder must then wait for a

confirmation message to be sent to the ALC installed on the boat from the Vessel Monitoring Officer. This confirmation indicates that the Vessel Monitoring Officer was satisfied at that time that the ALC was effectively operating; and

13. The boat is now defined as an ALC Fishing Boat for the purpose of the Regulations and may then proceed to fish under the relevant fishery authorisation, permit or endorsement.

[1] All Air Time Service Providers have different associated costs and service levels, so it is recommended that licence holders investigate all options to find the best deal prior to purchasing their ALC. If a company is not chosen prior to purchase, then usually the ALC is registered with a company that has an airtime deal with the distributor of the ALC. The ALC will be unable to transmit without being registered with an airtime service provider.

[2] The relevant forms and the Installation Certificate can be obtained by contacting a Vessel Monitoring Officer or downloading them from the Department's website (www.fish.wa.gov.au).

Other important items to note are:

1. It is the requirement of the licence holder to ensure that all required paperwork is completed and returned to the Department;

2. Regardless of whether the ALC is a newly purchased ALC or not, i.e. an existing ALC was already present on a newly acquired boat, the commissioning procedure must be followed to ensure that the ALC is approved to be installed on the boat;

3. The Department does not liaise with other State, Territory or Commonwealth Departments or Agencies when an ALC is commissioned for use in Western Australia. Should the boat hold any endorsement with another authority that requires them to be registered with that agencies vessel monitoring system, it is the responsibility of the boat owner or master to contact that other authority.

4. The Agencies DNID of each mobile are to be treated as confidential and must not be divulged to any party other than the Department of Primary Industries and Regional Development Western Australia.

5.1.2. Software Access Restrictions and Configuration

An authorised agent will be provided with a detailed configuration guide applicable to each make and model of ALC. The configuration of all ALC's must follow this configuration guide.

The ability to disable a DNID or data reporting, or modify any of the configuration that will interfere or prohibit the programmed data reporting from the ALC must not be available to any person or persons unless otherwise authorised by the Supervising Vessel Monitoring officer r.

The authorised agent must ensure that such lockout facilities are activated and that any potential for the fishing boat operator to bypass such lockout facilities is prohibited.

Any capability that allows the fishing boat operator to find out the programmed reporting time interval or the time of the transmission of data reports must be similarly locked out and not available to the vessel operator.

5.2. *Installation Procedure – Approved ALC's*

The following installation procedure should be observed when installing VMS equipment on board boats. It is recognised that the physical condition on each boat may vary considerably and as such some discretion must be exercised in some aspects of the ALC installation and these must be noted on the installation certificate. Some items are mandatory and there is no room for the use of discretion. These are indicated by the word "must". Any installation problems in these areas must be referred to the Department for resolution.

There are specific manufacturer specifications related to the installation of an ALC. The installer must, in addition to the Department's guidelines, ensure that they adhere to the manufacturers specifications.

Please note that: The Department's installation procedures do not require installation to full Global Maritime Distress and Safety System (GMDSS) standards. While equipment installed in compliance with these standards may be used for some GMDSS functions or may satisfy GDMSS requirements, the Department accepts no responsibility for the use of the installed equipment for GMDSS or any other safety purpose.

A Fisheries Officer, Vessel Monitoring Officer or independent auditor, to ensure compliance with the approved directions and manufacturer specifications, may audit the installation at any stage.

5.2.1. Computer

The computer should be located such that it:

- is readily accessible to the ALC Fishing Boat master;
- is protected from the elements of water, wind and weather;
- is secure in the roughest of sea conditions; and
- does not interfere with the normal, safe operation of the fishing vessel.

5.2.2. Junction box

The ALC junction box may be enclosed within a casing that, if required, may be sealed with the Department's approved seals.

The casing must meet the following specifications:

- no wiring is to be able to be removed without having to open the sealed casing;
- there must be no switches that enables the ALC to be switched off;
- a switch for the purpose of the power saving sleep mode is permitted;
- only a circuit breaker is permitted, and must be enclosed in the casing; and

- the casing must be tamperproof.

The junction box, and surrounding casing, if applicable, must be located such that it:

- is protected from the elements of water, wind and weather;
- is secure in the roughest of sea conditions;
- is not prone to accidental bumping;
- does not interfere with the normal, safe operation of the fishing vessel: and
- is secured to the ALC Fishing Boat's superstructure so that is it not easily removed (e.g. inbuilt walls or benches).

5.2.3. Seals

The seals, if applicable, will be supplied by the Department, and attached as soon as practically possible by a Vessel Monitoring Officer, a Fisheries Officer, or a person who has been authorised by a Vessel Monitoring or Fisheries Officer to attach the seals on their behalf.

The seals must be applied to the junction box casing such that it is not possible to open the casing without breaking one or more of the seals. Seals shall be positioned to avoid accidental damage.

5.2.4. Antenna Location

The antenna should be located as per the manufacturer's installation guidelines.

The antenna must be located such that it:

- has sky-wards access which is unobstructed by any part of the fishing vessel; and
- does not suffer interference from the operation of other equipment on the fishing vessel.

5.2.5. Cabling

The antenna and the transceiver must be connected by a cable where:

- it must not be possible to remove the transceiver and antenna from the vessel without disconnecting the joining cable.
- the ALC may be installed as to utilise the power saving sleep mode facility in the ALC, if available for that particular model of ALC. Sleep mode is subject to additional restrictions as outlined in section 8.

The ALC must be connected to a power supply such that:

- the ALC is not subject to large fluctuations in voltage that may cause a reset condition or damage the transceiver;

- the ALC must be installed so that the ALC has a continuous, non-interruptible power supply at all times;
- there must be no switches that enables the ALC to be switched off;
- a switch for the purpose of the power saving sleep mode is permitted;
- only a circuit breaker is permitted, and must be enclosed in a casing; and
- the ALC must be installed so that should the main power supply to the ALC fail the ALC has a back-up power supply to enable continual operation of the ALC.

To ensure the ALC has a continuous, non-interruptible power supply at all times it is recommended that:

- the transceiver be installed with a voltage conditioner to prevent fluctuations in power from damaging the device; and
- should the fishing boat not have access to shore power during periods of inactivity, the installation of subsidiary equipment such as solar panels be installed to ensure that the main power supply and/or backup power supply are kept at a level of charge that ensures the ALC is operating effectively at all times.

6. Maintenance and Servicing Procedures

VMS satellite transceivers are highly reliable but it is also recognised that genuine equipment failures will be experienced from time to time. Authorised agents and approved persons are to deal with maintenance issues as per normal best practice for maintenance and servicing of this sort of equipment.

6.1. ALC

The Department recommends that an ALC and its installation, including back-up batteries, should receive regular, or at least annual, servicing, testing and maintenance to ensure that it continues to operate effectively.

The licence holder/master must notify the Department by contacting a Vessel Monitoring Officer if any maintenance or servicing is to be carried out on the ALC. A submission in writing must be submitted by the licence holder detailing:

- The date and time that the maintenance and servicing of the ALC is to be undertaken;
- The name and contact details of the approved person /authorised agent undertaking the servicing or maintenance;
- The nature of the maintenance and servicing that is to be undertaken; and
- Expected duration of the maintenance or service of the ALC.

An ALC Maintenance Form must be completed by the authorised agent or approved person following any maintenance carried out on either the ALC or the ALC installation. This form can be obtained from a Vessel Monitoring Officer. It is the responsibility of the licence holder to ensure that all paperwork is completed and returned to the Department.

If maintenance is being carried out on the ALC Fishing Boat that requires the power from the ALC to be disconnected then a request to power down must be completed for the duration of this maintenance. See section 8.1 for details regarding powering down.

6.2. Seals

Where the Department's seal has been broken or damaged, the licence holder or master must report the damage immediately to a Vessel Monitoring Officer. It must then be arranged for either a Vessel Monitoring Officer, Fisheries Officer, or a person who has been authorised by a Vessel Monitoring or Fisheries Officer on their behalf, to replace the damaged or broken security seal as soon as practically possible.

If it is necessary for a seal to be removed for the purpose of maintenance or servicing of the ALC then a Vessel Monitoring Officer or Fisheries Officer may grant approval prior to the removal of that seal. It then must then be arranged for either a Vessel Monitoring Officer, Fisheries Officer, or a

person who has been authorised by a Vessel Monitoring or Fisheries Officer on their behalf, to replace the damaged or broken security seal as soon as practically possible.

7. Breakdown and Replacement Equipment Procedures

7.1. Breakdown Procedure - ALC

In the event that the master is informed by the CEO (or delegate), that the ALC on-board the ALC fishing boat has ceased to operate effectively, Regulation 55C(3) of the *Fish Resources Management Regulations 1995* explains the procedure and the obligations of the master of the ALC Fishing Boat.

Those obligations under Regulation 55C(3) of the *Fish Resources Management Regulations 1995* states that:

1. all fishing undertaken from the fishing boat stops immediately and all fishing gear is stowed until the CEO (or delegate) authorises fishing to continue; and

2. any directions given by the CEO (or delegate) such as direction that the ALC Fishing Boat returns to a port must be complied with.

If a master becomes aware that an ALC is not functioning effectively they must cease fishing immediately, contact the Department, and await any directions from the CEO or delegate.

On occasion, an ALC Fishing Boat may be authorised by the CEO to remain at sea with an ALC that is not operating effectively. However, this is determined on a case-by-case basis and may be subject to numerous conditions such as nominating manual position reports. The CEO or delegate will make this decision.

It is also the responsibility of the master of the ALC Fishing Boat to ensure that the ALC is operating effectively at all times, as stated in regulation 55C(2) of the *Fish Resources Management Regulations 1995*.

For example, if the ALC Fishing Boat experiences any problems that may affect the functionality of the ALC, e.g. a power fail or power fluctuation, it is the responsibility of the master to ensure that the ALC continues to operate effectively.

If any problems are experienced that may have prevented the ALC from operating effectively there are some checks that the master can do to assist them in determining if this is the case:

- Contact a Vessel Monitoring Officer to determine if the ALC is operating effectively;

- If applicable, check any LED lights present on the ALC junction box that indicates normal functionality;

- Check any indicators on the software program on the computer;

- Send a test message to the Department from the computer; and

- Contact an approved person and/or authorised agent for advice.

Contacting a Vessel Monitoring Officer as soon as possible to ascertain if there have been any issues with the functionality of the ALC or sending the ALC to an approved agent for analysis can assist in ensuring the effective operation of the ALC.

It is recommended that the master contact a Vessel Monitoring Officer to obtain confirmation that the ALC continues to operate effectively.

7.2. Breakdown Procedure - ALC computer or data terminal

If there is a breakdown of the computer component of the ALC and the master of the ALC Fishing Boat is unable to transmit mandatory nominations (as outlined in section 10) then the master may nominate by phone until the computer has been repaired.

Nominating by phone is not a permanent arrangement and the computer must be repaired when the ALC Fishing Boat returns to port or as soon as practically possible subject to the approval of a Vessel Monitoring Officer, Regional Compliance Manager or Fisheries Officer.

The master must call the Phone Nomination Number (see section 9. Vessel Monitoring Contacts) and leave the following details:

a) Name
b) Contact Number
c) Boat Name
d) LFB
e) Fishery
f) Nomination name
g) Nomination details (e.g. location, date and time, licence number etc.)
h) Record the date and time that the nomination was submitted e.g. in the ships log.

If the ALC computer breaks down and there is limited mobile or satellite phone coverage at sea and a nomination is unable to be made at the time prescribed in the relevant management plan, there may be circumstances whereby a nomination can be made within 2 hours of the vessel re-entering port. If you are operating in a fishery where this arrangement is permitted the details will be outlined in Schedule II of these Approved Directions.

If required, a Vessel Monitoring Officer or Fisheries Officer may contact you for more information relating to your phone nomination. Therefore, the master must ensure that they keep an accurate record of the details of the nomination.

7.3. Replacement Equipment

A hot-spare ALC is permitted as a replacement if the approved ALC on board the ALC Fishing Boat ceases to operate effectively, subject to the following conditions:

1. All ALC's designated for use as a hot-spare must be commissioned[3] and maintained in accordance with these Approved Directions;

2. A Vessel Monitoring Officer must be notified and approve the use of a hot-spare prior to the hot-spare being installed on the ALC Fishing Boat;

3. If an authorised agent or approved person is not available to replace the ALC with the hot-spare ALC, a Vessel Monitoring Officer, Fisheries Officer or Regional Compliance Manager may authorise a person to install the hot-spare ALC;

4. A test message must be sent from the hot-spare ALC and confirmed received by the Vessel Monitoring Officer;

5. The hot-spare ALC, once installed on the ALC Fishing Boat, must be approved by a Vessel Monitoring Officer to be operating effectively;

6. A hot spare ALC must only be utilised until the original approved ALC has been repaired; and

7. Any other ALC, other than an ALC that has been specifically commissioned with the Department's Vessel Monitoring System as a hot-spare ALC, may not be used as a hot-spare ALC.

A hot-spare ALC must be confirmed to be operational prior to the boat departing port. However, if a hot-spare ALC is required to be installed outside of normal working hours the master of the ALC Fishing Boat may proceed to sea but if it is determined that the ALC is not operating effectively the master will be requested to return the ALC Fishing Boat to port. It is the risk of the master if they proceed to sea without confirming the ALC to be operational. As stated in regulation 55C(2) of the *Fish Resources Management Regulations 1995* the master of the ALC Fishing Boat must ensure that the ALC is operating effectively at all times, and failing to do so may incur a penalty.

[3] A hot-spare ALC is exempt from the provisions of the commissioning procedure that refers to installation.

8. ALC Power Down and Sleep Mode Procedures

8.1. Power down Procedure

It may be necessary for an ALC to be powered down, for example during extended periods of inactivity or maintenance.

The following procedure must be followed when an ALC is to be powered down:

1. A written request* must be sent to a Vessel Monitoring Officer prior to the ALC powering down except if subject to verbal approval (see point 5);

2. The written request requires the following information:
   a) ALC Fishing Boat name;
   b) Licenced fishing boat number (LFB);
   c) Reason why the ALC needs to be powered down;
   d) Date/Time that the ALC will be powering down;
   e) Date/Time that the ALC will be powering up;

f) Location of the ALC Fishing Boat during the power down dates;
g) Full name and contact number of the person seeking approval;
h) Masters name and contact number; and
i) Boat owner name and contact number.

3. Upon receiving the written request a Vessel Monitoring Officer may, in writing, grant approval to power down;

4. The ALC may be powered down once the licence holder or master of the ALC Fishing Boat has received the written approval from the Vessel Monitoring Officer; and

5. In the event where an ALC is required to be powered down immediately then verbal approval must be sought from a Vessel Monitoring Officer or Fisheries Officer prior to the ALC powering down. This verbal approval must then be followed up in writing with a written request.

6. Approval to power down will not be granted whilst the vessel is at sea except if directed by the CEO or delegate under the breakdown procedure.

*A power down approval form is available on the Department's website at www.fish.wa.gov.au or by contacting a Vessel Monitoring Officer. Alternatively, all the information can be sent via the ALC, emailed or faxed (see section 9 Vessel Monitoring Contact Details).

8.1.1. Out of hours Power down Approval

Power down approval can be obtained in advance. For example, if the ALC Fishing Boat is returning to port outside of normal office hours then approval may be sought in advance.

The ALC must be operating effectively until –

1. the ALC Fishing Boat is in the location specified in the approval to power down; and

2. the date and time specified in the approval.

8.1.2. ALC Power down Conditions

1. The ALC Fishing Boat must remain stationary at the nominated location for the entire duration of the power down approval unless they have contacted a Vessel Monitoring Officer and have been granted permission to move the ALC Fishing Boat;

2. The ALC is only permitted to power down until the approved date. If there is a requirement for the date to be extended for any reason a Vessel Monitoring Officer must be contacted and advised of the new date;

3. A power down approval may be terminated prior to the date the ALC must power on provided a Vessel Monitoring Officer has been informed;

4. Once power is reinstated to the ALC the person must contact a Vessel Monitoring Officer and inform them that power has been reinstated to the ALC and to ensure that the ALC is operating effectively;

5. Once a Vessel Monitoring Officer has been informed that power has been reinstated or the approval expires, whichever occurs first, the approval to power down is automatically terminated. The person must resubmit an approval to power down should the ALC be required to be switched off for a further period of time; and

6. A power down approval granted by the Department does not overrule any other obligations or requirements in relation to the operation of that particular ALC by other State, Territory or Commonwealth Agencies or Departments.

8.2. Sleep mode Procedure

In some cases, the ALC may be configured during the installation process to utilise the power saving sleep mode, if that is a function of that specific model of ALC.

Utilising sleep mode is subject to the following conditions;

1. Sleep mode is not permitted to be used whilst the boat is at sea;

2. Sleep mode can only be activated when the boat is in port, on its mooring or on land;

3. Sleep mode must be deactivated when the boat departs port.

4. If the ALC Fishing Boat is undergoing maintenance, repair or is commencing an extended period of inactivity it is strongly recommended that power down approval is sought regardless.

9. Vessel Monitoring Contacts

Vessel Monitoring Officers are available Monday to Friday during normal office hours.

In specific circumstances out of hours contact may be pre-arranged for example, during the commissioning process of an ALC. In some instances Regional Fisheries and Marine Officers may be contactable on weekends and out of normal office hours for assistance. It is recommended that masters acquaint themselves with the Fisheries and Marine Officers in their area.

IMPORTANT NOTE: Phone nominations (see number below) may be used in the event that a problem is encountered with the messaging function of an ALC on board an ALC Fishing Boat. See section 7 for full details surrounding the ALC breakdown procedure.

Address	Marine Operations Centre 14 Capo D'Orlando Drive SOUTH FREMANTLE WA 6162
Telephone	(08) 9432 8000 (office hours)
Facsimile	(08) 9335 8615
Email	vms@dpird.wa.gov.au
Website	www.dpird.wa.gov.au

Phone Nominations (24 Hours)	(08) 9432 8008

10. Nominations

Nominations to be submitted by the master via an ALC are dependent on the authorisation/s the ALC Fishing Boat is authorised to fish.

Schedules I and II of these approved directions outline the nominations and nomination procedures that, if required, must be sent from the ALC Fishing Boat.

SCHEDULE I – Setting up Nominations in easyMail

1. Setting up Nominations

Cobham/Sailor ALC's

Cobham ALC units are compatible with an email software program called easyMail.

This schedule describes briefly how to set up and send nominations in easyMail. To determine which version of easyMail is applicable to you, open the easyMail program, select HELP – ABOUT EASYMAIL and the version of easyMail will display.

CLS Triton ALC's

If you have a CLS model of ALC there are no requirements for formatting nominations – these units utilise pre-developed electronic forms. The application required to be downloaded for a CLS unit is called Marlin Pro and any android compatible computer, tablet or smart phone is able to be used in conjunction with the unit. Alternatively, an android emulator can be installed for use on a computer with a different operating system.

For further assistance on how to setup and use nominations or e-forms please contact a Vessel Monitoring Officer, Marine Technician or Approved Dealer.

1.1. Thrane and Thrane Inmarsat-C easyMail Version 1.13

- All nominations can be saved into easyMail by typing in the appropriate message (see 4. Nomination Information) and selecting FILE – SAVE EDITOR – typing in the appropriate nomination title and clicking SAVE.

  The nomination can then be retrieved by selecting FILE – OPEN – selecting the nomination that you have saved and clicking OPEN.

- All nominations can be set as quick keys (eg F1, F2 etc) in easyMail by typing in the appropriate message, selecting MESSAGES– DEFAULT MESSAGES – selecting an empty slot, typing in the appropriate nomination title, and then clicking SAVE AND CLOSE.

  The nomination can then be retrieved by selecting EDITOR on the left hand side of screen and then using the keyboard pressing the "F" key that corresponds to the message.

1.2. Thrane and Thrane Inmarsat-C easyMail Version 1.15

- All nominations can be saved into easyMail by typing in the appropriate message and selecting FILE – SAVE– typing in the appropriate nomination title and clicking SAVE.

The nomination can then be retrieved by selecting FILE – OPEN – selecting the nomination that you have saved and clicking OPEN.

- All nominations can be set as quick keys (eg F1, F2 etc) in easyMail by typing in the appropriate message and selecting MESSAGING– DEFAULT MESSAGES – selecting an empty slot, typing in the appropriate nomination title, and then clicking SAVE AND CLOSE.

  The nomination can then be retrieved by selecting EDITOR on the left hand side of screen and then using the keyboard pressing the "F" key that corresponds to the message.

1.3. Thrane and Thrane Inmarsat-C easyMail Version 2.01 & 2.02

- All nominations can be saved into easyMail by typing in the appropriate message and selecting FILE – SAVE – typing in the appropriate nomination title and clicking SAVE.

  The nomination can then be retrieved by selecting FILE – OPEN – selecting the nomination that you have saved and clicking OPEN.

- All nominations can be set as quick keys (eg F1, F2 etc) in easyMail by typing in the appropriate message and selecting MESSAGING – DEFAULT MESSAGES – selecting an empty slot, typing in the appropriate nomination title, and then clicking SAVE AND CLOSE.

  The nomination can then be retrieved by selecting EDITOR on the left hand side of screen and then using the keyboard pressing the "F" key that corresponds to the message.

PLEASE NOTE: ALL EASYMAIL VERSIONS: If you have selected the insert position or insert date/time and then saved the message, the date/time and position will NOT update automatically the next time the message is brought up. Therefore, ensure that you update the date/time/position or any other fields where the information in the ALC is utilised.

2. Sending a nomination – Thrane and Thrane Inmarsat-C easyMail

All nominations must be submitted to the department via the department's data network identifier (DNID) in the ALC, subject to the breakdown procedures outlined in section 7 of the approved directions.

To enable you to send a nomination via the DNID:

1. Click on the EDITOR button found on the left hand side of the screen;

2. Type the nomination; or

   If your nomination has been set up as a quick key (i.e. F1, F2 etc.) then press the quick key on your key board that corresponds to the nomination you need to send; or

   Go to MESSAGES (v. 1.13) or MESSAGING (v. 1.15, 2.01 & 2.02) – DEFAULT MESSAGES – and select the message; or

If the nomination was saved under FILE then go to FILE – OPEN – navigate to where you saved the nomination and click OPEN.

3. At this point if it is a requirement for the nomination to contain the date and time and/or location do this now by inserting these items via clicking:

   Version 1.13: EDIT – INSERT UTC DATE & TIME or INSERT POSITION

   Versions 1.15, 2.01 or 2.02: EDIT – INSERT – UTC DATE & TIME or POSITION

4. Now go to the CONTACTS folder. You should find a contact named something similar to 'fisheries DNID'. This should have been set up by the registered installer.

   If this contact is absent, please get in touch with a Vessel Monitoring Officer for assistance.

5. Select the CONTACT so that it is highlighted and either double click or move it across into the "To:" box – click OK.

6. Press the SEND button.

7. The 'Sending' box should pop-up automatically with a number of options. As this message has been typed in the 'Editor' window, ensure that the 'Text in Editor' button is checked. Decide if you require a confirmation receipt by checking or unchecking the box. Note: a confirmation receipt will incur a small charge from your airtime service provider.

8. Click OK.

For further assistance on how to send a nomination please contact a Vessel Monitoring Officer, Marine Technician or Approved Dealer.

SCHEDULE II – *West Coast Demersal Gillnet & Demersal Longline Interim Managed Fishery* Nomination Requirements and Procedures

1. Definitions

In this Schedule the following definitions apply:

"port areas" as described in Schedule 8 of the *West Coast Demersal Gillnet & Demersal Longline Interim Managed Fishery Management Plan 1997.*

2. Nomination Requirements

Subject to the *West Coast Demersal Gillnet & Demersal Longline Interim Managed Fishery Management Plan 1997;* (the Plan), a master must not allow the ALC Fishing Boat to be used to fish in the West Coast Demersal Gillnet & Demersal Longline Fishery (the Fishery) unless the nominations stated in the Plan have been made in accordance with these approved directions.

All nominations must be submitted to the Department via the Department's Data Network Identifier (DNID) in the ALC, subject to the breakdown procedures outlined in section 7.2 of the Approved Directions and section 3 of this Schedule: *Breakdown Procedure - Nominations.*

Note that failure to make the required nominations is an offence under the Plan.

Schedule I of these approved directions provides some information on how to pre-set nominations for ease of submission.

2.1. Nomination 1 – Intention to Fish

2.1.1. Description

Prior to entering the Fishery with gear on board the boat for the purposes of commencing a fishing trip the master must ensure a nomination of intention to fish has been made and is in effect as outlined in Clause 25B of the Plan;

- When the fishing trip commences from within the waters of the Fishery (i.e. a port area such as Leeman) this nomination must be made no more than 2 hours prior to departing on a fishing trip; or
- When the fishing trip commences from outside the waters of the Fishery this nomination must be made no more than 2 hours prior to entering the waters of the Fishery.
- The gear rate nominated is to be in effect for at least 28 days; it must not be changed during this time period and is the maximum amount of gear that may be used on that fishing trip.

2.1.2. Nomination Information

For the nomination of *Intention to Fish* the master needs to submit the following information outlined in the table below.

Required Nomination Information	How	Prefix	Example
Nomination	Type manually	Intention to Fish	Intention to Fish
Fishery	Type manually	Fishery:	Fishery: WCDGDLIMF
Permit number	Type manually	Permit:	Permit: 2455
Gear amount	Type manually	Gear:	Gear: 2500m Gillnet
Master	Type manually	Master:	Master: John Dorey
Additional information	Type manually	Info:	Info:

2.2. Nomination 2 – Commence Fishing

2.2.1. Description

As outlined in Clause 25B the master of the ALC Fishing Boat must submit a nomination to commence fishing immediately prior to any fishing gear being placed in the water for the purposes of the first fishing session of the fishing trip. This is subject to section 3 of this Schedule: *Breakdown Procedure - Nominations.*

Fishing is deemed to commence at this time for the purpose of calculating unit utilisation.

Failing to submit a nomination to commence fishing will affect how the extent of fishing is determined. This is summarised in section 2.4, please also see clause 25B of the Plan for further details.

2.2.2. Nomination Information

For the nomination to *Commence Fishing* the master must submit the following information outlined in the table below:

Required Nomination Information	How	Prefix	Example
Nomination	Type manually	Commence Fishing	Commence Fishing
Location	In easyMail select EDIT-INSERT POSITION	Loc:	Loc: 29,50.50S, 114,50.50E

2.3. Nomination 3 – Cease Fishing

2.3.1. Description

As outlined in Clause 25B of the Plan, the master of the ALC Fishing Boat must submit a nomination to cease fishing immediately (as soon as practicable) after the demersal longline or demersal gillnet gear is secured aboard the authorised boat, when all fishing gear has been fully removed from the

water at the completion of the last fishing session of the fishing trip. This is subject to section 3 of this Schedule: *Breakdown Procedure - Nominations*.

Fishing is deemed to have ceased at this time for the purpose of calculating unit utilisation.
Failing to submit a nomination to cease fishing will affect the how the extent of fishing is determined. This is summarised in section 2.4, please also see clause 25B of the Plan for further details.

2.3.2. Nomination Information

For the nomination to *Cease Fishing* the master must submit the following information outlined in the table below.

Required Nomination Information	How	Prefix	Example
Nomination	Type manually	Cease Fishing	Cease Fishing
Location	In easyMail select EDIT-INSERT POSITION	Loc:	Loc: 29,50.50S, 114,50.50E

2.4. Failing to Nominate to Commence or Cease Fishing

If the master has failed to make a nomination to commence fishing, the Plan provides that for the purposes of calculating the extent of fishing it will be taken to have commenced from either:

1. the most recent prior nomination to cease fishing if fishing gear has already been set and pulled on the same trip; or

2. the most recent prior intention to fish nomination if no previous cease fishing nomination has been received in relation to that trip.

If the master has failed to make a nomination to cease fishing, for the purposes of calculating the extent of fishing that has occurred, the time that fishing ceased will be taken from:

1. the next nomination to commence fishing; or

2. the next intention to fish nomination if there is no subsequent commence fishing nomination.

3. Breakdown Procedure - Nominations

3.1.1. Description

If the ALC computer breaks down and there is limited mobile or satellite phone coverage at sea and a nomination is unable to be made, certain nominations <u>may</u> be made within two hours of the vessel next entering a port area. This is outside of the requirements of the Plan and is only allowed in extenuating circumstances where there is no available method of communicating nomination information.

This does not apply to all nominations that are required to be submitted. Some of these still need to be sent at the times specified in the relevant Management Plan. All the nominations and the times that they can be made in the event of a breakdown are outlined in the table below (3.1.1).

3.1.2. Nominations by Phone

All of the specific details of a nomination made by phone must be recorded and phoned in to the Vessel Monitoring Unit within two hours of the vessel entering port.

See table below for which nominations are permitted to be made outside of the timeframes specified in the Plan.

Required Nomination	**Permitted to be made outside Management Plan timeframes?**	**Time of Nomination**
Intention to Fish	No	To be made at the time specified in Management Plan
Commence Fishing	Yes	To be made within two hours of returning to port area
Cease Fishing	Yes	To be made within two hours of returning to port area

If you require clarification surrounding the breakdown procedure please contact a Vessel Monitoring Officer. Contact details are provided in Schedule I.