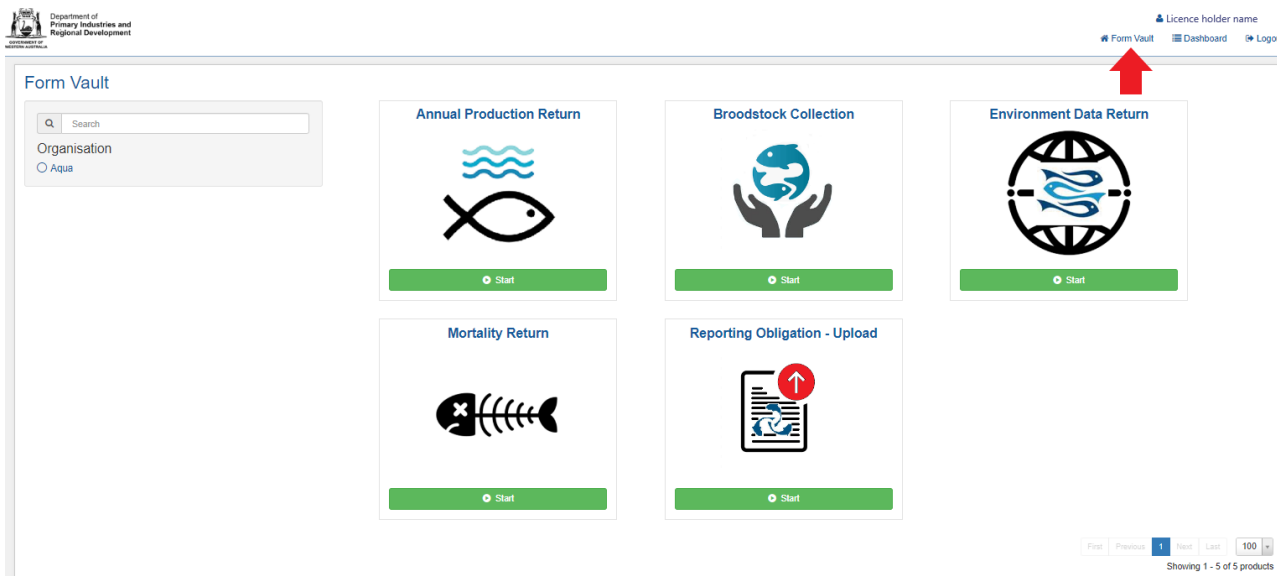


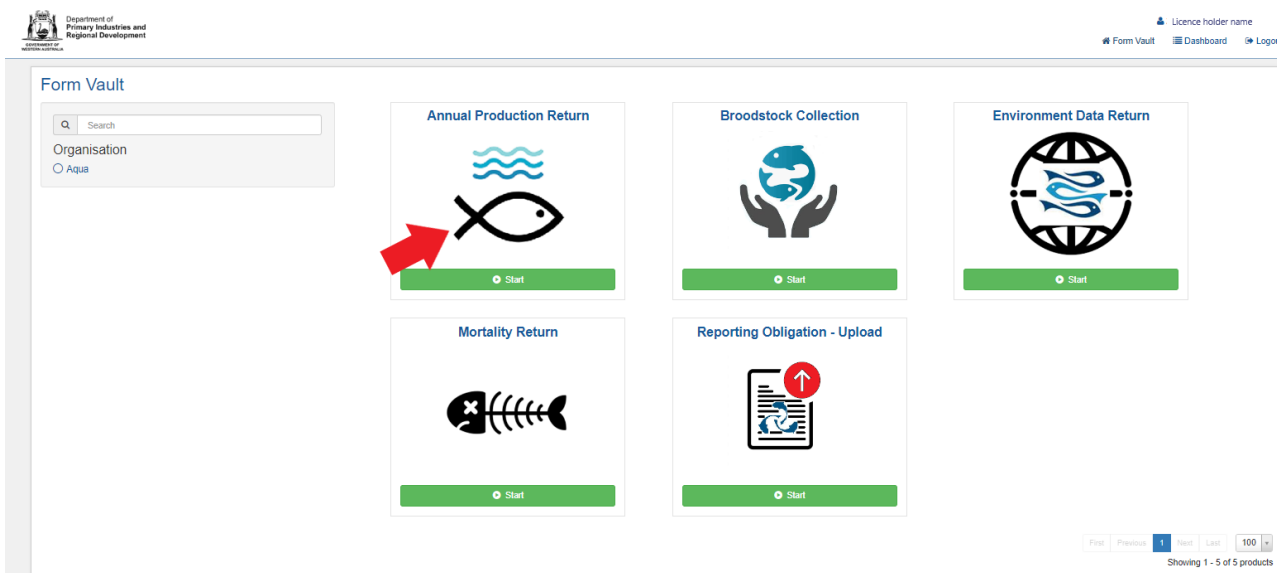
## User Guide for Annual Production Return

### Step 1 - Accessing the Annual Production Return Form

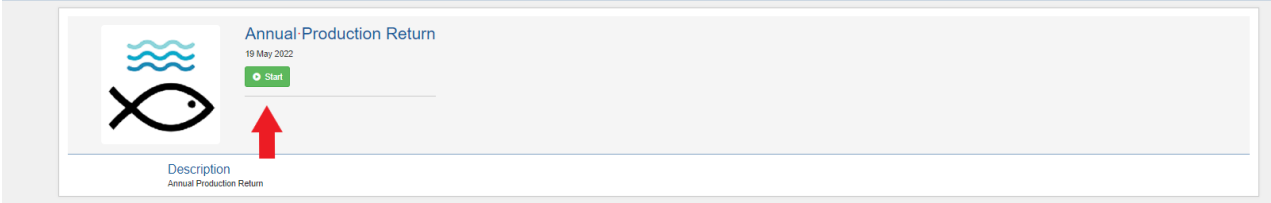
Log in to <https://aqua.fish.wa.gov.au> and click “Form Vault” at the top right-hand corner of the screen.



Five different types of online forms will appear. Click on the Annual Production Return Form (see red arrow below).



Next, click on the green start button.

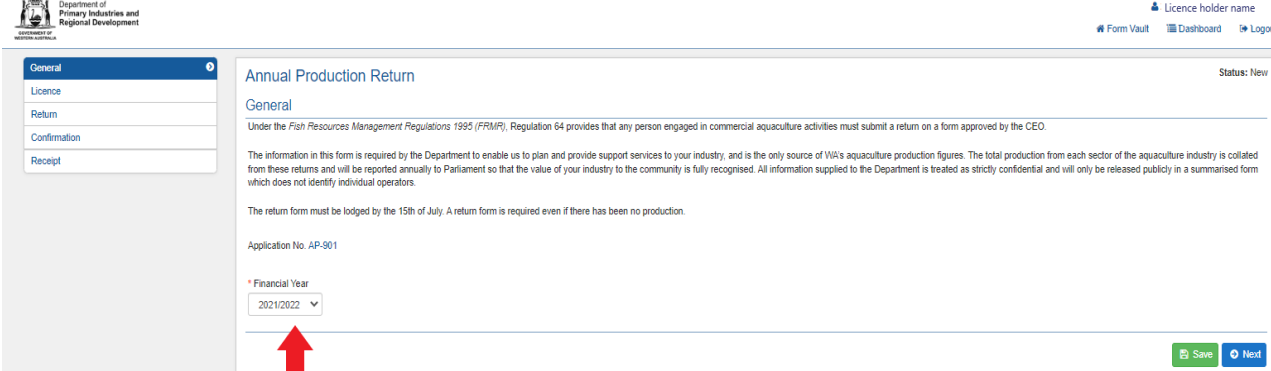


**Annual Production Return**  
19 May 2022  
[Start](#)

Description  
Annual Production Return

## Step 2 - General

The next page provides some general information on annual production returns. Please read the information and select the financial year relating to the production return.



**Annual Production Return** Status: New

**General**

Under the *Fish Resources Management Regulations 1995 (FRMR)*, Regulation 64 provides that any person engaged in commercial aquaculture activities must submit a return on a form approved by the CEO.

The information in this form is required by the Department to enable us to plan and provide support services to your industry, and is the only source of WA's aquaculture production figures. The total production from each sector of the aquaculture industry is collated from these returns and will be reported annually to Parliament so that the value of your industry to the community is fully recognised. All information supplied to the Department is treated as strictly confidential and will only be released publicly in a summarised form which does not identify individual operators.

The return form must be lodged by the 15th of July. A return form is required even if there has been no production.

Application No. AP-901

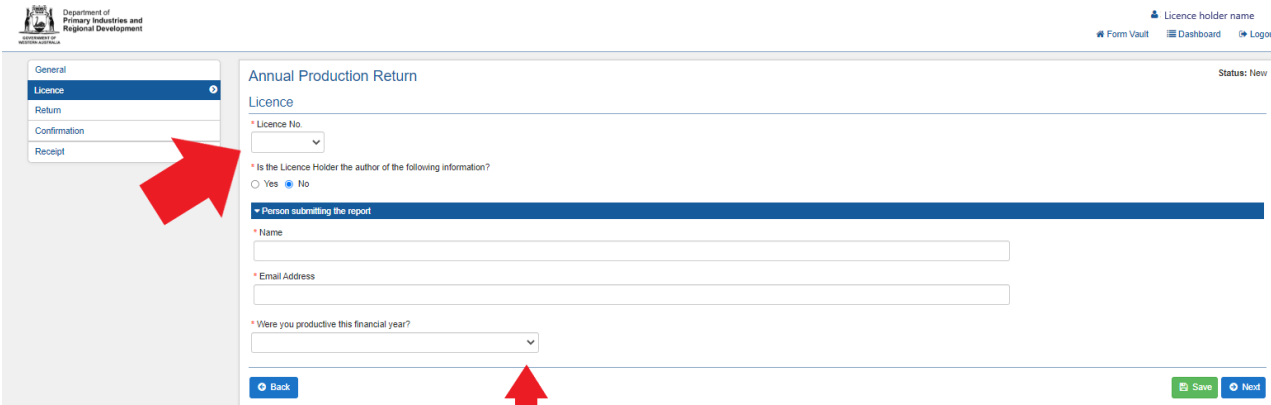
\* Financial Year  
2021/2022

[Save](#) [Next](#)

## Step 3 - Licence

Select the Licence number that the annual production return relates to. If you hold multiple licence numbers, you must report production for each licence on a separate return form.

Click next.



**Annual Production Return** Status: New

**Licence**

\* Licence No.  
[Dropdown]

Is the Licence Holder the author of the following information?  
 Yes  No

**Person submitting the report**

\* Name  
[Text Field]

\* Email Address  
[Text Field]

\* Were you productive this financial year?  
[Dropdown]

[Back](#) [Save](#) [Next](#)

If selecting "No" under the question "*Is the Licence Holder the author of the following information?*", additional fields will pop up requesting information on the person that is submitting the report.

Select an answer under the question "*Were you productive this financial year?*":  
Select between:

- *No production sale and no aquaculture activity on this licence/farm*
- *No production sale but we are growing/developing stock*

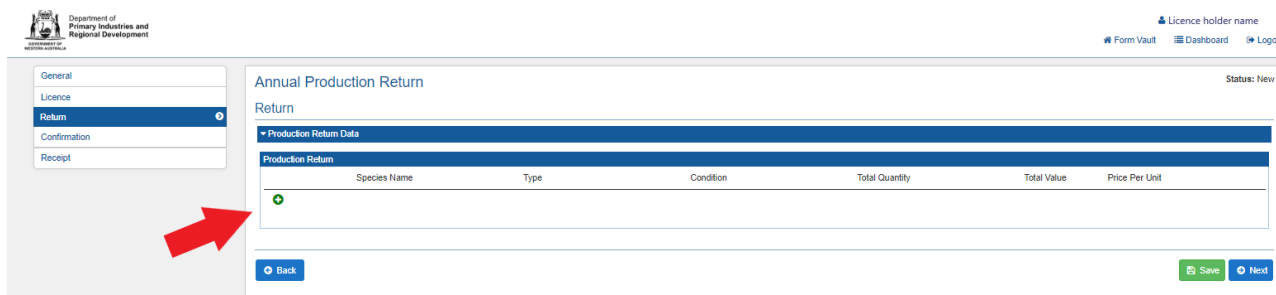
- *Yes, we have been productive*

If you have been productive you will need to fill out the production table on the next page; all stock sold by you must be recorded here.

Click next.

## Step 4 – Return

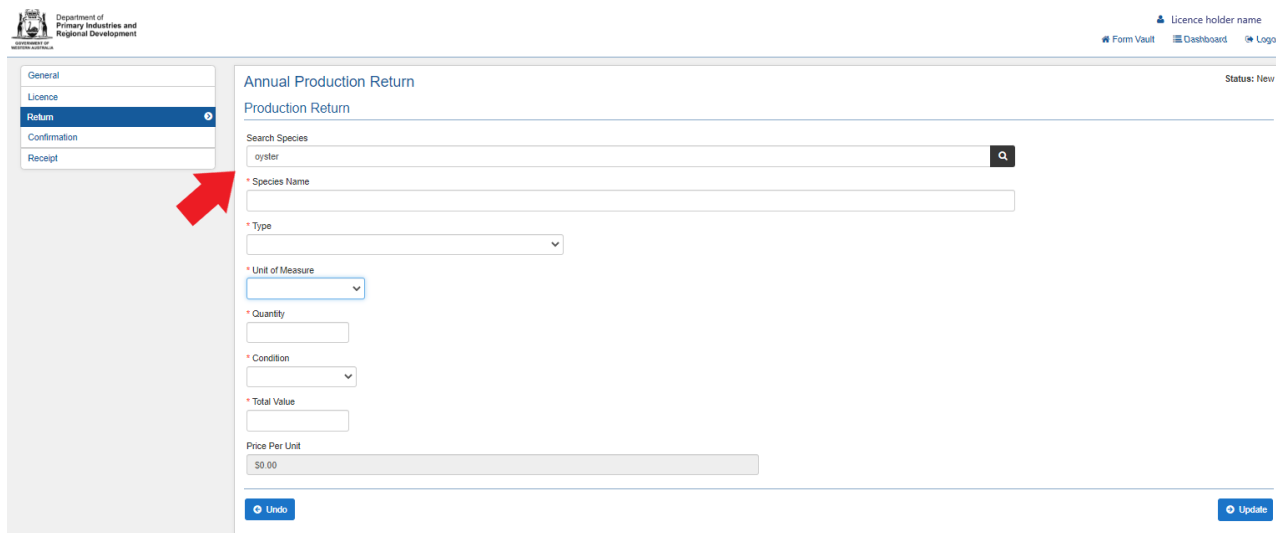
Click on the green “+” button to provide information on the species that you would like to provide the return on.



The screenshot shows the 'Annual Production Return' form. On the left is a navigation menu with 'Return' selected. The main area is titled 'Return' and contains a table for 'Production Return Data'. The table has columns for Species Name, Type, Condition, Total Quantity, Total Value, and Price Per Unit. A green plus button is visible in the first row of the table. A red arrow points to this button. At the bottom right, there are 'Save' and 'Next' buttons.

Complete the following fields

Under “search species”, start typing the common name of the species produced and click the search button. A series of species may appear. Select the relevant species.



The screenshot shows the 'Annual Production Return' form with the 'Production Return' section active. A search bar labeled 'Search Species' contains the text 'oyster'. Below the search bar is a list of search results. A red arrow points to the search bar. The form fields below include:
 

- \* Species Name: [text input]
- \* Type: [dropdown menu]
- \* Unit of Measure: [dropdown menu]
- \* Quantity: [text input]
- \* Condition: [dropdown menu]
- \* Total Value: [text input]
- Price Per Unit: \$0.00

 At the bottom, there are 'Undo' and 'Update' buttons.

Then, select the “Type” by choosing one of the following options:

- *Plate Size for consumption*
- *Ornamental (including aquaponics)*
- *Hatchery – juveniles sold to be grown out further by other licence holders*
- *Pearls produced*
- *Pearls sold*
- *Restocking of Recreational areas*

Select the “Unit of measure” by choosing one of the following options:

- *Kilograms\**
- *Litres*



- *Number of individuals\*\**

**\*Indicate the quantity of stock sold in Kilograms, normally used for product sold for consumption, please report kilograms where possible.**

**OR**

**\*\*Indicate numbers of individuals sold, normally used for ornamental or hatchery production.**

Insert the Quantity

Select the “Condition” by choosing one of the following options:

- *Whole*
- *Live whole*
- *Headed*
- *Headed and gutted*
- *Gutted and gilled*
- *Filletted*
- *Shucked*
- *Other*

If other, please specify condition details in the field that pops up

Provide the “Total value”

Price per unit will be calculated at the end.

Click “Update”.

If you would like to add more species, click on the green “+” button

Production Return						
Species Name	Type	Condition	Total Quantity	Total Value	Price Per Unit	
220 - Barramundi / Lates calcarifer	Hatchery - Juveniles sold to be grown out further by other licence holders	Live Whole	500	1000	\$2.00	

Click Next once all species have been added.

## Step 5 – Confirmation

The next page will provide a summary of the information that you have provided. Read through the confirmation summary. If there are any mistakes that you would like to rectify, click on the back button and edit the relevant fields.

On the Confirmation page, you can also add any comments if you wish or leave blank.

Before submitting your annual production return, please declare that all information entered into this return form is true and correct by ticking the box.



Department of  
**Primary Industries and  
Regional Development**

Click submit.

## Step 6 – Receipt

A receipt will be issued to you by email for submitting your production return.

You will also be able to view your online production return once submitted by clicking under “Dashboard” (top right-hand corner of the screen) and under Annual Production Return.