

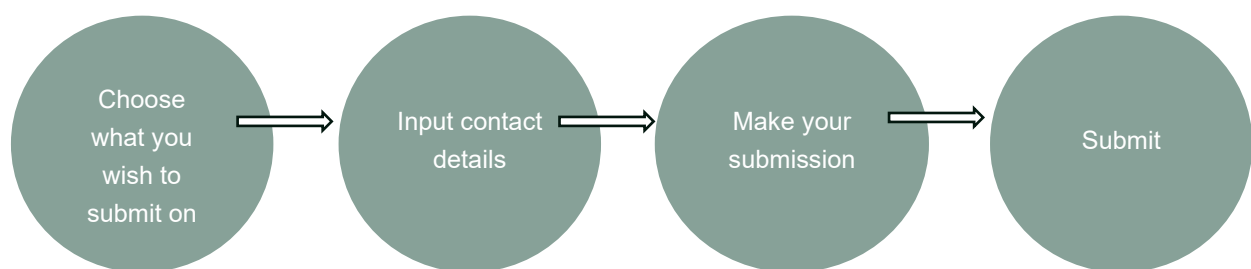
How to make an online submission

This guide explains how to make a submission on the Sika or Wapiti Herd of Special Interest draft Herd Management Plan.

Online submissions

The on-line submission tool allows you to lodge a submission on the Sika or Wapiti draft Herd Management Plan (the draft Plan) as a whole, and/or on specific sections of the draft Plan.

Process for making a submission:



1. Choose what you wish to submit on

a) Submit on the entire draft Plan:

To provide a submission on the draft Plan as a whole, you can select **ADD COMMENT** directly next to the title of the draft Plan. Please note: you can only upload supporting files when submitting on the Plan as a whole.

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Fiordland Wapiti Herd of Special Interest Draft Herd Management Plan **ADD COMMENT**

1. Introduction

A 'herd of special interest' is a herd of game animals within a defined area of public conservation land that the responsible Minister has, in accordance with the Game Animal Council Act 2013, formally designated to be managed for hunting purposes while ensuring that conservation values continue to be protected.

The *Fiordland Wapiti Herd of Special Interest Draft Herd Management Plan* (the Plan) has been prepared in accordance with section 19 of the Game Animal Council Act and only becomes effective if the herd of wapiti (*Cervus canadensis*) in Fiordland is designated as a herd of special interest under section 16 of that Act.

Purpose of this Plan

b) Submit on a specific section or text of the draft Plan:

Use the menu on the lefthand panel to select the section of the draft Plan you wish to submit on.

Select **ADD COMMENT** on the relevant section or text you wish to submit on.

A preview of the selected section will appear on the left of the screen.

2. Input your contact details

Input your contact details before continuing to make your submission. **You only need to input contact details once.**

You will need to accept the Terms and Conditions and Privacy Policy before continuing to make your submission

Click [NEXT](#) to progress to making your submission.

3. Make your submission

Select a position

Select from the drop-down options to show whether you support, support in part, are neutral, oppose in part, or oppose the Plan as whole or the specific section identified.

Tell us your submission

Use the comment box to enter your submission on the Plan as a whole or the specific section of the draft Plan selected.

Here are some tips for making submissions:

- Recommendations – tell us what should change in the draft Plan or what the draft Plan should do. Be specific, for example, what section and what paragraph of the draft Plans needs to change, and what is your proposed change.
- Rationale - why you think the change is needed.
- Simplicity – be clear, use plain language.

4. Submit

When you are satisfied with your submissions click [SAVE](#). Two buttons will appear above the document. You can select [DOWNLOAD PDF](#) to receive a PDF of your submissions, you can select [SUBMIT](#) if you are finished making your submission, or you can add to your submission on other sections of the draft Plan.

Your comment has been saved as a draft, but not yet submitted.
To view or amend your draft comments, click the "View Comment" labels.

[DOWNLOAD PDF](#)

[SUBMIT](#)

When you have finished your submission, click [SUBMIT](#).

Once you have clicked [SUBMIT](#), another window will open to confirm you have completed your submission. Click [SUBMIT NOW](#) to complete your submission. Alternatively, select [ADD MORE COMMENTS](#) to enter your submission on other sections of the draft Plan before submitting.

Have you added all comments?

You won't be able to add any more comments for this submission after you click Submit Now.

[SUBMIT NOW](#)

[ADD MORE COMMENTS](#)

[DOWNLOAD PDF](#)

After selecting [SUBMIT NOW](#), you will receive a confirmation email from – KEYSTONE@OBJECTIVE.COM that your submission has been received by the Department. If you do not receive this email, please contact us.