



# Operational Planning for Animal Pest Operations

## Standard Operating Procedure

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This document has been written for Department of Conservation (DOC) staff. As a result, it includes DOC-specific terms and makes reference to internal documents that are only accessible to DOC staff. It is being made available to external groups and organisations to demonstrate departmental best practice. As these procedures have been prepared for the use of DOC staff, other users may require authorisation or caveats may apply. Any use by members of the public is at their own risk and DOC disclaims all liability in reference to any risk. For further information, please email [sop@doc.govt.nz](mailto:sop@doc.govt.nz).

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## Purpose and scope

The purpose of this SOP is to support effective planning of animal pest operations for conservation. Proper planning helps to achieve the project's desired conservation outcomes.

This SOP **applies** to all DOC animal pest operations:

- Using pesticides (including broad scale use of insecticides<sup>1</sup>), trapping, and hunting control methods
- Carried out by DOC staff, contractors to DOC, or DOC volunteers on behalf of the Department
- On land managed by DOC or on private land

This SOP **does not apply** to:

- Animal pest operations carried out by community groups, unless applied through a formal agreement with DOC (refer to Applying for DOC permission to use pesticides or traps on land managed by DOC docDM-1471353)
- Animal pest operations carried out by other external organisations or individuals (refer to Applying for DOC permission to use pesticides or traps on land managed by DOC docDM-1471353)
- Possum fur or skin recovery operators (refer to Cyanide use for possum skin or fur recovery docDM-1553544)
- Incursions responses on islands when following the Obtaining DOC permission for rodenticide use in island incursions SOP DOC-2751605
- Use of pesticides for rodent or insect control in and around huts, buildings and nurseries (refer to the product label directions, HSNO controls and Health and Safety at Work (Hazardous Substances) Regulations 2017 for the legal requirements)
- Destruction of individual wasp nests or individual ant nests

## Process

DOC animal pest operations are planned and managed by following the Animal Pests Framework, as set out in this SOP. The role of managing this process is called the operational planner and is subject to qualifications stated in the Key roles in animal pests operational planning docDM-1562274. Other steps of the framework also require input from staff independent of planning the operation. Consider who will be asked to fulfil these roles at the start of your operational planning process.

Some steps do not apply to all animal pest operations (e.g., some steps only apply where proposed methods include pesticides). Refer to the “Applies” field at the top of each step to identify which steps apply to your operation.

The process is not strictly linear and in some cases, all the steps in a phase may not be complete before some of the steps in the next phase need to be actioned.

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<sup>1</sup> Broad scale use of insecticides means that the method is being applied to achieve sustained control or eradication of an animal pest at a scale that achieves biodiversity or biosecurity protection.

## Compliance

Managers are authorised to approve a variation from SOP standards 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 standards will be the exception rather than the norm, and that legal (i.e., legislation and judge-made laws), and health and safety standards are compulsory. Common sense should prevail in the case of exceptional or emergency field situations.

Once assigned a task by their manager, the user of an SOP is accountable for following the standards (mandatory tasks) contained in the relevant SOP – not their manager, not the Operations Manager, nor any other staff member. If you wish to vary from a requirement you must get authorisation to do so from a Manager or higher. The person authorising the variation is accountable for that decision and must document it, the user is accountable for carrying it out.

## Standards

Standards are stated within the steps of the Animal Pests Framework. They are presented in table with the rows alternatively shaded. These standards must be met for DOC animal pest operations and form the basis for operational readiness checks and audits.

1	Standards are presented like this.
2	Standards are presented like this.

The standards meet requirements under various legislation, including the:

- Hazardous Substances and New Organisms Act 1996
- Health and Safety at Work (Hazardous Substances) Regulations 2017
- Agricultural Compounds and Veterinary Medicines Act 1997
- Resource Management Act 1991

Contractors are accountable for meeting all standards for operations where these tasks are included in the contract.

A list of all standards from this SOP can be found on the Compliance register docDM-1475273 which is used to carry out operational audits (step 5 of the Operational phase of the Animal Pests Framework). This list is also intended to be used for a readiness check (step 7 of the Pre-operational phase of the Animal Pests Framework) to ensure that everything is in place to start the fieldwork.

Some steps do not have standards. These steps are recommended for DOC animal pest operations but are not compulsory. In lieu of standards, these steps include points to check that the step has been completed fully.

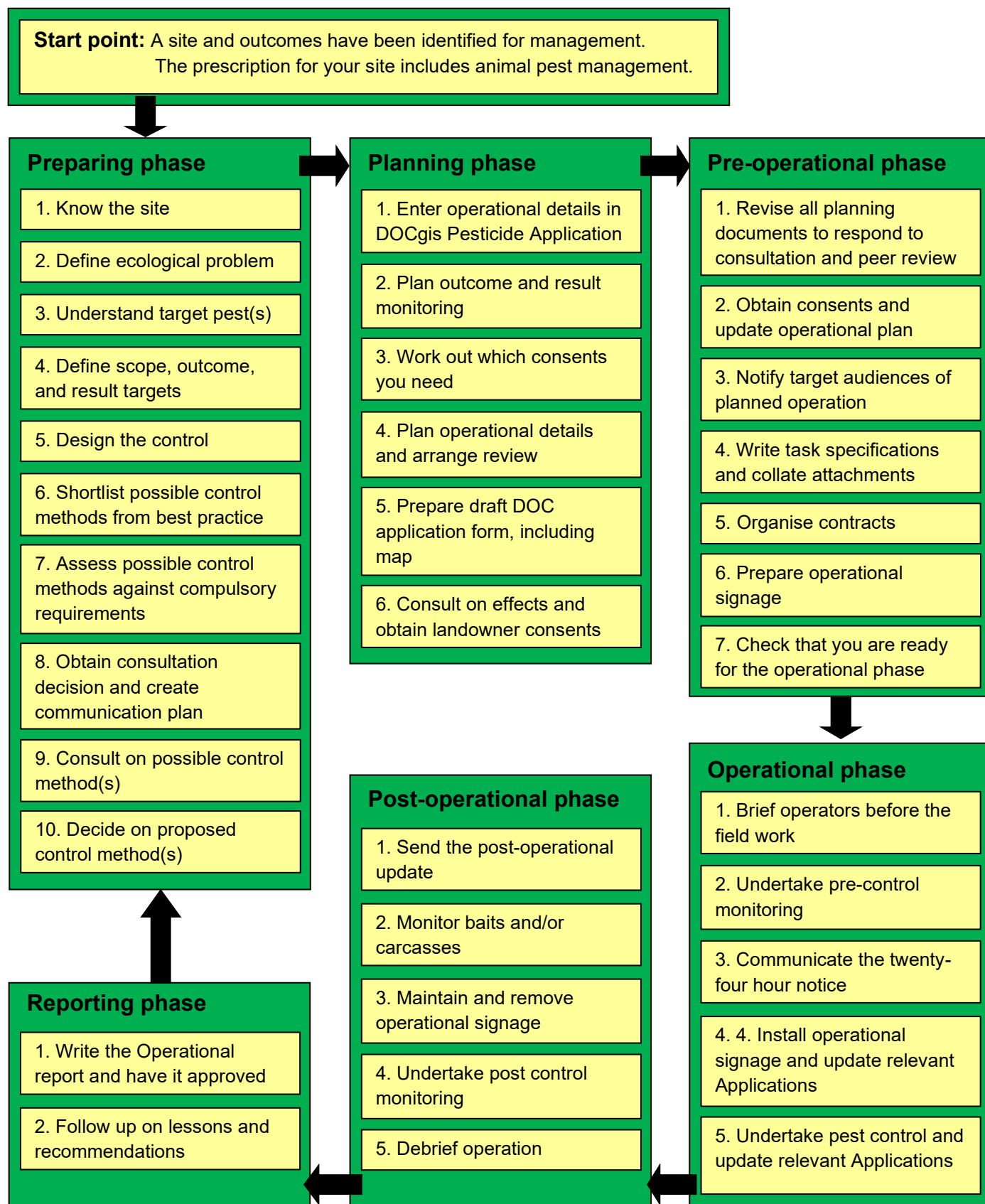
Standards/requirements of other SOPs and systems (e.g. Health and Safety Management Systems Manual) are not repeated in this SOP.

## **Terminology and definitions**

Refer to Animal Pests SOP Definitions and FAQs docDM-51708 for a complete definition list.

# The Animal Pest Framework

This framework outlines the process to follow for DOC animal pest operations. Click on the hyperlinks in the bookmark pane on the left side of your screen or the steps in the diagram below to see the detail for each individual step.

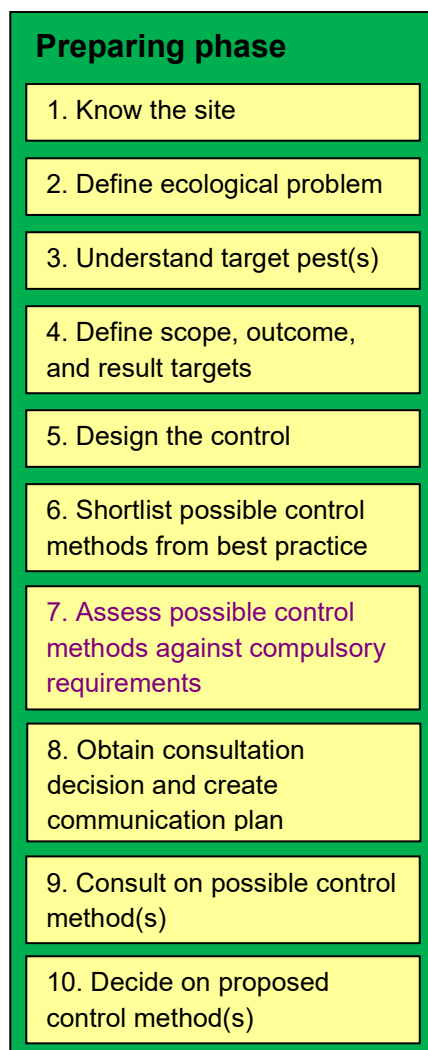


# Preparing phase

The Preparing phase is the start point of the Animal Pest Framework. You have a site and outcomes identified for management, and the prescription for your site includes animal pest management.

Work through the steps in the Preparing phase to make the key decisions about what you are going to do. Steps 4 and 5 are where you make these decisions that determine the whole direction of the project. Steps 1 to 3 are where you gather the information needed to make these decisions.

At the end of the Preparing phase you will have a proposed pest control method.





## Preparing phase step 1: Know the site

<b>Expect this to take:</b>	1 – 5 days	<b>Applies:</b>	All operations
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>➤ To know all the background about the site that affects management decisions and to make it available to those peer reviewing the plan.</li> <li>➤ To start your operational plan, where control design, logistics and project management will be recorded.</li> </ul>		

### Process:

<b>Step 1</b>	<p>Write down what you know about the site and gather information sources. This includes:</p> <ul style="list-style-type: none"> <li>– Conservation values</li> <li>– Threats (including pest density)</li> <li>– Issues</li> <li>– Other management</li> </ul>
<b>Step 2</b>	Read and make notes for the site description. Identify any gaps to fill.
<b>Step 3</b>	Visit site and talk to people.
<b>Step 4</b>	<p>Create an operational plan and complete the site description. The level of detail for your site description corresponds to the size, complexity, and level of public interest in your operation.</p> <p>In the business planning system, add a link to your operational plan from your prescription by selecting the Approach tab and then clicking the General Approach section. Type in the docCM number and a comment.</p>
<b>Step 5</b>	<p>Consider creating a Project Homepage for the operation, where you can list and hyperlink to all documents related to the project.</p> <p>Documents created during the operational planning process that are in hardcopy form should be scanned to the document management system, with links recorded in the relevant planning document.</p>

### Deliverable:

Your operational plan with the site description completed.

### Standards:

1	It is compulsory to have an operational plan for all DOC animal pest control operations. All vertebrate pesticide operations must use the best practice operational plan template as a minimum. Other operations may use another format.
2	<p>Site-led operations for animal pest control are grouped into one operational plan only if all treatment blocks:</p> <ul style="list-style-type: none"> <li>– Are adjacent (i.e., are at the same location); and/or</li> </ul>

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	<ul style="list-style-type: none"> <li>– Have the same control method(s) across all blocks (even if they are at different locations)</li> </ul> <p>Pest-led operations can be included in one operational plan for a single Region.</p>
3	<p>The operational plan is written to:</p> <ul style="list-style-type: none"> <li>– Cover the information required by the prompts in the template</li> <li>– Be specific and factual</li> <li>– Align with definitions</li> <li>– Use concise plain English</li> </ul>
4	<p>The operational plan includes a site description that covers values, threats, issues and other management at the site.</p>

## Resources:

- ☐ Your operational plan, created using the appropriate template or one of the examples:
  - Best practice operational plan template docDM-1475373
  - WAM hunting operational plan template DOC-7723431
  - Best practice operational plan aerial 1080 example DOC-5488902
  - Best practice operational plan bait stations example DOC-5916783
  - Best practice operational plan DOC200 stoat trapping example DOC-5949271
  - WAM goat hunting operational plan example DOC-5918086
- ☐ Eradication operational planning documents:
  - Overview of planning pest eradications DOC-7711995
  - Eradication scoping report template DOC-7756009
  - Feasibility assessment template DOC-7110779
  - Project Management Plan template DOC-7754931
  - Operational design and logistics template DOC-7756004
  - Task breakdown example spreadsheet DOC-7878965
- ☐ Key roles in animal pests operational planning docDM-1562274
- ☐ Project Homepage: NPCP example DOC-5492427
- ☐ Project Homepage: WAM example DOC-7723708
- ☐ Visit the site yourself
- ☐ The prescription for your site in the Business planning system
- ☐ Bioweb for inventory data
- ☐ The Conservancy management strategy applicable to your operation
- ☐ Monitoring or survey reports
- ☐ People who have lived, worked or hunted in the area
- ☐ Historical accounts of the area
- ☐ Maps (topographical, geological, vegetation, soil)
- ☐ Information management and library (for publications or films relating to the site)
- ☐ Pestlink reports, previous operational reports DOC-7194322 or office file on management history and past recommendations
- ☐ Previous operational plans
- ☐ Information on sites and outcomes

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## Preparing phase step 2: Define the ecological problem

<b>Expect this to take:</b>	< 1 hour	<b>Applies:</b>	All operations
<b>Objective:</b>	➤ To develop a complete picture of the problem (i.e., all the pressures on the biodiversity assets you want to protect and how they interact) to give a reality check on the outcome for the project.		

### Process:

<b>Step 1</b>	Look at the outcomes agreed for this site at the start point.
<b>Step 2</b>	Identify the conservation values (from Preparing phase step 1) that you want to protect.
<b>Step 3</b>	Identify the biodiversity threats to those conservation values.
<b>Step 4</b>	Draw the connections in a simple 'food' web.
<b>Step 5</b>	Summarise this in an ecological problem statement.

### Deliverable:

'Food' web and ecological problem statement.

### You will have completed this step when:

- ☐ You know what you are trying to achieve (biodiversity or otherwise)
- ☐ You have a 'food' web that shows:
  - The biodiversity conservation values you want to protect
  - The biodiversity threats affecting the conservation values at the site
- ☐ You have updated the Species and Pressures tabs in your prescription

### Resources:

- ☐ The prescription for your site in the Business planning system (Species and Pressures tabs)
- ☐ Involve DOC science and technical advisors (e.g., from Who's Who in Animal Pests docDM-98043)
- ☐ Relevant threatened species recovery plans
- ☐ The Conservancy management strategy applicable to your operation
- ☐ Information management and library for relevant publications (e.g., Ramsay and Veltman 2005, Tompkins and Veltman 2006, Sinclair and Byrom 2006)
- ☐ Ecological problem statement examples docDM-1552765

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## Preparing phase step 3: Understand the target pest(s)

<b>Expect this to take:</b>	2 hours to 2 days	<b>Applies:</b>	All operations
<b>Objective:</b>	➤ To know the strengths, weaknesses and basic ecology of the target pest(s) to enable control methods to be designed correctly.		

### Process:

<b>Step 1</b>	Find reference information for each target pest species.
<b>Step 2</b>	Read and discuss. Watch out for information that is out of date or not relevant to your site (e.g., threats or management history is different).
<b>Step 3</b>	Gain better understanding of the breeding and behavioural factors that will affect your project.

### Deliverable:

Notes on the ecology of your target pest(s).

### You will have completed this step when:

- ☐ You understand the strengths and weaknesses of the target pest(s)
- ☐ You have notes on the ecology of your target pest(s)
- ☐ You have related the information that you have gathered to the population of the target pest at your site

### Resources:

- ☐ The Handbook of New Zealand Mammals 3rd edition, editors CM King and DM Forsyth (2021)
- ☐ Pestlink reports and previous operational reports DOC-7194322 for past attempts to control this pest at your site or other sites
- ☐ Section 3 of the Current agreed best practice document for your target pest
- ☐ New Zealand Freshwater Fishes, A Natural History and Guide, by M R McDowall (1990)
- ☐ Argentine ants in New Zealand <https://argentineants.landcareresearch.co.nz/index.asp>
- ☐ PF2050 Practical guide to trapping  
<https://www.doc.govt.nz/globalassets/documents/conservation/threats-and-impacts/pf2050/pf2050-trapping-guide.pdf>
- ☐ Pest detective <http://www.pestdetective.org.nz/>
- ☐ Information management and library for other publications
- ☐ Talk to specialists, scientists and others with experience of managing this pest (e.g., from Who's Who in Animal Pests docDM-98043)

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## Preparing phase step 4: Define scope, outcome, and result targets

<b>Expect this to take:</b>	< 1 hour	<b>Applies:</b>	All operations
<b>Objective:</b>	➤ To determine which of the biodiversity threats identified in Preparing phase step 2 this project will influence and thereby identify the target pest(s) and outcome and results targets.		

### Process:

<b>Step 1</b>	Look at the players in your food web.
<b>Step 2</b>	Identify which interactions are critical to your outcome. Decide on the long-term timeframe for achieving the outcome.
<b>Step 3</b>	Decide scope, (i.e., which pests will be managed by <b>this</b> project). Identify exclusions and linkages to other work.
<b>Step 4</b>	Define the logical outcome target to measure.
<b>Step 5</b>	Define the result target needed to achieve this.

### Deliverable:

Scope and targets completed in your operational plan.

### Standards:

- 1 The operational plan states which pests will be managed and includes the scope, outcome target and result target for this operation.

### Resources:

- ☐ Your operational plan
- ☐ Your 'food' web from Preparing phase step 2
- ☐ Writing SMART targets docDM-340202
- ☐ Inventory and Monitoring toolbox <https://www.doc.govt.nz/our-work/biodiversity-inventory-and-monitoring/>
- ☐ Information management and library for publications on pest density/ native response relationships
- ☐ Relevant threatened species recovery plans
- ☐ Past operational and monitoring reports
- ☐ Talk with specialists, scientists and others with experience of managing these assets

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## Preparing phase step 5: Design the control

<b>Expect this to take:</b>	1-2 days	<b>Applies:</b>	All operations
<b>Objective:</b>	➤ Design the timing, scale and frequency of control to meet your outcome target. This step focuses on the big picture of achieving the outcome, potentially over the course of several operations.		

### Process:

<b>Step 1</b>	Gather information from previous steps: <ul style="list-style-type: none"> <li>– Preparing phase step 1: Current pest density</li> <li>– Preparing phase step 2: Vulnerability of biodiversity conservation value to target pest</li> <li>– Preparing phase step 3: Ecology of target pest</li> <li>– Preparing phase step 4: Outcome and result targets</li> </ul>
<b>Step 2</b>	Design the control: <ul style="list-style-type: none"> <li>– How big? i.e. scale of control needed</li> <li>– When? i.e. time of year</li> <li>– How often? i.e. the planned frequency of control into the future</li> </ul>
<b>Step 3</b>	Review the scale and frequency needed to achieve the outcome target, compared to what is specified in the prescription. Where this is much larger or more frequent than stated in the prescription, discuss this with your manager.

### Deliverable:

Control design completed in your operational plan.

### Standards:

- 1 The operational plan includes a control design which:
  - Describes the scale of control needed
  - Identifies the time of year control would have most effect
  - Predicts the planned frequency of control into the future to achieve and sustain the outcome

### Resources:

- ☐ Your operational plan
- ☐ The prescription for your site (Activities and Costs/Recurrence tabs)
- ☐ The information from work already done in previous steps of the Preparing phase, i.e.:
  - Site description (in your operational plan)
  - 'Food' web and ecological problem statement
  - Notes on the ecology of your target pest(s)
  - Scope and targets (in your operational plan)
- ☐ Information management and library for relevant publications
- ☐ Talk with specialists, scientists and others with experience of managing this pest (e.g. from Who's Who in Animal Pests docDM-98043)

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## Preparing phase step 6: Shortlist possible control method(s) from best practice

<b>Expect this to take:</b>	< 1 hour	<b>Applies:</b>	All operations
<b>Objective:</b>	➤ To shortlist control methods that are technically viable for the outcome and result targets set for the site. Community views and other constraints will be considered in subsequent steps to identify the proposed control method(s).		

### Process:

<b>Step 1</b>	Select your target pest(s) from the list of documents in Current agreed best practice for animal pest control.
<b>Step 2</b>	Work through the levels of information about the various control methods in Section 4 (Choose your control method) of the best practice document to decide which are technically viable. Consider past control methods used at this site.
<b>Step 3</b>	Select possible control methods.

### Deliverable:

Shortlist of possible control methods.

### You will have completed this step when:

- ☐ You have eliminated control methods that are not suited to one or more of the following:
  - Your site
  - Your ecological problem
  - Your outcome and result targets
  - The scale and timing of the operation

### Resources:

- ☐ Current agreed best practice for animal pest control
- ☐ For pests not covered by the Current Agreed Best Practice:
  - Review Pestlink reports and previous operational reports DOC-7194322
  - Talk with specialists and others with experience managing this pest
  - Consult other publications
- ☐ Pest management history from Preparing phase step 1
- ☐ DOC Pesticide Information Reviews docDM-25413

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## Preparing phase step 7: Assess possible control methods against compulsory requirements

<b>Expect this to take:</b>	< 1 hour	<b>Applies:</b>	All operations
<b>Objective:</b>	➤ To shortlist methods by eliminating any which are not accepted for DOC use or for which you cannot meet compulsory standards.		

### Process:

<b>Step 1</b>	Identify the policies and SOPs that are relevant to the use of your shortlisted control methods. For example, Firearms SOP, Management of hazardous substances SOP, Electric fishing SOP.
<b>Step 2</b>	Review the relevant procedures and standards to identify if there are requirements that you would not be able to meet and would therefore eliminate that method from your shortlist.
<p><i>If your proposed methods include pesticides, also work through steps 3-7.</i></p> <p><i>If your proposed methods include traps, also work through steps 8-10.</i></p>	
<b>Step 3</b>	<p>Define your pesticide use(s). A pesticide use refers to a specific technique involving one pesticide, its toxic loading, bait type, and application method. Examples of pesticide uses include:</p> <ul style="list-style-type: none"> <li>– aerial application of cereal pellets containing 1.5 g/kg 1080</li> <li>– 8g/kg cholecalciferol hard paste in bait bags</li> </ul>
<b>Step 4</b>	<p>Find your pesticide use(s) on the Status List docDM-22655. Use the filter function to find the pesticide, toxic loading, bait type and application methods of interest.</p> <p>If the pesticide use is not on the Status List, stop and evaluate another pesticide use or seek technical advice. Pesticide uses that are not on the Status List are not registered for broad scale control in New Zealand. Provisional registrations for their use will need to be obtained from the Environmental Protection Authority and/or Agricultural Compounds and Veterinary Medicines Group. DOC Animal Ethics Committee approval is also likely to be required. The Field Trials for Pest Operations SOP docDM-51573 will apply and the proposed pesticide use will require a risk assessment by the Pesticides Advisory Group.</p>
<b>Step 5</b>	<p>Find out the status of your pesticide use and target pest, it will fall into one of three categories: Accepted, Prohibited or Not assessed.</p> <p><b>Accepted</b> means that the pesticide use can be used in DOC pest operations and in pest operations carried out by other organisations on land managed by DOC.</p> <p><b>Prohibited</b> means that the pesticide use is prohibited in DOC pest operations and in pest operations carried out by other organisations on land managed by DOC.</p> <p>Decide whether to:</p> <ul style="list-style-type: none"> <li>– Stop and evaluate another pesticide use; or</li> <li>– Take part in research to fill information needs—review the Pesticides Advisory Group (PAG) risk assessment and seek technical advice if considering this option</li> </ul>

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	<p><b>Not assessed</b> means that the pesticide use is registered in New Zealand and is therefore on the Status List, but its risks have not been assessed for use by PAG. It cannot be used until its risks have been assessed. Decide whether to:</p> <ul style="list-style-type: none"> <li>– Stop and evaluate another pesticide use; or</li> <li>– Seek technical advice to see if the pesticide use can be assessed by the Pesticides Advisory Group</li> </ul>
<b>Step 6</b>	<p>Work through the DOC Performance standards sheets for the proposed pesticide use. The compulsory aspects on the Performance standards sheet are:</p> <ul style="list-style-type: none"> <li>– Product label requirements</li> <li>– Controlled Substances Licence (CSL), if applicable</li> <li>– Compulsory performance standards</li> <li>– Compulsory information needs</li> </ul> <p>There are two types of compulsory information needs on the Performance standards sheets: field trials or monitoring. If there are compulsory field trials, follow the Field Trials for Pest Operations SOP docDM-51573. For compulsory monitoring, you are required to be involved in the data collection and follow any relevant monitoring protocols (Inventory and Monitoring Toolbox).</p> <p>If there is anything compulsory you cannot meet, you need to stop and evaluate another pesticide use.</p>
<b>Step 7</b>	<p>Define your trap system(s)</p> <p>A trap system refers to a specific technique involving one trap type/model and how it is set (this includes additional equipment such as covers). Examples of trap systems include:</p> <ul style="list-style-type: none"> <li>– DOC 200 in tunnel, double or single set</li> <li>– No.1 double coil spring leghold unpadded, ground set/raised set.</li> </ul>
<b>Step 8</b>	<p>Find your trap system(s) on the Trap Status List DOC-5620413. Use the filter function to find the trap, systems, and target pest of interest.</p> <p>If the trap system is not on the Status List, stop and evaluate another trap system or seek technical advice.</p>
<b>Step 9</b>	<p>Find out the status of your trap system and target pest, it will fall into one of three categories: Accepted, Prohibited or Not assessed.</p> <p><b>Accepted</b> means that the trap system can be used in DOC pest operations and in pest operations carried out by other organisations on land managed by DOC.</p> <p><b>Prohibited</b> means that the trap system is prohibited in DOC pest operations and in pest operations carried out by other organisations on land managed by DOC. Decide whether to:</p> <ul style="list-style-type: none"> <li>– Stop and evaluate another trap system; or</li> <li>– Take part in research to fill information needs—review the Trap Technology Advisory Group (TTAG) risk assessment and seek technical advice if considering this option</li> </ul> <p><b>Not assessed</b> means that the trap system may be available and considered for use in New Zealand and is therefore on the Status List, but its risks have not been assessed for use by the TTAG. It cannot be used until its risks have been assessed. Decide whether to:</p> <ul style="list-style-type: none"> <li>– Stop and evaluate another trap system; or</li> <li>– Contact the TTAG chair to see if the trap system can be assessed by the TTAG.</li> </ul>

<b>Step 10</b>	<p>Work through the DOC Performance standards sheets for the proposed trap system. The compulsory aspects on the Performance standards sheet are:</p> <ul style="list-style-type: none"> <li>– Consistency with the defined trap system</li> <li>– Compulsory performance standards</li> <li>– Compulsory information needs</li> </ul> <p>The compulsory information needs on the Performance standards sheets may include field trials, monitoring, or recording. If there are compulsory field trials, follow the Field Trials for Pest Operations SOP docDM-51573. For compulsory monitoring, you are required to be involved in the data collection and follow any relevant monitoring protocols (Inventory and Monitoring Toolbox).</p> <p>If there is anything compulsory you cannot meet, you need to stop and evaluate another trap system.</p>
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### **Deliverable:**

Shortlist of control methods.

### **Standards:**

1	<p>Accepted pesticide uses or trap systems are proposed for DOC operations or in operations on lands managed by DOC.</p> <p>Pesticide uses or trap systems that are Prohibited or Not assessed can only be used with a recommendation from the PAG or TTAG to the approving manager.</p>
2	<p>Operations using pesticide uses or trap systems with compulsory information needs are designed to provide the required information.</p>

### **Resources:**

- ☐ Policies, Standard Operating Procedures and Guidelines intranet page
- ☐ Wild Animals Management programme intranet page
- ☐ Animal pest management resources intranet page
- ☐ Status List docDM-22655
- ☐ Status List user guide docDM-95853
- ☐ Trap Status List DOC-5620413
- ☐ DOC Performance standards sheets
- ☐ Target pests for aerially applied 1080 pellets DOC-2649524
- ☐ Field Trials for Pest Operations SOP docDM-51573

## Preparing phase step 8: Obtain consultation decision and create communication plan

<b>Expect this to take:</b>	1-2 days	<b>Applies:</b>	All operations
<b>Objective:</b>	➤ To make a transparent decision about the level of consultation. This is the start of the communication plan for your operation.		

### Process:

<b>Step 1</b>	<p>Obtain consultation decision from the Operations Manager. The Operations Manager is accountable for deciding on what level of consultation will take place and for recording this decision and reasoning in the communication plan. There are 3 possible outcomes:</p> <ul style="list-style-type: none"> <li>– Consultation on the possible control methods and (later) the effects of the proposed control methods</li> <li>– Consultation on the effects of the operation</li> <li>– No consultation (notification only, as this is always required)</li> </ul> <p>Consultation is compulsory if your operation includes any of the target audiences specified in the standards for this step.</p>
<b>Step 2</b>	Create a communication plan for your operation, using the best practice Communication plan template or another format that meets the standards.

### **Deliverable:**

Consultation decision recorded in the communication plan.

### Standards:

The standards for **deciding what consultation is appropriate** are:

1	The Operations Manager decides what level of consultation (i.e., no consultation, consultation on effects only, or consultation on possible control methods) will take place and records this decision and the reasoning in the communication plan.
2	Consultation on effects with iwi and/or hapū is compulsory for aerial 1080 operations and recommended for other techniques.
3	It is compulsory to consult on effects with all occupiers and (as far as practicable) owners of land included in and adjacent to the proposed treatment area and loading site(s).
4	It is compulsory to consult on effects with all grazing licence holders.

- |   |   |
|---|---|
| 5 | For operations using rotenone under the Resource Management (Exemption) Regulations 2017, it is compulsory to consult on effects with the relevant Fish and Game Council. |
|---|---|

The standards for **creating and maintaining a communication plan** are:

- |   |   |
|---|---|
| 6 | <p>The communication plan identifies:</p> <ul style="list-style-type: none"> <li>– The decision on consultation</li> <li>– The objectives for consultation and notification</li> <li>– The background to the operation (why it is being done)</li> <li>– The issues (people and communication related) and key messages</li> <li>– A list of communication ‘tools’ or resources that will be used</li> <li>– Who will be consulted</li> <li>– Who will be notified, including those legally required and stipulated in consents</li> <li>– The purpose of consulting or notifying each target audience</li> <li>– Landowner and occupier consent conditions</li> <li>– Landowner and occupier reference to link to their location on the permission map</li> <li>– Who is responsible and target dates for completion</li> <li>– What method(s) will be used to notify or consult each target audience</li> </ul> |
| 7 | The communication plan is written before consultation begins.   |
| 8 | The communication plan is maintained as consultation and notification progress.   |

## Resources:

- ☐ Communication plan template user guide docDM-1108789
- ☐ Communication plan template docDM-22868
- ☐ Communication plan – complex/new operation example docDM-22869
- ☐ Communication plan – simple/maintenance operation example docDM-22870
- ☐ Definitions of consultation and notification:
  - **Consultation** involves a willingness to adapt the proposed operation as a consequence of the information gained from consultation. According to DOC’s Consultation Policy olddm-780974: ‘Consultation is a stage in the decision-making process where DOC seeks community and tangata whenua views on issues and proposals. The DOC keeps an open mind about the final decision it might make, and makes its final decision after consultation has been completed.’
  - **Notification** is informing local community, stakeholders, visitors and users about DOC pest operations and pest operations on lands managed by DOC.
  - **Consultation on possible control methods** means that your control method is not yet fixed, i.e. ‘This is the issue with possum impacts we’re having at this site and here are the technically viable options for possum control we’ve identified. What are your views on these methods?’

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- **Consultation on effects** means that your control method has been decided and is not open for discussion. Open for discussion are the concerns people have about the operation and how modifications to the operational plan may satisfy these concerns.
- ☐ Consultation Policy olddm-780975
- ☐ Consultation Guidelines olddm-780974
- ☐ The prescription for your site (treaty tab) in the Business planning system
- ☐ The community engagement plan for your office
- ☐ Pestlink reports and previous operational reports DOC-7194322 for pest operations affecting the same community
- ☐ Understanding the RMA for animal pest operations docDM-96158
- ☐ Past communications plans for the same community
- ☐ Seek community relations/partnerships advice
- ☐ Tiakina Ngā Manu Engagement and Communications 4-year Strategy 2020-2024 DOC-6315626
- ☐ NPCP Guide to engaging with our Treaty Partner and communities at place DOC-6290966

## Preparing phase step 9: Consult on possible control method(s)

<b>Expect this to take:</b>	Weeks to months	<b>Applies:</b>	If you decided to consult in Preparing phase step 8
<b>Objective:</b>	➤ To seek community and tangata whenua views on the possible control methods to be used in the operation. DOC keeps an open mind about the final decision it might make, and makes its final decision after consultation has been completed.		

### Process:

<b>Step 1</b>	Consult with your target audiences using the consultation tools identified in the communication plan and meeting the standards. Compulsory target audiences for consultation are given in Preparing phase step 8.
<b>Step 2</b>	<p>Record the outcomes of consultation by recording all phone calls and visits in the communication plan, including those for people with whom direct contact could not be made. Note the times, date, full names and what was said.</p> <p>It is important to record not just whether or not a person or group supports the proposed operation, but how they consider the proposed operation will impact them and the environment.</p> <p>It is necessary to understand the relationship of Māori and their culture and traditions with their ancestral lands, water, sites, wāhi tapu, valued flora and fauna, and other taonga. It is therefore important to record (where relevant information is provided):<sup>2</sup></p> <ul style="list-style-type: none"> <li>– Whether the operation likely to impact on the productivity and life-sustaining quantity and quality of traditional Māori food resources (mahinga kai), New Zealand's indigenous flora and fauna, other flora and fauna valued by Māori, water, land, air, natural habitats and ecosystems and other natural resources valued by Māori.</li> <li>– Whether the operation is likely to impact the protection and enhancement of people, native or valued flora and fauna, land, waterways, air, traditional Māori values and practices, and the Māori knowledge system and world view.</li> <li>– Whether the operation likely to impact on the ongoing capacity and capability of Māori to develop economically; and on the ongoing participation of Māori in the generation of economic benefit, and the burden of economic cost.</li> <li>– Whether the operation is likely to impact the ongoing management by Māori of their cultural and natural resources, Ongoing rights of Māori to develop culturally, socially, spiritually and physically; the implementation of the Treaty principles, and land.</li> </ul>

### **Deliverable:**

Communication record completed for "Consultation possible methods" page.

<sup>2</sup> See <https://www.epa.govt.nz/assets/Uploads/Documents/Hazardous-Substances/Guidance/4569c19e32/1080-Communications-Guidelines.pdf>

## Standards:

1	Visits or phone calls are used where landowner/occupier consent is being sought.
2	<p>A Consultation fact sheet covering the following information about the proposed operation is given to all target audiences, or the information is communicated to them in other ways:</p> <ul style="list-style-type: none"> <li>– Location and size of proposed treatment area</li> <li>– Why control is needed at that site (covering values, pest problem, and intended conservation outcome)</li> <li>– Past monitoring information demonstrating the benefits of pest control (if available for that site/species)</li> <li>– Purpose of the consultation and any parameters that are fixed, including seeking to understand how the target audience considers the proposed operation could affect them, the indigenous flora and fauna and other natural resources, their ability to protect and manage and use those resources, and how it could impact their wellbeing</li> <li>– Opportunities for consultation</li> <li>– Likely timeframe of the proposed operation</li> <li>– Details of the permissions required and the consultation/notification process</li> <li>– The job title and organisation of the person responsible for the operation, and the address and phone number of their office. If these are details of a contractor, also include details of the local DOC office.</li> <li>– A map of the proposed treatment area that clearly shows the boundaries. Include districts, roads and other commonly known features that may identify the place</li> </ul>
3	A record is kept of all phone calls and visits in the communication plan, including those for people with whom direct contact could not be made.
4	The outcomes of consultation are recorded in the communication plan.

## Resources:

- ☐ Your communication plan
- ☐ Consultation fact sheet NPCP template DOC-6174650
- ☐ Consultation fact sheet template docDM-22872
- ☐ Consultation fact sheet example docDM-22874
- ☐ NPCP Guide to engaging with our Treaty Partner and communities at place DOC-6290966
- ☐ NPCP resources for engagement and communication DOC-5998295
- ☐ WAMP resources for engagement and communication DOC-7624668
- ☐ Wilson and Cannon (2005) Community consultation processes for aerial 1080 applications *Science for Conservation No 247*  
<https://www.doc.govt.nz/globalassets/documents/science-and-technical/sfc247.pdf>
- ☐ Seek community relations advice

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## Preparing phase step 10: Decide on proposed control method(s)

<b>Expect this to take:</b>	1-2 days	<b>Applies:</b>	All operations
<b>Objectives:</b>	➤ To make a transparent decision about which control method(s) will be used to achieve the outcome targets. This decision puts you at the endpoint of the Preparing phase.		

### Process:

<b>Step 1</b>	Look at the shortlists of possible control methods from Preparing phase steps 6 and 7.
<b>Step 2</b>	Review consultation outcomes from Preparing phase step 9 if completed.
<b>Step 3</b>	Review past control methods used at this site and the methods listed in your prescription.  If using pesticides, check the DOC Pesticide Information Review of proposed pesticides uses for relevant information (e.g., efficacy differences between similar products) and seek advice from technical specialists if necessary.
<b>Step 4</b>	Decide on the proposed control methods and enter it into your operational plan. If necessary, update the method(s) listed on the Activities tab in your prescription

### Deliverable:

Proposed control methods entered in your operational plan.

### You will have completed this step when:

- ☐ You have decided on the proposed control method(s) for the site and have entered it into your operational plan
- ☐ If necessary, you have updated the method(s) listed on the Activities tab in your prescription

### Resources:

- ☐ Your operational plan
- ☐ Shortlist of possible control methods from Preparing phase step 6
- ☐ Shortlist of pesticide and trap control methods from Preparing phase step 7
- ☐ Consultation outcomes in communication plan from Preparing phase step 9, if completed
- ☐ Management history from Pestlink reports and previous operational reports DOC-7194322 for this site
- ☐ DOC Pesticide Information Reviews docDM-25413
- ☐ The prescription in the Business planning system for your site (Activities tab)

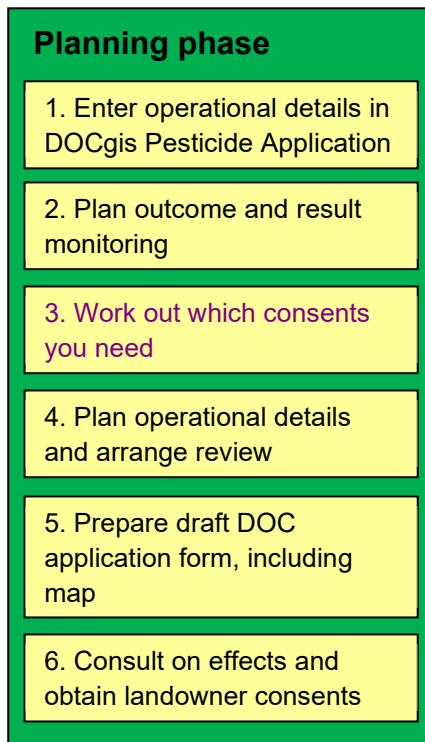
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## Planning phase

In the Planning phase you plan the details around how you are going to do the operation.

You start the phase with a proposed control method, and after working through the steps you are ready to start acting on your operational plan at the end of the phase.



## Planning phase step 1: Enter operational details in DOCgis Pesticides Application

<b>Expect this to take:</b>	< 1 hour	<b>Applies:</b>	When proposed methods include pesticides
<b>Objectives:</b>	➤ Information about the proposed operation is available on the DOCgis Pesticides Application.		

### Process:

<b>Step 1</b>	Define the treatment area and treatment block(s) in the DOCgis Pesticides Application. You may need to capture a new shape or amend an existing shape.
<b>Step 2</b>	Complete all the required information for the treatment area and each defined treatment block. These details can be refined and updated as the planning progresses.
<b>Step 3</b>	<p>Decide and set the status as:</p> <ul style="list-style-type: none"> <li>– “Proposed – publish”: your proposed operation will be visible on the external viewer of the Pesticide Summary, or</li> <li>– “Proposed – don’t publish”: use this status if there is sensitivity around the proposed operation. It will not be visible on the external viewer of the Pesticide Summary.</li> </ul> <p>The DOC Pesticide Summary is a list of all animal pest operations undertaken on lands administered by DOC. It is published on the DOC website and updated daily.</p> <p>The purpose of the DOC Pesticide Summary is to:</p> <ul style="list-style-type: none"> <li>– Comply with Ministry for Primary Industries (MPI) requirements, so that the document can be used by certified suppliers to verify that wild animals presented to primary processors have been taken from outside of poisoned areas or their associated buffer zones</li> <li>– Adequately inform interested parties about pesticide operations on lands administered by DOC</li> </ul> <p>If the Pesticide Summary information is incorrect or incomplete the public may not be adequately notified of the presence of pesticides on public conservation land. This could result in the harvesting of contaminated meat for human consumption which has potential for serious consequences.</p> <p>If the proposed treatment block(s) are not published at this stage, they must be published by the end of Pre-operational phase step 1.</p>

### **Deliverables:**

Treatment block(s) where pesticides are proposed as the control method are defined in the DOCgis Pesticides Application.

## Standards:

1	All the proposed treatment block(s) that include pesticides are accurately defined in the DOCgis Pesticides Application.
2	The information required by the DOCgis Pesticides Application is kept up to date throughout the operation.

## Resources:

- ☐ Your operational plan
- ☐ Pesticide summary information for operational planners DOC-5920806
- ☐ Caution period calculator docDM-690617
- ☐ DOCgis Pesticides Application
- ☐ DOCgis Pesticides Application user guide
- ☐ DOCWiki [http://docwiki/index.php?title=Pesticide\\_Application](http://docwiki/index.php?title=Pesticide_Application)
- ☐ GIS analyst support for aerial operations

## Planning phase step 2: Plan outcome and result monitoring

<b>Expect this to take:</b>	1-5 days	<b>Applies:</b>	All operations
<b>Objective:</b>	➤ To design result monitoring and start the design process for outcome monitoring.		

### Process:

<b>Step 1</b>	Take the outcome and result targets you developed in Preparing phase step 4.
<b>Step 2</b>	Find the best methodology in the Inventory and Monitoring Toolbox. Review your targets to match your method choice.
<b>Step 3</b>	Apply the methodology standards to plan the monitoring and how data will be recorded and analysed. If a separate person is managing the outcome monitoring, then provide them with the information they need for their monitoring project plan.

### **Deliverable:**

Proposed monitoring entered in your operational plan, and result and/or outcome monitoring plan.

### You will have completed this step when:

- ☐ Your operational plan outlines the proposed monitoring and refers to any separate plans
- ☐ Monitoring plans outline how monitoring will be carried out, recorded and analysed for this project

### Resources:

- ☐ Outcome and result targets in your draft operational plan
- ☐ Inventory and Monitoring Toolbox <https://www.doc.govt.nz/our-work/biodiversity-inventory-and-monitoring/>
- ☐ Talk with specialists, scientists and others with relevant monitoring experience
- ☐ Current agreed best practice for animal pest control

## Planning phase step 3: Work out which consents you need

<b>Expect this to take:</b>	< 1 hour	<b>Applies:</b>	All operations
<b>Objective:</b>	➤ To identify which consents you will need so that you can plan to get them.		

### Process:

<b>Step 1</b>	Work out which consents you need for your proposed animal pest operations by using the flow charts in docDM-1475279.
<b>Step 2</b>	Record what consents are needed in your operational plan.
<b>Step 3</b>	If using pesticides, update the compliance information for your treatment area in the DOCgis Pesticides Application.
<b>Step 4</b>	Update your communication plan to include parties from whom you need consent.

### Deliverable:

'Consents required' completed in your operational plan.  
If using pesticides, compliance information completed for your treatment area in the DOCgis Pesticides Application.

### Standards:

1	The consents needed for an operation are identified correctly in the operational plan, and if pesticide uses are proposed, in the DOCgis Pesticides Application.
2	Land occupier consent is identified where there are any holders of grazing licences, lessees or other occupiers within the area included in the operation (e.g. access ways). The only exception is where the terms of the grazing licence specify that DOC can manage the land without their consent. In these cases, licensees must be notified.
3	Landowner consent is identified where the operation includes riparian strips and paper roads to be obtained from the relevant District or City Council.
4	For resource consent, a Certificate of Compliance is sought from the consent authority for controversial operations or advice.

### Resources:

- ☐ Working out which consents you need for animal pest operations docDM-1475279
- ☐ Understanding the RMA for animal pest operations docDM-96158

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- ☐ Seek advice from DOC RMA planning and legal staff
- ☐ Your operational plan
- ☐ Your communication plan
- ☐ Your treatment area in the DOCgis Pesticides Application

## Planning phase step 4: Plan operational details and arrange review

<b>Expect this to take:</b>	1-2 weeks	<b>Applies:</b>	All operations
<b>Objective:</b>	➤ To complete the remaining sections of the operational plan and have it peer reviewed.		

### Process:

<b>Step 1</b>	Complete the remaining sections of your operational plan.  Ensure that you are aware of the requirements of the other relevant SOPs and systems (e.g., the Management of hazardous substances SOP, the performance standard sheets for trap systems, procedures for firearm use) and take these into account.
<b>Step 2</b>	If using pesticides, review your treatment blocks in the DOCgis Pesticides Application to add or update any information about the control method that may not have been decided until now, e.g., bait size.
<b>Step 3</b>	Have your draft operational plan peer reviewed.

### Deliverable:

Peer reviewed operational plan.

### Standards:

1	The operational information for treatment blocks is clearly separated in each section of the plan where differences exist between them.
2	The operational plan includes at least one map as an appendix to the plan, showing the treatment blocks.
3	The operational plan states the timeframe of the plan in the scope.
4	The operational plan is peer reviewed by someone with the qualifications stated in the Key roles in animal pests operational planning docDM-1562274.

### Resources:

- ☐ Your operational plan
- ☐ Your treatment block(s) in the DOCgis Pesticides Application
- ☐ Trapping application intranet page
- ☐ Trapping application <https://trap.nz/>

- ☐ Performance standard sheets for any trap systems that you are using
- ☐ Key roles in animal pests operational planning docDM-1562274
- ☐ Peer review template docDM-318907
- ☐ Past operational plans, Pestlink reports and previous operational reports DOC-7194322 for relevant operations
- ☐ Management of hazardous substances SOP DOC-6052105
- ☐ Method best practice from the Current agreed best practice document for your target pest
- ☐ Guidelines for aerial 1080 baiting #1: Bucket calibration DOC-2651373
- ☐ Guidelines for aerial 1080 baiting #2: Managing air operations DOC-2651365
- ☐ Guidelines for aerial 1080 baiting #3: Considerations for setting up a helicopter loading site for aerial baiting using cereal pellets docDM-1560571
- ☐ Protection of drinking water – guidance (Appendix 5 of Guidelines for Issuing Permissions for the Use of Vertebrate Toxic Agents)  
[https://www.health.govt.nz/system/files/2011-11/guidelines-for-issuing-permissions-for-the-use-of-vertebrate-toxic\\_agents-29\\_july.pdf](https://www.health.govt.nz/system/files/2011-11/guidelines-for-issuing-permissions-for-the-use-of-vertebrate-toxic_agents-29_july.pdf)
- ☐ Animal pest welfare in firearm and live capture operations
- ☐ Hunting safely (ground) one-page SOP docDM-673812
- ☐ Hunting safely (ground) technical document docDM-751751
- ☐ Aerial hunting SOP DOC-6262530
- ☐ Firearms SOP DOC-5960893
- ☐ Wild animal detection dog-handler team SOP DOC-6615586
- ☐ The safety plan for your operation developed through the Risk Manager System



## Planning phase step 5: Prepare draft DOC application form, including map

<b>Expect this to take:</b>	5-10 days	<b>Applies:</b>	When proposed methods include pesticides
<b>Objective:</b>	➤ To draft a DOC application form with AEE (if required) to provide those giving consent (and affected parties under the RMA) the information they need to evaluate your proposed operation.		

### Process:

<b>Step 1</b>	<p>For ground-based operations advise the approving manager (or Operations Manager if approving manager is not known at this stage) of your upcoming operation and ask them to assign a staff member who meets the assessor qualifications (as stated in Key roles in animal pests operational planning docDM-1562274) to be the assessor. They will need to work with managers from other offices within the region to achieve this.</p> <p>For all aerial operations an assessor will be assigned by the National Predator Control Programmes (NPCP) team when you submit your application.</p>
<b>Step 2</b>	<p>Check the AEE National Standards column of the Status List docDM-22655 to see the AEE requirements.</p> <p>An AEE will be required when:</p> <ul style="list-style-type: none"> <li>– The AEE National Standards column states that ‘an AEE is required’ for one or more pesticide uses in the proposed operation; or</li> <li>– The AEE National Standard column states that ‘an AEE may not be required if’ certain specifications are met, and not all of the specifications can be met for all pesticide uses in the proposed operation; or</li> <li>– The proposed operation does meet all specifications for all pesticide uses in the proposed operation; however, the approving manager (or Operations manager) applies their discretion to require an AEE.</li> </ul> <p>If an AEE may be required at the discretion of the approving manager, ask the assessor that has been assigned to your operation to obtain this decision from the approving manager. For aerial operations, seek advice from the Aerial Operations Advisor, NPCP team.</p> <p>Where an AEE is required, then you need to either:</p> <ul style="list-style-type: none"> <li>– Complete the AEE section of the DOC application form docDM-95868; or</li> <li>– If resource consent is required for your operation, attach the completed Resource Management Act (RMA) AEE form docDM-96227 to your DOC application.</li> </ul>
<b>Step 3</b>	<p>Draft your DOC application form to use pesticides docDM-95868.</p> <p>Copy and paste the DOC Performance standards sheet(s) to cover all pesticide uses and trap systems involved to Appendix 1 of the DOC application form. Complete the boxes shaded grey on these sheets. The estimated caution period will be set by the approving manager. Consider what additional performance standards would be best to manage the risks for your operation and record the outcomes on your Performance Standard sheet(s).</p>

	<p>Draft a map that meets the standards given in the application form. If you are not using the DOCgis Pesticides Application to create the permission map, ensure that you still enter all the required information for your treatment blocks into the DOCgis Pesticides Application (e.g., water intakes, warning signs).</p> <p>Where the AEE section must be completed, ensure that the potential and actual effects of all pesticide uses are considered. Consult with DOC specialists as needed.</p>
<b>Step 4</b>	<p>If preparing an RMA AEE to apply for resource consent, obtain approvals from affected persons under section 95E of the RMA wherever possible. If they have given their approval, they are no longer considered to be an affected person and effects on them do not have to be taken into account when effects on the environment are being considered by the consent authority (under section 95D(e) of the RMA). They do not have to be notified of the application if a limited notification process is required by the consent authority.</p> <p>Check whether the consent authority has a form letter for section 95E approvals and/or whether they would be happy for you to use the Section 95E approval form. Attach affected person approvals as part of Appendix 3 to the AEE.</p>
<b>Step 5</b>	<p>Have your DOC application form peer-reviewed. The peer reviewer of your application form could be the same person who peer reviews your operational plan.</p> <p>This step is compulsory for:</p> <ul style="list-style-type: none"> <li>– Hand laid or aerial Pestoff Rodent Bait 20R (pesticide uses 45 or 46)</li> <li>– Cube root slurry (pesticide uses 100 or 101)</li> <li>– Xstinguish Argentine Ant Bait / Vanquish Pro (pesticide use 113)</li> </ul> <p>You may decide that a peer review is a good idea for high profile operations or in other situations.</p>

### **Deliverable:**

Draft DOC application form, with assessment of environmental effects included where required.

### **Standards:**

1	One application is written for each operational plan (i.e. the same grouping standards as in Preparing phase step 1 apply).
2	The DOC application form uses the current version of the correct MS Word template. All sections of the form are complete, using 'N/A' as required.
3	<p>The DOC application form is written to:</p> <ul style="list-style-type: none"> <li>– Cover the information required by the prompts in the template</li> <li>– Be specific and factual</li> <li>– Align with definitions</li> <li>– Use concise plain English</li> <li>– Use references that are specific and traceable—if a reference is not traceable (e.g., unpublished manufacturer report), include it as an appendix</li> </ul>

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	<ul style="list-style-type: none"> <li>– Include the correct DOC Performance standards sheets to cover all pesticide uses and trap systems involved</li> <li>– Use additional performance standards that are specific and auditable, and can be justified</li> <li>– Include the Assessment of Environmental Effects section where this is required by the approving manager</li> </ul>
4	The operational information for treatment blocks is clearly separated in each section of the DOC application form where differences exist between them.
5	<p>The DOC application form:</p> <ul style="list-style-type: none"> <li>– Includes at least one map as Appendix 2, meeting the standards given on the DOC application form</li> <li>– Uses more than one map if the amount of detail becomes too visually cluttered to be clearly understood</li> </ul>
6	<p>The DOC application form is peer reviewed by someone who meets the qualifications requirements stated in Key roles in animal pests operational planning docDM-1562274 where the proposed operation involves:</p> <ul style="list-style-type: none"> <li>– Hand laid or aerially applied Pestoff Rodent Bait 20R (pesticide uses 45 or 46);</li> <li>– Cube root slurry (pesticide uses 100 or 101); or</li> <li>– Xstinguish Argentine Ant Bait/Vanquish Pro (pesticide use 113).</li> </ul>

## Resources:

- ☐ DOC application form to use pesticides docDM-95868
- ☐ DOC application form with AEE example DOC-2313380
- ☐ Resource Management Act (RMA) AEE form docDM-96227
- ☐ RMA AEE example: Possum control in Mount Malihbu Scenic Reserve docDM-96243
- ☐ Status List docDM-22655, including PAG risk assessments and DOC Performance standards sheets
- ☐ Trap Status List DOC-5620413, including TTAG risk assessments and DOC Performance standards sheets
- ☐ Current agreed best practice for animal pest control
- ☐ DOC Pesticide Information Reviews docDM-25413
- ☐ Understanding the RMA for animal pest operations docDM-96158
- ☐ Section 95E approval form docDM-748579
- ☐ Seek advice from DOC planning and legal staff and council staff
- ☐ Other sources of advice – technical specialists, scientists, stakeholders, and landowners
- ☐ Caution period calculator docDM-690617
- ☐ Key roles in animal pests operational planning docDM-1562274
- ☐ Processing Applications for Vertebrate Pesticides and Trapping SOP docDM-1490584
- ☐ Your treatment block(s) in the DOCgis Pesticides Application

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## Planning phase step 6: Consult on effects and obtain landowner consent

<b>Expect this to take:</b>	Weeks	<b>Applies:</b>	If you decided to consult on effects in Preparing phase step 8 or if you need landowner consent
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>➤ To seek community and tangata whenua views on the effects of the preferred control method and the proposed treatment boundary. DOC is open to discussing what concerns people have about the operation and how modifications to the operational plan may satisfy these concerns.</li> <li>➤ Landowner and occupier consents are also obtained at this time.</li> </ul>		

### Process:

<b>Step 1</b>	<p>Consult with your target audiences using the consultation tools identified in the communication plan.</p> <p>Compulsory target audiences for consultation on effects (refer to standards in Preparing phase Step 8) are:</p> <ul style="list-style-type: none"> <li>– iwi and/or hapū for aerial 1080 operations</li> <li>– all occupiers and (as far as practicable) owners of land included in and adjacent to the proposed treatment area and if applicable loading sites</li> <li>– all grazing licence holders</li> <li>– the relevant Fish and Game Council for operations using rotenone under the Resource Management (Exemption) Regulations 2017.</li> </ul> <p>Use of the Landowner/occupier visit plan and record template docDM-22881 is recommended. Be sure that the boundary on your draft map is correct, and that the map is large and clear enough that the boundaries and all relevant features can be clearly distinguished.</p>
<b>Step 2</b>	<p>If you require consent from any landowners/occupiers (as you would have identified in Planning phase step 3) request this as part of your consultation with them.</p> <p>Be clear what you want their consent for. This can be done when defining the purpose of consultation in the communication plan. It could be:</p> <ul style="list-style-type: none"> <li>– To conduct the operation on their land</li> <li>– For access onto or across their land</li> <li>– For a helicopter loading site</li> </ul> <p>Ask each person or group if they will provide a written statement giving consent for the operation. They may wish to add any conditions to this consent. Consider what impact these conditions may have on your operational plan and amend your operational plan as necessary.</p> <p>In most cases, it is recommended but not compulsory to get written consent using the Standard letter of consent from landowners or occupiers docDM-95913. (This does not cover section 95E RMA approvals for resource consent obtained in Planning phase step 5).</p> <p>If consent is refused and an agreement cannot be reached, the Minister of Conservation may in some circumstances authorise entry to kill wild animals or wildlife (under section 16 of the Wild Animal Control Act 1977 and section 59 of</p>

	the Wildlife Act 1953). This is a long, involved process taken at the decision of the Director Operations or Deputy Director-General of DOC.
<b>Step 3</b>	<p>Record the outcomes of consultation by recording all phone calls and visits in the communication plan, including those for people with whom direct contact could not be made. Note the times, date, full names and what was said.</p> <p>It is important to record not just whether or not a person or group supports the proposed operation, but how they consider the proposed operation will impact them and the environment.</p> <p>It is necessary to understand the relationship of Māori and their culture and traditions with their ancestral lands, water, sites, wāhi tapu, valued flora and fauna, and other taonga. It is therefore important to record (where relevant information is provided):<sup>3</sup></p> <ul style="list-style-type: none"> <li>– Whether the operation is likely to impact on the productivity and life-sustaining quantity and quality of traditional Māori food resources (mahinga kai), New Zealand's indigenous flora and fauna, other flora and fauna valued by Māori, water, land, air, natural habitats and ecosystems and other natural resources valued by Māori.</li> <li>– Whether the operation is likely to impact the protection and enhancement of people, native or valued flora and fauna, land, waterways, air, traditional Māori values and practices, and the Māori knowledge system and world view.</li> <li>– Whether the operation is likely to impact on the ongoing capacity and capability of Māori to develop economically; and on the ongoing participation of Māori in the generation of economic benefit, and the burden of economic cost.</li> <li>– Whether the operation is likely to impact the ongoing management by Māori of their cultural and natural resources, and ongoing rights of Māori to develop culturally, socially, spiritually and physically; the implementation of the Treaty principles, and land.</li> </ul> <p>Complete the conditions/agreements/risk or threats column for those parties granting landowner/ occupier consent or for those parties for which you have identified risk or threats. Ensure that there is a way to link each consent obtained with the relevant piece of land as shown on the DOC permission map (e.g. assign a reference number).</p> <p>If using pesticides, update the required compliance information in the DOCgis Pesticides application.</p> <p>Even if you only get verbal consent, it is compulsory to record the outcome of contact with each individual or group in your register. Note the times, date, full name and what was said. That way you have a record that you have made contact and sought consent.</p>

<sup>3</sup> See <https://www.epa.govt.nz/assets/Uploads/Documents/Hazardous-Substances/Guidance/4569c19e32/1080-Communications-Guidelines.pdf>

<b>Step 4</b>	<p>Print off all the following pages as a consultation record, to include as Appendix 3 of your DOC Application Form:</p> <ul style="list-style-type: none"> <li>– Introduction</li> <li>– Consultation on possible methods (if applicable)</li> <li>– Consultation on effects (if applicable)</li> <li>– Toolkit</li> </ul> <p>Leave the notification sections of the communication plan blank. These sections will be completed in the Pre-operational phase.</p>
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**Deliverable:**

Communication record completed for “Consultation on effects” page and landowner/occupier consents obtained.

**Standards:**

The standards for **obtaining landowner and occupier consent** are:

1	Appropriate consultation takes place with landowners and occupiers prior to seeking their consent.
2	Visits or phone calls are used where landowner/occupier consent is being sought.
3	All landowner and/or occupier consents are received before the operation proceeds.
4	Landowners and occupiers are consulted when there are changes to the operation after consent/permission has been granted.
5	The operational plan is consistent with all landowner and occupier consent conditions.
6	The communication plan records all landowner and occupier consent conditions and any other agreements made and includes a reference to link their location to the permissions map.

The standards for **consultation on effects** are:

7	Consultation on effects includes ensuring that treatment block boundaries, including sensitive boundaries and exclusion zones are appropriate and correct.
8	<p>A Consultation fact sheet covering the following information about the proposed operation is given to all target audiences, or the information is communicated to them in other ways:</p> <ul style="list-style-type: none"> <li>– Location and size of proposed treatment area</li> <li>– Why control is needed at that site (covering values, pest problem, and intended conservation outcome)</li> </ul>

	<ul style="list-style-type: none"> <li>– Past monitoring information demonstrating the benefits of pest control (if available for that site/species)</li> <li>– Details of the control method chosen and why</li> <li>– Purpose of the consultation and any parameters that are fixed, including seeking to understand how the target audience considers the proposed operation could affect them, the indigenous flora and fauna and other natural resources, their ability to protect and manage and use those resources, and how it could impact their wellbeing</li> <li>– Opportunities for consultation</li> <li>– Likely timeframe of the proposed operation</li> <li>– Details of the permissions required and the consultation/notification process</li> <li>– Key facts about the method</li> <li>– Risks and mitigation</li> <li>– The job title and organisation of the person responsible for the operation, and the address and phone number of their office. If these are details of a contractor, also include details of the local DOC office</li> <li>– A map of the proposed treatment area that clearly shows the boundaries. Include districts, roads and other commonly known features that may identify the place</li> </ul>
9	A record is kept of all phone calls and visits in the communication plan, including those for any parties with whom direct contact could not be made.
10	The outcomes of consultation and obtaining landowner consents, including any risks and threats identified, are recorded in the communication plan.

## Resources:

- ☐ Your communication plan
- ☐ Communication plan – complex/new operation example docDM-22869
- ☐ Communication plan – simple/maintenance operation example docDM-22870
- ☐ Landowner/occupier visit plan and record template docDM-22881
- ☐ Consultation fact sheet NPCP template DOC-6174650
- ☐ Consultation fact sheet NPCP example DOC-7177104
- ☐ Consultation fact sheet template docDM-22872
- ☐ Consultation fact sheet example docDM-22874
- ☐ NPCP resources for engagement and communication DOC-5998295
- ☐ NPCP Guide to engaging with our Treaty Partner and communities at place DOC-6290966
- ☐ WAMP resources for engagement and communication DOC-7624668
- ☐ Protection of drinking water – guidance (Appendix 5 of Guidelines for Issuing Permissions for the Use of Vertebrate Toxic Agents)  
[https://www.health.govt.nz/system/files/2011-11/guidelines-for-issuing-permissions-for-the-use-of-vertebrate-toxic-agents-29\\_july.pdf](https://www.health.govt.nz/system/files/2011-11/guidelines-for-issuing-permissions-for-the-use-of-vertebrate-toxic-agents-29_july.pdf)
- ☐ Generating a concessionaires list DOC-6278584

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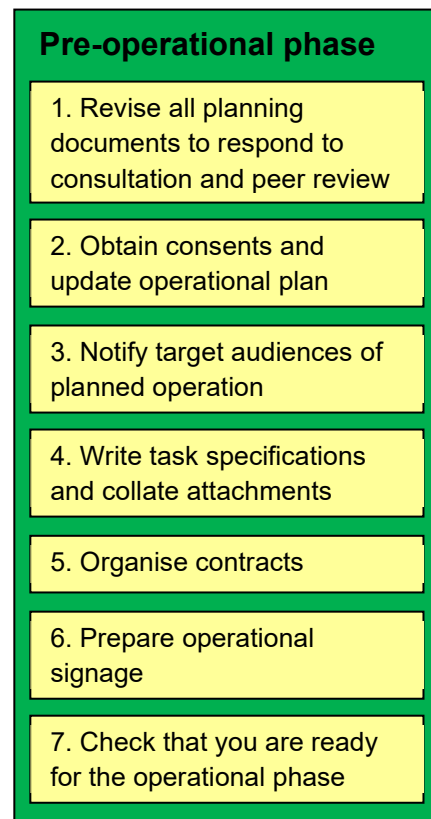
- ☐ Wilson and Cannon (2005) Community consultation processes for aerial 1080 applications *Science for Conservation No 247*  
<https://www.doc.govt.nz/globalassets/documents/science-and-technical/sfc247.pdf>
- ☐ Standard letter of consent from landowners/occupiers docDM-95913
- ☐ Assessing the effect of conditions docDM-96069
- ☐ Seek community relations advice
- ☐ Your treatment block(s) in the DOCgis Pesticides Application



## Pre-operational phase

In the Pre-operational phase you finalise your operational plan and organise everything you need before starting the field work.

Work through each step but note that some can be done in parallel. At the end of this phase you will have everything in place to start the field work.



## Pre-operational phase step 1: Revise all planning documents to respond to consultation and peer review

<b>Expect this to take:</b>	1 day	<b>Applies:</b>	All operations
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>➤ To bring together all feedback and create a revised operational plan and if using pesticides, a final DOC application form.</li> <li>➤ Accurate information about the proposed operation is shown on the Pesticides Summary.</li> </ul>		

### Process:

<b>Step 1</b>	Review feedback from your Planning phase: <ul style="list-style-type: none"> <li>– Peer review of your plan (Planning phase step 4)</li> <li>– Peer review of your DOC application form (Planning phase step 5)</li> <li>– Consultation on effects (Planning phase step 6)</li> </ul>
<b>Step 2</b>	Decide what changes are necessary as a consequence. Create a record of what actions you will take in response to feedback, including your reasoning if no action is taken.
<b>Step 3</b>	Revise all documents and the map.
<b>Step 4</b>	<p>If using pesticides, check that the details and dates for your treatment block(s) in the DOCgis Pesticides Application are still accurate and update if necessary. Be aware that the treatment block(s) will be automatically retired if the start date in the DOCgis Pesticides Application occurs before the DOC permission is approved.</p> <p>If the status is still “Proposed – don’t publish” change it to “Proposed – publish” so that it is visible on the external viewer of the Pesticides Summary.</p>

### Deliverable:

Updated operational plan and DOC application form (if required) with map ready to submit.  
Proposed treatment block(s) using pesticides are visible on the Pesticide Summary.

### Standards:

1	A file note or other record shows what actions, if any, will be taken to respond to consultation and peer review feedback. A reason is given where no action will be taken.
2	The operational plan, DOC Application form (if required) and associated maps are consistent with each other. All changes arising from peer review and consultation are completed.

- |   |  |
|---|--|
| 3 | If using pesticides, the information in the DOCgis Pesticides Application accurately reflects the proposed operation and the status of the treatment block(s) are set to "Proposed – publish". |
|---|--|

### **Resources:**

- ☐ The communication record for your operation
- ☐ Your draft DOC Application Form
- ☐ Your draft operational plan
- ☐ Feedback from peer review
- ☐ Seek advice from your manager, technical specialists or community relations specialists in making decisions, as appropriate
- ☐ Your treatment block(s) in the DOCgis Pesticides Application

## Pre-operational phase step 2: Obtain consents and update operational plan

<b>Expect this to take:</b>	2-8 weeks	<b>Applies:</b>	When proposed methods include pesticides
<b>Objective:</b>	➤ To obtain consents identified in Planning phase step 3, so that the conditions can be factored into the operational plan and communication plan.		

### Process:

<b>Step 1</b>	<p>Prepare applications for the consents required, as identified in Planning phase step 3. These might include applications for public health permission or EPA permission to use sodium nitrite. Consider peer review for consent applications.</p> <p>The DOC application form was already prepared in Planning phase step 5.</p> <p>Landowner and occupier consents have already been obtained in Planning phase step 6.</p>
<b>Step 2</b>	<p>Submit applications to consent providers.</p> <p>To apply for DOC permission for ground-based operations you need to submit your DOC application form with all the required appendices as stated on the form to the assessor identified in Planning phase step 5.</p> <p>To apply for DOC permission for aerial operations you need to submit your DOC application form with all the required appendices as stated on the form to the National Predator Control Programmes (NPCP) team at <a href="mailto:npcplogistics@doc.govt.nz">npcplogistics@doc.govt.nz</a></p>
<b>Step 3</b>	<p>When consents are received, review the conditions to identify all the conditions you did not expect or have not planned for.</p> <p>Work out what effects conditions these may have on your operation. Consider budget (dollars and hours), timing, operational targets, any additional risks, and conflicts with conditions for other consents.</p> <p>Decide whether you can proceed with the operation meeting all the imposed conditions.</p> <p>If the conditions are not workable, your options are:</p> <ul style="list-style-type: none"> <li>– Seek to adjust the condition(s). Go back to the consent authority with a case justifying adjusting the condition(s).</li> <li>– Change the method of your proposed operation (for example, change the pesticide). This will mean revisiting your other consents and your operational plan.</li> <li>– Cancel the operation. This is an extreme response and you will need to consult your manager.</li> </ul> <p>If you can accommodate the conditions, amend your operational plan and communication plan to meet the conditions. This may include changes to the budget and timing and may require approval from your manager.</p>

	<p>If you receive formal notification from the Ministry of Health that a public health permission is not required for your operation, ensure that the qualifying points in the letter are correct and that your operational details do not deviate from the information that you provided in the application form.</p>
<b>Step 4</b>	<p>Update the required compliance information in the DOCgis Pesticides Application.</p> <p>The assessor will have sent a copy of the DOC permission to the Regional Pesticides Summary Coordinator who is responsible for adding the link to the DOCgis Pesticides Application and updating the status of the treatment block(s) to “will be laid”.</p> <p>Check that all the operational details, including the start date, in the DOCgis Pesticides Application match the DOC permission and correct if necessary. The start date can be amended again if the operation is delayed.</p>
<b>Step 5</b>	<p><b>This step is compulsory where control methods include aerially applied pesticides and is optional otherwise.</b></p> <p>Create a compliance register for your operation using the Compliance register template docDM-1475273.</p> <p>Copy and paste any conditions, agreements, risk or threats from your communication plan (as completed in Planning phase step 6) into your compliance register for those parties granting landowner/ occupier consent, with whom agreements have been made, or for which you have identified risk or threats.</p> <p>As the other consents are received, copy and paste all conditions into your compliance register.</p> <p>As a minimum you must complete columns A to F of the “Conditions” sheet. This may be used for a readiness check (in Pre-operational phase step 7) or audit (in Operational phase step 5) of your operation.</p>

### **Deliverable:**

Consents obtained for the operation. A compliance register created for aerial operations.

### **Standards:**

1	All required consents are obtained before the operation proceeds.
2	Consent approvers are consulted when there are changes to the operation after consent/permission has been granted.
3	A compliance register must be created for all aerial pesticide operations following the instructions in the Compliance register template docDM-1475273 and must include all conditions and agreements that apply to the operation.
4	The operational plan is consistent with all consent conditions and agreements made.

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## Resources:

- ☐ Compliance register template docDM-1475273
- ☐ Compliance register example aerial operation docDM-1572651
- ☐ Compliance register example bait station operation DOC-6017602
- ☐ Your applications for consents
- ☐ Your consents when these are obtained
- ☐ Your operational plan
- ☐ Your communication plan
- ☐ Your treatment block(s) in the DOCgis Pesticides Application
- ☐ Ministry of Health application form and guidance on public health permissions for VTAs  
<https://www.health.govt.nz/publications/guidelines-for-issuing-permissions-for-the-use-of-vertebrate-toxic-agents>
- ☐ Environmental Protection Authority Application for Permission website  
<https://www.epa.govt.nz/industry-areas/hazardous-substances/making-an-application/permissions/>

## Pre-operational phase step 3: Notify target audience of planned operation

<b>Expect this to take:</b>	1-4 weeks	<b>Applies:</b>	All operations
<b>Objective:</b>	➤ To inform local community, stakeholders, visitors and users about DOC pest operations.		

### Process:

<b>Step 1</b>	Find the Pre-operational notification page of your communication plan. Carefully review all the standards below as the legal requirements for target audiences, timeframes and methods differ between control methods. Most of the standards relate to vertebrate pesticides as these are prescribed by law.  Ensure that any other target audience identified for notification in consent conditions is included.
<b>Step 2</b>	Create notification tools according to the Toolkit page of the communication plan.
<b>Step 3</b>	Notify target audiences of the planned operation.  If anyone requests a repeat of the pre-operational notification, agree on timeframe and ensure that this is actioned.
<b>Step 4</b>	Record outcomes in your communication plan.

### **Deliverable:**

Communication record completed for 'Pre-operational notification' page.

### Standards – compulsory target audiences (pesticide operations):

1	For operations involving vertebrate pesticides, land occupiers and (as far as practicable) owners adjacent to the operational area and if applicable loading site(s) are included in the pre-operational notification.
2	The Medical Officer of Health (MOH) is included in pre-operational notification for operations involving pesticides that do not require public health permission.
3	For <b>aerial 1080</b> operations the officer in charge of the local police station is included in pre-operational notification.
4	For operations using <b>Double Tap™</b> (D+C Pellet Bait) land occupiers and (as far as practicable) owners 'within the vicinity' of the treatment area are included in the pre-operational notification.

5	For operations targeting feral cats using para-aminopropiophenone ( <b>PredaStop for Feral Cats</b> ), land occupiers and (as far as practicable) owners within 3km of the proposed treatment area are included in the pre-operational notification.
6	For operations using <b>Magtoxin</b> , the nearest communications centre of Fire and Emergency New Zealand and anyone else who may be affected by the fumigation, is included in the pre-operational notification.
7	For operations using <b>encapsulated sodium nitrite</b> the following audiences are included in pre-operational notification: <ul style="list-style-type: none"> <li>– any veterinarians operating in the area, and</li> <li>– the officer in charge of the local police station.</li> </ul>

### Standards – fact sheet (all methods):

8	<p>A Notification fact sheet covering the following information about the operation is given to all target audiences, or the information is communicated to them in other ways:</p> <ul style="list-style-type: none"> <li>– Location and size of the treatment area</li> <li>– Why control is needed at that site (covering values, pest problem, and intended conservation outcome)</li> <li>– The details of the control method (if using pesticides include toxic loading, bait type, and method)</li> <li>– Why this control method was chosen</li> <li>– Intended dates of application/operation</li> <li>– Key facts about the method, including risks and mitigation</li> <li>– Details of the permissions required and the consultation/notification process</li> <li>– What to do if poisoning is suspected (if using pesticides)</li> <li>– The job title and organisation of the person responsible for the operation, and the address and phone number of their office</li> <li>– A map of the treatment area that clearly shows the boundaries. Include districts, roads and other commonly known features that may identify the place</li> </ul>
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### Standards – timing (all methods):

9	<p>Any mailout or email is completed a minimum of 2 weeks before the intended date of operation and prior to any public notice. Email may only be used where the tracking option for the email is set to 'request a read receipt for this message'.</p> <p>When notifying clubs or other organisations, a longer period before the operation will be needed to allow for the information to be passed on to members.</p>
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10	For any operation involving <b>1080</b> or <b>PredaStop for Feral Cats</b> (para-aminopropiophenone), the pre-operational notification is 'given with sufficient prior notification but no more than 2 months before' the pesticide is laid.
11	For any operation involving <b>Double Tap™</b> (D+C Pellet Bait), the pre-operational notification is 'given with sufficient prior notification, no less than 24 hours, but no more than 2 months before' the pesticide is laid.
12	For any operation involving <b>encapsulated sodium nitrite</b> , the pre-operational notification is 'given with sufficient prior notification but no more than 1 month before' the pesticide is laid.

### Standards – public notice (aerial pesticide operations):

13	Public notice is used for all <b>aerial applications of 1080 or pindone</b> . The public notice appears in a newspaper available in the areas in which the substances will be applied.
14	<p>The public notice includes the following:</p> <ul style="list-style-type: none"> <li>– The name of the pesticide, bait type and method of applying the bait.</li> <li>– The date of intended pesticide application.</li> <li>– A basic map showing treatment boundaries and any commonly known features (e.g. districts, roads) that may identify the place. If a map would not have sufficient features to identify the location of the control area, a written description of the treatment area may be used. The written description includes the boundaries of the treatment area, districts, roads, and other commonly known features that may identify the place.</li> <li>– The location or locations where the public may view maps of the treatment areas and the times when such maps may be viewed.</li> <li>– The job title and organisation of the person responsible for the application, and the address and phone number of their office.</li> <li>– The most relevant information from the Notification fact sheet for your operation.</li> </ul>
15	Any public notice is published in a time period that complies with all consent conditions for the operation. If consents do not specify a timeframe, the notice is 'given with sufficient prior notification but no more than 2 months before' the pesticide is laid. This is generally taken to mean at least 2 weeks ahead of the intended application date. If the operation is then delayed, re-notification and re-publication can be done as close as a few days prior to the aerial applications.

## Standards – RMA exemption (pesticide operations):

16	If using the Resource Management (Exemption) Regulations 2017 <sup>4</sup> , the relevant regional council is given written notification of the operation.
17	The notification includes the following information: <ul style="list-style-type: none"><li>– the objectives of the operation</li><li>– the vertebrate pesticide, pre-feed, or repellent to be used</li><li>– the bait, delivery method, application rate, or lures to be used</li><li>– a map showing the boundaries of each treatment block(s)</li><li>– the location of any warning signs for each treatment block</li><li>– the period during which the operation will occur in each treatment block</li><li>– the name and contact details of the person in control of the field work (usually the operational planner)</li></ul>
18	The notification is given as early as practicable, but no later than 48 hours, before the operation (including pre-feeding) starts, and repeated if there are changes to the information provided therein.

## Standards – communication record (all methods):

19	A record is kept of all notification in the communication plan, including those for any parties with whom direct contact could not be made.
20	A record of the dates and publications where public notices appeared is kept in the communication plan.
21	The outcomes of notification are recorded in the communication plan.

## Resources:

- ☐ Your communication plan
- ☐ Notification fact sheet NPCP template DOC-6174666
- ☐ Notification fact sheet NPCP example DOC-7078346
- ☐ Notification fact sheet template docDM-22877
- ☐ Notification fact sheet example docDM-22879
- ☐ NPCP resources for engagement and communication DOC-5998295
- ☐ NPCP Guide to engaging with our Treaty Partner and communities at place DOC-6290966
- ☐ WAMP resources for engagement and communication DOC-7624668
- ☐ Generating a concessionaires list DOC-6278584
- ☐ Visit plan and record example docDM-22881
- ☐ Consent conditions relating to notification

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<sup>4</sup> This would have been determined in Planning phase Step 3 Work out which consents you need.

## Pre-operational phase step 4: Write task specifications and collate attachments

<b>Expect this to take:</b>	2 days	<b>Applies:</b>	All operations
<b>Objective:</b>	➤ To write task specifications that detail how the task is to be done and the standards that apply. This allows tasks to be delegated effectively, as everyone is clear on what is expected.		

### Process:

<b>Step 1</b>	Look at the task list in your operational plan and identify those that require task specifications.
<b>Step 2</b>	Modify relevant example task specifications to suit your operation or create your own using the Task specifications template docDM-313054. Identify people and equipment.
<b>Step 3</b>	Collate all required attachments.

### Deliverable:

Task specifications for tasks that need them.

### You will have completed this step when:

- ☐ The task specifications are ready for briefing field staff in the Operational phase
- ☐ The task specifications have been added to the operational plan
- ☐ The standards in the Management of hazardous substances SOP have been applied whenever pesticides are moved or stored
- ☐ Your task specifications include all applicable standards and consent conditions

### Resources:

- ☐ Task specification template docDM-313054
- ☐ Example task specifications from Current agreed best practice for animal pest control
- ☐ Task specifications from other similar operations
- ☐ Your operational plan
- ☐ Management of hazardous substances SOP DOC-6052105
- ☐ Animal pest welfare in firearm and live capture operations

## Pre-operational phase step 5: Organise contracts

<b>Expect this to take:</b>	6-10 weeks	<b>Applies:</b>	All operations if any tasks will be contracted out
<b>Objective:</b>	➤ To secure any contracts required for your operation in line with the Procurement and Supplier Management SOP.		

### Process:

<b>Step 1</b>	Find any tasks in the operational plan that will be contracted out from Planning phase step 4.
<b>Step 2</b>	<p>Create a Description of Services for the contract, by:</p> <ul style="list-style-type: none"> <li>– Modifying your task specification or an example task specification from Current Agreed Best Practice; or</li> <li>– Using an example from the Procurement and Supplier Management SOP</li> </ul> <p>Consult the consent conditions that apply to your operation by reviewing the lists of conditions you copied into the compliance register for your operation in Pre-operational phase step 2. Ensure that the contract is consistent with all consent conditions and SOP standards.</p>
<b>Step 3</b>	Follow the Procurement and Supplier Management SOP to plan and carry out the sourcing process (most likely tendering) and secure the contract.

### Deliverable:

Signed contract(s) needed for your operation.

### You will have completed this step when:

- ☐ All contract(s) are in place for your operation and any associated monitoring

### Resources:

- ☐ Procurement and Supplier Management SOP docDM-912450
- ☐ Procurement SOP quick reference guide docDM-1011955
- ☐ Procurement online DOCLearn training modules
- ☐ Independent contract for services templates
- ☐ Government Model Contract (GMC) services
- ☐ Example task specifications from Current agreed best practice for animal pest control
- ☐ Your operational plan
- ☐ Working with contractors intranet page

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## Pre-operational phase step 6: Prepare operational signage

<b>Expect this to take:</b>	2 weeks	<b>Applies:</b>	All operations
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>➤ To have signs that meet all standards. The number, size and location of signs must comply with all consent conditions.</li> <li>➤ To accurately record details of signs in the DOCgis Pesticides Application if using pesticides.</li> </ul>		

### Process:

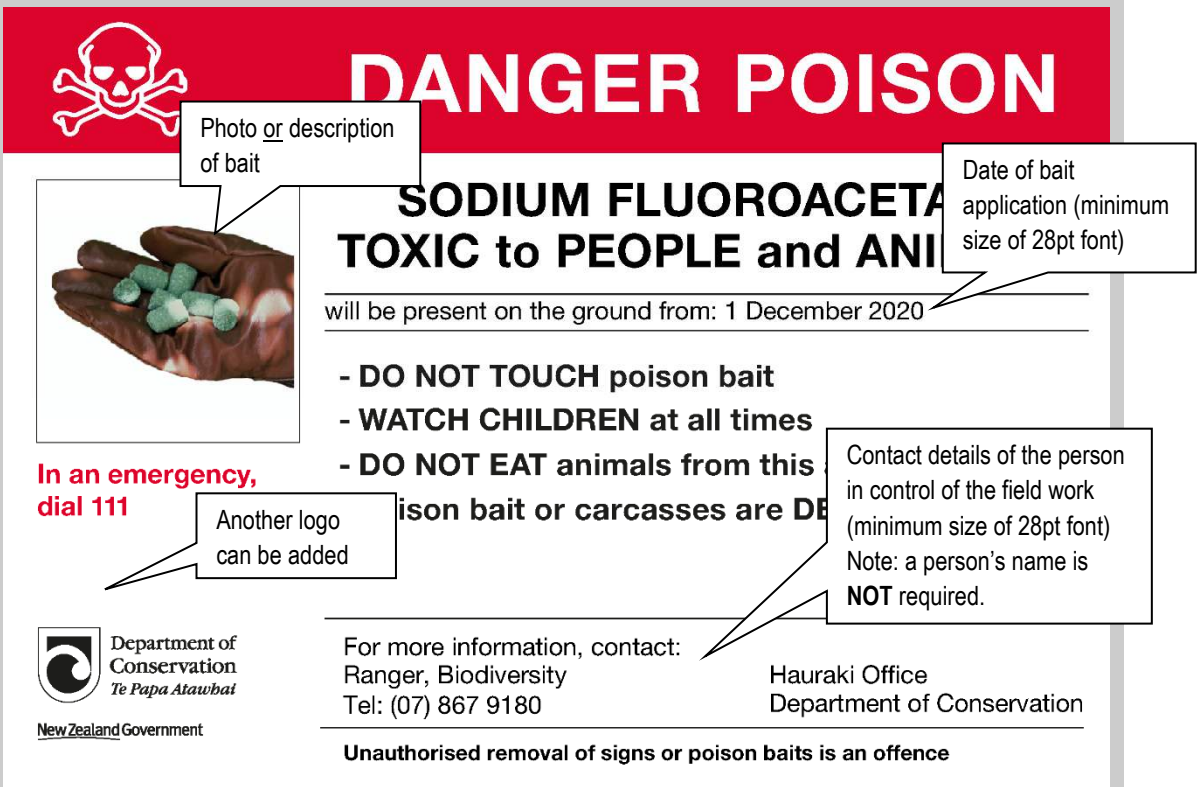
<b>Step 1</b>	<p>Decide what signage is required for your operation. For example, you may decide that you need to warn visitors about a particular hazard and what precautions they need to take to avoid injury, or you may need to convey other information such as closure notices for public walkways or other land.</p> <p>If using pesticides, the process and standards in this SOP for creating, installing, maintaining, and removing warning signs are compulsory as they meet the legal requirements.</p> <p>For other control methods or information signs refer to the How to order DOC signs intranet page for information on producing these.</p>
<b>Step 2</b>	<p>If using pesticides, design signs using the warning sign template(s) corresponding to your pesticide use(s) on the Status List docDM-22655.</p> <p>Obtain the necessary information to complete the required fields. If the phone number provided on the sign is for a DOC office or Customer Service Centre, ensure that the people receiving the call have been provided with sufficient information to be able to direct the call to the person in control of the fieldwork.</p> <p>You will also need loading site signs if you are planning an aerial operation. The template and standard for these are found on the Performance Standard sheets for the relevant pesticide uses.</p>
<b>Step 3</b>	<p>If using pesticides add the proposed sign locations and details to your treatment block(s) in the DOCgis Pesticides Application (if not already done). Use the warning signs shown on your permissions map to identify locations and types of signs.</p>
<b>Step 4</b>	<p>Procure signs. Tally the number and size of signs you will need, based on your sign register. Consider including extra signs to allow for replacements.</p> <p>Decide on what type of sign production you want (e.g. corflute, vinyl, PVC digital print, UV ink print, laminated).</p> <p>Externally produced signs must be ordered through the Department's contracted supplier, Blue Star. See the How to order DOC signs intranet page for the link to the online ordering system. You can also use the system to create an online proof of a sign to print and laminate yourself.</p>

### **Deliverable:**

Signs and if using pesticides, accurate sign information on the DOCgis Pesticides Application.

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## Standards for pesticide warning signs:

1	Warning signs of any design other than the one linked from the Status List must not be used.
2	<p>Only the fields listed below and as shown in the graphic may be changed. No other content or formatting may be altered.</p> <ul style="list-style-type: none"> <li>– Contact details of the person in control of the field work (usually the operational planner): their job title as specifically as possible (e.g. Ranger Biodiversity), the phone number where they can be contacted during normal business hours, and the name of their organisation and office/division.</li> <li>– Date of bait application (if known) or leave blank to write in when the signs are installed</li> <li>– Bait description or clear photo of bait, to show someone what they might encounter</li> <li>– Another organisation's logo may be added if relevant</li> </ul>
	
3	Signs located at normal points of entry (as shown on permissions map) are to be at least A3 in size. Warning signs in other places can be A4 in size.
4	The sign locations and details in the DOCgis Pesticides Application are complete and kept current with dates that signs are installed, checked and removed.

**Resources:**

- ☐ How to order DOC signs
- ☐ Status List docDM-22655
- ☐ Your consents and the approved DOC permission map
- ☐ Performance standards sheets for relevant pesticide uses
- ☐ Your treatment block(s) in the DOCgis Pesticides Application

## Pre-operational phase step 7: Check that you are ready for the operational phase

<b>Expect this to take:</b>	2-10 days	<b>Applies:</b>	All operations
<b>Objective:</b>	➤ To have everything ready for the operational phase to begin.		

### Process:

<b>Step 1</b>	Review the tasks in the operational plan to identify any that have not been completed to standard.
<b>Step 2</b>	Work with the person assigned each task to ensure it is completed.
<b>Step 3</b>	<p>If using pesticides, check your DOC permission to see if a readiness check is required.</p> <p>If not using pesticides (or if a readiness check is not required by the DOC permission) you should still consider arranging a readiness check of your preparedness.</p> <p>Ask a colleague to carry out the readiness check. Look for someone who has the qualifications stated in Key roles for animal pests operational planning docDM-1562274.</p> <p>Supply the readiness checker with a compliance register for your operation. You will have prepared this in Pre-operational phase step 2 for aerial operations. For other operations, follow process step 5 of Pre-operational phase step 2 to create one now.</p> <p>The readiness checker reviews all of your planning documentation and records their compliance observations in your compliance register against:</p> <ul style="list-style-type: none"> <li>— All standards from the Preparing, Planning and Pre-Operational phases</li> <li>— Any standards from consents, agreements or contracts that can be evaluated at this stage</li> <li>— Any risks/threats that should have been addressed by this stage</li> <li>— The task list of your operational plan</li> </ul>
<b>Step 4</b>	<p>Update the operational plan and associated documents.</p> <p>If you are using pesticides and your operation is delayed, you must update the start date for your treatment block(s) in the DOCgis Pesticides Application.</p>

### **Deliverable:**

All Pre-operational tasks in the operational plan completed. Updated compliance register, where a readiness check was completed.



### **You will have completed this step when:**

- ☐ All Pre-operational tasks in the operational plan have been completed to standard
- ☐ You are ready for the Operational phase

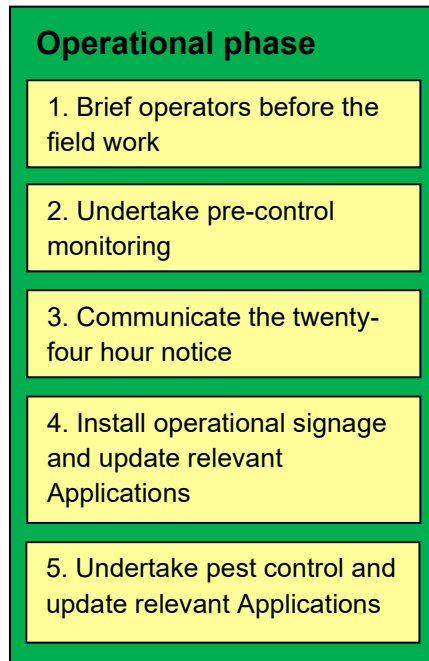
### **Resources:**

- ☐ Your operational plan
- ☐ Your prepared compliance register (use the compliance register template docDM-1475273)
- ☐ Compliance register example aerial operation docDM-1572651
- ☐ Compliance register example bait station operation DOC-6017602
- ☐ Key roles in animal pests operational planning docDM-1562274
- ☐ Eradication readiness check report template DOC-7878544
- ☐ Your treatment block(s) in the DOCgis Pesticides Application

## Operational phase

The Operational phase is about doing the field work.

Work through each step but note that some can be done in parallel. At the end of this phase you will have completed the pest control.



## Operational phase step 1: Brief operators before field work

<b>Expect this to take:</b>	< 1 hour	<b>Applies:</b>	All operations
<b>Objective:</b>	<ul style="list-style-type: none"> <li>➤ Field staff, volunteers and contractors understand what is expected of them.</li> <li>➤ If using pesticides, to give the approved DOC permission map to field supervisor (ground operations) or aerial contractor and brief them regarding the location of sensitive boundaries and exclusion zones.</li> </ul>		

### Process:

<b>Step 1</b>	Bring together the planning documentation relevant to field staff. Brief field staff, volunteers and contractors on what they need to know to carry out their roles in the operation.
<b>Step 2</b>	<p>If using pesticides, brief the field supervisor (ground operations) or aerial contractor on operational boundaries to meet the standards for communicating boundaries.</p> <p>For aerial pesticide applications, fly the boundaries as required by the standards. For sensitive boundaries that are difficult to determine from the air, physically mark key points on the ground beforehand, e.g. using coloured tape, flags or other such markers to ensure that they are visible from the aircraft.</p>
<b>Step 3</b>	Plan and carry out job safety analysis and toolbox talks in line with the Health and Safety Management Systems Manual.
<b>Step 4</b>	Keep a record of all briefings, including when it was done and any relevant information or issues.

### **Deliverable:**

Record of who has been briefed on what.

### Standards:

The standards for **communicating boundaries for operations using pesticides** are:

1	<p>Prior to ground based pesticide application, the field supervisor:</p> <ul style="list-style-type: none"> <li>– Receives a copy of the map</li> <li>– Is briefed regarding the location of sensitive boundaries and exclusion zones by the operational planner (or a person nominated by them)</li> </ul>
2	A navigational guidance system is used for all aerial operations.

- 3 Prior to aerial pesticide application the aerial contractor:
- Receives a digital copy of the aerial application boundary and exclusion zones, and uploads these to the onboard GPS system prior to applying pesticide
  - Flies the boundaries of the aerial application area and exclusion zones with the operational planner (or a person nominated by them) to confirm that the electronic boundary is correct and familiarise themselves with the boundary (the approving manager can exempt certain boundaries from this requirement)
  - Is briefed regarding the location of sensitive boundaries and exclusion zones, and outlines his/her sowing plan to ensure that these boundaries will not be breached, to the satisfaction of the operational planner
  - Receives copies of all relevant consents and approvals, and a hard copy of the map

### **Exceptions**

The approving manager can allow exemptions to the requirement to fly certain boundaries provided they meet all the following criteria:

- They are not considered to be sensitive boundaries for any reason
- They adjoin treatment areas for which all required permissions are held
- They are readily distinguishable from the air (e.g. bushline)

The approving manager can allow exemptions to fly all the boundaries for a rotenone operation where it is not practical due to the size and obvious boundaries of the application area.

### **Resources:**

- ☐ Your operational plan, including task specifications
- ☐ Your DOC permission map
- ☐ Management of hazardous substances SOP DOC-6052105
- ☐ Animal pest welfare in firearm and live capture operations
- ☐ Health and Safety Management Systems intranet page:
  - Hazard Management docDM-235267
  - Information training and supervision docDM-231274
  - Contractor Management docDM-836257

## Operational phase step 2: Undertake pre-control monitoring

<b>Expect this to take:</b>	2 days to several weeks	<b>Applies:</b>	When monitoring is planned
<b>Objective:</b>	➤ To establish baseline data for result and/or outcome monitoring as planned in Planning phase step 2.		

### Process:

<b>Step 1</b>	Implement your result monitoring and outcome monitoring plans.
<b>Step 2</b>	Record the data according to the planned data quality standards.

<b>Deliverable:</b> Pre-control monitoring data.
---

### You will have completed this step when:

- ☐ Your pre-control monitoring data has been recorded according to the relevant monitoring plan.

### Resources:

- ☐ Your operational plan
- ☐ Your result monitoring plan
- ☐ Your outcome monitoring plan

## Operational phase step 3: Communicate the twenty-four hour notice

<b>Expect this to take:</b>	1-2 hours	<b>Applies:</b>	When it is part of your communication plan
<b>Objective:</b>	➤ To let people identified in communication plan know the operation is about to begin.		

### Process:

<b>Step 1</b>	Find the 24-hour notice page of your communication plan.
<b>Step 2</b>	Contact target audience identified and notify them that the operation is about to occur, using the notification tools identified in your communication plan.
<b>Step 3</b>	Record the actual dates and outcomes in the communication plan.

### Deliverable:

24-hour notice communication record.

### Standards:

1	<p>Compulsory target audiences for twenty-four hour notice:</p> <ul style="list-style-type: none"> <li>– For operations involving vertebrate pesticides, land occupiers and (as far as practicable) owners adjacent to the operational area and if applicable aerial loading site(s) are included in the twenty-four hour notice</li> <li>– All consent providers are included in the twenty-four notice for operations using vertebrate pesticides, and close liaison is maintained throughout the operation</li> <li>– Anyone identified for twenty-four hour notification in consent conditions is included in the twenty-four hour notice</li> <li>– Anyone who was promised a twenty-four hour notice during consultation is included in the twenty-four hour notice</li> </ul>
2	The twenty-four hour notice is completed in the time period specified in any relevant consent conditions (usually 24–48 hours prior to bait application).
3	<p>The twenty-four hour notice is done by visit, phone call, text message or email.</p> <p>Text message or email are only used if:</p> <ul style="list-style-type: none"> <li>– The recipient has stated that this is their preferred method of contact</li> <li>– The content standard is still met</li> <li>– Contact details are provided for any questions/issues</li> </ul> <p>The recipient replies to the message to acknowledge it has been received</p>

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4	<p>Compulsory content for twenty-four hour notice:</p> <ul style="list-style-type: none"> <li>– The planned start date of the operation</li> <li>– Timing of any closures of tracks or loading sites</li> <li>– If using pesticides, a reminder (from the Notification fact sheet) that the presence of warning signs indicates pesticide residues may still be present in baits or animals</li> <li>– If using pesticides, the risk message not to take animals for eating applies to the buffer zone of the operations, as well as the treatment area itself</li> </ul>
5	The dates and outcomes of notification are recorded in the communication plan.

## Resources:

- ☐ Your communication plan

## Operational phase step 4: Install operational signage and update relevant Applications

<b>Expect this to take:</b>	1 day	<b>Applies:</b>	All methods
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>➤ To install signs at the correct location to communicate risk messages and other information.</li> <li>➤ If using pesticides, to install warnings signs at the locations shown on the DOCgis Pesticides Application as close as possible to the beginning of bait application.</li> <li>➤ Accurate information about pesticide operations is shown on the Pesticides Summary.</li> </ul>		

### Process:

<b>Step 1</b>	If using pesticides, write the date of bait application on all warning signs once the start date of the operation is finalised.
<b>Step 2</b>	Install signs at all the required locations.
<b>Step 3</b>	If using pesticides, check that the details for your treatment block(s) in the DOCgis Pesticides Application are still accurate and update if necessary. Set the status of the virtual signs to "actual" and change the status of the treatment block(s) to "have been laid".

### Deliverable:

Correct signs installed at required locations.

Treatment block(s) for pesticide operations are shown on the Pesticide Summary as bait having been laid.

### Standards for pesticide warning signs:

1	Signs located at normal points of entry (as shown on Permissions map) are to be at least A3 in size. Warning signs in other places can be A4 size.
2	Install signs as close as possible before the start of bait application (i.e. on the day before where possible).
3	Sign installation is accurately recorded in the DOCgis Pesticides Application.
4	The information in the DOCgis Pesticides Application accurately reflects the operation and the status of the treatment block(s) is set to "have been laid" as close as possible before the start of bait application (i.e. on the day before where possible).

### Resources:

- ☐ Your set of signs for the operation
- ☐ Your treatment block(s) in the DOCgis Pesticides Application

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## Operational phase step 5: Undertake pest control and update relevant Applications

<b>Expect this to take:</b>	1 day to months	<b>Applies:</b>	All operations
<b>Objective:</b>	<ul style="list-style-type: none"> <li>➤ To meet result targets in your operational plan by following the plan and associated task specifications.</li> <li>➤ If using pesticides, to have a complete record of all bait application within the DOCgis Pesticide Application.</li> <li>➤ Accurate information about pesticides operations is shown on the Pesticides Summary.</li> </ul>		

### Process:

<b>Step 1</b>	Tasks are completed by project team as delegated in the operational plan. Task specifications are met.
<b>Step 2</b>	<p>Deal with any immediate incident investigation and reporting requirements. For pesticides, this includes the reporting requirements for bait spills or misapplications as specified on the relevant safe handling sheet. Also check permission conditions for incident reporting requirements.</p> <p>It may be prudent to report other significant incidents (e.g. non-target deaths) prior to the Reporting Phase. Seek advice from your manager or a Technical Advisor Threats if unsure.</p>
<b>Step 3</b>	<p>If using pesticides, the approving manager for your DOC permission may elect to monitor compliance of your operation.</p> <p>If not using pesticides (or if the approving manager does not opt to audit) you can still consider asking a colleague to carry out an audit. This can be completed by an independent person who has knowledge of this SOP.</p> <p>Supply the auditor with a compliance register for your operation. You will have prepared this in Pre-operational phase step 2 for aerial pesticide operations. For other operations, follow process step 5 of Pre-operational phase step 2 to create one now.</p>
<b>Step 4</b>	<p>For pesticide operations, add the details of actual bait application (including for pre-feeding) and bait removal/destruction to your treatment block(s) in the DOCgis Pesticides Application within 2 weeks of the field work occurring. For aerial operations the treatment data will be added by the GIS team, but it is still the responsibility of the operational planner to ensure that this happens. Actual bait application must be recorded for the block boundaries to be copied to Operational Activity Actuals.</p> <p>If more than 5% of a block does not receive treatment (e.g., because of poor weather conditions) then you must amend the block boundaries in the DOCgis Pesticides Application accordingly. For aerial applications, maintain the buffers as part of the treatment area.</p> <p>Ensure that the end date of the treatment block(s) in the DOCgis Pesticides Application is correct. For pesticide uses where the bait is left to degrade, it will be the last date of bait application. For pesticide uses where bait must be removed or destroyed at the end of the operation, it will be the date that this</p>

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	occurred. This must be done manually as recording bait removal/destruction does not automatically update the end date for a treatment block.
<b>Step 5</b>	<p>Record field notes on the operation in preparation for operational reporting, especially any specific issues encountered and practices that differ from what were planned. These could include:</p> <ul style="list-style-type: none"> <li>– Timing</li> <li>– Equipment</li> <li>– Weather problems</li> <li>– Contractor(s) performance</li> <li>– Feedback from the people involved in the operation</li> <li>– Incidents and complaints.</li> </ul>

### **Deliverable:**

Pest control completed as specified in operational plan. Relevant pages completed in your compliance register.

If using pesticides, details of actual bait application for each treatment block is available in the DOCgis Pesticides Application.

### **Standards:**

1	If using pesticides, details of actual bait application and removal/destruction are entered for each treatment block in the DOCgis pesticides Application.
2	If using pesticides, the end date for each treatment block in the DOCgis Pesticides Application correctly reflects the actual end date of the operation.
3	All operational information needed for the operational report is recorded.

### **Resources:**

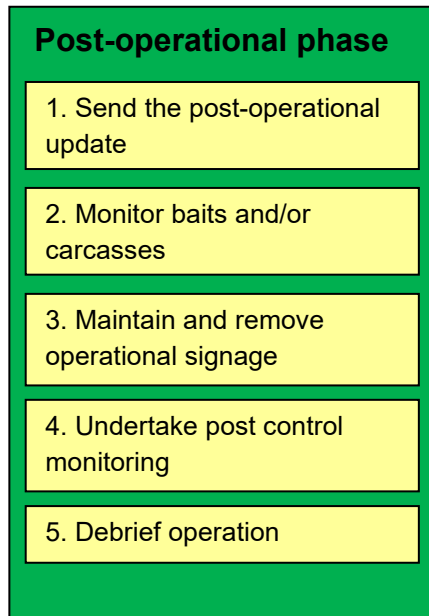
- ☐ Your operational plan, including task specifications
- ☐ Metservice learning centre <https://about.metservice.com/our-company/learning-centre/how-to-read-weather-maps> & <https://about.metservice.com/our-company/learning-centre/nz-weather-patterns>
- ☐ NPCP weather forecasting for operational purposes DOC-2929845
- ☐ Management of hazardous substances SOP DOC-6052105 and safe handling sheets
- ☐ Health and Safety Management Systems intranet page: Incident reporting, recording and investigation docDM-25389
- ☐ Your prepared compliance register (compliance register template docDM-1475273)
- ☐ Compliance register example aerial operation docDM-1572651
- ☐ Compliance register example bait station operation DOC-6017602
- ☐ Key roles in animal pests operational planning docDM-1562274
- ☐ Your treatment block(s) in the DOCgis Pesticides Application
- ☐ DOCgis Pesticides Application user guide  
[https://intmap.doc.govt.nz/AppResources/UserGuides/Pesticides/index\\_Pesticides.html](https://intmap.doc.govt.nz/AppResources/UserGuides/Pesticides/index_Pesticides.html)

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## Post-operational phase

The Post-operational phase starts once the pest control has been completed, and answers the question “What happened?”

Work through each step but note that some can be done in parallel. At the end of this phase you will have everything you need to write the operational report.



## Post-operational phase step 1: Send the post-operational update

<b>Expect this to take:</b>	1 day	<b>Applies:</b>	All operations
<b>Objective:</b>	➤ To tell people that the operational phase has finished and remind them of key risk messages.		

### Process:

<b>Step 1</b>	Find the Post-operational update page of your communication plan.
<b>Step 2</b>	Notify your target audiences that the operation has occurred, using the post-operational notification tools identified in your communication plan.
<b>Step 3</b>	Record actual dates and outcomes in the communication plan.
<b>Step 4</b>	Complete any remaining outstanding details in your communication plan and then convert your plan into a communication record (refer Standard 5.).

### Deliverable:

Post-operational update completed, and communication plan updated and converted into a communication record.

### Standards:

The standards for **post-operational notification** are:

1	Compulsory target audiences for post-operational notification: <ul style="list-style-type: none"> <li>– Any target audience identified for notification in consent conditions</li> <li>– The communications centre of Fire and Emergency New Zealand, and any affected persons that were given pre-operational notification, are included in the post-operational update for operations using Magtoxin</li> </ul>
2	Mailouts or emails are used for all target audiences identified for post-operational update in the communication plan.
3	Compulsory content for post-operational notification: <ul style="list-style-type: none"> <li>– The details of the control method (if using pesticides include toxic loading, bait type, and method)</li> <li>– The date when operation/pesticide application finished</li> <li>– Any results to date</li> <li>– Restatement of what to do to avoid or mitigate risks of the operation (from the Notification fact sheet)</li> <li>– If using pesticides, the estimated caution period</li> </ul>

	<ul style="list-style-type: none"> <li>– If using pesticides, a reminder (from the Notification fact sheet) that the presence of warning signs indicates that pesticide residues may still be present in baits or animals</li> </ul>
4	<p>For any pesticide operation applying the Resource Management (Exemption) Regulations 2017, the relevant regional council is given written notification after the operation with the following information:</p> <ul style="list-style-type: none"> <li>– a map showing the boundaries of where each application occurred (i.e. the map of the treatment area from the DOCgis Pesticides Application which may have been updated in Operational Phase Step 5)</li> <li>– the period during which each application occurred</li> </ul> <p>This notification must be given no later than 20 working days after the last date of application.</p>

The standards for **creating a communication record** are:

5	<p>A communication record of the consultation and notification that actually took place is produced, including:</p> <ul style="list-style-type: none"> <li>– Actual dates when consultation and notification was undertaken</li> <li>– Outcomes of consultation and notification, including any complaints and how they were addressed</li> <li>– References to resources used (e.g. document management system reference number)</li> </ul>
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## Resources:

- ☐ Your communication plan
- ☐ Post-operational update NPCP template DOC-7624959
- ☐ Post-operational update NPCP example DOC-7675086
- ☐ Post-operational update example docDM-22889
- ☐ NPCP Guide to engaging with our Treaty Partner and communities at place DOC-6290966
- ☐ NPCP resources for engagement and communication DOC-5998295
- ☐ WAMP resources for engagement and communication DOC-7624668
- ☐ Communication record example docDM-22871

## Post-operational phase step 2: Monitor baits and/or carcasses

<b>Expect this to take:</b>	Months	<b>Applies:</b>	When using pesticides, if specified on the Performance standards sheets
<b>Objective:</b>	➤ To decide when the risk of exposure to pesticides by the public has passed and to maintain accurate caution period information in the Pesticide Summary. Monitoring endpoints must be met before the caution period can be concluded.		

### Process:

<b>Step 1</b>	<p>Identify the number of sites to be sampled. This can be done by using the Land Environments New Zealand (LENZ) level 1 data accessible through the DOCgis (Geographical Information System). You will need to monitor bait and carcass decay rates at one site for each level 1 land environment present.</p> <p>Alternatively, monitor bait and carcass decay rates at one site for every 750 m of vertical height within your treatment area, and at least one site where average annual rainfall varies by more than 1500 mm.</p> <p>Where a monitoring site is remote or has difficult access, a similar site at the same altitude outside the treatment area can be used as a surrogate. Non-toxic baits will need to be used if approval to lay pesticides has not been given for the surrogate area.</p>
<b>Step 2</b>	<p>The start point for bait and carcass monitoring is the same as the start point for the caution period (i.e. either the last date of bait application or when baits are removed or destroyed).</p> <p>Place baits and carcasses at each site at this time. Photograph baits and carcasses from a fixed position to create a record of the start point for monitoring.</p>
<b>Step 3</b>	<p>Check baits and/or carcasses once the minimum caution period has elapsed to find out whether the estimated caution period can be shortened. If all endpoints have been reached, the estimated caution period can be shortened and concluded.</p> <p>If not, continue monitoring until the end of the estimated caution period to find out which of the following will apply:</p> <ul style="list-style-type: none"> <li>– All the endpoints have been reached, conclude the caution period.</li> <li>– All the endpoints have not been reached and the estimated caution period needs to be extended. Decide on a new estimated caution period and advise the approving manager in writing. Update the estimated caution period for your treatment block(s) in the DOCgis Pesticides Application. Monitoring is continued, and the caution period is re-extended until the all the endpoints have been reached. This is the point at which the caution period is concluded.</li> </ul> <p>Photograph carcasses every time that they are checked from a fixed position to create a record of decay over time. Baits are only photographed at the start point and endpoint.</p>

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	Toxicological analysis can be used to confirm expiry of the caution period if you suspect that the remaining bait or carcass is non-toxic.
<b>Step 4</b>	When the caution period has concluded supply the approving manager with a bait and carcass monitoring report that meets the standards.

#### **Deliverables:**

Conclusion of the estimated caution period and bait and carcass monitoring report saved to the document management system.

Accurate caution period information for your treatment block(s) on the Pesticide Summary.

#### **Standards:**

- 1 The number of monitoring sites is reasonable when evaluated against the LENZ level 1 data (i.e. one site for each environment present) or the range of climates represented at the site.

- 2 At each monitoring site, the number and placement of baits and/or carcasses meets the following standards:

##### **Hand laid baits**

Three to six baits are monitored at each site. These are enclosed in wire mesh with holes no more than 8 mm x 8 mm, to prevent them being eaten by rodents. Place them on the ground to allow soil decomposers to access them. Place them under vegetation that is most typical of the denser cover in the treatment area. Place them on colder aspects (e.g. southern), to measure the slowest rate of decay.

##### **Bait in bait bags**

If bait bags containing toxic bait are to be left in the field, three to six bait bags are to be monitored at each site. These are enclosed in wire mesh with holes no more than 8 mm x 8 mm, and placed in a similar manner to the bait bag placement used in the operation.

##### **Carcasses**

Use possum carcasses except where impractical (e.g. rat control in a possum-free area) or where larger animals are easier to source and monitor (e.g. goats or deer). At least two possum carcasses need to be monitored at each site.

Carcasses can be sourced from anywhere, but need to be reasonably fresh carcasses with no major open wounds. They do not have to be protected from rodents, but secured to prevent pigs, dogs, or cats from taking them (e.g. inside a possum cage trap pinned to the ground).

Place the carcass on the ground to allow soil decomposers to access them. Place them under vegetation that is most typical of the denser cover in the treatment area. Place them on colder aspects (e.g. southern), to measure the slowest rate of decay.

3	<p>The caution period is concluded when the minimum caution period has elapsed, and the following monitoring endpoints have been reached:</p> <ul style="list-style-type: none"> <li>– Baits have completely disappeared, or only a few separated particles of grain or wax flakes remain</li> <li>– For carcasses, all soft tissue has disappeared and only bones, skin and fur remain</li> </ul>
4	<p>The treatment block(s) in the DOCgis Pesticides Application are updated with the new estimated caution period if it is extended.</p>
5	<p>The approving manager is notified when the caution period is shortened, extended or concluded. Notification includes supplying the bait and/or carcass monitoring report.</p>
6	<p>Compulsory bait and carcass monitoring results are recorded in a report saved to the document management system. This report includes:</p> <ul style="list-style-type: none"> <li>– Operation name</li> <li>– Pesticide uses in the operation</li> <li>– Caution period start date</li> <li>– Date endpoint(s) reached for each monitoring site</li> <li>– Photos for the first and final monitoring visit to each monitoring site</li> <li>– A statement of whether the treatment area was 'dry' (i.e. &lt;600mm rainfall/year or low rainfall during the monitoring period)</li> <li>– A statement of whether mean temperature in the 6 months following the operation was &lt;10 degrees</li> </ul>

## Resources:

- ☐ Your approved Performance standards sheets for each pesticide use
- ☐ Task specifications for this task from your operational plan
- ☐ DOCgis <https://intmap.doc.govt.nz/internalmaps/index.html?viewer=docgis>
- ☐ NIWA Climate Database: <http://cliflo.niwa.co.nz/>
- ☐ Animal Pests SOP Definitions and FAQs docDM-51708 for definitions of terminology related to caution periods
- ☐ Craddock, P. 2003: Environmental breakdown of Pest-Off® poison bait (20ppm brodifacoum) at Tāwharanui Regional Park, North of Auckland. Report prepared for Northern Regional Parks, Auckland Regional Council (unpublished), Entomologica Consulting. Auckland, New Zealand. 25pp docDM-311798
- ☐ Bait and carcass photographic record example docDM-1481478
- ☐ Your treatment block(s) in the DOCgis Pesticides Application



## Post-operational phase step 3: Maintain and remove operational signage

<b>Expect this to take:</b>	Months	<b>Applies:</b>	All operations
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>➤ To ensure that signs are visible and legible at all times throughout the operation.</li> <li>➤ If using pesticides, warning signs are removed when the caution period has expired and the operation is removed from the Pesticide Summary.</li> </ul>		

### Process:

<b>Step 1</b>	Check signs, either by programming it to occur alongside other work or by scheduling specific checks. Repair or replace where necessary following vandalism or storm damage.
<b>Step 2</b>	<p>Remove the signs when the risks have passed or when the information they convey is no longer required.</p> <p>For pesticide warning signs, this is after the caution period has been concluded (as specified on the performance standards sheets for your operation and may depend on bait and/or carcass monitoring).</p>
<b>Step 3</b>	<p>If using pesticides, retire the treatment in the DOCgis Pesticides Application block(s) to remove the operation from the Pesticides Summary. Retiring the treatment block will change the status of all virtual warning signs associated with that block to “removed”.</p> <p>Ensure that you have added all required information and links to other documents before retiring the treatment area/blocks as this cannot be done thereafter.</p>
<b>Step 4</b>	If using pesticides, notify the approving manager in writing that signs have been removed.

### **Deliverable:**

If using pesticides, all warning signs removed when the caution period has expired, and the treatment block(s) are removed from the Pesticide Summary.  
For other methods, signs are removed when no longer required.

### Standards for pesticide warning signs:

1	Warning signs are visible and legible at all times throughout the operation.
2	Warning signs are to be checked frequently enough to comply with all relevant consent conditions.

3	Signs are removed when the caution period is concluded. The approving manager is notified of this in writing.
4	When the caution period is concluded the status of the virtual signs in the DOCgis Pesticides Application is changed to “removed” and the treatment block(s) are retired.

## Resources:

- ☐ Your bait and/or carcass monitoring report
- ☐ Animal Pests SOP Definitions and FAQs docDM-51708 for definitions of terminology related to caution periods
- ☐ Your treatment block(s) in the DOCgis Pesticides Application

## Post-operational phase step 4: Undertake post-control monitoring

<b>Expect this to take:</b>	2 days to several weeks	<b>Applies:</b>	When monitoring is planned
<b>Objective:</b>	➤ To re-measure the same parameters you established in Operational phase step 2. You will follow the monitoring plan(s) agreed in step 2 of the Planning phase.		

### Process:

<b>Step 1</b>	Implement your result monitoring and outcome monitoring plans.
<b>Step 2</b>	Record the data according to the planned data quality standards.
<b>Step 3</b>	Analyse the data.

### Deliverable:

Post-control monitoring data analysed.

### You will have completed this step when:

- ☐ Your post-control monitoring data has been recorded and analysed according to the relevant monitoring plan

### Resources:

- ☐ Your operational plan
- ☐ Your result monitoring plan
- ☐ Your outcome monitoring plan

## Post-operational phase step 5: Debrief operation

<b>Expect this to take:</b>	2-3 hours	<b>Applies:</b>	All operations
<b>Objective:</b>	➤ To identify lessons learned from the operation to improve the planning of the next operation. The lessons learned will be included in the Operational report.		

### Process:

<b>Step 1</b>	Review the operational plan and discuss with the project team how the operation went.
<b>Step 2</b>	Identify lessons learned from all phases of the operation.
<b>Step 3</b>	Discuss and agree on lessons.
<b>Step 4</b>	Create a record of the agreed list.

### Deliverable:

Record of lessons from this operation.

### You will have completed this step when:

- ☐ You have a record of lessons that can be used when writing the Operational report and when planning the next operation

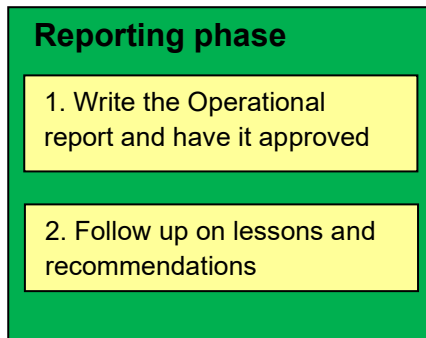
### Resources:

- ☐ Your operational plan
- ☐ The project team—consider involving relevant science or technical advisors
- ☐ Consider using a facilitator for the debrief
- ☐ Tips on running a good debrief docDM-366280
- ☐ NPCP debrief template DOC-5492238

## Reporting phase

In the Reporting phase you answer the question “What did you do?”

At the end of this phase you know what you would do differently next time.



## Reporting phase step 1: Write the Operational report and have it approved

<b>Expect this to take:</b>	1 week	<b>Applies:</b>	All operations (except tahr control)
<b>Objective:</b>	<ul style="list-style-type: none"> <li>➤ To finalise the operational report for planning future operations at your site and elsewhere nationally. This is your opportunity to communicate lessons from the project and contribute to best practice.</li> <li>➤ The Operational report fulfils the legal requirement to have a record of use for certain vertebrate pesticides, and the aerial 1080 reporting requirements.</li> </ul>		

### Process:

<b>Step 1</b>	<p>Write the operational report using the Operational report template DOC-7129705 or for WAM hunting operations DOC-7723946. Bring together the information collected from this operation (e.g. prescription, consultation record, consents, field notes, financial records, debrief minutes) and previous operational reports. Ensure that all incidents are documented in the Operational report.</p> <p>Consider peer review of the draft, especially if there are incidents, complaints, or deviations from the planned operation.</p> <p>Add details of the operational report to the Operational reporting master spreadsheet DOC-7194322.</p> <p>For pesticide aerial operations, check that the GIS Analyst has combined the GPS data files showing the bait application flight lines, and the aircraft secondary positional information with the bait log details and loaded these to the NATIS1 GIS database. For aerial 1080 operations, ask the GIS Analyst to save the map for the EPA aerial 1080 report to the S drive.</p> <p>For pesticide operations, add the Operational report docCM number to your treatment area in the DOCgis Pesticides Application. This needs to be done prior to retiring all the treatment blocks that are attached to the treatment area.</p>
<b>Step 2</b>	<p>The Operations Manager reviews the report and any advice supplied prior to approving the operational report by changing the report status of the report to 'final' and entering his name and the date in the Approved by field.</p> <p>The operational planner identifies actions he or she will take to ensure lessons learned and recommendations are followed up:</p> <ul style="list-style-type: none"> <li>– When planning future operations</li> <li>– Through the monthly operating review (MOR) process, where there are general recommendations for DOC</li> </ul>
<b>Step 3</b>	<p>For aerial 1080 operations, send an email with the finalised Operational report as an attachment and the docCM number of the communications plan to the Senior Planning Advisor, National Operations to review and submit to the EPA. This must occur within the timeframe stated in Standard 2 to allow the required report to be submitted to the EPA within the 6-month legal timeframe.</p> <p>Advise the Senior Planning Advisor, National Operations of any aerial 1080 operation carried out jointly with another agency to determine which agency will be submitting the report to the EPA.</p>

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<b>Step 4</b>	<p>For aerial 1080 operations, the Senior Planning Advisor, National Operations reviews and amends the copy of the operational report if necessary and submits it to the EPA within 6 months of the first date baits were aerially applied.</p> <p>The instructions in EPA aerial 1080 report instructions docDM-382846 are followed.</p>
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**Deliverable:**

Approved operational report.

**Standards:**

1	An operational report is written for all DOC pest operations (except tahr control).
2	For aerial 1080 operations, the report is completed and approved by the Operations Manager within 5 months of the first date baits were aerially applied. The Senior Planning Advisor, National Operations is emailed the finalised report as an attachment and the docCM number of the communications plan with the subject line 'Operational report for EPA website' within this timeframe.
3	<p>For all other DOC pest operations, the report is completed and approved by the Operations Manager:</p> <ul style="list-style-type: none"> <li>– Within 2 months after result monitoring is completed;</li> <li>– Where there is no result monitoring, within 2 months after outcome monitoring is completed; or</li> <li>– Annually</li> </ul>
4	All sections of the Operational report are completed, using 'N/A' for those not needed. The operational information for treatment blocks is clearly separated in each section of the report where differences exist between them.
5	<p>The Operational report is written to:</p> <ul style="list-style-type: none"> <li>– Cover the information required by the instructions in the template</li> <li>– Be specific and factual</li> <li>– Align with definitions</li> <li>– Use concise plain English</li> <li>– Use references that are specific and traceable, and only where the template instructions allow for them</li> </ul>
6	<p>The Operational report includes at least one map, as a document management system link or a description of the file location (e.g. DOCgis Pesticides Application or S drive).</p> <p>The map shows the following as a minimum:</p>

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	<ul style="list-style-type: none"> <li>– Map number and series (e.g. T17 NZMS 260)</li> <li>– The external boundary of the treatment area (shade along the inside of the boundary)</li> <li>– DOC land boundaries relevant to the operation</li> <li>– Name of treatment area</li> <li>– Land tenure and adjacent owners, including leased land</li> <li>– Any areas excluded from the treatment area (e.g. public water supplies, pā sites)</li> </ul>
7	For pesticide aerial operations, the GPS data files showing the bait application flight lines, and the aircraft secondary positional information are combined with the bait log details and loaded to the NATIS1 GIS database.
8	One Operational report is written for each operational plan (i.e. the same grouping standards as in Preparing phase step 1 apply).
9	The details of the operational report are entered into the Operational reporting master spreadsheet DOC-7194322

## Resources:

- ☐ Operational report template DOC-7129705
- ☐ Operational report template: WAM hunting operations DOC-7723946
- ☐ Operational reporting master spreadsheet DOC-7194322
- ☐ Operational report example: aerial 1080 DOC-7166335
- ☐ Operational report example: bait stations DOC-7187410
- ☐ Operational report example: WAM goat ground hunting DOC-7189506
- ☐ Operational report example: stoat trapping DOC-7263674
- ☐ EPA aerial 1080 report instructions docDM-382846
- ☐ EPA aerial 1080 reporting requirements map DOC-7478923
- ☐ EPA aerial 1080 report example: DOC-7287755
- ☐ Your treatment area in the DOCgis Pesticides Application

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## Reporting phase step 2: Follow up on lessons and recommendations

<b>Expect this to take:</b>	1 day	<b>Applies:</b>	All operations if recommendations were identified
<b>Objective:</b>	➤ To follow up any new information recorded and recommendations made in the Operational report.		

### Process:

<b>Step 1</b>	Go to the Lessons learned and General recommendations section of the Operational report.
<b>Step 2</b>	Identify what you can do to share any new information and progress each recommendation.
<b>Step 3</b>	Follow these actions through

### Deliverable:

New information communicated and recommendations followed up.

### You will have completed this step when:

- ☐ Recommendations have been followed up.
- ☐ You have updated your prescription.
- ☐ Any new information learned about pesticides or traps or changes recommended to DOC systems have been communicated to the Landscape Threats Advice team in the Terrestrial Biodiversity Group, e.g.:
  - Results relating to information needs on the DOC Performance standards sheets
  - Reports or publications not currently covered by a DOC Pesticide Information Review
  - Effects on non-target species observed
  - Results of field trials for any animal pest control method included in Current Agreed Best Practice
  - Suggestions for improvements to SOPs
  - Results from pesticide residue testing
  - Suggested alternatives to personal protective equipment or other improvements to Safe Handling sheets
  - Suggestions for improvements to Current Agreed Best Practice
- ☐ You have considered media opportunities and other ways to continue community engagement.

### Resources:

- ☐ The prescription from the Business planning system for your site

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- ☐ Your Operational report
- ☐ The relevant Pesticide Information Review docDM-25413
- ☐ Current agreed best practice for animal pest control: updating best practice
- ☐ Vertebrate Pesticide Residue Database SOP docDM-33461
- ☐ Non-target capture record form DOC-6158657
- ☐ Tiakina Ngā Manu Engagement and Communications 4-year Strategy 2020-2024 DOC-6315626
- ☐ National Predator Control Programme: Guide to engaging with our Treaty Partner and communities at place DOC-6290966

## Complete list of resources

### *Forms, templates, and examples*

- Bait and carcass photographic record example docDM-1481478
- Communication plan template docDM-22868
- Communication plan template user guide docDM-1108789
- Communication plan – complex/new operation example docDM-22869
- Communication plan – simple/maintenance operation example docDM-22870
- Communication record example docDM-22871
- Compliance register template docDM-1475273
- Compliance register example aerial operation docDM-1572651
- Compliance register example bait station operation DOC-6017602
- Consultation fact sheet example docDM-22874
- Consultation fact sheet template docDM-22872
- Consultation fact sheet NPCP template DOC-6174650
- Consultation fact sheet NPCP example DOC-7177104
- DOC application form to use pesticides docDM-95868
- DOC application form with AEE example DOC-2313380
- Ecological problem statement examples docDM-1552765
- Eradication feasibility assessment template DOC-7110779
- Eradication operational design and logistics template DOC-7756004
- Eradication project management plan template DOC-7754931
- Eradication readiness check report template DOC-7878544
- Eradication scoping report template DOC-7756009
- Eradication task breakdown example spreadsheet DOC-7878965
- Landowner/occupier visit plan and record template docDM-22881
- National Predator Control Programme debrief template DOC-5492238
- Non-target capture record form DOC-6158657
- Notification fact sheet template docDM-22877
- Notification fact sheet example docDM-22879
- Notification fact sheet NPCP template DOC-6174666
- Notification fact sheet NPCP example DOC-7078346
- Operational plan template: best practice docDM-1475373
- Operational plan template: WAM hunting DOC-7723431
- Operational plan example: aerial 1080 DOC-5488902
- Operational plan example: bait stations DOC-5916783

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- Operational plan example: DOC200 stoat trapping DOC-5949271
- Operational plan example: WAM goat hunting DOC-5918086
- Operational report template DOC-7129705
- Operational report template: WAM hunting operations DOC-7723946
- Operational report example: aerial 1080 DOC-7166335
- Operational report example: bait stations DOC-7187410
- Operational report example: WAM goat hunting DOC-7189506
- Operational report example: stoat trapping DOC-7263674
- Operational reporting master spreadsheet DOC-7194322
- Peer review template docDM-318907
- Post-operational update example docDM-22889
- Post-operational update NPCP template DOC-7624959
- Post-operational update NPCP example DOC-7675086
- Project Homepage: NPCP example DOC-5492427
- Project Homepage: WAM example DOC-7723708
- Resource Management Act (RMA) AEE form docDM-96227
- RMA AEE example: Possum control in Mount Malihbu Scenic Reserve docDM-96243
- Section 95E approval form docDM-748579
- Standard letter of consent from landowners/occupiers docDM-95913
- Task specification template docDM-313054

#### *Resources*

- Caution period calculator docDM-690617
- Craddock, P. 2003: Environmental breakdown of Pest-Off® poison bait (20ppm brodifacoum) at Tāwharanui Regional Park, North of Auckland. Report prepared for Northern Regional Parks, Auckland Regional Council (unpublished), Entomologica Consulting. Auckland, New Zealand. 25pp docDM-311798
- DOC Pesticide Information Reviews docDM-25413
- EPA aerial 1080 report instructions docDM-382846
- EPA aerial 1080 report example DOC-7287755
- EPA aerial 1080 reporting requirements map DOC-7478923
- Generating a concessionaires list DOC-6278584
- Guidelines for aerial 1080 baiting #1: Bucket calibration DOC-2651373
- Guidelines for aerial 1080 baiting #2: Managing air operations DOC-2651365
- Guidelines for aerial 1080 baiting #3: Considerations for setting up a helicopter loading site for aerial baiting using cereal pellets docDM-1560571
- Key roles in animal pests operational planning docDM-1562274

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- NPCP Guide to engaging with our Treaty Partner and communities at place DOC-6290966
- NPCP resources for engagement and communication DOC-5998295
- NPCP weather forecasting for operational purposes DOC-2929845
- Overview of planning pest eradications DOC-7711995
- Pesticide summary information for operational planners DOC-5920806
- Status List (pesticides) docDM-22655
- Status List (traps) DOC-5620413
- Status List user guide docDM-95853
- Target pests for aerially applied 1080 pellets DOC-2649524
- Tiakina Ngā Manu Engagement and Communications 4-year Strategy 2020-2024 DOC-6315626
- Tips on running a good debrief docDM-366280
- Understanding the RMA for animal pest operations docDM-96158
- WAMP resources for engagement and communication DOC-7624668
- Who's Who in Animal Pests docDM-98043
- Wilson and Cannon (2005) Community consultation processes for aerial 1080 applications *Science for Conservation No 247*  
<https://www.doc.govt.nz/globalassets/documents/science-and-technical/sfc247.pdf>
- Working out which consents you need for animal pest operations docDM-1475279
- Writing SMART targets docDM-340202

#### *SOPs/guidelines/policies*

- Aerial hunting SOP DOC-6262530
- Aerial 1080 in kea habitat SOP DOC-2612859
- Animal Pests SOP Definitions and FAQs docDM-51708
- Consultation Guidelines olddm-780974
- Consultation Policy olddm-780975
- Field Trials for Pest Operations SOP docDM-51573
- Firearms SOP DOC-5960893
- Hunting safely (ground) one-page SOP docDM-673812
- Hunting safely (ground) technical document docDM-751751
- Management of hazardous substances SOP DOC-6052105
- Processing Applications for Vertebrate Pesticides and Trapping SOP docDM-1490584
- Procurement and Supplier Management SOP docDM-912450
- Use of second generation anticoagulants policy docDM-97398
- Vertebrate Pesticide Residue Database SOP docDM-33461

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- Wild animal detection dog-handler team SOP DOC-6615586

#### *Intranet/websites*

- Animal pest management resources intranet page
- Animal pest welfare in firearms and live capture operations
- Bioweb
- Business planning system
- Current agreed best practice for animal pest control
- DOCgis <https://intmap.doc.govt.nz/internalmaps/index.html?viewer=docgis>
- DOCgis Pesticides Application
- DOCgis Pesticides Application user guide
- Environmental Protection Authority Application for Permission website <https://www.epa.govt.nz/industry-areas/hazardous-substances/making-an-application/permissions/>
- Health and Safety Management Systems intranet page
- How to order DOC signs
- Information management and library intranet page
- Inventory and Monitoring toolbox <https://www.doc.govt.nz/our-work/biodiversity-inventory-and-monitoring/>
- Metservice learning centre <https://about.metservice.com/our-company/learning-centre/how-to-read-weather-maps> & <https://about.metservice.com/our-company/learning-centre/nz-weather-patterns>
- Ministry of Health application form and guidance on public health permissions for VTAs <https://www.health.govt.nz/publications/guidelines-for-issuing-permissions-for-the-use-of-vertebrate-toxic-agents>
- NIWA Climate Database: <http://cliflo.niwa.co.nz/>
- Pestlink
- PF2050 Practical guide to trapping <https://www.doc.govt.nz/globalassets/documents/conservation/threats-and-impacts/pf2050/pf2050-trapping-guide.pdf>
- Policies, Standard Operating Procedures and Guidelines intranet page
- Protection of drinking water – guidance (Appendix 5 of Guidelines for Issuing Permissions for the Use of Vertebrate Toxic Agents) [https://www.health.govt.nz/system/files/2011-11/guidelines-for-issuing-permissions-for-the-use-of-vertebrate-toxic-agents-29\\_july.pdf](https://www.health.govt.nz/system/files/2011-11/guidelines-for-issuing-permissions-for-the-use-of-vertebrate-toxic-agents-29_july.pdf)
- Risk Manager System
- Trapping application <https://trap.nz/>
- Trapping application intranet page
- Weather websites (e.g. [www.metvuw.com](http://www.metvuw.com); [www.metservice.co.nz](http://www.metservice.co.nz))
- Wild Animals Management programme intranet page

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## About this document

### Coordinator

Technical Advisor, Landscape Threats Advice

Terrestrial Biodiversity Group

### Owner

Landscape Threats Advice Manager

Terrestrial Biodiversity Group

### Approved for use

Deputy Director-General Conservation Services (Acting)

Approval record: docDM-1569559

Date: 13/04/2015

### Amendments

Date	Details	Version	Amended by
2/06/2015	Effective date of new SOP	1.0	Coordinator
17/08/2015	Change to pre-operational notification requirements for PAPP	1.1	Coordinator
17/09/2015	Change to standard for pre-operational notification to MOH and other edits	1.2	Coordinator
21/10/2015	Change to process for Pre-operational phase step 2 to clarify compulsory elements of the compliance register.	1.3	Coordinator
25/11/2015	Amended scope (application of SOP to community groups). Change to 24 hour notice standards.	1.4	Coordinator
9/02/2016	Job title changes as a result of the Pilot implementation. Resources added to Preparing phase step 7 and Planning phase step 3.	1.5	Coordinator
3/11/2016	Incorporate requirements of DOCgis Pesticides Application. Grouping standards moved to Planning step 1.	1.6	Coordinator
10/03/2017	Change to exemption for flying the boundary (all the criteria must be met). New standards and information about the Resource Management (Exemption) Act. Other minor clarifications.	1.7	Coordinator

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Date	Details	Version	Amended by
6/04/2017	Distinguish between treatment area and aerial application area for Operational Step 1. Change Reporting Step 1 to “always applies” as it contains legal standards. Reword standards and information about the Resource Management (Exemption) Act.	1.8	Coordinator
5/05/2017	Public notice standard for viewing detailed map amended as Pesticide Summary map may not be sufficient as it does not include private land (if any).	1.9	Coordinator
31/07/2017	Minor updates to links and resources.	1.10	Coordinator
11/10/2017	Update to Pestlink reporting requirements, job titles, and add links to incident reporting requirements.	1.11	Coordinator
28/11/2017	Updates from new Health and Safety at Work (Hazardous Substances) Regulations 2017.	2.0	Coordinator
6/11/2018	Change to standard for maintaining warning signs. Add definition of broad scale use of insecticides to the scope.	2.1	Coordinator
29/04/2019	Warning sign template changed.	2.2	Coordinator
29/07/2019	Revise op plan template and examples. New step in Planning phase for DOCgis Pesticides App. Deleted audit information not relevant to operational planning from Operational phase step 5 and added more information about DOCgis Pesticides App. Move Post-operational update step to beginning of post-operational phase. Change to standard for public notice.	3.0	Coordinator
5/09/2019	Move standard to confirm treatment boundaries during consultation from Preparing Step 8 to Planning Step 6. Add information on compulsory audiences to Planning step 6.	3.1	Coordinator
9/10/2019	Standard relating to zinc phosphide use removed, as this is no longer a registered product.	3.2	Coordinator
14/01/2020	Requirements for consultation and notification fact sheets included in standards (instead of compulsory templates). Added link to Tiakina Ngā Manu communication resources. Added notification standards for D+C.	3.3	Coordinator
30/01/2020	Treatment blocks in DOCgis Application to be decreased in size if more than 5% of the block does not actually receive treatment.	3.4	Coordinator
29/07/2020	RMA exemption post-operational reporting mapping standard expanded for clarity.	3.5	Coordinator

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Date	Details	Version	Amended by
29/09/2020	Update hyperlinks (DOCgis, outdoor sign manual) and clarify how an assessor should be assigned to an operation.	3.6	Coordinator
15/03/2021	Add requirements for implementation of trap performance standards from TTAG risk assessments. Operational phase step 5: Add further prompts for incident reporting. Pestlink reporting: requirement for map to be sent to Bio planners removed as they will obtain it directly from GIS team; docCM number for communications plan to be sent. DOGgis Pest app: treatment data for aerial ops entered by GIS team, files saved to NATIS1. Add links: TNM Engagement Strategy, TNM Engagement Guide, and Generating a concessionaire list.	3.7	Coordinator
19/04/2021	Update Planning phase step 5 and Pre-operational phase step 6 to reflect that applications for DOC permission for aerial operations are processed through SPT. Planning phase step 6 - risks and threats to be recorded in communication plan. All steps relating to consultation updated on advice from Legal (seeking information, recording decisions and outcomes). Add link to GMC templates.	3.8	Coordinator
27/09/2021	Update scope to exclude some rodent incursion responses. Add project homepage example. Update steps to expand on adding agreements/risks to compliance register. Revise visit plan and record template. Add prompt to update DOCgis Pest App in Planning phase step 4. Other minor clarifications/corrections.	3.9	Coordinator
12/11/2021	Add possible resources to be used in Preparing phase steps 8 & 10. Update hyperlinks. Rearrange notification standards to make them easier to read. Add to warning sign standard that an organisation/office name is required (previously shown on graphic in standard but not in the wording). Clarify deliverables and standards for several steps where actions are required to be taken in the DOCgis Pest App.	3.10	Coordinator
2/06/2022	Add link to MOH guidance on protection of drinking water supplies to Planning phase steps 4 & 6.	3.11	Coordinator

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Date	Details	Version	Amended by
	Update standards for consultation/notification of adjoining landowners to include loading site.		
15/09/2022	Change TNM to National Predator Control Programme Preparing phase step 7: add information about the process for unregistered pesticide uses. Planning phase step 4: add links to resources relevant to hunting operations. Pre-operational phase step 2: Added information for when a public health permission is not issued. Reporting phase step 1: prompt to add Pestlink reference number to DOCgis Pesticides Application prior to retiring all the treatment blocks.	3.12	Coordinator
10/08/2023	Add resources to Planning phase step 4 (trap.nz), Operational phase step 5 (NPCP weather resources) and Post-operational phase step 5 (NPCP debrief template). Pre-operational phase step 6 – add information to process step 1. Post-operational phase step 3 – add information to process step 3. Correct minor formatting issues and update job titles.	3.13	Coordinator
31/10/2023	Update hyperlinks to intranet pages for current agreed best practice	3.14	Coordinator
12/02/2024	Update intranet links	3.15	Coordinator
1/03/2024	Changes to replace Pestlink with new Operational reporting template. Various minor wording changes, including changing step names to better include non-pesticide operations.	3.16	Coordinator
2/07/2024	Add hyperlinks to NPCP post-op update template & example, WAMP communication resources, and PF2050 trapping guide.	3.17	Coordinator
3/09/2024	Add hyperlinks to Wild Animal Management Programme homepage example, and operational plan & report templates. Completed aerial 1080 post-operational reports to be sent to Regional Planner LNI (interim measure until roles are formally re-assigned following restructure).	3.18	Coordinator
4/10/2024	Completed aerial 1080 post-operational reports to be sent to Senior Planning Advisor, National Operations.	3.19	Coordinator
26/11/2024	Reference to Bio planner changed to Regional Pesticides Summary Coordinator. Add prompt to Reporting phase Step 1 to ask	3.20	Coordinator

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<b>Date</b>	<b>Details</b>	<b>Version</b>	<b>Amended by</b>
	GIS Analyst for aerial 1080 report map to be saved to the s drive.		
28/01/2025	Update intranet page hyperlink for ordering signs and remove link to Outdoor sign manual as this is no longer listed on the Policies & Procedures intranet page.	3.21	Coordinator
14/10/2025	Update details for where to send aerial permission applications. Replace references to Safe handling of pesticides SOP with Management of hazardous substances SOP. Add links to templates for eradication planning.	3.22	Coordinator

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