Processing Translocation Proposals

Draft Standard Operating Procedure

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This SOP was last reviewed on 31/11/2016

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Department of Conservation
Te Papa Atawhai

Contents

1. Purpose

1.1 Purpose

This Standard Operating Procedure (SOP) is for Department of Conservation (DOC) staff processing translocation proposals to move New Zealand's indigenous land animals and plants (as specified in section 1.4). It has two parts:

- Sections 4–11 are about how to process proposals from community groups and others. The process begins with the initial enquiry, then covers preparation and approval of a translocation proposal, granting of permits, carrying out the translocation and reporting.
- Sections 12–13 are about how to process DOC translocation proposals and emergency translocations. Section 12 begins with receiving the translocation proposal, covers assessment and approval of a translocation proposal, carrying out the translocation and reporting.

The purpose of this SOP is to:

1. Explain how to process translocation applications in a professional, efficient, and effective way so that a quality conservation outcome is delivered for both the Applicant and DOC.
2. Achieve good decision making on translocation projects from planning through to implementation.
3. Encourage learning from translocations and continual improvement by making the results available to others.

This SOP sets out the mandatory steps required to process translocation applications to deliver the purpose outlined above.

Alignment with permitting/concessions SOPs

At the time of approval, this SOP has been aligned to the Research, Collection and Wildlife Act Permitting SOP, the Concession Application Assessment and Decision Making SOP, and the Cost Recovery SOP.

Key users:

- Translocation Case-Managers
- Permissions Advisors processing applications

With involvement from:

- Operations Rangers (both community and biodiversity)
- Technical Advisors and Science Advisors
- Recovery/Specialist Groups
- Permissions / SLM Managers
- Statutory Managers
- Pou Tairangahau
- Operations Managers

- Operations Directors

1.2 What is translocation?

Translocation is defined in this SOP as the managed movement of live plants or animals (taonga) from one location to another. Translocation covers the entire process, including planning, the transfer, release, monitoring and post-release management (up to some predetermined end point). A translocation can consist of one or more transfers.

Transfer is the part of the translocation that involves the physical movement of the plants or animals from one location to another and their release or planting at the new site.

1.3 Why the Translocation SOPs and Guide are needed

This SOP is one of three documents currently provided by DOC that comprise DOC's translocation process. The Translocation SOP for DOC Translocations, and the Translocation Guide for Community Groups detail the processes involved and give guidance for people planning and undertaking translocations.

The Translocation SOPs and Guide aim to ensure that translocations are undertaken for the right reasons, avoid unintended consequences, have the best chance of success and that we learn from them to improve the chance of success of future translocations.

They also ensure that translocations approved by DOC are consistent with the legislation the Department works under.

The SOPs and Guide follow the IUCN world practice for translocations (IUCN/SSC (2013) (refer to Appendix 1 terminology and definitions).

The Department of Conservation recognised the need for guidance on translocations early on, producing its first guidelines in 1990.

Translocation can have important, long-lasting effects—not just on the animal or plant being moved, but often on its whole environment too. It is important that these aspects have been thought through carefully by people who want to carry out translocations and by DOC staff when they approve translocations.

Consultation with iwi affected by the proposal and stakeholders is important to ensure ongoing support and to maintain strong working relationships. Failure to engage with all stakeholders can put future translocations at risk.

Translocation is often a complex, lengthy and expensive process.

To simplify the application process, the Translocation Proposal Form (DOCDM-59825, Appendix 5) acts as an application form for:

- The translocation
- Most of the permits required from DOC (such as entry, capture, handle, hold, release)

1.4 What the SOP applies to

This SOP applies to translocations of most protected native animals and unprotected threatened invertebrates:

- From the wild into captivity
- From captivity into the wild
- Between wild locations

The SOP also applies to the following translocations of indigenous land plants:

(hyperlinked terms are defined in Appendix 1: Terminology and definitions)

1. Introductions that involve release sites outside the previous range of the species, i.e. the species has never been at these locations before.
2. The release site is within the species' previous range, and the species is moved to a different ecological region, or a site outside its varietal provenance (where known), unless there is an approved restoration plan or equivalent that addresses the main risks associated with moving plants. For example, a proposal to move *Atriplex hollowayi* from Northland to the Bay of Plenty would need a translocation proposal.
3. Translocation to sites of high ecological integrity, unless there is an approved restoration plan or equivalent that addresses the main risks associated with moving plants.

For plant translocations by community groups, the SOP applies in the above situations only when the source or release site is land managed by DOC.

The SOP applies to translocations of most protected native animals, with several exceptions explained in the next sections.

There are different requirements for DOC projects and for those undertaken by community groups, individuals and other agencies, as explained next.

1.4.1 DOC translocation projects

It is a Departmental requirement that DOC staff have an approved translocation proposal before translocating indigenous protected wildlife, threatened land invertebrates and land plants; and meet the requirements of the '**Translocation SOP: Planning through to reporting for DOC translocations**' (DOCDM-315121). Compared with community groups, DOC has an additional role, as it is also responsible for translocations of plants and threatened invertebrates to and from land not managed by DOC, as well as land managed by DOC.

This SOP covers the processing of DOC translocation proposals, from the time they are lodged for processing through to reporting on the outcome of the translocation.

To find out when DOC staff are required to follow the 'Translocation SOP' and require an approved translocation proposal, read together Section 1.7—When is an approved translocation proposal required?: flow diagrams 2 and 3 and Section 1.5—Which translocations are not covered?.

1.4.2 Community group, individual and other agency translocation projects

Permits are required for:

- Translocations of wildlife covered by the Wildlife Act1953. This includes marine species listed as absolutely protected under the Wildlife Act 1953 (by virtue of being declared animals in Schedule 7A), plus translocations from or onto land owned or managed by people other than the applicant.
- Translocation of freshwater species defined as aquatic life (refer to Appendix 1 terminology and definitions).
- Translocation of marine mammals.
- Collecting or releasing animals or plants on land managed by the DOC.

Community groups and others are not required to follow DOC SOPs; however, DOC can require an approved translocation proposal from them as part of issuing permits to carry out translocation activities.

To find out when community groups and others need an approved translocation proposal as well as permits, read together Section 1.7—When is an approved translocation proposal required?: flow diagrams 4 and 5, and Section 1.5—Which translocations are not covered?. You may also need to refer to the Wildlife Act 1953 and its Schedules.

This SOP covers the processing of translocation proposals. The 'Translocation Guide for Community Groups' (DOCDM-363788) was written to guide community groups through the translocation process. The Guide does not contain requirements tables. This SOP and the 'Translocation Guide' cover the preparation and approval of translocation proposals by community groups and others, beginning with the applicant's initial enquiry and ending with reporting on the outcome of the translocation.

1.4.3 Rationale for what requires an approved translocation proposal and what does not

- The focus of this SOP is on indigenous land animals (taonga) and land plants.
- **Translocations by community groups and others**. DOC can require an approved translocation proposal from community groups as part of issuing permits to carry out translocation activities. DOC's authority over translocations undertaken by community groups and others comes through the legislation and the requirement for permits to carry out activities associated with the translocation. Specifically, this is via the Wildlife Act 1953 and the legislation that land managed by DOC is held under—the Reserves Act 1977, National Parks Act 1980 and Conservation Act 1987.
- **Marine birds**—Translocations of marine birds require approved translocation proposals, but not marine mammals, as they are covered by the Marine Mammals Protection Act 1978 which has specific requirements relating to taking marine mammals into captivity. Marine species declared to be animals and listed on Schedule 7A of the Wildlife Act 1953 live exclusively in the marine environment and this SOP focuses on land animals. Marine birds are included as they are protected under the Wildlife Act 1953 and nest on land.
- **Freshwater species (except for birds)**—These translocations are excluded from consideration by this SOP because there is an Aquatic Life Transfers SOP.
- **Captive to captive translocations**—Are excluded from this SOP because they are covered by the Captive Management SOP.
- Any authority to hold, buy or sell game or game eggs under the Act is authorised by DOC (i.e. to do things outside the scope of hunting licenses issued by Regional Fish and Game Councils). Normally DOC will seek comments from Regional Fish and Game Councils on applications. Fish and Game New Zealand provides co-ordination of the management, enhancement, and maintenance of sports fish and game.
- **Species managed by other agencies**. For example, Fish and Game New Zealand co-ordinate the management, enhancement and maintenance of sports fish and game. The Minister and Director-General have certain powers under the Wildlife Act 1953 in respect of game birds such as approving hunting season notices and licence fees and granting authorisations under Section 53 of the Wildlife Act 1953. Note that these functions cannot be delegated to Fish and Game Councils. In this case DOC seeks comments from Regional Fish and Game Councils on applications to hold, buy or sell game or game eggs.

1.5 Which translocations are not covered?

This section lists translocations that are excluded from this SOP.

DOC staff wanting to carry out any of these need to check that the activity is an approved action of the Department and ensure that it meets legal requirements (i.e. is not inconsistent with the legislation). Refer to Appendix 2.

While DOC permits are required for most non-DOC translocations, the following do not require an approved translocation proposal processed under this SOP:

—Exotic plant species

Plant species that are not indigenous to New Zealand are not covered in this SOP.

—Re-vegetation/restoration projects that have a restoration plan

For translocations of multiple species of locally sourced plants for re-vegetation/ restoration projects, the Translocation SOP is not the appropriate tool to manage what is done. These translocations should have an approved restoration plan or equivalent that addresses the main risks associated with moving plants. Refer to Appendix 1: Terminology and definitions for what a restoration plan should cover.

If the project involves the collection or planting out of plants on land managed by DOC, permits under the Act the land is managed under are required to carry out the activity.

—Captive to captive transfers

Captive facilities must:

- Have a permit from DOC to hold wildlife
- Meet the requirements of DOC's Captive Management Policy[1] and the Captive Management SOP[2]

The permit to hold will state the conditions for transfer.

—Injured or sick wildlife

For native animals that are injured or sick and treated under Wildlife Act 1953 permits 'to temporarily hold sick and injured wildlife', the permit gives the conditions for transfer.

—Translocation of nuisance animals

This SOP does not apply where individual animals (likely to be birds) are causing damage to personal property or buildings or livestock or are a significant nuisance to people, to the extent that the animals are likely to be harmed by others if DOC staff do not act; or where translocation is considered the most suitable management action. Such animals are referred to as 'nuisance animals'. An example is kea destroying property or harming livestock. Another example is a white heron that had become habituated to being fed while recovering from an injury, and continued to enter houses seeking food. It would also wander onto local roads, creating a hazard.

These situations will be treated on a case by case basis and require advice to be from Science and Policy and may also require Iwi consultation.

—Aquatic life

[1] Department's Captive Management Policy refer to OLDDM-781413 or http://www.doc.govt.nz/templates/MultiPageDocumentTOC.aspx?id=41512 (Viewed 27 April 2012)
[2] Captive Management Standard Operating Procedure refer to DOCDM-266180

Aquatic life is defined in Appendix 1: Terminology and definitions. The Aquatic Life Transfers SOP sets out the process for applications to DOC to transfer and release live aquatic life to freshwater under several pieces of legislation.

Note: the definition of 'aquatic life' includes both indigenous and exotic freshwater animals and plants, including freshwater invertebrates listed on Schedule 7 of the Wildlife Act (terrestrial and freshwater invertebrates declared to be animals).

—Marine species except for birds

Marine species declared to be animals and listed on Schedule 7A of the Wildlife Act 1953 (e.g. various coral species, spotted and giant grouper, various shark species and various ray species). Permits are required to collect or release them. Holding marine mammals in captivity is covered in the Marine Mammals Protection Act 1978.

For more information contact DOC marine staff.

—Exotic animal species

Animal species that are not indigenous to New Zealand are not covered in this SOP. This includes exotic animals that are:

- Absolutely protected—permits are required to collect or release them.
- Listed on Schedule 1 of the Wildlife Act 1953 (wildlife declared to be game). Contact DOC staff who work with Fish and Game councils for information on translocating game.
- Listed on Schedule 2 of Wildlife Act 1953 (partially protected), e.g. little owl (*Athene noctua*)—permits are required to collect or release them.
- Listed on Schedule 3 of the Wildlife Act (wildlife that may be hunted or killed subject to the Minister's notification)—permits may be required.
- Listed on Schedule 5 of the Wildlife Act 1953 (wildlife not protected)—permits are required to collect them from or release them onto land managed by DOC.
- Wild animals (listed on Schedule 6 of the Wildlife Act 1953, formerly 'noxious animals'[3])—permits may be required for collection, holding and release. Certain translocations that are part of normal pest control operations included in business plans are considered an approved action of the Department and do not require separate approval. For more information, contact DOC Area Office staff involved in pest control work.

—Indigenous animals listed on:

- Schedule 1 Wildlife Act 1953 (wildlife declared to be game)—contact DOC staff who work with Fish and Game councils for information on translocating game
- Schedule 5 Wildlife Act 1953 (wildlife not protected)—permits are required to collect them from or release them onto land managed by DOC

—Relocation of wildlife where this is proposed under Resource Management Act 1991 (RMA) consents

Refer below to flow diagram 1.

[3] The species listed in the Schedule 6 of the Wildlife Act 1953 are subject to the Wild Animal Control Act 1977 which replaced the Noxious Animals Act 1956. They are also defined in Section 2 of the Wild Animal Control Act 1977, only exotic species are currently included.

This SOP **does not** apply where the purpose is to save individual animals (i.e. rescue of individuals affected by development where establishment of a viable population is a secondary purpose), and the distance between the source site and the release site is small (i.e. within a specified maximum distance appropriate to the species; e.g. 500 m for lizards). For lizards, in addition to the resource consent, Wildlife Act permits are required to collect and release them.[4] Conservancies may choose to issue high impact permits under the Research, Collection and Wildlife Act Permitting SOP to regional lizard experts, allowing them to undertake the relocation.[5]

The DOC Area Manager decides if this SOP applies when the purpose is protecting the population (i.e. ensuring a viable translocated population is established because the species is locally distinct, Threatened, At Risk or Data Deficient[6]) **and** the relocation distance is small. Consideration must be given to whether there are a large number of unknowns associated with the translocation and/or there is a lot at stake; for example, translocation of threatened species of frogs where disease issues are complex.

This SOP **does** apply when all of the following conditions are met:

- It is clear that translocation is the appropriate management action (i.e. other management options have been considered and are not suitable)
- The purpose is protecting the population (i.e. ensuring a viable translocated population is established because the species is locally distinct, Threatened, At Risk or Data Deficient[6])
- Relocation distance is large relative to the species being moved
- To help smooth the processing of consents under RMA and Wildlife Act permits
- When resource consent applications that DOC is considering may affect wildlife—get advice from Technical Support Officers

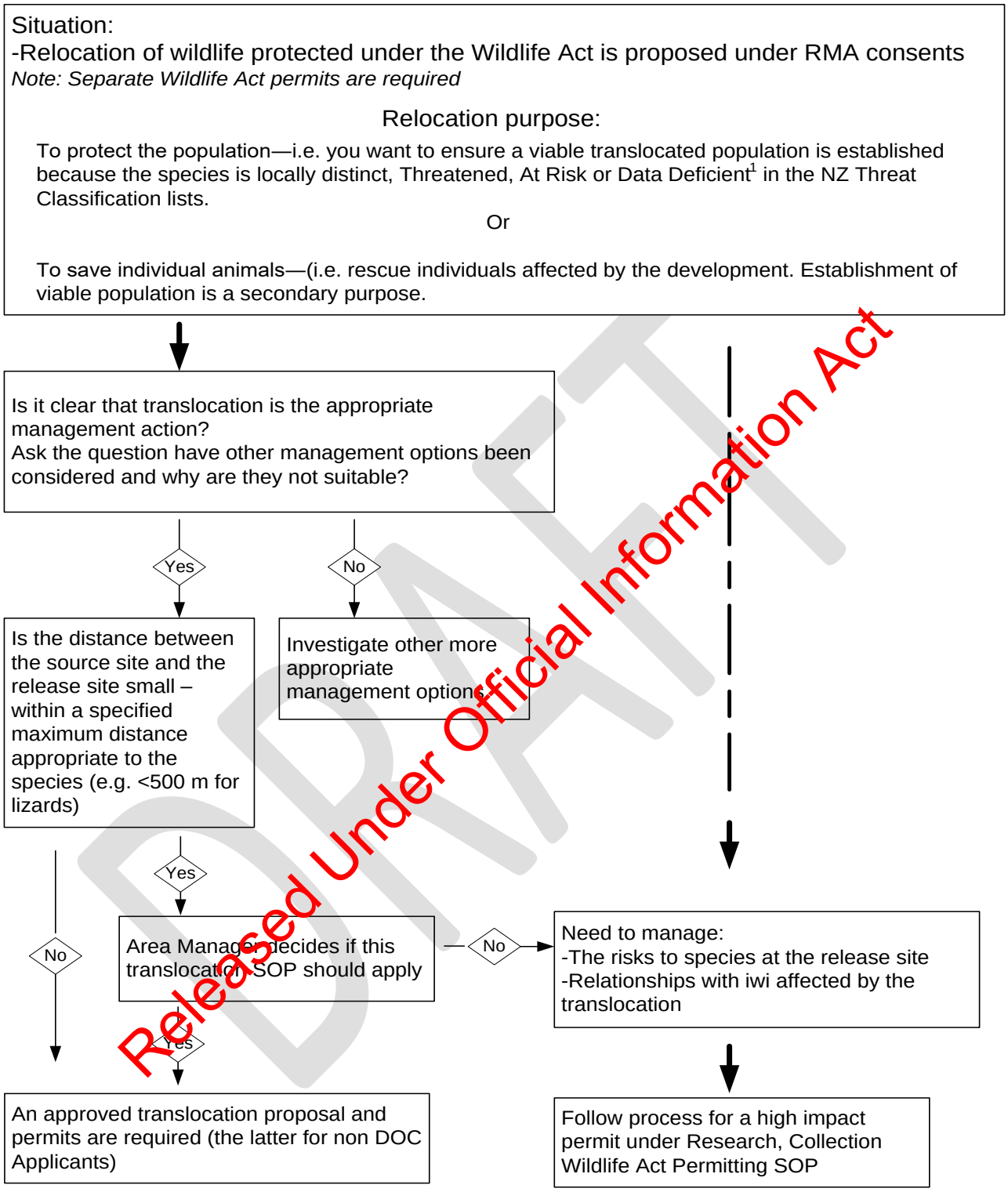
In an advice note to the Applicant and Council at the pre-application stage of a resource consent—advise them of the possible need for Wildlife Act permits and an approved translocation proposal.

[4] This comes from the judgement that all resource consent applications under the RMA where protected species are knowingly 'interfered with' would require Wildlife Act permits. Refer to Jonty Somers' memo to Conservators on 18 May 2008: 'Wildlife Act—Solid Energy New Zealand v Ministers of Energy, Conservation and Others' (DOCDM-426676).

[5] It is common practise in Auckland Conservancy to issue such permits to lizard experts/consultants, and they can provide you with examples of permit conditions. Contact Halema Jamieson (Great Barrier Island Field Centre).

[6] Threat categories as described in the NZ Threat Classification System Manual (Townshend et al 2008: http://www.doc.govt.nz/upload/documents/science-and-technical/sap244.pdf (Viewed 26 March 2012).
The Manual and the NZ Threat Classification Lists can all be found on the DOC intranet: http://intranet/our-work/biodiversity-and-natural-heritage/threatened-species/nz-threat-classification-system/ (Viewed 26 March 2012).

Flow diagram 1: Deciding on the process to follow when granting Wildlife Act permits associated with RMA consents



[1]NZ Threat Classification Lists can be found on the DOC website: http://www.doc.govt.nz/publications/conservation/nz-threat-classification-system/ or the DOC intranet: http://intranet/our-work/biodiversity-and-natural-heritage/threatened-species/nz-threat-classification-system/ (Viewed on 18 April 2012).

1.6 What the SOP does not cover

Technical guidance and methods for translocations are not covered by this SOP. Information on potential contacts for technical guidance on translocating the target species can be found in the document 'Explanatory Notes for the Translocation Proposal Form' (DOCDM-774881, Appendix 5), which contains a section on 'Specialist Advice'.

Information on current agreed best practice techniques for translocating some commonly translocated species is being prepared. As these documents are completed they will be included in the Species Interventions Toolbox on the DOC Intranet http://intranet/our-work/biodiversity-and-natural-heritage/threatened-species/innovations-and-techniques/species-interventions-toolbox/ (Viewed 9 March 2012).

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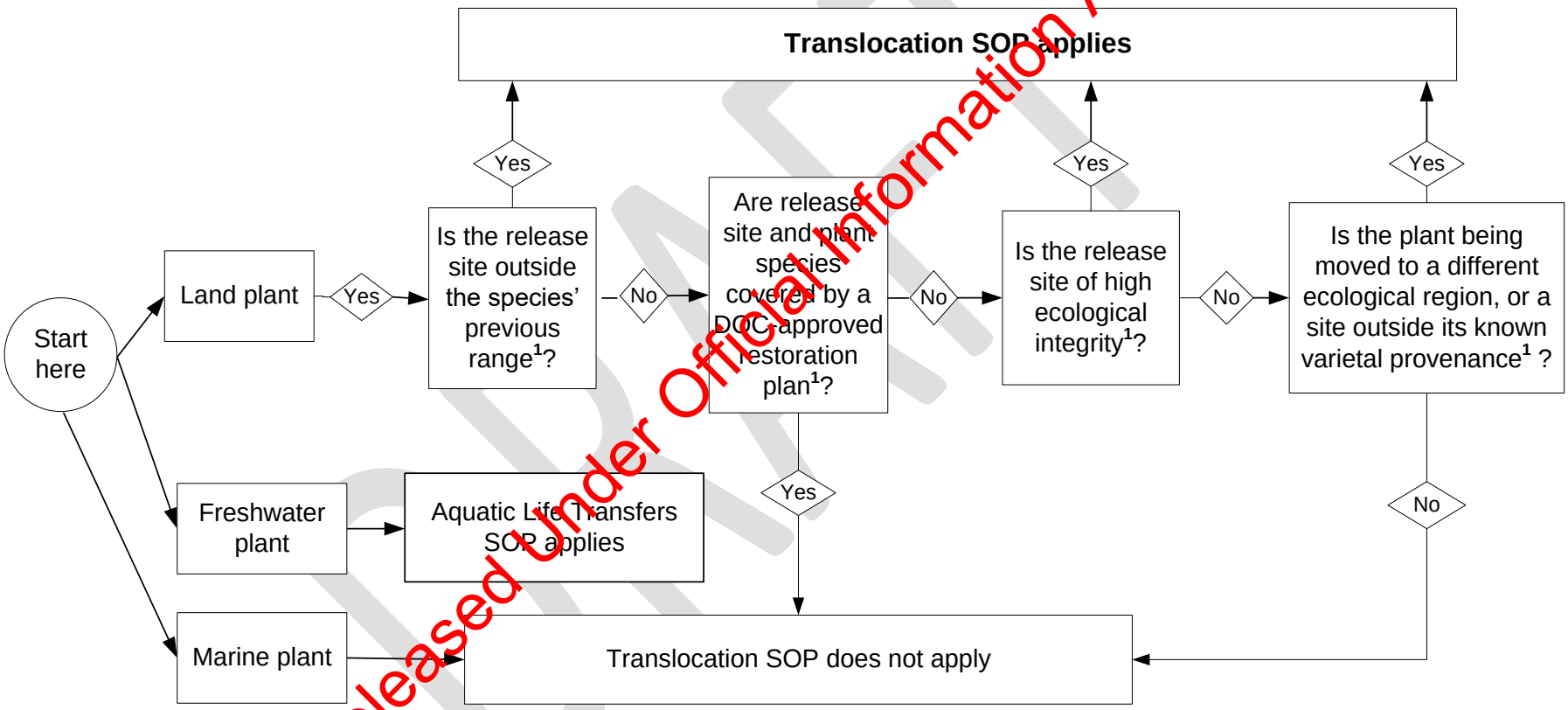
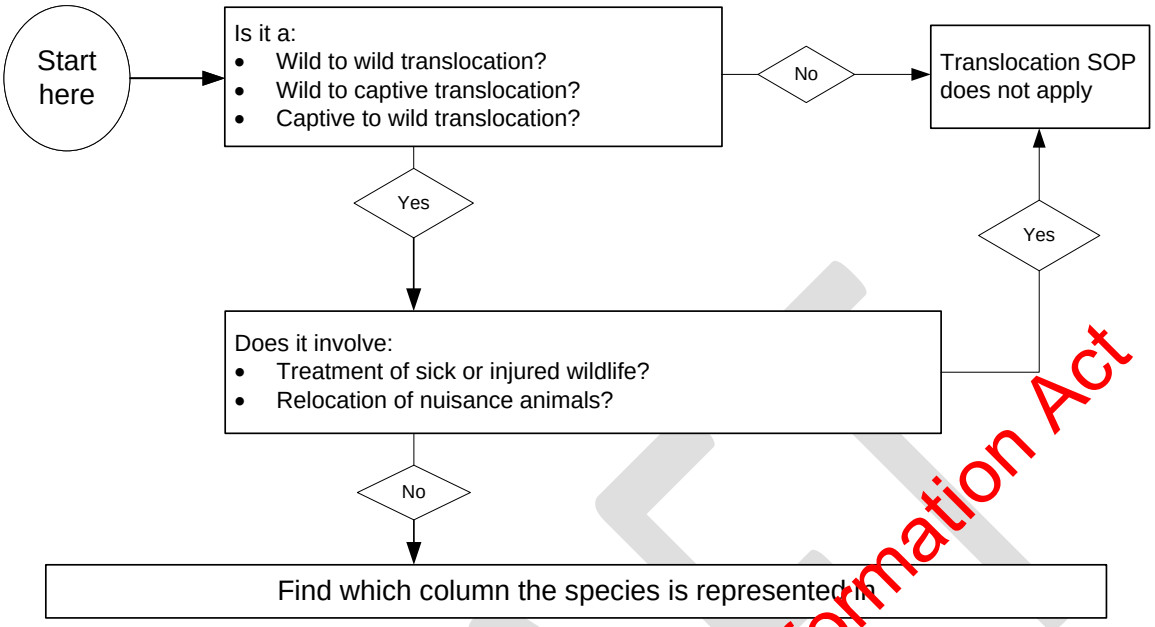
1.7 When is an approved translocation proposal required?

Flow diagram 2. Do **DOC staff** need to follow the Translocation SOP for a **plant** translocation?



Note 1: Refer to Appendix 1: Terminology and definitions for defining criteria

Flow diagram 3. Do **DOC staff** need to follow the Translocation SOP for an **animal**[1] translocation?



Translocation SOP does not apply[2] to:

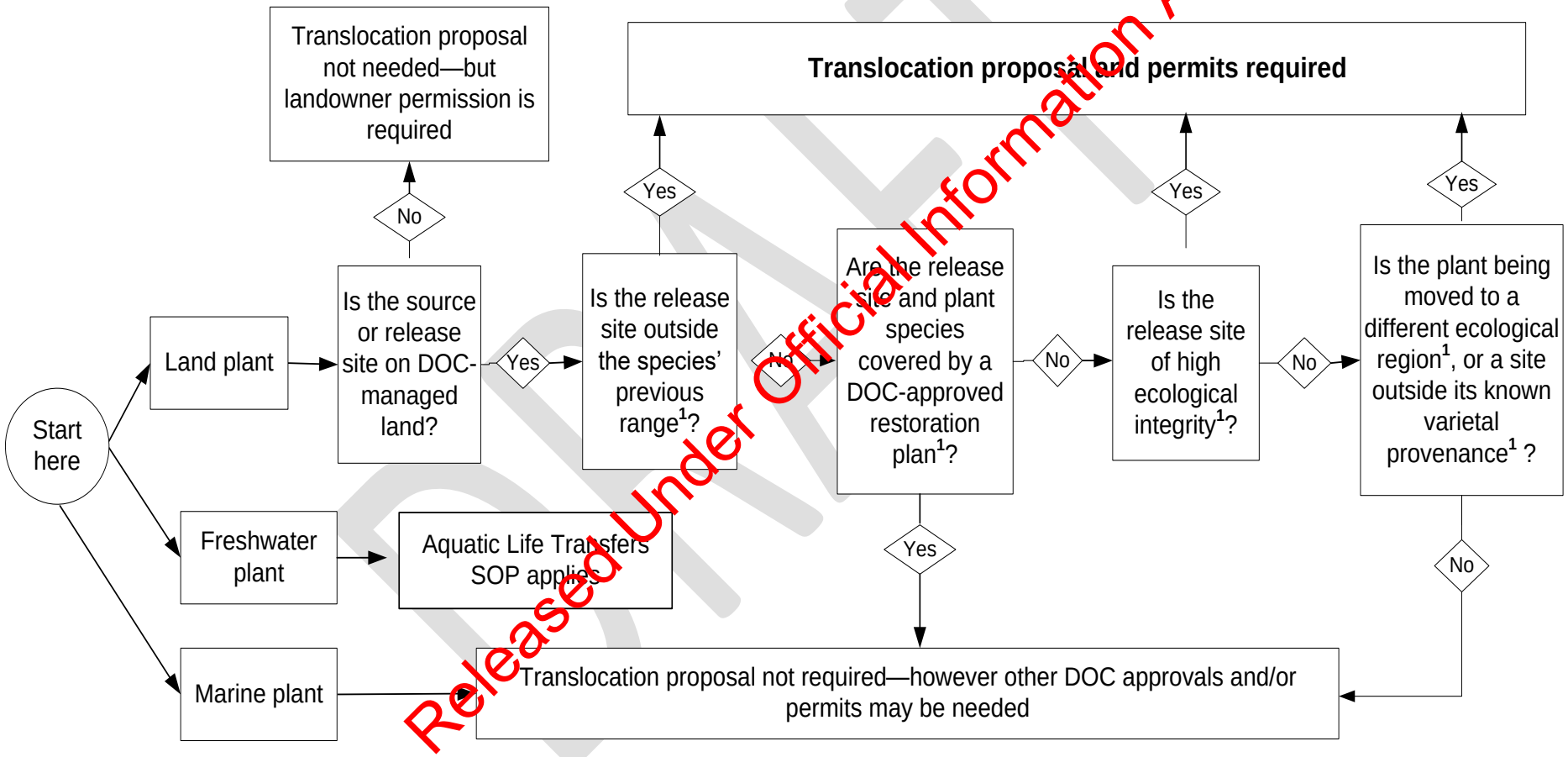
- Freshwater or marine species (except birds)
- Exotic animals[3]
- Indigenous animals listed on:
  - -Schedule 1 Wildlife Act 1953 (wildlife declared to be game)
  - -Schedule 5 Wildlife Act 1953 (wildlife not protected)
- Proposed relocation of animals[4] a small distance[5] as part of an RMA consent

Translocation SOP applies to:

- Bats
- Absolutely protected native birds
- Native birds listed in Wildlife Act 1953 Schedules 2 (partially protected) **or** 3 (wildlife that may be hunted or killed subject to the Minister's notification)
- Native frogs
- Native lizards
- Tuatara
- Land invertebrates listed as Threatened or At Risk or Data Deficient in the NZ Threat Classification Lists[6]

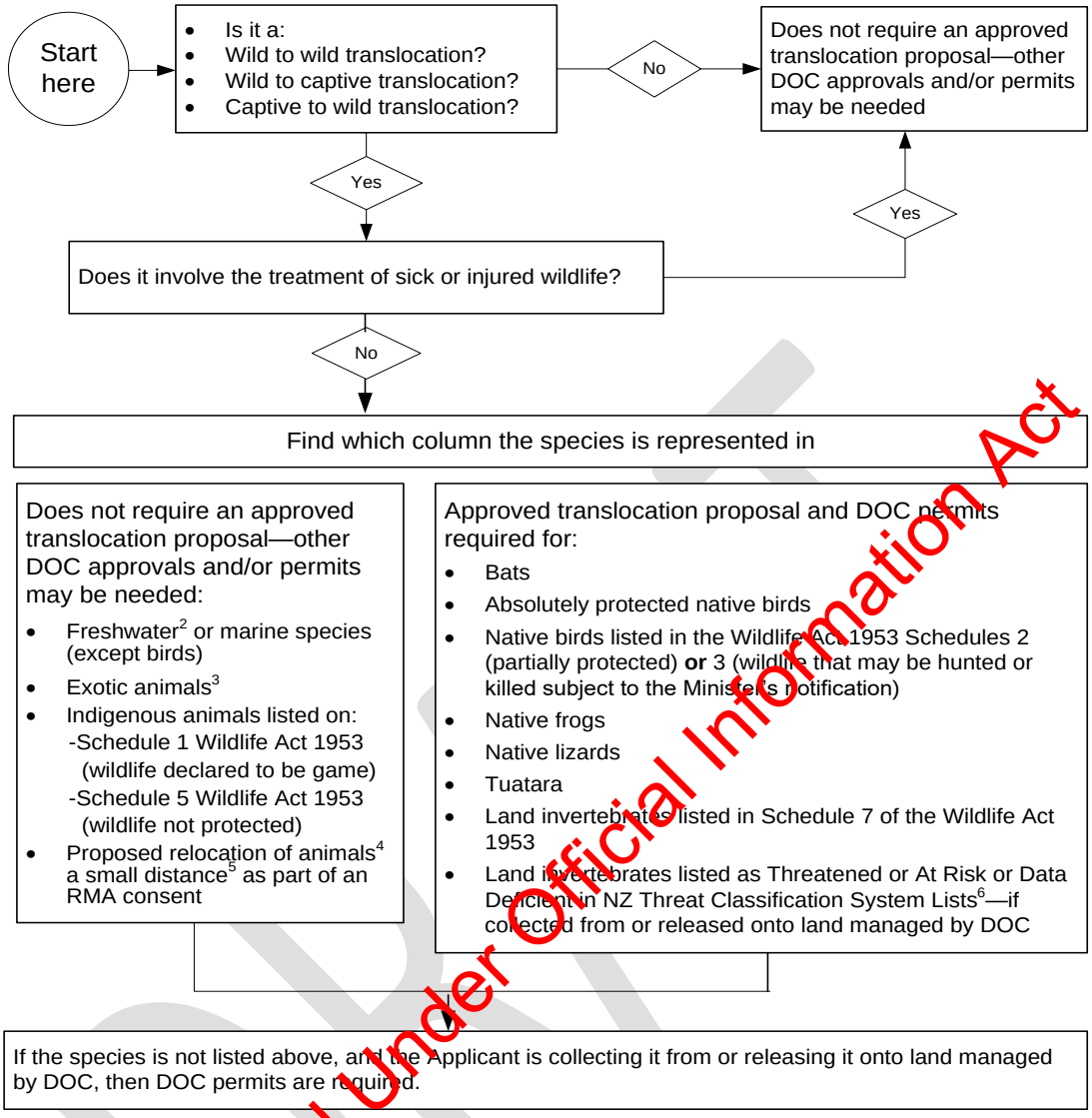
Note 1: Animal includes mammals, birds, reptiles, frogs and invertebrates.
Note 2: Other SOPs may apply, e.g. Aquatic Life Transfers SOP.
Note 3: Animal species that are not indigenous to New Zealand. Includes exotic animals:
-That are absolutely protected
-Listed on Schedule 1 of the Wildlife Act 1953 (wildlife declared to be game)
-Listed on Schedule 2 of the Wildlife Act 1953 (partially protected), e.g. little owl
-Listed on Schedule 3 of the Wildlife Act 1953 (wildlife that may be hunted or killed subject to the Minister's notification)
-Listed on Schedule 5 of the Wildlife Act 1953 (wildlife not protected)
-Wild animals (listed on Schedule 6 of the Wildlife Act 1953, formerly 'noxious animals'. These species are subject to the Wild Animal Control Act 1977 which replaced the Noxious Animals Act 1956).
Note 4: The purpose is to save individual animals (i.e. rescue individuals affected by the development. Establishment of viable population is a secondary purpose).
Note 5: Small distance—within a specified maximum distance appropriate to the species; e.g. 500 m for lizards.
Note 6: NZ Threat Classification Lists can be found on the DOC intranet: http://intranet/our-work/biodiversity-and-natural-heritage/threatened-species/nz-threat-classification-system/ (Viewed 18 April 2012).

Flow diagram 4. Is an approved translocation proposal required for a **plant** translocation by a **Non DOC group**?



Note 1: Refer to Appendix 1: Terminology and definitions for defining criteria

Flow diagram 5. Is an approved translocation proposal required for an **animal**[1] translocation by a **Non DOC Group**?



Note 1: Animal includes mammals, birds, reptiles, frogs and invertebrates.
Note 2: Includes freshwater invertebrates listed on Schedule 7 of the Wildlife Act 1953 (terrestrial and freshwater invertebrates declared to be animals). Freshwater species defined as aquatic life are covered by the Aquatic Life Transfers SOP.
Note 3: Animal species that are not indigenous to New Zealand. Includes exotic animals:
-That are absolutely protected
-Listed on Schedule 1 of the Wildlife Act 1953 (wildlife declared to be game)
-Listed on Schedule 2 of the Wildlife Act 1953 (partially protected), e.g. little owl
-Listed on Schedule 3 of the Wildlife Act 1953 (wildlife that may be hunted or killed subject to the Minister's notification)
-Listed on Schedule 5 of the Wildlife Act 1953 (wildlife not protected)
-Wild animals (listed on Schedule 6 of the Wildlife Act 1953, formerly 'noxious animals'. These species are subject to the Wild Animal Control Act 1977 which replaced the Noxious Animals Act 1956)
Note 4: The purpose is to save individual animals (i.e. rescue individuals affected by the development. Establishment of viable population is a secondary purpose)
Note 5: Small distance – within a specified maximum distance appropriate to the species; e.g. 500 m for lizards.
Note 6: NZ Threat Classification Lists can be found on the DOC website: http://www.doc.govt.nz/publications/conservation/nz-threat-classification-system/ or the DOC intranet: http://intranet/our-work/biodiversity-and-natural-heritage/threatened-species/nz-threat-classification-system/ (Viewed on 18 April 2012).

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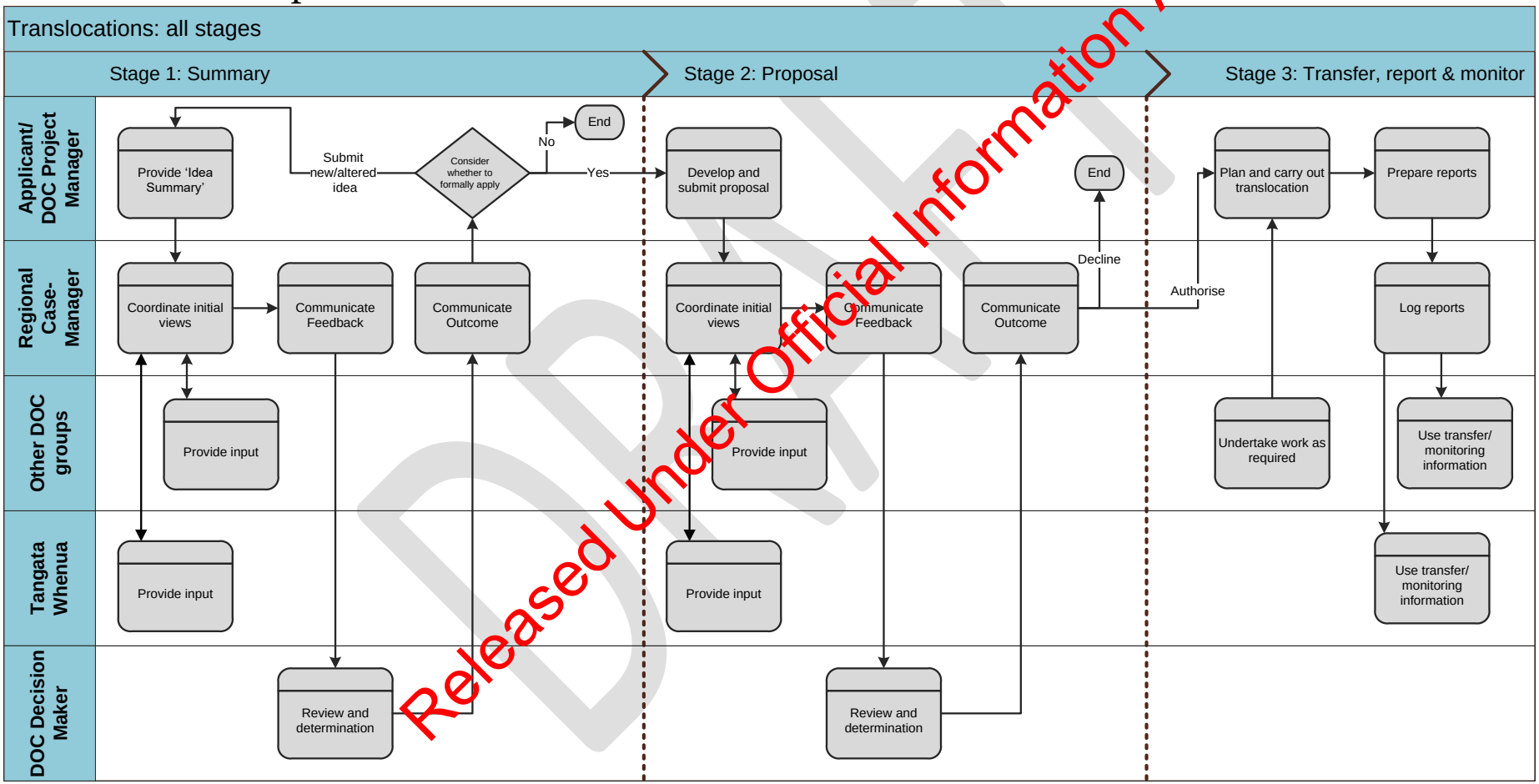
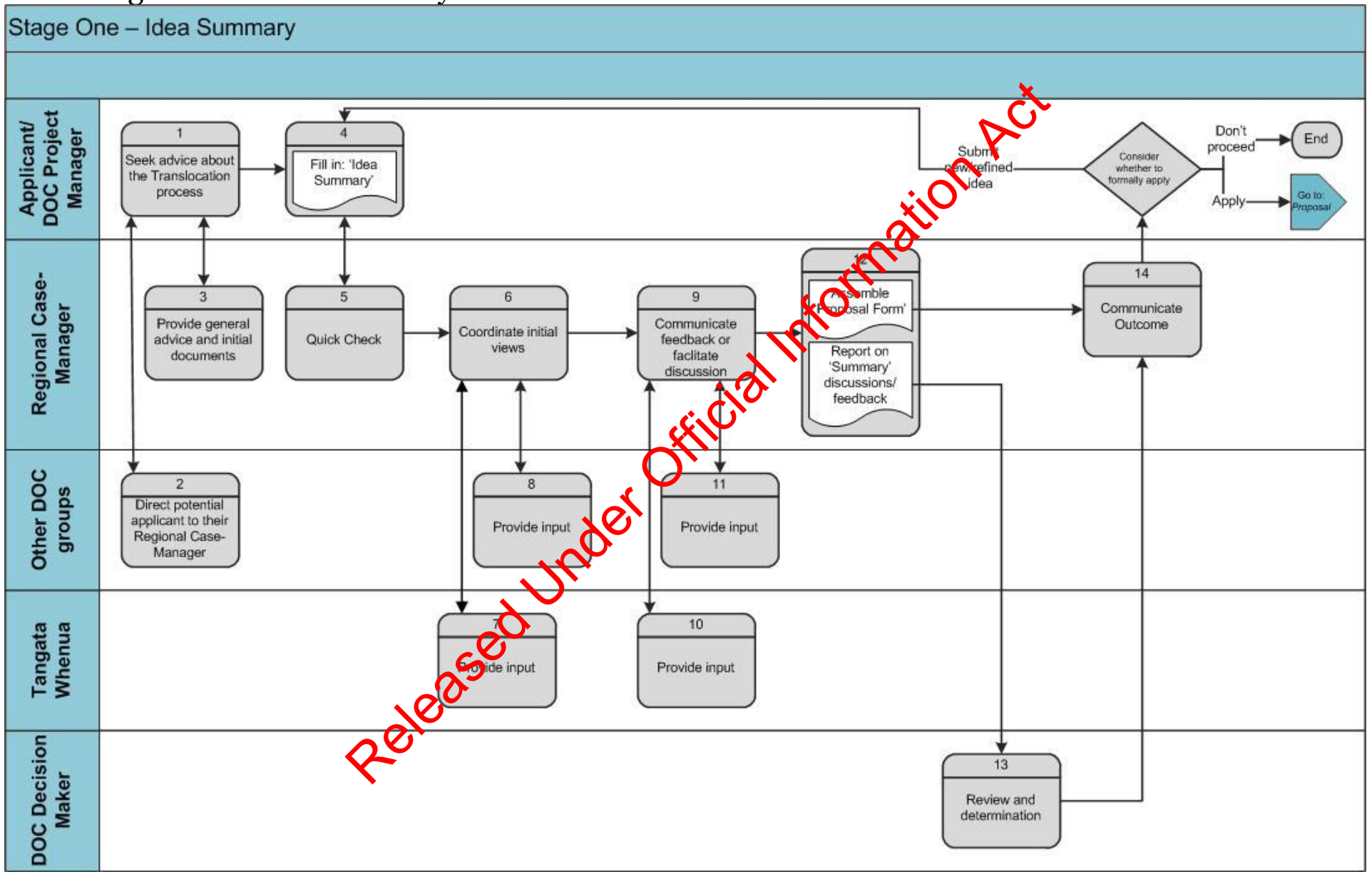
2. Process

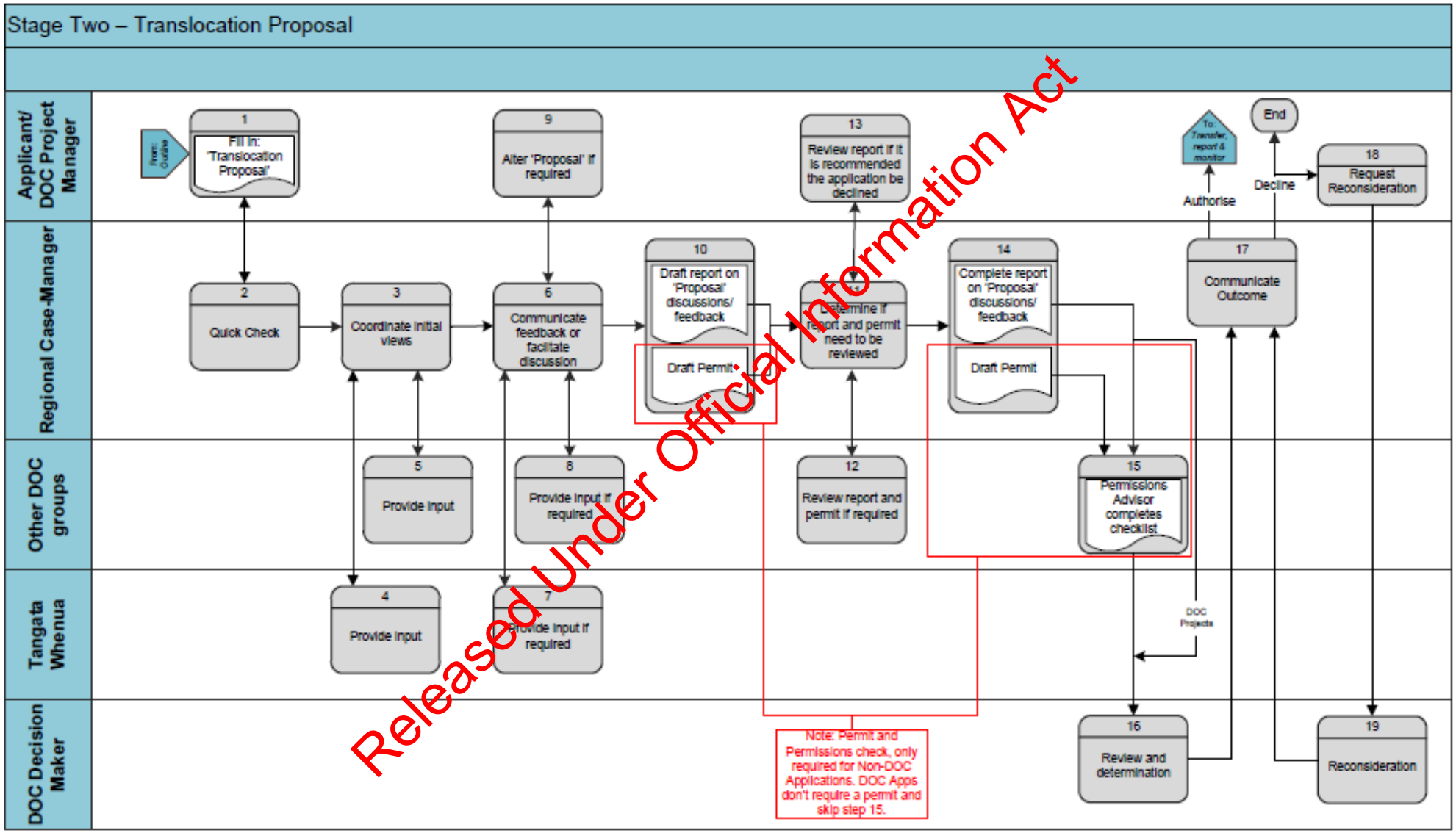
2.1 Overview of process



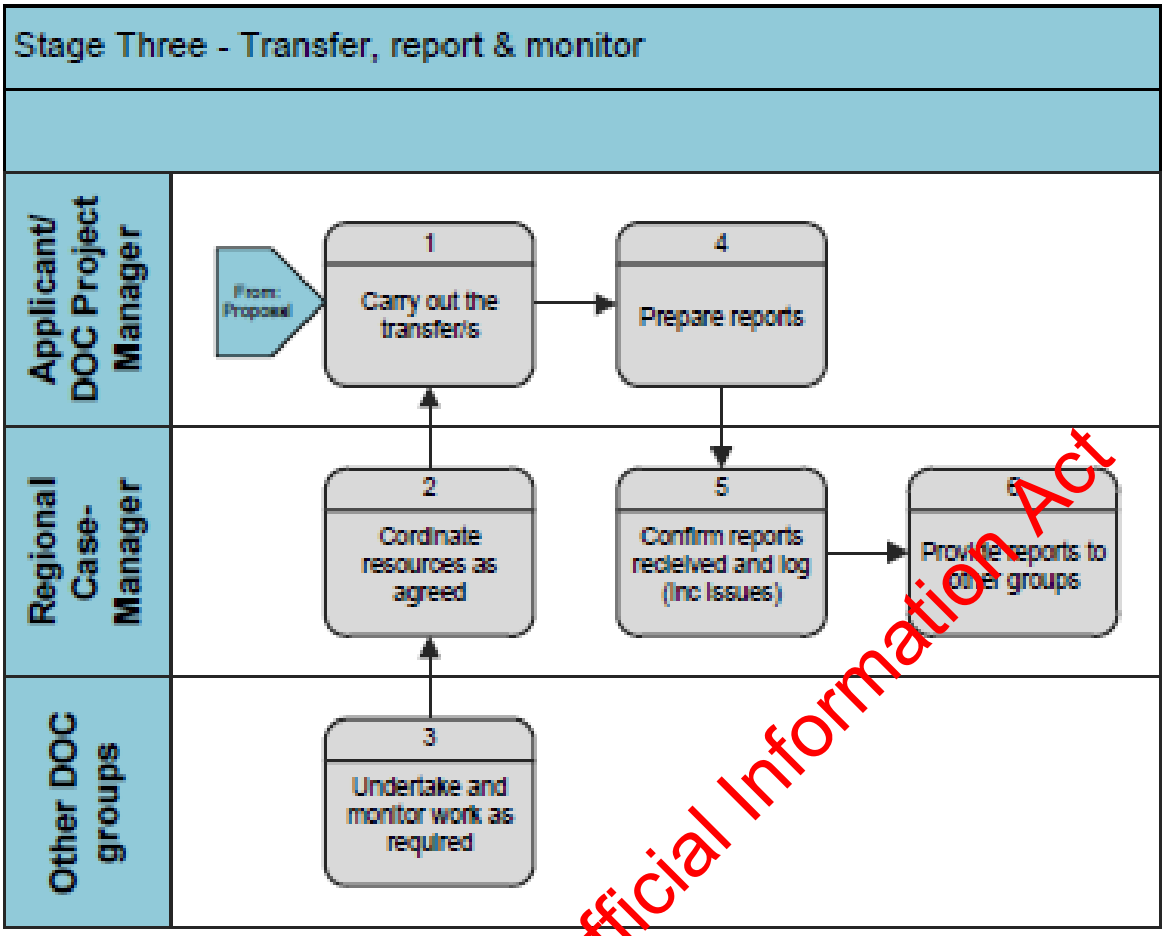
2.2 Stage One – Idea Summary



2.3 Stage Two – Translocation Proposal



2.4 Stage Three – Transfer, Report and Monitor



3. Roles and responsibilities table

Managers, Directors or higher are authorised to approve variation from SOP requirements and are accountable for those decisions. They are required to use their professional judgement and seek advice or escalate when in doubt. All decisions should be documented. It is expected that variations from requirements will be the exception rather than the norm, and that legal (i.e. legislation and judge made laws), and health and safety requirements are effectively compulsory. Common sense should prevail in the case of exceptional or emergency field situations.

No.	Requirements	Who is accountable for carrying out the requirement?	Why? /Consequence	Links
Requirements for Stage 1: Idea Summary				
1	Potential applicants have an idea for a translocation and want to find out what is involved before they make the commitment to proceed	Applicant or DOC Project Manager	Initiates project	Stage One - Idea Summary Page 18
2	Any enquiries about translocations should be directed to their 'Regional Case-Manager'	All DOC staff	Failure to use the Case-Manger can impact negatively on DOC's ability to: Process applications consistently Provide a single point of contact for applicants Meet process timeframes	Stage One - Idea Summary Page 18
3	Provide initial advice to potential applicants before they make the commitment to proceed, including:	Regional Case-Manager	To manage Applicant's expectations.	Stage One - Idea Summary

	• Self-assessment • Guide to go • 'Idea Summary'		Providing clear direction to the Applicant will help Applicant give DOC the information needed to make an early assessment of the practicability of the translocation idea.	Page 18
4	Fill out an 'Idea Summary'	Applicant or DOC Project Manager	An 'Idea Summary' is intended to be a short succinct statement of the initial idea. This step allows DOC to ensure early engagement with all affected parties and ensures no unnecessary work is done on an unfeasible idea.	Stage One - Idea Summary Page 18
5	Quick check • Check enough information is provided in the summary • Check to see if an approved translocation proposal is required as well as permits—refer to sections 1.4, 1.5, 1.6, 1.7 and Appendix 1. • Check if you are the appropriate lead for processing • Brief the Applicant on the support DOC will provide, expected processing timeframes, legal requirements and the process. Keep a record of the briefing.	Regional Case-Manager	Ensures required information is received Managing expectations, thorough briefing can reduce problems and facilitate processing later on.	Stage One - Idea Summary Page 18
6	Process the 'Idea Summary' from the Applicant: Check legal requirements, Treaty Settlement legislation and Protocols Coordinate initial views from: Iwi and other and stakeholders affected by the idea at the 'source' and 'release' sites Local DOC biodiversity staff at the 'source' and 'release' sites	Regional Case-Manager	Legal check ensures that concerns are identified and taken into account early on in the process. Communication ensures that DOC maintains productive relationships with iwi and key stakeholders.	Stage One - Idea Summary Page 18

	Science and Policy Technical experts			
7	Local DOC staff check/seek input from Iwi and other stakeholders affected by the idea at the 'source' and 'release' sites	Local DOC staff	Ensures all facets of project are well considered	Stage One - Idea Summary Page 18
8	Science and Policy Technical experts or recovery groups provide input on: • Technical concerns • Relevant criteria to build 'Translocation Proposal'	S&P Staff or Recovery Group Leaders	As above	Stage One - Idea Summary Page 18
8	Local DOC biodiversity staff at the 'source' and 'release' sites provide input on: • Local site concerns • Relevant criteria to build 'Translocation Proposal'	Local DOC biodiversity staff	As above	Stage One - Idea Summary Page 18
9	Assess the feedback and likely practicability of the basic outline and indicate whether there are any aspects of concern. Then either communicates feedback or, if necessary, facilitates discussion between the applicant and the relevant advisors	Regional Case-Manager	This ensures that issues are addressed before they become problems and avoids unnecessary use of resources.	Stage One - Idea Summary Page 18
10	Iwi or local DOC staff, on behalf of Iwi, attend discussion, with applicant, for clarification on feedback if required	Local DOC staff	As above	Stage One - Idea Summary Page 18
11	Attend discussion, with applicant, for clarification on feedback if required	S&P Staff or Recovery Group Leaders	As above	Stage One - Idea Summary

				Page 18
11	Attend discussion, with applicant, for clarification on feedback if required	Local DOC biodiversity staff	As above	Stage One - Idea Summary Page 18
12	Coordinate the information and viewpoints into a written report providing high level advice about the feasibility of the translocation and noting: • DOC's assessment of the likely practicability of the outline • Any aspects DOC would look at closely if the applicant proceeded • Feedback from whanau/hapu/iwi and community groups Assemble a 'Proposal Form' specific to the individual project, using the 'List of proposal modules' and feedback from steps 6-9 above.	Regional Case-Manager	Provides a transparent assessment of all the considerations relevant to the project. Ensure the additional information required from the applicant is fit for the purpose of assessing the proposal.	Stage One - Idea Summary Page 18
13	Submits the report to the Decision Maker for review and to determine if they (as DOC) think the applicant should proceed.	Decision Maker	Feedback allows the Applicant to make an informed decision on whether or not to proceed. This ensures that issues are addressed before they become problems and avoids unnecessary use of resources.	Stage One - Idea Summary Page 18
14	Inform the Applicant of feedback and DOC assessment Provide the specific 'Proposal Form' designed for the project in step 12 Keep a record of the feedback and the Applicant's response	Regional Case-Manager	Feedback allows the Applicant to make an informed decision on whether or not to proceed. Keeping a record ensures transparency between DOC and allows decisions to be traceable.	Stage One - Idea Summary Page 18

Requirements for Stage 2: Translocation Proposal				
1	Completes 'Translocation Proposal' using the specific form for the project that was created based on feedback on the 'Idea Summary'	Applicant or DOC Project Manager	Initiates second stage of approval and provided all the necessary information required to assess the translocation.	Stage 2- Translocation Proposal Page 19
2	Check the provided 'Translocation proposal' has been completely filled out and decide whether to accept it. Identify permit requirements and any legal processing requirements, and re-check that the proposal meets the legal requirements. If not complete the proposal is returned to the applicant for further work. Brief the Applicant on the support DOC will provide, expected processing timeframe, legal requirements and the process. Keep a record of the briefing.	Regional Case-Manager	This ensures that the translocation process meets all of its legal obligations. Getting these aspects sorted early in the process avoids wasting DOC's and Applicant's time. Managing expectations, thorough briefing can reduce problems and facilitate processing later on.	Stage 2- Translocation Proposal Page 19
3	Process the 'Translocation proposal' from the Applicant: Complete sections 'DOC staff to complete' in the proposal. Monitor mandatory timeframes. Re-check the legal requirements, Treaty Settlement legislation and Protocols Coordinate initial views from (Within 20 days or longer if extensions are granted): Iwi and other and stakeholders affected by the idea at the 'source' and 'release' sites Local DOC biodiversity staff at the 'source' and 'release' sites Science and Policy Technical experts	Regional Case-Manager	Ensures proposal is presented with clarity enabling an informed decision to be made. Communication ensures that DOC maintains productive relationships with iwi and key stakeholders.	Stage 2- Translocation Proposal Page 19

	Obtain further information from the Applicant if required (Applicant has 15 working days to respond).			
4	Local DOC staff check/seek input from Iwi and other stakeholders affected by the idea at the 'source' and 'release' sites	Local DOC staff	Ensures all facets of project are well considered	Stage 2- Translocation Proposal Page 19
5	Science and Policy Technical experts or recovery groups provide input on: • Technical concerns	S&P Staff or Recovery Group Leaders	As above	Stage 2- Translocation Proposal Page 19
5	Local DOC biodiversity staff at the 'source' and 'release' sites provide input on: • Local site concerns	Local DOC biodiversity staff	As above	Stage 2- Translocation Proposal Page 19
6	Assess the 'Translocation Proposal' and the feedback and indicate whether there are any aspects of concern. Then either communicates feedback or, if necessary, facilitates discussion between the applicant and the relevant advisors	Regional Case-Manager	This ensures that issues are addressed before they become problems and avoids unnecessary use of resources.	Stage 2- Translocation Proposal Page 19
7	Iwi or local DOC staff, on behalf of Iwi, attend discussion, with applicant, for clarification on feedback if required	Local DOC staff	As above	Stage 2- Translocation Proposal Page 19

8	Attend discussion, with applicant, for clarification on feedback if required	S&P Staff or Recovery Group Leaders	As above	Stage 2- Translocation Proposal Page 19
8	Attend discussion, with applicant, for clarification on feedback if required	Local DOC biodiversity staff	As above	Stage 2- Translocation Proposal Page 19
9	Alter the 'Translocation proposal' based on the feedback received, if required. Discuss extension in timeframes with applicant if this is required.	Applicant or DOC Project Manager	Ensures the proposal is a true and proper record of the planned work, giving clarity as to what has been agreed and will be undertaken.	Stage 2- Translocation Proposal Page 19
10	Coordinate the information and viewpoints into a written report providing a summary of the feasibility of the translocation and noting: • A summary of the detailed feedback/concurrence on the proposal • For external applicants; recommendations for draft permits including any special conditions • For DOC projects; a conditions document should be created to clearly state the key requirements but a permit is not required.	Regional Case-Manager	Provides a transparent assessment of all the considerations relevant to the project. Ensure the additional information required from the applicant is fit for the purpose of assessing the proposal.	Stage 2- Translocation Proposal Page 19

11	Make a determination as to whether the report and permit need to be review by DOC staff who have made comment. This is only required if significant changes have been made, since feedback was sought, or there is a high level of interpretation, of the feedback, needed to draft conditions.	Regional Case-Manager	Ensures complicated projects or technical issues are clearly communicated in conditions.	Stage 2-Translocation Proposal Page 19
12	Review report and conditions and suggest changes if required	S&P Staff or Recovery Group Leaders Local DOC staff	Ensures complicated projects or technical issues are clearly communicated in conditions.	Stage 2-Translocation Proposal Page 19
13	Review report and conditions and suggest changes if required	Applicant or DOC Project Manager	Giving Applicant a chance to respond is important for fairness, especially if DOC's recommendation is to decline proposal. Applicant being able to respond to proposed conditions ensures they are practical and workable (If conditions are not workable, the success of the translation may be put at risk.).	Stage 2-Translocation Proposal Page 19
14	Within 10 working days: Update the report and permits if necessary to incorporate the Applicant's feedback. Edit and complete report and permits, if necessary. If the application is internal, submit it directly to the Decision Maker, for external applications submit to Permissions.	Regional Case-Manager	Provides a transparent assessment of all the considerations relevant to the project and presents them in a summarised format for a Decision Maker.	Stage 2-Translocation Proposal Page 19
15	Within 5 working days: If the applicant is external a permit is required. Permissions Advisor completes checklist. Then submits the Case-Managers report, permit and checklist to the Decision Maker	Permissions Advisor	Ensure the statutory requirements have been fulfilled and maintains nationally consistency.	Stage 2-Translocation Proposal

				Page 19
16	Approve or decline translocation proposal and permits within recommended timeframe of 5 working days.	Decision Maker	Aligned to standard DOC processing timeframes (i.e. in the Concessions Application Assessment SOP).	Stage 2- Translocation Proposal Page 19
17	Complete processing of the translocation proposal: • Inform the Applicant of the decision • Inform relevant parties of the outcome of the decision making process • Update records, and programme follow-up actions and due dates	Regional Case-Manager	Signing of permits and finalising documentation maintains a transparent process and records the decision for future reference. Informing key parties of the outcome of the process maintains a transparent process and records the decision for future reference and fosters good relationships. It is a legal requirement that public records are maintained	Stage 2- Translocation Proposal Page 19
18	An applicant can request reconsideration of any decision they disagree with. This should be provided to the Case-Manager in writing.	Applicant or DOC Project Manager	Reconsideration is a legal requirement of the Wildlife Act.	Stage 2- Translocation Proposal Page 19
19	Consider any requests for reconsideration and make decision	Decision Maker	Ensures a fair process is maintained.	Stage 2- Translocation Proposal Page 19
Requirements for Stage 3: Transfer, report and monitor				

1	The Transfers are carried out following the methods agreed in the 'Translocation Proposal' and the Permit.	Applicant or DOC Project Manager	Ensures the work completed is what has been agreed by all parties.	Stage 2- Translocation Proposal Page 19
2	The Case-manager ensure any resources that have been agreed through the process are available when required.	Regional Case-Manager or DOC Project Manager	Ensures Applicant has a contact point for collaboration with the Department.	Stage 2- Translocation Proposal Page 19
3	Monitor the Applicant or DOC Project Manager's compliance with reporting requirements specified in the approved 'translocation proposal and permit conditions.	Local DOC Staff	Monitoring and reporting is needed to capture information learned from translocations so it can be shared and used in planning future translocations	Stage 2- Translocation Proposal Page 19
4	Reporting is completed as set out in the 'Translocation Proposal' and the Permit	Applicant or DOC Project Manager	Monitoring and reporting is needed to capture information learned from translocations so it can be shared and used in planning future translocations	Stage 2- Translocation Proposal Page 19
5	Update records including in the Translocations Spreadsheet (DOCDM-33810) and the Permissions Database.	Regional Case-Manager	This ensures that information is available within DOC and maintains the public record.	Stage 2- Translocation Proposal Page 19

6	Reports are provided to any to anyone who has been part of the process	Regional Case-Manager	Communication ensures that DOC maintains productive relationships with iwi and key stakeholders and ensures lessons learnt are used in planning future translocations.	

Return to table of contents.

4. Terminology and definitions

Affected Conservancy—Refers to the other conservancies affected by the proposal or project, where more than one conservancy is involved. Conservancies are either the Lead Conservancy or an Affected Conservancy. Also refer to the definitions for Lead Area and Lead Conservancy.

Animal—Includes mammals, birds, reptiles, frogs and invertebrates.

Animal Ethics Committee (AEC)—The AEC's role is to consider and approve applications for use of animals in research, testing and teaching; monitor compliance with project approvals; and ensure that appropriate welfare standards are established and maintained. AECs are established by organisations and individuals that use animals for research, testing and teaching.

Applicant—The community group, individual or other organisation applying to DOC for approval to carry out a translocation. Also refer to the definition for Permit Holder.

Application—Refers to the Translocation Application which includes the translocation proposal, processing fee and/or request for waiver or reduction of cost recovery fees.

Appointed Processor—The DOC staff member responsible for processing the Translocation Application from the time it is lodged by the Applicant / DOC Project Manager for processing, through the decision making and post-release reporting phases. Note this is a different person to the 'Assigned Contact Person'.

It is recommended that the 'Appointed Processor' is member of the Permissions team—to be consistent with the approach taken in processing applications under the Research, Collection and Wildlife Act Permitting SOP. Note: the translocation proposal acts as an application form for most of the permits required from DOC (e.g. entry, capture, handle, hold, release etc animals or plants). Removing Biodiversity Technical Support staff from being responsible for the processing role will allow them to provide free and frank advice to Applicants. Permissions staff are:

- Impartial—one step removed from the operation, able to focus on processing with out being tied up in the technical aspects
- Knowledgeable—understand the complexities of the legal requirements relating to permissions
- Experienced—efficient and effective at processing complex permissions and co-ordinating multi-conservancy permissions

Aquatic life—Any species of plant or animal life (except birds) that must, at any time of the life history of the species, inhabit freshwater; including any part of such plant or animal. (Definition from Conservation Act 1987).

Area—refer below to Department of Conservation.

Area Manager—This position in DOC is responsible for leading the Area and supporting the Conservator to deliver conservation outcomes that increase the value of conservation to New Zealanders. Also refer below to definition of Lead Area and Lead Area Manager.

Assigned Contact Person—Role is to:

- Be a consistent contact person for the Applicant throughout development of the proposal and beyond
- Guide the Applicant through the process of developing a translocation proposal to the point where it is lodged for processing
- Facilitate faster or more direct communication between the Applicant and other DOC staff, and quicker action on provision of feedback to Applicants, e.g. prompting DOC staff when Applicants are having difficulty engaging with them, such as getting input from Recovery Groups

Note this is a different person to the 'Appointed Processor'.

It is recommended that the 'Assigned Contact Person' be someone in the 'Lead Area' office. As the strongest relationship between non-DOC Applicants (who are often community groups) and DOC will be with Area staff. Many of the issues associated with developing a translocation proposal and planning a translocation are operational i.e. management requirements at the release site; post-release monitoring techniques. It would be an appropriate role for the Programme Manager Biodiversity Assets / Community Relations. However, in some situations, the Lead Conservancy may decide to assign the role to the Biodiversity Technical Support Officer.

Biodiversity Technical Support Officer—Includes Technical Support Officer Flora, Fauna or Biodiversity in Conservancy Office, or other DOC staff acting in a similar role.

Captivity—Any situation where wildlife is or is potentially prevented from escaping, and where regular and frequent management intervention (e.g. feeding, animal health maintenance) is required to maintain animal health and welfare.

Concurrence—Agreement in opinion.

Conservancy—refer below to Department of Conservation.

Conservator—This position in DOC is responsible for leading the Conservancy to deliver conservation outcomes that increase the value of conservation to New Zealanders. Also refer below to definition of Lead Conservancy and Lead Conservator.

Community Support Manager—This position in DOC is responsible for leading and managing the Conservancy Support team to deliver growth in community conservation; and to ensure internal and external conservation delivery is planned, prioritised and delivered consistently.

Data deficient[7]—Certain criteria and/or definitions must be met for a taxon to be listed in a threat category. Where information is so lacking that an assessment is not possible, the taxon is assigned to the 'Data Deficient' category (Townsend et al. 2008).

Decision Maker—the DOC manager who has the delegation to grant or decline the permits for the translocation proposal being considered (this varies and is listed in DOC's Instrument of Delegations). It is also a requirement that the Decision Maker has not had any significant active or direct involvement in the translocation proposal prior to making the decision. This is to avoid any suggestion that the Decision Maker has pre-determined or inappropriately influenced the process.

[7] Threat categories as described in the NZ Threat Classification System Manual (Townshend et al 2008: http://www.doc.govt.nz/upload/documents/science-and-technical/sap244.pdf (Viewed 26 March 2012).
The Manual and the NZ Threat Classification Lists can all be found on the DOC intranet: http://intranet/our-work/biodiversity-and-natural-heritage/threatened-species/nz-threat-classification-system/ (Viewed 26 March 2012).

Department of Conservation (DOC)—DOC is a decentralised organisation with its National Office in Wellington and 11 conservancy offices located throughout New Zealand. DOC's responsibilities are captured in its Māori name Te Papa Atawhai. Te papa signifies a box or container (for taonga/treasures) and atawhai is the act of caring, nurturing or preserving. DOC has a leading role in conservation work that contributes to our prosperity. The conservancy office's main role is to ensure quality conservation management in the conservancy (or region) it manages. For management purposes each conservancy is divided into several areas (each of which has an area office) that deliver conservation outputs for the region.

Deputy Director-General Operations (DDGO)—This position in DOC is responsible for oversight of operational matters. All the Conservators report to the person in this position.

DOC Project Manager—The DOC staff member responsible for planning, gaining approval for the translocation proposal and overseeing implementation of a translocation.

Ecological integrity—A measure of 'healthy functioning state'. Ecosystems and communities have high ecological integrity when all the indigenous plants and animals typical of a place are present, together with the key ecosystem processes and features that sustain functional relationships between all these components (Lee et al. 2005).

Criteria for high ecological integrity:

Assess whether the release site meets criteria 1–3 or 1–4 in Lee et al. 2005.

1. Ecosystem Structure

   Ecosystem structure is intact when:

   - All plant size classes of known or expected native dominant species are represented for the ecosystem type, i.e. what should be there is there and in the expected abundance, including palatable species.

2. Ecosystem function

   - Natural biotic processes which are fundamental for the ecosystems persistence are currently occurring, e.g. indigenous seed pollinators and seed dispersers are present in sufficient numbers to ensure species maintenance.

3. Nativeness and native dominance

   - The ecosystem has high proportion of native vascular plants, native species are dominant
   - The cover of native plant species is greater than 95%
   - Exotic species are benign or having a low impact

4. The site is intentionally being managed towards high ecological integrity

   - All introduced threats have been removed (or are being mitigated to desirable levels) or are naturally diminishing as a result of successional processes

     E.g. Southeast Island (Rangatira) in the Chatham Islands: the island has been managed in recent times (10–20 years) as if it were had high ecological integrity, even though there was significant removal of vegetation and it was farmed in the past.

Return to Section 1.4 What the SOP applies to.

Ecological regions—These are described fully in the following references (found in DOC libraries):

- Ecological regions and districts of New Zealand: a natural subdivision / Philip Simpson (Comp) Wellington, New Zealand. Biological Resources Centre, DSIR, Wellington, 1982. [Book] 63 p.
- Ecological regions and districts of New Zealand / W. Mary McEwen (Ed.)—3rd rev. ed. in 4 1:500 000 maps. New Zealand Department of Conservation, Wellington, 1987. [Book] 4 v. (xxii, 35; xxii, 61; xxii, 105; xxii, 125 p.) ; 31 cm. + 4 maps

Return to Section 1.4 What the SOP applies to

Emergency translocation situation—An emergency translocation situation exists where an unexpected major threat to the species or population has been identified and a short response time is required to remove the species or population from the threat. The time available is insufficient to complete all the necessary paper work and consultation for the translocation proposal prior to transferring the species. Short timeframes generated by poor planning do not justify emergency translocations.

Exotic—Used to refer to species/animals introduced from another country.

Fauna—Animal life

Game—Defined in the Wildlife Act 1953 as meaning 'all animals [and game birds] for the time being specified in Schedule 1' of the Wildlife Act 1953. This Schedule lists Wildlife declared to be game.

Head starting programmes—temporarily remove eggs and/or chicks from the wild where they are at threat from predators, and captive-rear them. Subsequently either releasing fledglings into managed sites or in the cases of some species releasing them when reach a size at which they can defend themselves from most predator attacks—in which case the programme can be used to replace in-situ predator control operations. Examples of species for which this is done include blue duck/whio (*Hymenolaimus malachorhynchos*), takahe (*Porphyrio hochstetteri*) and ONE™ for kiwi (*Apteryx* spp.)

Indigenous—A plant which occurs naturally both within and outside the New Zealand botanical region or an animal which occurs naturally both within and outside the New Zealand Exclusive Economic Zone.

Introduction—The intentional release or accidental dispersal by human agency of a living organism outside its known range i.e. release to a site that the species has never been before. The intentional release for the purpose of conservation is also known as conservation introduction (based on the definition in the 1987 IUCN position statement on translocations.[8]). Return to Section 1.4 What the SOP applies to.

Introductions Expert Group—A group called together as required by the Lead Conservancy. The group reviews translocation proposals where:

- It is proposed to mix sub-species or historically divergent populations (those that have genetic differences which can be interpreted to go back beyond human influence)
- The release site is outside the previous range of the species (i.e. an introduction—release to a site the species has never been before)

[8] IUCN. 1987: IUCN Position Statement on Translocation of Living Organisms. http://data.iucn.org/themes/ssc/publications/policy/transe.htm (Viewed 30 April 2012).

- Translocation is likely to cause significant ecological impact

The group provides advice on the advisability of proceeding with the translocation.

Membership of the Introductions Expert Group could include representatives from various national organisations, such as: NZ Ecological Society, NZ Ornithological Society, NZ Entomological Society, Society for Research on Amphibians and Reptiles in NZ, NZ Botanical Society, Royal Forest and Bird Society, Landcare Research, and Research and Development Group (DOC).

The Lead Conservancy has a further option of inviting:

- An NZ Conservation Authority member to be part of the Expert Group where there might be significant national public concern or where the translocation raises significant policy or philosophical concerns; or
- A Conservation Board member to be part or the Expert Group where there might be significant local public concern.

Membership is decided on a case-by-case basis by the Lead Conservancy seeking advice from the group.

IUCN—International Union for the Conservation of Nature and Natural Resources. Also referred to as the World Conservation Union. IUCN is the world's oldest and largest global environmental network, helping the world find pragmatic solutions to pressing environment and development challenges. The Re-introduction Specialist Group of the IUCN's Species Survival Commission prepared re-introduction policy guidelines in 1995 and updated them in 2013.

Iwi—to deonte the groupings in English, the iwi had been termed tribe and the hapü as sub-tribe. Iwi like tangata whenua, can be used in a generic sense to mean people generally …… more specifically, however, and in the context of iwi / hapü / whänau, it refers to the tribe. The interpretation of iwi depends on the context in which the term is used (DOC 2000).

Lead Area—One Area Office will act as the 'Lead Area' for the translocation. The Lead Area is:

- Usually the Area that receives the species
- Usually the Area that provides the 'Assigned Contact Person' for Non-DOC Applicants to liaise with
- The Area that manages a DOC project where more than one Area is involved in the project

Also refer below to the definition of Lead Conservancy.

Lead Area Manager—The Area Manager in the Lead Area. Also refer above to definition of Area Manager and Lead Area.

Lead Conservancy—is the conservancy:

- The 'Lead Area' occurs in
- That is responsible for consulting with other affected conservancies.

Note: Throughout this document the title Lead Conservancy is used even if only one conservancy is involved. See also the definitions for Affected Conservancy and Lead Area.

Lead Conservator—The Conservator in the Lead Conservancy. Refer above to definitions of Conservator and Lead Conservancy.

Mark—Mark includes any band, ring, clip, tag or paint, or any thing or method affixed or applied to any wildlife for the purpose of distinguishing any wildlife; and 'marked' and 'marking' have corresponding meanings (as defined in the Instrument of Delegation to the Wildlife Act 1953**Error! Bookmark not defined.**).

Nationally critical[7] (Townsend et al. 2008)

- Very small population; or
- Small population with a high ongoing or predicted decline; or
- Population with a very high ongoing or predicted decline.

Nationally endangered[7] (Townsend et al. 2008)

- Small population that has a low to high ongoing or predicted decline; or
- Small stable population (unnatural); or
- Moderate population with high ongoing or predicted decline.

Nationally vulnerable[7] (Townsend et al. 2008)

- Small, increasing population (unnatural); or
- Moderate, stable population (unnatural); or
- Moderate population with population trend that is declining; or
- Moderate to large population and moderate to high ongoing or predicted decline; or
- Large population and high ongoing or predicted decline.

ONE™—The Operation Nest Egg™ (ONE™) programmes temporarily remove kiwi eggs and chicks from the wild where they are at threat from predators, and captive-rear them until they reach a size at which they can defend themselves from most predator attacks. The programmes can be used to replace in-situ predator control operations. Also refer to head starting programmes.

Operational targets—Targets are stepping stones to achieving the conservation outcome. Setting targets allows a project's success of the project to be measured. Targets are usually set annually in relation to the business planning cycle. They are the intermediate results a project is aiming to achieve each year.

Permission—also needs to cover authority/permit

Permissions / SLM Manager—This position in DOC is responsible for leading and managing the Permissions staffing in a Service Centre to deliver quality and timely processing of permissions; and leading and managing Statutory Land Management (SLM) staff.

Permissions advisors—Undertake the processing of permissions from pre-application to the decision being made on the permissions; and undertake the on-going management of permissions that relates directly to processing matters. Also refer to Apppointed Processor.

Permit Holder—Once the translocation proposal has been approved and permits have been granted the 'Applicant' is referred to as the Permit Holder. Also refer to the definition for Applicant.

Pou Tairangahau—Indigenous Conservation Managers. This is the new name for Kaupapa Atawhai Managers / Pou Kura Taiao and it better reflects their role in the organisation.

Previous range—The previous distribution of a species including:

- The documented distribution of a species from historically recorded sources.
- The inferred post-glacial range of a species prior to documented recording. This may include archaeological and sub-fossil evidence. Return to Section 1.4 What the SOP applies to.

Regional Case-Manager—

Re-introduction—The intentional movement of an organism into part of its known historic or prehistoric range from which it has disappeared or become locally extinct. Also referred to as re-establishment (based on the definition in the 1987 IUCN position statement on translocations.[8])

Release site—The release site is the spatial area where the transfer population is to be released (i.e. the transfer destination).

Restoration plan—A 'Restoration Plan' covers the following issues:

- The restoration objective/goal for the site
- Threats that are likely to limit the success of the restoration project
- How the restoration will be planned to avoid restriction of future options
- Ecological appropriateness and eco-sourcing (to avoid disrupting natural vegetation patterns and genetic integrity of local varieties)
- Risk of overharvesting the source population (if threatened)
- How biosecurity risks are managed (e.g. associated with moving soil on plants). i.e. for islands, implementation of biosecurity measures under the Island Biosecurity SOP

Return to Section 1.4 What the SOP applies to.

SOP—Standard Operating Procedure. An SOP has national scope (applies to more than one National Office, group or conservancy). Contains must do tasks, or standards which must be met. Has an ongoing timeframe. Its content is based on best practice (DOC 2007b).

Source population—The source population is the group of individuals that includes the transfer population prior to the transfer.

Species—The term 'species' is used in a descriptive sense in this SOP and has been defined to include any taxonomic unit at or below species level.

Taonga—Treasure, a cherished belonging.

Temporary translocation—Translocation of a plant or animal species to a temporary holding area (release site) where they will be held for less than 3 years.

Threatened[7]—Any taxa classed as 'threatened' according to the New Zealand Threat Classification System (Townsend et. al. 2008). 'Threatened' taxa are grouped into three categories: 'Nationally Critical', 'Nationally Endangered' and 'Nationally Vulnerable'.

Transfer—The part of the translocation that involves the physical movement of plants or animals from one location to another and their release or planting at the new site.

Translocation—Translocation is defined in this SOP as the managed movement of live indigenous plants or animals (taonga) from one location to another. Translocation covers the entire process including planning, the transfer, release, monitoring and post-release management (up to some predetermined end point). A translocation can consist of one or more transfers.

(Note that this definition varies from that used in the 1987 IUCN position statement on translocations[8], and the 1995 IUCN guidelines on re-introductions**Error! Bookmark not defined.**.)

Translocation Proposal Form—The form used in conjunction with this SOP. It acts as an application form for the translocation and most of the permits required by DOC.

Varietal provenance—Refers to when a species' genetic profile is known across its full range, local races are described (taxonomically) and their distribution is defined (measured and mapped). Return to Section 1.4 What the SOP applies to.

Wildlife—Defined in the Wildlife Act 1953 as 'Any animal that is living in a wild state; and includes and such animal or egg or offspring of any such animal held or hatched or born in captivity, whether pursuant to an authority granted under this Act or otherwise; but does not include any species specified in Schedule 6 to this Act (being animals that are wild animals subject to the Wild Animal Control Act 1977)'.

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5. Title of your first content section

5.1 Sub heading

The following are examples of available formatting styles you may wish to use as you build the SOP content

5.1.1 Heading 3

Body

Bold word

Italic word

- Bulleted
- Subset bulleted list
- Subset bulleted 2 list

Hyperlink

Body indent

5. Numbered list
6. XXXX
7. XXXX
8.

a) Abc list
b) XXXX
c) XXXX
d)

i. Roman numeral list
ii. XXXX
iii. XXXX

9.

Caption Heading for figures & tables

Caption text

6. References

IUCN/SSC (2013). Guidelines for Reintroductions and Other Conservation *Translocations. Version 1.0*. Gland, Switzerland: IUCN Species Survival Commission, viiii + 57 pp.

7. Appendix 1

MEETING LEGAL REQUIREMENTS; PERMITS AND APPROVALS

7.1.1 Meeting legal requirements

This section applies to public conservation land, e.g. land administered by DOC. It does not apply to private land. It also applies to wildlife.

- Activities associated with translocations (such as collection from the source site; planting out/release at the release site; pest control) must meet their legal requirements.

Complete an initial check to ensure activities meet legal requirements (when the Applicant comes up with the idea for a translocation, Section 4). The process to follow is:

10. Find out what the protected area category of the land is and which Act the protected area category comes under (e.g. Scenic Reserves under the Reserves Act 1977).
    - This information is available through DOC's National Land Register (on the DOC intranet). An explanation of the protected area categories is given in Section 1-A Categorisation—The basics of the categorisation of protected areas manual. Document reference: OLDDM-781395.
11. Check that collection of the plant or animal at the source site and planting out or release at the release site are compatible with the legislation governing the two areas.
12. Check that the various activities associated with the translocation meet requirements in the Conservation General Policy (DOC 2007a) and the General Policy for National Parks (New Zealand Conservation Authority 2005):
    - Refer to the Conservation General Policy sections 4.1(b)–(d) and 4.2(d). The policy can be found in DOC libraries or on the DOC website: http://www.doc.govt.nz/templates/summary.aspx?id=41118 (Viewed 26 March 2012).
    - Refer to the General Policy for National Parks sections 4.1(b)–(d) and 4.3(e). The policy can be found in DOC Libraries or on the DOC website: http://www.doc.govt.nz/templates/summary.aspx?id=41118 (Viewed 26 March 2012).

13. Identify any Treaty of Waitangi settlement legislation and protocols **Error! Bookmark not defined.** that affect the translocation. For example, Pateke (Brown teal) are a taonga / culturally significant species listed in the Ngai Tahu Claims Settlement Act 1998. The Act recognises the need to consult with Ngai Tahu over management of the species.
14. Check that the various activities associated with the translocation meet requirements in the Conservation Management Strategy[9] and the Conservation Management Plan[9] / Management Plan[10] that apply to the site.
15. Keep a record of the strategies and management plans that cover the source and release sites, and provide copies to the Applicant.
16. If the activity does not meet with the legal requirements then advise the Applicant to revise what they want to do until it does.
17. The information above goes into Sections 3.1 and 3.2 of the Translocation Proposal Form.

Confirm that the activities meet the legal requirements (when receiving the Application, Section 5).

7.1.1.1 The process to follow:

18. If the species or source site or release site have changed repeat steps 1–6 above.

RELEASE SITE FOR ANIMALS IS IN CAPTIVITY

Where the release site for animals is in captivity:

7.1.1.2 The process to follow:

19. Check that the captive aspects of the translocation proposal meet the requirements of DOC's:
    - Captive Management Policy, OLDDM-781413 or http://www.doc.govt.nz/templates/MultiPageDocumentTOC.aspx?id=41512; and
    - Captive Management Standard Operating Procedure, DOCDM-266180.
20. Check that the captive facility receiving the species has one of the following:
    - Has an authority (a permit) to hold the species
    - Has logged an application for an authority (permit) to hold the species

PERMITS REQUIRED FOR NON-DOC PROPOSALS

7.1.1.3 The process to follow:

21. Use Table of permit requirements below to identify which permits are required.

Key points:

22. This information goes in Section 13.1 of the Translocation Proposal Form.

[9]Conservation Management Strategies/Plans can be found on the DOC website: http://www.doc.govt.nz/templates/summary.aspx?id=41492 (Viewed 30 April 2012) or in DOC Libraries.
[10] National Park Management Plans can be found on the DOC website: http://www.doc.govt.nz/templates/summary.aspx?id=41535 (Viewed 30 April 2012) or in DOC Libraries.

23. In most cases, activities associated with translocations (e.g. removing, holding and releasing plants and animals) are unlawful unless the Director-General of Conservation or the Minister of Conservation has authorised them.
24. Permits are required for:
    - Activities that are part of the translocation (e.g. collecting, capturing, holding and transferring or releasing a species)
    - Entry to some areas
    - Marking (including banding) of wildlife (see 'Marking wildlife' below)
25. To simplify the application process, the Translocation Proposal Form acts as an application form for:
    - The translocation
    - Most of the permits required from DOC (such as entry, capture, handle, hold, release)
26. If the translocation proposal involves the use of new techniques or techniques that have not been used on that species before, Animal Ethics Committee approval may be required. Refer to 'Animal Ethics Committee approval for animal translocations' below.
27. Sometimes permits or approvals may need to be obtained from agencies other than DOC to undertake a translocation. For example, if a local council is the administering body for a reserve then a permit may be required from it to plant out/release the plant/animal.
28. Identify which permits and approvals are needed early on as they may take some time to obtain e.g. the DOC Animal Ethics Committee only meets three times a year.

PERMITS REQUIRED FOR DOC PROPOSALS

7.1.1.4 The process to follow:

29. Use the Table of permit requirements below to identify which permits are required.

Key points:

30. Put this information into Section 13.1 of the Translocation Proposal Form.
31. Identify which permits and approvals are needed early on as they may take some time to obtain; e.g. the DOC Animal Ethics Committee only meets three times a year.
32. DOC staff require permits for:
    - Marking (including banding) of wildlife (refer to 'Marking wildlife' below)
    - Entry and collection where DOC is not the administering body for the land

    For example, if a local council is the administering body for a reserve then a permit may be required from them to plant out/release the plant/animal.
33. Apart from the situations referred to in point 3 above or when the release site is in captivity, DOC proposals do not require permits for activities (e.g. collecting, capturing, holding, transferring or releasing species) that are part of a translocation project provided the work is 'an approved action of the Department'.
34. For the translocation to be 'an approved action of the Department' the Lead Conservator must approve the translocation proposal.

35. If the translocation proposal involves the use of new techniques or techniques that have not been used on that species before, Animal Ethics Committee approval may be required, refer to 'Animal Ethics Committee approval for animal translocations' below.

36. Permits to mark birds, Animal Ethics Committee approval, and permits/approvals required by agencies other than DOC should be applied for by the time the proposal is submitted for approval and must be obtained prior to the transfer occurring.

Table of permit requirements

TYPE OF PERMIT	ACTIVITIES THAT REQUIRE A PERMIT	REQUIRED FOR DOC PROPOSALS	NON DOC PROPOSALS
Entry	Entry permits are required if any of the following apply to the site of the source population or the release site: When access is sought to areas where access is prohibited under the following sections of the Reserves Act 1977: ➢ s20 (nature reserves) (entry permit issued under s57 of the Reserves Act 1977; right of way issued under s48 of the Reserves Act 1977) ➢ s21 (scientific reserves) (entry permit issued under s59 of the Reserves Act 1977; right of way issued under s48 of the Reserves Act 1977) ➢ s22 (government purpose reserves) (where access is prohibited by Gazette notice, an entry permit may be issued under s22 or s48 of the Reserves Act 1977) When access is sought to an area designated a Specially Protected Area under s12 (permit required under s13 of the National Parks Act 1980) When access is sought to area where access has been prohibited or restricted under s9 (wildlife sanctuaries) of the Wildlife Act 1953.	Authorisation is required to enter a scientific reserve if the reserve has an administering body, otherwise no authorisation required.	Permit required

TYPE OF PERMIT	ACTIVITIES THAT REQUIRE A PERMIT	REQUIRED FOR DOC PROPOSALS	NON DOC PROPOSALS
Dog control permit	If a dog is to be taken into an area that is a controlled dog area, a dog control permit is required by the owner or any other person in charge of that dog (s26ZZH of the Conservation Act 1987).	Does not apply to officers and employees of DOC (s26ZZK(1)(c) Conservation Act 1987)	Permit required
Collection	A concession or collection permit is required if any of the following apply: A plant species is to be taken from a Conservation Area (s30 (1) and Part IIIB of the Conservation Act 1987); An animal species is to be taken from a Conservation Area (s53 of the Wildlife Act 1953 and s38 of the Conservation Act 1987); The species is to be taken from a reserve for education or scientific purposes (s49 of the Reserves Act 1977); Fauna is to be taken from a reserve (s50 of the Reserves Act 1977); The species is to be taken from a National Park (s5 of the National Parks Act 1980). If collection is to occur in more than one conservancy, a multi-conservancy permit may be issued.	No authorisation required, unless the reserve has an administering body.	Permit or concession required
Take, hold or transfer wildlife	For any wildlife as defined under the Wildlife Act 1953, consent is required to catch alive, kill or hold (live or dead wildlife) (s53 of the Wildlife Act 1953) and to have in possession for the purpose of liberating; or to liberate (s56(1) of the Wildlife Act 1953).	No authorisation required	Permit required
Release species	Permission to release species is required if any of the following apply: s56(1) Wildlife Act 1953 requires consent to liberate any wildlife	No authorisation required	Permit required

TYPE OF PERMIT	ACTIVITIES THAT REQUIRE A PERMIT	REQUIRED FOR DOC PROPOSALS	NON DOC PROPOSALS
	An animal species is to be liberated on a Conservation Area (s53 Wildlife Act 1953 and must refer to Conservation Area). Note: [for an animal liberated in Conservation Area or National Park] because of the effect of s17O(3)(b) of the Conservation Act 1987 it is not necessary to have a concession as well as a permit under s53, s56(1)(a) Wildlife Act 1953. The permit must, however, refer to the status of the land (e.g. Conservation Area) and its location A plant species is to be planted in or on any conservation area (concession under Part IIIB of Conservation Act 1987) The species is to be introduced into a reserve (s51 of the Reserves Act 1977). Note that restrictions may exist depending on the type of reserve. For example, nature reserves have strict conditions on species that can be released. Note: See conservancy solicitor if introduction is proposed for a reserve not listed in Reserves Act 1977 for introduction An animal species is to be liberated into a National Park (s53 Wildlife Act 1953 and s49 National Parks Act 1980). Note: [for an animal liberated in Conservation Area or National Park] because of the effect of s17O(3)(b) of the Conservation Act 1987, it is not necessary to have a concession as well as a permit under s53, s56(1)(a) Wildlife Act 1953. The permit must, however, refer to the status of the land (e.g. Conservation Area) and its location; A plant species is to be planted in a National Park (s49 National Parks Act 1980) The species is to be liberated in an area designated a wilderness area under s14 National Parks Act 1980. See s14 (3) National Parks Act 1980. Note that there are specific restrictions on the use of transport in wilderness areas.		

TYPE OF PERMIT	ACTIVITIES THAT REQUIRE A PERMIT	REQUIRED FOR DOC PROPOSALS	NON DOC PROPOSALS
Mark a species	Reg 38 of the Wildlife Regulations 1955 requires a permit to mark a species protected under the Wildlife Act 1953 (permits are issued under this section and s53 of the Wildlife Act 1953). 'Mark' is broadly defined in Reg 37 as anything affixed or applied to wildlife for the purposes of distinguishing it.	DOC policy is that authorisation is required—authorisation for banding birds or putting transponders / PIT tags in birds lies with DOC's Banding Office; authorisation for other marking (see below) of species protected under the Wildlife Act 1953 lies with Conservators / Area managers	Permit required—authorisation for banding birds or putting transponders / PIT tags in birds lies with DOC's Banding Office; authorisation for other marking (see below) of species protected under the Wildlife Act 1953 lies with Conservators / Area managers

MARKING WILDLIFE

Key points:

37. It is a **legal** requirement for non-DOC Applicants to obtain a permit to mark any specimen of a species protected under the Wildlife Act 1953.
38. It is a Departmental requirement that DOC staff are required to obtain:
    - A permit from the Banding Office (Science and Technical Group) to band birds or to put transponders / PIT tags in birds (see below)
    - Conservancy / area approval for other marking of species protected under the Wildlife Act 1953
39. 'Mark' includes any band, ring, clip, tag or paint, or any thing or method affixed or applied to any wildlife for the purpose of distinguishing any wildlife; and 'marked and 'marking' have corresponding meanings.
40. Animal Ethics Committee approval may also be required to carry out non-routine marking that is not covered by written SOPs.
41. Marking of birds is covered below.

Authorisation to mark wildlife

7.1.1.5 The process to follow:

42. If the Applicant / DOC Project Manager intends to band birds or put transponders / PIT tags in birds as part of the translocation:
    - An application should be made to the Banding Office, Science and Technical Group, DOC (email: bandingoffice@doc.govt.nz) for a marking permit.
43. For other marking of species protected under the Wildlife Act 1953 which is being done as part of the translocation:

- The translocation proposal also acts as the Applicant's permit application; and it acts as the DOC Project Manager's application form for permission for marking. The Lead Conservator / Lead Area Manager grants the marking permits for Applicants; and gives approval for DOC Project Managers to mark wildlife.

Key points:

44. A permit is required for marking birds:
    - That fall within the definition of wildlife, other than unprotected wildlife, and
    - When bands are obtained from DOC for use on unprotected wildlife
45. Further information is contained in the following draft standard operating procedures, available from the Banding Office, Science and Technical Group, DOC:
    - Bird Banding Manual
    - Transponder (PIT tag) SOP
    - Telemetry: planning, tracking and data collection projects
    - Telemetry: attaching radio and data-storage tags to birds

ANIMAL ETHICS COMMITTEE APPROVAL FOR ANIMAL TRANSLOCATIONS

Animal Ethics Committee approval may be required for activities that are part of animal translocations, refer to http://www.biosecurity.govt.nz/regs/animal-welfare/research (Viewed 11 April 2012).

7.1.1.6 The process to follow:

46. Decide if Animal Ethics Committee approval is required.
    - Refer to the DOC Animal Ethics homepage on the intranet.
    - Then find the link to the 'AEC approval chart' on the page 'What is not regulated'.

Key points:

47. Information on permits and approvals goes into Section 13.1 of the Translocation Proposal Form.
48. DOC's Animal Ethics Committee meets three times a year in May, August and December.
49. A non-DOC proposal may be covered by the exemptions granted to DOC if the project is carried out with active support from DOC, provided the proposal does not involve new species or new manipulations.
50. If Animal Ethics Committee approval is required organisations should use their own Animal Ethics Committee. If they do not have one then use any Animal Ethics Committee.

Return to table of contents.

8. Appendix 2

9. Title of your next content section

10. Related documents

List all documents related to your SOP here.

Including:

- Supporting technical documentation.
- Any forms referenced in the document.
- Any related policies, SOPs and guidelines.

11. About this document

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Amendments

AMENDMENT DATE	AMENDMENT DETAILS	DOCCM VERSION	AMENDED BY
December 2010	Translocation SOP: Planning through to reporting for DOC translocations Processing Translocation Proposals SOP Translocation Guide for Community Groups 3 documents replaced the May 2002 approved version of the SOP.	DOCDM-315121 DOCDM-315123 DOCDM-363788	Pam Cromarty
3 May 2002	Revised the format of the SOP and associated templates; added best practice worked example.	DOCDM-251982	Pam Cromarty
30 August 2001	Standard Operating Procedure for the Translocation of New Zealand's indigenous terrestrial flora and fauna replaces Transfer Guidelines.	QD-NH1042 WGNCR-30066	Andrew Townsend
17 September 1990	Transfer Guidelines approved. 1.12.6 Transfer Guidelines for indigenous flora and fauna in Policy and Procedures Manual Part 1: Protection: Volume 1	WGNHO-33973	Janice Molloy