

Animal pest management in DOC

This document provides an overview of DOCs animal pest management system to help Operations Managers understand the requirements of their role and what resources are available to them and their staff.

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1. Introduction

Management of animal pests is carried out by DOC, external agencies and individuals (e.g., OSPRI NZ, community groups, possum hunters).

Operations Managers have roles in making decisions during the operational planning process for DOC operations. They are also involved in, and sometimes are the deciding manager for the legal permission required for DOC and external agencies to conduct this work on land managed or administered by the department. This document provides an overview of the system to help Operations Managers understand the requirements of their role and what resources are available to them and their staff.

The key responsibilities of an Operations Manager include:

- Assigning staff to fulfill the required roles
- Deciding on consultation requirements for DOC operations
- Signing off on variations to standards and exemptions
- Approving completed operational reports
- Making decisions about applications for permissions to use pesticides or traps
- Managing approved permissions

These are described in more detail in the following sections.

Outline of this document

- Section 2 provides information on what is required for pest control operations that are led by DOC.
- Section 3 provides some context around externally led operations. DOC is usually not involved in the planning of operations run by external agencies but may have a varying degree of involvement in community-led conservation projects.
- Section 4 covers the permission process that applies to DOC-led and external operations.
- Section 5 covers the requirements of the DOCgis Pesticides Application and how this links to the publicly available Pesticides Summaries.
- Section 6 provides suggestions and links of where to go for more information and advice.

2. DOC-led pest operations

This section outlines key information about pest operations that are led by DOC. This includes operations where DOC engages contractors for the planning or delivery work and those that involve volunteers.

2.1. Planning a pest operation

All DOC pest control operations must be planned by following the Operational planning for animal pest operations SOP [docdm-1488532](#). This includes for example goat control, possum control, trials involving the killing of pests, pest control for biodiversity outcomes or to comply with Regional Pest Management Strategies. It was not designed for pest control in and around recreation facilities although legal obligations associated with this type of work are often the same.

This SOP provides operational planners with a step-by-step process (known as the Animal Pest Framework) to support effective planning of animal pest operations. Each step has links to the resources available for staff to use to achieve the deliverable for that step.

Standards are presented in a clear table format within the step that they apply to. 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

The operational planner is the person tasked with delivering the operation and is accountable for meeting the requirements of the SOP. If they wish to vary a requirement, they must get authorisation to do so from the Operations Manager or higher. The manager authorising the variation is accountable for that decision and must document it.

Some operations are delivered by contractors. The role of operational planner then becomes one of site lead and contractor management. If contractors are involved in planning operations for DOC, contract schedules will need to specify clearly what aspects of the SOP are to be done by contractor and what by the site lead.

A 4-day [Animal Pest Operational Planning course](#) that covers every step of the Operational Planning for Animal Pest Operations SOP is available to staff. It shows participants how to apply the framework and templates to real projects. It includes short assessments on key steps in the framework. At the end of the training, participants will demonstrate competence in planning a pest operation following the SOP.

It is important to realise that operational planning is not a 'paint by numbers' process. Project management skills, knowledge of ecological principles, local site and community knowledge, and adequate resourcing (including people) are all essential for successfully planning and delivering a pest operation. The animal pest management SOPs are part of a bigger picture of DOC procedures and systems, for example, local engagement plans, procurement requirements, and staff and workload management through proper task assignment and the MOR system.

2.2. Using vertebrate pesticides in DOC

Vertebrate pesticides (also referred to as vertebrate toxic agents or VTAs) are used for some animal pest control operations. Vertebrate pesticides are also hazardous substances. DOC systems apply standards and the legislative requirements relevant to our work to make it easier for staff to interpret what they must do to comply.

Prior to handling vertebrate pesticides, it is a requirement of the Health and Safety at Work legislation that staff must have been provided with adequate training, information, and supervision. In addition, users of certain vertebrate pesticides (e.g., 1080, cyanide) must hold a legally required certification. The [Vertebrate Pesticides Control Methods course](#) is targeted to field staff involved in controlling animal pests using vertebrate pesticides. The course covers three control methods and a wide range of vertebrate pesticide products commonly used by DOC, reinforcing best practice and providing practical hands-on skills. It also covers the correct use of personal protective equipment. This course is also recommended for staff planning control operations.

The [Health and Safety Management Systems \(HSMS\) Manual](#) and the Management of hazardous substances SOP [DOC-6052105](#) provide the overarching requirements for hazardous substance management in DOC. The Safe Handling of Pesticides SOP [docdm-22730](#) provides the requirements specific to using, storing or transporting vertebrate pesticides.

2.3. Operations Manager roles

Other than the normal line accountabilities such as task assignment, Operations Managers have specific roles within the operational planning process for DOC-led pest operations. These are outlined below, with the relevant SOP step provided in the blue box where more information and context is available.

Deciding on the level of consultation required for the operation

The Operations Manager is accountable for deciding what level of consultation will take place and for recording this decision and the reasoning in the communication plan for the operation. There are 3 possible outcomes:

- Consultation on the possible control methods and (later) the effects of the proposed control methods
- Consultation on the effects of the operation
- No consultation (notification only, as this is always required)

This decision is based on knowledge of local communities and issues, and DOCs responsibilities under Section 4 of the Conservation Act.



Preparing phase Step 8 of the Operational Planning for Animal Pest Operations SOP docdm-1488532

Assigning key roles to suitable staff members

Other than the operational planner, there are other key roles in planning animal pest operations which need to be assigned to a suitable staff member. If you do not have staff with the capacity or capability required for these roles, you will need to work with other managers within your region (or beyond) to fill the roles. You should also give urgent attention to upskilling more staff through training and mentorship where appropriate.

To help understand the nature of the work and the skills required, the various roles are explained in the document Key roles in animal pests operational planning [docdm-1562274](#).

The roles are:

a) Peer reviewer

All DOC pest operations must have an operational plan that is peer reviewed by someone who is not involved in planning the operation. The purpose of this is to support the operational planner with independent comments and questions early in the process when there is still flexibility for significant improvements if necessary.



Planning phase Step 4 of the Operational Planning for Animal Pest Operations SOP docdm-1488532

b) Readiness checker

After the necessary permissions have been obtained and prior to the field work starting, managers can request a readiness check be completed for the operation. The purpose of this check is to increase confidence that everything is ready for the operational phase through an independent review. The person tasked with this check can be the same person who carried out the peer review.



Pre-operational phase Step 7 of the Operational Planning for Animal Pest Operations SOP docdm-1488532

Post-operational reporting

An operational report must be completed for all DOC pest operations. Reports are completed in an MS Word template and details are added to a master spreadsheet. Reports completed prior to 1 March 2024 are in the Pestlink database. The Operations Manager reviews the report and any advice supplied prior to approving the operational report by changing the status of the report to 'final'. The Operations Manager identifies actions he or she will take to ensure lessons learned and recommendations are followed up.

Operational reports for aerial 1080 operations must be verified by the Operations Manager within 5 months of when bait was first applied. Failure to meet this standard may result in the Department breaching a legal control under the HSNO Act.



Reporting phase Step 1 of the Operational Planning for Animal Pest Operations SOP docdm-1488532

Ensuring your staff are adequately trained

Animal pest management is complex, and staff need to be adequately knowledgeable and experienced to successfully fulfill their roles.

There are several training courses available to staff. These range from short online introductory courses and videos for staff new to animal pest management to 4-day in person courses for staff planning aerial baiting operations. See the intranet page [Training courses for animal pest management](#) for further information about the courses available.

If there is not a training course that meets your staff development needs, assist staff with seeking mentorship opportunities within or beyond your region.

3. Pest operations by external agencies

DOC is not usually involved in planning operations run by external agencies or their contractors (e.g., OSPRI NZ, possum hunters) and the Operational planning for animal pest operations SOP [docdm-1488532](#) does not apply to them. DOC has varying degrees of involvement in operations run by community groups, and the DOC SOPs may be applied but be aware that these are written for DOC operations so while legal requirements remain, not every DOC standard will be applicable.

Where a community group or individual is proposing to lead a pest management project on land managed or administered by DOC, the requirements of the Community-led conservation SOP [DOC-2752810](#) must be applied. This includes drawing up a community agreement which clearly defines the working relationship with DOC in relation to health and safety legislation and assigns a relationships manager for the work. Community groups must be made aware that a community agreement can authorize the use of traps accepted on the trap status list DOC-5620413, it does not grant them legal permission required to use vertebrate pesticides on land managed or administered by DOC and that there is a separate process that needs to be followed.

4. DOC permission to use pesticides or traps

Permission is required to lay pesticides on land managed or administered by DOC. This is a legal requirement under various acts including the Hazardous Substances and New Organisms Act 1996 and applies to both DOC and externally led operations.

Permission is also required for external operators wanting to lay traps on land managed or administered by DOC. For community groups the permission to use traps can be covered in a community agreement following the Community-led conservation SOP [DOC-2752810](#).

The process and standards for assessing and deciding on permissions is in the Processing applications for vertebrate pesticides and trapping SOP [docdm-1490584](#). This SOP forms the basis for the Instrument of Delegation from the Environmental Protection Authority (EPA) to DOC managers, under which DOC managers decide on permissions under the Hazardous Substances and New Organisms Act 1996. The EPA audits DOC's performance under the Instrument of Delegation. Following this SOP will ensure that decisions made on applications to use pesticides and traps on land managed by DOC are transparent and meet legal and policy requirements.

4.1. Pesticide use permissions

DOC permission to use pesticides in ground-based operations are processed by the local office. For most pesticide uses the Operations Manager is the minimum level of approval. Applications for DOC permission for aerial operations are processed through PP&L and Director is the minimum level of approval. Operations Managers and Directors have specific roles within the DOC permission process, including managing permissions after they have been issued.

Assigning an assessor to the operation

Every application for permission to lay pesticides on land managed or administered by DOC must have an assessor assigned to it. The assessor supports the approving manager in ensuring all DOC permissions have acceptable risk management. The assessor role for ground-based operations is assigned by the operations Manager.

Assessors must meet the requirements stated in the document Key roles in animal pests operational planning [docdm-1562274](#). This includes the need to be independent, so they cannot have been involved in the planning of the operation, and for DOC operations they need to be from a different DOC office or division to meet the standards to manage conflict of interest. This means that the local Operations Manager will need to work with managers from other offices within their region to achieve this. Assessors for National Predator Control Programme (NPCP) operations are assigned through the NPCP team.

The knowledge and skills required to be an assessor for a particular operation largely overlap with those required to competently plan such an operation. This includes knowledge of the relevant method and pest as well as the resources used, e.g., the Pesticide Information Reviews. Following the steps in the Processing applications for vertebrate pesticides and trapping SOP [docdm-1490584](#) is crucial, and the SOP coordinator can be contacted for any clarification on the process.



Section 3 of the Processing applications for vertebrate pesticides and trapping SOP [docdm-1490584](#)

Deciding on application requirements

Prior to applying for DOC permission, an applicant will require certain information from DOC. This includes whether they need to complete an assessment of environmental effects (AEE) for their application. For some pesticides uses, an AEE will be required as a national standard but for others it is the approving manager's discretion as to whether one is required. The assessor assigned to the application will be able to advise the manager accordingly.

If the approving manager has identified specific groups that must be consulted, this should also be communicated to the applicant.



Section 3 of the Processing applications for vertebrate pesticides and trapping SOP docdm-1490584

Deciding on permissions

The assessor will provide the approving manager with an assessment report and recommendation. The approving manager makes the decision on whether to approve the permission. This includes considering if the proposed operation meets the purpose and principles of the relevant legislation and if it is in accordance with the applicable management plans and policies.

The manager's decision can differ from the assessor's recommendation (e.g., to approve or decline, operational timing, warning sign locations). The differences and reasons must be recorded in the Application assessment report.

Prior to deciding on an application for permission, managers must ensure that they have the delegated authority for all the legislation under which the permission is being considered. If not, they may need to elevate the decision.



Section 4.2 (ground based) or 5.2 (aerial) of the Processing applications for vertebrate pesticides and trapping SOP docdm-1490584

Managing approved permissions

Permission holders are obliged to supply reports or information during and after operations, in line with the conditions imposed on the permission. This includes:

- Providing 24-hour notice
- Notifying extensions to caution periods
- Notifying conclusion of caution period and warning sign removal
- Providing trial or monitoring reports

For DOC operations the operational planner is responsible for keeping the approving manager informed and completing the required system actions.

For external operations, the permission holders must provide the necessary information to the approving manager who may need to assign systems actions to one of their staff (e.g., updating the information in the DOCgis Pesticides App – see section 5 below).

Operations Managers should consider tasking someone within the local office to take an active role in managing the permissions granted to external groups. A visual control board could be a useful tool for keeping track of the status of all permissions within an office.

Auditing permissions

The purpose of auditing is to advise on compliance and enable corrective action and learning. Both DOC and external operations are audited for compliance with the conditions of the DOC permission.

The process and requirements for auditing vertebrate pesticide permissions issued by DOC is in the Processing applications for vertebrate pesticides and trapping SOP [docdm-1490584](#). It is a condition of the delegation that DOC holds from the EPA to audit at least 10% of pesticide permissions issued. Any operation that was issued for a period longer than 1 year must be audited each year that it remains valid.

The Biodiversity Planner for each region selects which permissions are to be audited and notifies the Operations Managers. Each affected manager assigns the task of carrying out the audit to someone who meets the standards as stated in the document Key roles in animal pests operational planning [docdm-1562274](#). The auditor confirms the scope of the audit with the manager, carries out the audit, and provides a written report to the EPA, Operations Manager, and Bio Planner.



Section 8 of the Processing applications for vertebrate pesticides and trapping SOP [docdm-1490584](#)

5. DOCgis Pesticides App

All DOC pesticide operations and all external pesticide operations on land managed or administered by DOC must be entered into the DOCgis Pesticide App.

The DOCgis Pesticide App exports data directly to [DOC Pesticide Summary](#) which is published on the DOC website and updated daily. The purpose of the DOC Pesticide Summary is to:

- 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
- Adequately inform interested parties about pesticide operations on lands administered by DOC

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.

Information that is obviously out of date undermines the public perception of the Pesticide Summary being a trustworthy source of information.

For DOC operations the actions that need to be taken in the DOCgis Pesticides App to ensure that the Pesticides Summary is correct are mostly the responsibility of the operational planner.

For external operations the assessor is responsible for entering the information prior to permission being granted. After the permission has been issued, receiving the required information, and ensuring that the information in the DOCgis Pesticides App is updated is the responsibility of the manager that approved the permission, although they are likely to assign the task to one of their staff.

For all operations (DOC and external) the Regional Pesticides Summary Coordinator is responsible for updating the DOCgis Pesticides App to show that DOC permission has been approved.

The DOCgis Pesticides App sends automated emails to operational planners and Regional Pesticides Summary Coordinators each week listing the status of operations within the system. Regional Directors and Planning & Performance Managers also receive automated email but only for aerial applications.



Section 3 of the Pesticides Summary SOP DOC-2895328

6. More information

This document has provided a high-level outline of the requirements. If you have any questions, you can:

- Review the relevant SOP
- Talk to experienced staff within your local office or region
- Contact the relevant SOP coordinator
- Contact a Threats Technical or Science Advisor (see Who's Who in Animal Pests [docdm-98043](#))

6.1. Useful links

[Threats \(Pest management\) - DOC Intranet](#)

Community-led conservation SOP [DOC-2752810](#)

Key roles in animal pests operational planning [docdm-1562274](#)

Management of hazardous substances SOP [DOC-6052105](#)

Operational planning for animal pest operations SOP [docdm-1488532](#)

Pesticides summary SOP [DOC-2895328](#)

Processing applications for vertebrate pesticides and trapping SOP [docdm-1490584](#)

Safe handling of pesticides SOP [docdm-22730](#)

[Training courses for animal pest management - DOC Intranet](#)

Who's who in animal pests [docdm-98043](#)

Operational planning for animal pest operations SOP

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1. What you need to know

1.1. Purpose and scope

The purpose of this SOP is to explain the procedures and standards for planning and managing operations to control or eradicate animal pests by using vertebrate pesticides, broad scale application of insecticides, traps, and hunting. It applies to work (on or off Public Conservation Land) that is led and managed by DOC, whether undertaken by DOC staff, DOC volunteers or contractors to DOC.

This SOP does not apply to:

- Incursion 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
- Use of insecticides where the purpose is not for biodiversity or biosecurity protection (e.g., to manage recreation values)
- Destruction of individual wasp nests or individual ant nests

This supports effective planning of animal pest operations for conservation. Proper planning helps to achieve the project's desired conservation outcomes. This document is intended to ensure that the activity is performed consistently, safely and to meet legislation.

1.2. Accountabilities

Managers are accountable for assigning the roles in Section 1.3 to suitable staff members. Once assigned the task by their manager, the staff member is accountable for meeting the standards contained in this SOP.

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

Please note: the consequences of non-compliance with, and variations from, the SOP requirements are possible legal non-compliance.

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

1.3. Prerequisites

Operational planners must have successfully completed the Animal Pests Operational Planning course or be experienced in operational planning of animal pest operations using this SOP. It is recommended that operational planners have experience or knowledge of the relevant method and pest.

Site leads for aerial 1080 operations must have successfully completed the Aerial Baiting for Landscape Predator Control Course. The site lead is the person with decision making authority over field operations on the day(s) of aerial baiting. It can be the operational planner, or could be the Incident Controller, or the Air operations manager (the latter two are roles defined in National Predator Control Programme operational plans).

Peer reviewers must have successfully completed the Animal Pests Operational Planning course or be experienced in operational planning of animal pest operations. They must have experience or knowledge of the relevant method and pest. They must not have been involved in planning the operation.

Readiness checkers must have successfully completed the Animal Pests Operational Planning course or be experienced in operational planning of animal pest operations. They must have experience or knowledge of the relevant method and pest. They must not have been involved in planning the operation. They can be the same person who completed the peer review.

1.4. Glossary

Key terms are defined within the relevant sections. Refer to Animal Pests SOP Definitions and FAQs [docDM-51708](#) for a complete definition list.

2. Getting started

2.1. How this all works

DOC animal pest operations are planned and managed by following the process set out in this SOP. This SOP process is known as the Animal Pest Framework. The start point is that a site and outcomes have been identified for management, and the process consists of the following six phases:

- Preparing phase
- Planning phase
- Pre-operational phase
- Operational phase
- Post-operational phase
- Reporting phase

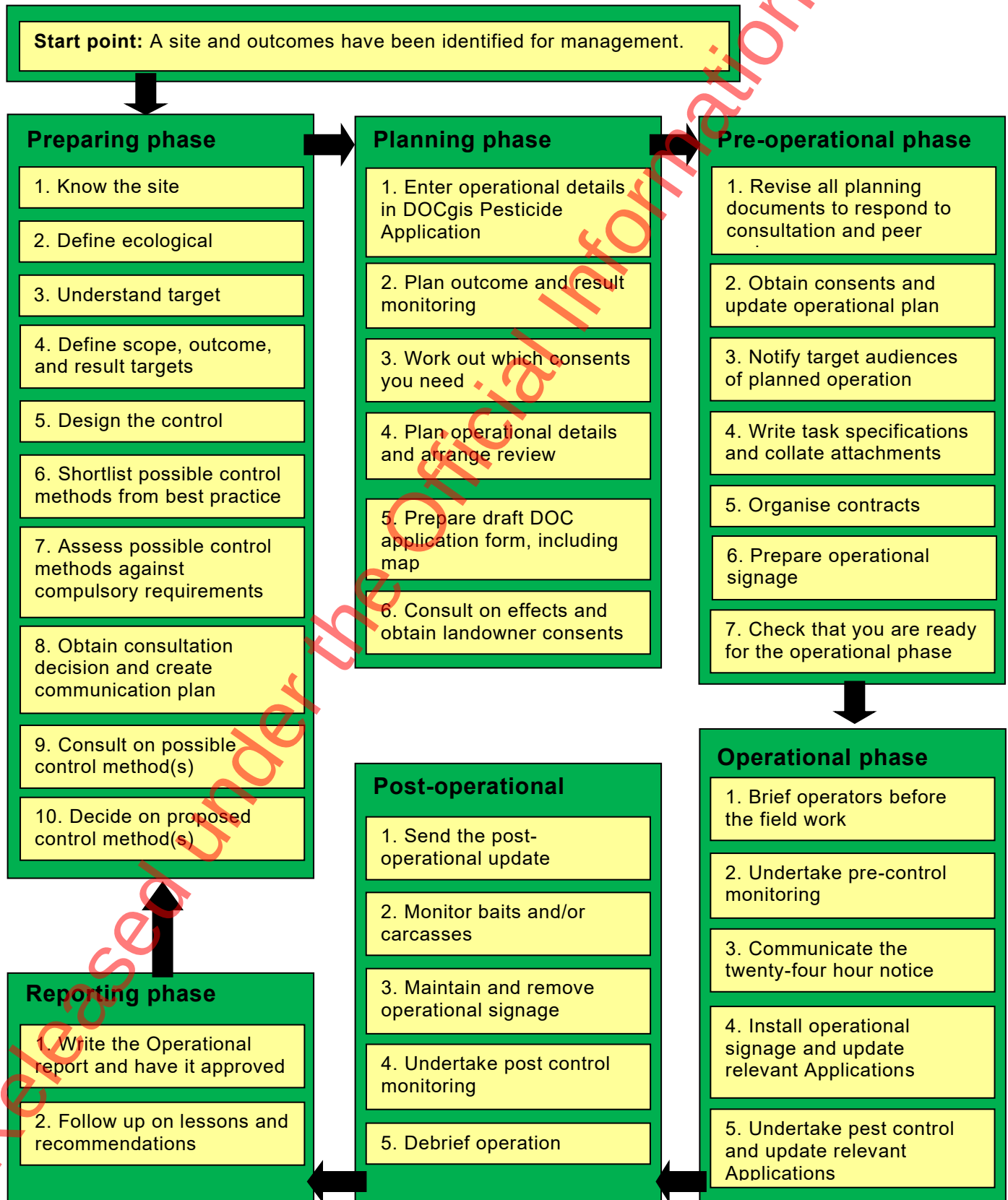
Each phase has several steps. Some steps do not apply to all animal pest operations (e.g., some steps only apply where proposed methods include pesticides) and this is stated at the start of each step. The process is not strictly linear and, in some cases, all the steps in a phase may not be complete before some of the steps in the next phase need to be started.

Standards are stated within the steps of the Animal Pests Framework. These standards must be met for DOC animal pest operations and form the basis for operational readiness checks and audits. A list of all standards from this SOP can be found on the Compliance register template [docDM-1475273](#).

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. the Health and Safety Management Systems Manual) are not repeated in this SOP.

The diagram below shows the phases and steps of the Animal Pest Framework.



2.2. Who needs to use this and what your responsibilities are

Operations Manager

- Assigns roles to staff meeting the requirements in [Section 1.3](#)
- Decides what level of consultation will take place and records this in the communication plan in [Preparing phase Step 8](#)
- Reviews and approves the operational report in [Reporting phase Step 1](#)

Operational planner

- Plans, manages and reports on a pest operation, meeting all applicable standards in this SOP.
- Where tasks are contracted out, the contractors are responsible for meeting the applicable standards as included in the contract. The operational planner manages the contract to ensure this happens.

Peer reviewer

- Supports the operational planner with independent comments and questions early in the process, when there is still flexibility for significant changes if necessary.
- Provides a written independent review of the operational plan in [Planning phase Step 4](#) before consents are obtained.

Readiness checker

- Increases confidence that everything is ready for the Operational phase through an independent review of the operational plan and associated documents [in Pre-operational phase Step 7](#) to identify non-compliance, gaps, and risks.
- Works with the operational planner to develop a plan to remedy the priority issues before the operation goes ahead.

Senior Planning Advisor, National Operations

- Follows [Reporting phase Step 1](#) to submit aerial 1080 operational reports to the EPA.

3. The Animal Pest Framework

3.1. Preparing phase

The Preparing phase is the starting point of the Animal Pest Framework. You have identified a site and outcomes for management.

The Preparing phase has the following steps:

- Step 1: Know the site
- Step 2: Define the ecological problem
- Step 3: Understand the target pest(s)
- Step 4: Define scope, outcome, and result targets
- Step 5: Design the control
- Step 6: Shortlist possible control method(s) from best practice
- Step 7: Assess possible control methods against compulsory requirements
- Step 8: Obtain consultation decision and create communication plan
- Step 9: Consult on possible control method(s)
- Step 10: Decide on proposed control method(s)

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

For National Programmes the deliverables for some of these steps may be provided/proposed through programme-level plans, 'prescriptions', or other guidance. The operational planner should review this against the process and check points for each step. The operational planner is still responsible for meeting any standards for each step.

For eradication operations, scoping informs the first 4 steps within this phase but should have been undertaken well before the start point of this framework. The feasibility assessment informs elements of all steps in this phase.

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

3.1.1. Preparing phase step 1: Know the site

This step applies to all operations. You can expect it to take 1 – 5 days to complete.

The objectives of this step are:

- To understand all the background information about the site that influences management decisions and make it available to those reviewing the plan.
- To begin your operational plan, where you will record control design, logistics, and project management details.

Process

Step 1: Write down what you know about the site and gather information sources. This includes:

- Conservation values
- Threats (including pest density)
- Issues
- Other management

Step 2: Read and make notes for the site description. Identify any gaps to fill.

Step 3: Visit the site and talk to people.

Step 4: Create an operational plan and complete the site description. The level of detail for your site description should match the size, complexity, and public interest in your operation.

Step 5: Consider creating a Project Homepage for the operation, where you can list and hyperlink to all documents related to the project. Documents created during the operational planning process that are in hardcopy form should be scanned into the document management system, with links recorded in the relevant planning document.

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. Site-led operations for animal pest control are grouped into one operational plan only if all treatment blocks:
 - a. Are adjacent (i.e., are at the same location); and/or
 - b. Have the same control method(s) across all blocks (even if they are at different locations)

Pest-led operations can be included in one operational plan for a single Region.

3. The operational plan is written to:
 - a. Cover the information required by the prompts in the template
 - b. Be specific and factual
 - c. Align with definitions
 - d. Use concise plain English
4. The operational plan includes a site description that covers values, threats, issues and other management at the site.

Resources

- Your operational plan, created using the appropriate template or one of the examples:
 1. Best practice operational plan template [docDM-1475373](#)
 2. WAM hunting operational plan template [DOC-7723431](#)
 3. Best practice operational plan aerial 1080 example [DOC-5488902](#)
 4. Best practice operational plan bait stations example [DOC-5916783](#)
 5. Best practice operational plan DOC200 stoat trapping example [DOC-5949271](#)
 6. WAM goat hunting operational plan example [DOC-5918086](#)
- Eradication operational planning documents:
 1. Overview of planning pest eradications [DOC-7711995](#)
 2. Eradication scoping report template [DOC-7756009](#)
 3. Feasibility assessment template [DOC-7110779](#)
 4. Project Management Plan template [DOC-7754931](#)
 5. Operational design and logistics template [DOC-7756004](#)
 6. Task breakdown example spreadsheet [DOC-7878965](#)
- Project Homepage: NPCP example [DOC-5492427](#)
- Project Homepage: WAM example [DOC-7723708](#)
- Visit the site yourself
- [Bioweb](#) for inventory data (logon access required)
- The Conservation 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 (logon access required), previous operational reports [DOC-7194322](#) or office file on management history and past recommendations
- Previous operational plans
- Information on sites and outcomes
- Definitions:
 1. Pest-led operations: In pest-led operations, the aim is to eradicate incursions or prevent the spread of a single target pest.
 2. Site-led operations: Pest operation to protect the natural values of a priority area from the impacts of animal pest species.
 3. Treatment area: The area that will receive pest control. For pesticides this is the area for which permission (DOC and Public Health) is sought or held. This is the area entered into the DOCgis Pesticides Application and used for public notification. Treatment area boundary has a corresponding meaning.

4. Treatment block: A subset of a treatment area. A treatment area is broken down into treatment blocks when blocks are physically separated or when different management methods are applied. Treatment block boundary has a corresponding meaning

3.1.2. Preparing phase step 2: Define the ecological problem

This step applies to all operations. You can expect it to take less than 1 hour to complete.

The objective of this step is 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

Step 1: Look at the outcomes agreed for this site at the start point.

Step 2: Identify the conservation values (from Preparing phase step 1) that you want to protect.

Step 3: Identify the biodiversity threats to those conservation values.

Step 4: Draw the connections in a simple food web.

Step 5: Summarise this in an ecological problem statement.

Deliverable: Food web and ecological problem statement.

Checkpoints

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:
 1. The biodiversity conservation values you want to protect.
 2. The biodiversity threats affecting the conservation values at the site.

Resources

- Involve DOC science and technical advisors (e.g., from Who's Who in Animal Pests [docDM-98043](#))
- Relevant threatened species recovery plans
- The Conservation 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](#)

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

This step applies to all operations. You can expect it to take 2 hours to 2 days to complete.

The objective of this step is to understand the strengths, weaknesses, and basic ecology of the target pest(s) to design effective control methods.

Process

Step 1: Find reference information for each target pest species.

Step 2: Read and consider the information. Be cautious of information that is out of date or not relevant to your site (e.g., different threats or management history).

Step 3: Gain a better understanding of the breeding and behavioural factors that will affect your project.

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

Checkpoints

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 you 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 (login access required) 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/trapping-guide-pf2050.pdf>
- Pest detective
<https://web.archive.org/web/20220121175632/http://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](#))

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

This step applies to all operations. You can expect it to take less than 1 hour to complete.

The objective of this step is to determine which biodiversity threats identified in Preparing phase step 2 this project will influence. This will help you identify the target pest(s) and set outcome and results targets.

Process

Step 1: Look at the players in your food web.

Step 2: Identify which interactions are critical to your outcome. Decide on the long-term timeframe for achieving the outcome.

Step 3: Decide the scope (i.e., which pests will be managed by **this** project). Identify exclusions and linkages to other work.

Step 4: Define the logical outcome target to measure. Outcome targets state the measure of success for the natural heritage asset you are managing in a measurable form in a specified period.

Step 5: Define the result target needed to achieve this. Result targets state the measure of pest abundance (or reduction) you want to achieve, in a measurable form in a specified period.

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](#)
- [Information management and library](#) for publications on pest density/native response relationships
- Inventory and Monitoring Toolbox <https://www.doc.govt.nz/our-work/biodiversity-inventory-and-monitoring/>
- Relevant threatened species recovery plans
- Past operational and monitoring reports
- Talk with specialists, scientists and others with experience of managing these assets

3.1.5. Preparing phase step 5: Design the control

This step applies to all operations. You can expect it to take 1 – 2 days to complete.

The objective of this step is to plan 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 several operations.

Process

Step 1: Gather information from previous steps:

- Preparing phase step 1: Current pest density
- Preparing phase step 2: Vulnerability of biodiversity conservation value to target pest
- Preparing phase step 3: Ecology of target pest
- Preparing phase step 4: Outcome and result targets

Step 2: Design the control:

- How big? (scale of control needed)
- When? (time of year)
- How often? (planned frequency of control into the future)

Step 3: Review the scale and frequency needed to achieve the outcome target, compared to what is specified in your business plan. If this is much larger or more frequent than stated, discuss it with your manager.

Deliverable: Control design completed in your operational plan.

Standards

The following table contains the standards that must be followed for this step.

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

Resources

- Your operational plan
- The information from work already done in previous steps of the Preparing phase, i.e.:
 1. Site description (in your operational plan)
 2. Food web and ecological problem statement
 3. Notes on the ecology of your target pest(s)
 4. 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](#))

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

This step applies to all operations. You can expect it to take less than 1 hour to complete.

The objective of this step is 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 later steps to identify the proposed control method(s).

Process

Step 1: Select your target pest(s) from the list of documents in "Current Agreed Best Practice for Animal Pest Control". For pests not covered by the Current Agreed Best Practice review previous operational reports, consult other publications, and talk with specialists and others with experience managing this pest

Step 2: Review the information about various control methods (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.

Step 3: Select possible control methods.

Deliverable: Shortlist of possible control methods.

Checkpoints

You will have completed this step when:

- You have eliminated control methods that are not suited to:
 1. Your site
 2. Your ecological problem
 3. Your outcome and result targets
 4. The scale and timing of the operation

Resources

- [Current agreed best practice for animal pest control](#)
- [Pestlink](#) reports (login access required) and previous operational reports [DOC-7194322](#)
- Pest management history from Preparing phase step 1
- DOC Pesticide Information Reviews [docDM-25413](#)

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

This step applies to all operations. You can expect it to take less than 1 hour to complete.

The objective of this step is to shortlist methods by eliminating any that are not accepted for DOC use or for which you cannot meet compulsory standards.

Process

Step 1: Identify the policies and SOPs relevant to your shortlisted control methods (e.g., Firearms SOP, Management of Hazardous Substances SOP, Electric Fishing SOP).

Step 2: Review the relevant procedures and standards to see if there are requirements you cannot meet. Eliminate those methods from your shortlist.

Step 3: If your proposed methods include pesticides, check the Status List to find out if the pesticide use(s) you are considering are accepted for use. Refer to the Status List user guide for information on how to use this resource.

Each accepted pesticide use has a DOC Performance Standard sheet that contains DOC and legal requirements that apply. Review the DOC Performance Standards sheets for the proposed pesticide use(s) to ensure you can meet all compulsory aspects (e.g., product label requirements, qualification requirements, compulsory performance standards and information needs).

Step 4: If your proposed methods include traps, use the Trap Status List to find out if the trap system(s) you are considering are accepted for use. Refer to the Status List user guide for information on how to use this resource.

Each accepted trap system has a DOC Performance Standard sheet that contains DOC and legal requirements that apply. Review the DOC Performance Standards sheets for the proposed trap system(s) to ensure you can meet all compulsory aspects (e.g., consistency with the defined trap system, compulsory performance standards and information needs).

Deliverable: Shortlist of control methods.

Standards

The following standards must be followed for pesticide or traps:

1. Accepted pesticide uses are proposed for operations.
2. Accepted trap systems are proposed for operations (unless the operation or trap use is outside of the scope of the Trap Status List).
3. Operations using pesticide uses or trap systems with compulsory information needs are designed to provide the required information.

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](#)
- Trap Status List [DOC-5620413](#)
- Status List user guide [docDM-95853](#)
- DOC Performance standards sheets (linked from the Status List)
- Target pests for aerially applied 1080 pellets [DOC-2649524](#)
- Field Trials for Pest Operations SOP [docDM-51573](#)
- Inventory and Monitoring toolbox <https://www.doc.govt.nz/our-work/biodiversity-inventory-and-monitoring/>
- Definitions:
 1. Pesticide use refers to a specific technique involving one pesticide, its toxic loading, bait type, and application method. For example, aerial application of cereal pellets containing 1.5 g/kg 1080; 8g/kg cholecalciferol hard paste in bait bags
 2. Trap system refers to a specific technique involving one trap type/model and how it is set (this includes additional equipment such as covers). For example DOC 200 in tunnel, double or single set; No.1 double coil spring leghold unpadded, ground set/raised set.

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

This step applies to all operations. You can expect it to take 1 – 2 days to complete.

The objective of this step is to make a clear decision about the level of consultation. This is the start of the communication plan for your operation.

Process

Step 1: Obtain a consultation decision from the Operations Manager. The Operations Manager is accountable for deciding the level of consultation and recording this decision and reasoning in the communication plan. There are three possible outcomes:

- Consultation on the possible control methods and (later) the effects of the proposed control methods.
- Consultation on the effects of the operation.
- No consultation (notification only, as this is always required).

Consultation is compulsory if your operation includes any of the target audiences or methods specified in the standards for this step.

Step 2: 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

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.
6. The communication plan identifies:
 - a. The decision on consultation
 - b. The objectives for consultation and notification
 - c. The background to the operation (why it is being done)
 - d. The issues (people and communication related) and key messages
 - e. A list of communication tools or resources that will be used
 - f. Who will be consulted
 - g. Who will be notified, including those legally required and stipulated in consents
 - h. The purpose of consulting or notifying each target audience
 - i. Landowner and occupier consent conditions
 - j. Landowner and occupier reference to link to their location on the permission map
 - k. Who is responsible and target dates for completion
 - l. What method(s) will be used to notify or consult each target audience
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](#)
- Consultation Policy [olddm-780975](#)

- Consultation Guidelines [olddm-780974](#)
- The community engagement plan for your office
- Definitions:
 1. 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.'
 2. Notification is informing local community, stakeholders, visitors and users about DOC pest operations and pest operations on lands managed by DOC.
 3. 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?'
 4. 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.
- [Pestlink](#) reports (login access required) 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](#)

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

This step applies if the decision made in Preparing phase step 8 was to consult on methods. You can expect it to take weeks to months to complete.

The objective of this step is 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 and makes its final decision after consultation is completed.

Process

Step 1: 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.

Step 2: Record the outcomes of consultation by noting all phone calls and visits in the communication plan, including those for people with whom direct contact could not be made. Note the times, dates, full names, and what was said.

It is important to record not just whether a person or group supports the proposed operation, but how they think the proposed operation will impact them and the environment.

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):

- 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.
- 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.
- 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.
- 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.

Deliverable: Communication record completed for consultation on possible methods.

Standards

1. Visits or phone calls are used where landowner/occupier consent is being sought.
2. 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:
 - a. Location and size of proposed treatment area
 - b. Why control is needed at that site (covering values, pest problem, and intended conservation outcome)
 - c. Past monitoring information demonstrating the benefits of pest control (if available for that site/species)
 - d. 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
 - e. Opportunities for consultation
 - f. Likely timeframe of the proposed operation

- g. Details of the permissions required and the consultation/notification process
 - h. 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.
 - i. 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
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 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

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

This step applies to all operations. You can expect it to take 1 – 2 days to complete.

The objective of this step is to make a clear decision about which control method(s) will be used to achieve the outcome targets. This decision marks the end of the preparing phase.

Process

Step 1: Look at the shortlists of possible control methods from Preparing phase steps 6 and 7.

Step 2: Review consultation outcomes from Preparing phase step 9, if completed.

Step 3: Review past control methods used at this site. If using pesticides, check the DOC Pesticide Information Review for relevant information (e.g., efficacy differences between similar products) and seek advice from technical specialists if necessary.

Step 4: Decide on the proposed control methods and enter them into your operational plan.

Deliverable: Proposed control methods entered in your operational plan.

Checkpoints

You will have completed this step when:

- You have decided on the proposed control method(s) for the site and entered them into your operational plan.

Resources

- Your operational plan
- Shortlist of possible control methods from Preparing phase steps 6 and 7
- Consultation outcomes in communication plan from Preparing phase step 9, if completed
- Management history from [Pestlink](#) reports (login access required) and previous operational reports [DOC-7194322](#) for this site
- DOC Pesticide Information Reviews [docDM-25413](#)

3.2. Planning phase

In the Planning phase, you plan the details of how you will carry out the operation.

The Planning phase has the following steps:

- Step 1: Enter operational details in DOCgis Pesticides Application
- Step 2: Plan outcome and result monitoring
- Step 3: Work out which consents you need
- Step 4: Plan operational details and arrange review
- Step 5: Prepare draft DOC application form, including map
- Step 6: Consult on effects and obtain landowner consent

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

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

This step applies when proposed methods include pesticides. You can expect it to take less than 1 hour to complete.

The objective of this step is to ensure that information about the proposed operation is available on the DOCgis Pesticides Application.

Process

Step 1: 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.

Step 2: Complete all the required information for the treatment area and each defined treatment block. Use the Caution period calculator to determine the recommended caution period for each treatment block. These details can be refined and updated as planning progresses.

Step 3: Decide and set the status:

- Proposed – publish: Your proposed operation will be visible on the external viewer of the Pesticide Summary.
- 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.

The DOC Pesticide Summary is a list of pesticide operations on lands administered by DOC. It is published on the DOC website and updated daily.

The purpose of the DOC Pesticide Summary is to:

- Comply with Ministry for Primary Industries (MPI) requirements, so certified suppliers can verify that wild animals presented to primary processors have been taken from outside of poisoned areas or their associated buffer zones.
- Adequately inform interested parties about pesticide operations on lands administered by DOC.

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 serious potential consequences.

If the proposed treatment block(s) are not published at this stage, they must be published by the end of the Pre-operational phase step 1.

Deliverable: 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 in 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 https://docwiki.depcn.internal/wiki/Pesticide_Application
- GIS analyst support for aerial operations
- Definitions:
 1. The caution period is the timeframe (usually number of months) after the last date of bait application or bait removal when DOC expects that the risk of pesticide residues to the public will have passed.
 2. Buffer zone (hunting): The area outside the boundaries of the treatment area from which meat for human consumption should not be procured. The definition from the Animal Products Notice: Production, Supply, and Processing is “the land situated between the boundaries of an area of land that has been exposed to poison and an area of land where it is acceptable for animals to be procured, measured as a straight line on a horizontal plane”.

3.2.2. Planning phase step 2: Plan outcome and result monitoring

This step applies to all operations. You can expect it to take 1 – 5 days to complete.

The objective of this step is to design result monitoring and begin the process for outcome monitoring.

Process

Step 1: Use the outcome and result targets you developed in Preparing phase step 4.

Step 2: Find the best methodology in the Inventory and Monitoring Toolbox. Review your targets to match your method choice.

Step 3: Follow the methodology standards to plan the monitoring and how data will be recorded and analysed. If someone else is managing the outcome monitoring, give them the information they need for their monitoring project plan.

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

Checkpoints

You will have completed this step when:

- Your operational plan outlines the proposed monitoring and refers to any separate plans.
- Monitoring plans explain 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](#)
- Definitions:
 1. Result monitoring: In the context of animal pest operations this means monitoring undertaken to determine changes in pest animal abundance or to estimate pest animal abundance after a control operation to compare against a predetermined target.
 2. Outcome monitoring: The measurement of change of the characteristic of interest of a natural heritage asset. This type of monitoring provides information about whether outcome targets have been achieved.

3.2.3. Planning phase step 3: Work out which consents you need

This step applies to all operations. You can expect it to take less than 1 hour to complete.

The objective of this step is to identify the consents you need so you can plan to obtain them.

Process

Step 1: Identify the consents you need for your proposed animal pest operations using the flow charts and information in docDM-1475279.

Step 2: Record the required consents in your operational plan.

Step 3: If using pesticides, update the compliance information for your treatment area in the DOCgis Pesticides Application.

Step 4: Update your communication plan to include the parties from whom you need consent.

Deliverable: Required consents recorded 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](#)
- Seek advice from DOC RMA planning and legal staff
- Your operational plan
- Your communication plan
- Your treatment area in the DOCgis Pesticides Application

3.2.4. Planning phase step 4: Plan operational details and arrange review

This step applies to all operations. You can expect it to take 1 – 2 weeks to complete.

The objective of this step is to complete the remaining sections of the operational plan and have it peer reviewed.

Process

Step 1: Complete the remaining sections of your operational plan. Make sure you understand and apply the requirements of other relevant SOPs and systems (e.g., the Management of Hazardous Substances SOP, performance standard sheets for trap systems, procedures for firearm use). Consider the potential and/or actual effects the operation could have on native species, domestic animals and non-target feral animals. Ensure the plan will keep any such risks and effects at an acceptable level.

Step 2: If using pesticides, review your treatment blocks in the DOCgis Pesticides Application. Add or update any information about the control method that may not have been decided until now (e.g., bait size).

Step 3: 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 who meets the requirements in section 1.3

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
- Peer review template [docDM-318907](#)
- Past operational plans, [Pestlink](#) reports (logon access required) 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
- [Eradication best practice document and planning tools](#)
- 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
- [Animal pest welfare in firearm and live capture operations](#)
- Hunting safely (ground) one-page SOP [docDM-673812](#)
- Hunting safely (ground) technical document [docDM-751751](#)
- Helicopter 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 [Risk Manager](#)

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

This step applies when proposed methods include pesticides. You can expect it to take 5 – 10 days to complete.

The objective of this step is to draft a DOC application form with an assessment of environmental effects (AEE) (if required) to give consent providers and affected parties under the RMA the information they need to evaluate your proposed operation.

Process

Step 1: For ground-based operations, inform the DOC manager who will be making the decision on your application for DOC permission about your upcoming operation. Ask them to assign a staff member who meets the requirement in the Processing applications for vertebrate pesticides and trapping SOP docDM-1490584 to be the assessor. They will need to coordinate with managers from other offices in the region.

For all aerial operations, an assessor will be assigned by the National Predator Control Programme (NPCP) team when you submit your application.

Step 2: Check the AEE National Standards column of the Status List docDM-22655 to see the AEE requirements. An AEE is required when:

- The AEE National Standards column states that 'an AEE is required' for one or more pesticide uses in the proposed operation; or
- The AEE National Standards column states that 'an AEE may not be required if' certain specifications are met, and not all specifications can be met for all pesticide uses in the proposed operation; or
- The proposed operation meets all specifications for all pesticide uses, but the approving manager (or Operations Manager) decides to require an AEE.

If an AEE may be required at the discretion of the approving manager, ask the assigned assessor to obtain this decision from the approving manager. For aerial operations, seek advice from the NPCP Aerial Permissions Advisor.

Where an AEE is required, you need to either:

- Complete the AEE section of the DOC application form docDM-95868; or
- If resource consent is required, attach the completed Resource Management Act (RMA) AEE form docDM-96227 to your DOC application.

Step 3: Draft your DOC application form to use pesticides docDM-95868. Copy and paste the DOC Performance Standards sheet(s) to cover all pesticide uses and trap systems involved into Appendix 1 of the DOC application form. Complete the grey-shaded boxes on these sheets. The estimated caution period will be set when your application is assessed. Consider additional performance standards to manage risks for your operation and record these on your Performance Standards sheet(s).

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 you still enter all required information for your treatment blocks into the DOCgis Pesticides Application (e.g., water intakes, warning signs).

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.

Step 4: 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 affected persons, and effects on them do not have to be 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.

Check whether the consent authority has a form letter for section 95E approvals and/or if 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.

Step 5: Have your DOC application form peer-reviewed. The peer reviewer of your application form could be the same person who peer reviewed your operational plan. This step is compulsory for:

- Hand-laid or aerial Pestoff Rodent Bait 20R (pesticide uses 45 or 46)

- Cube root slurry (pesticide uses 100 or 101)
- Xstinguish Argentine Ant Bait / Vanquish Pro (pesticide use 113)

You may decide that a peer review is a good idea for high-profile operations or in other situations.

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. The DOC application form is written to:
 - a. Cover the information required by the prompts in the template
 - b. Be specific and factual
 - c. Align with definitions
 - d. Use concise plain English
 - e. Use references that are specific and traceable—if a reference is not traceable (e.g., unpublished manufacturer report), include it as an appendix
 - f. Include the correct DOC Performance standards sheets to cover all pesticide uses and trap systems involved
 - g. Use additional performance standards that are specific and auditable, and can be justified
 - h. Include the Assessment of Environmental Effects section where this is required
4. The operational information for treatment blocks is clearly separated in each section of the DOC application form where differences exist between them.
5. The DOC application form:
 - a. Includes at least one map as Appendix 2, meeting the standards given on the DOC application form
 - b. Uses more than one map if the amount of detail becomes too visually cluttered to be clearly understood
6. The DOC application form is peer reviewed by someone who meets the requirements in Section 1.3 where the proposed operation involves:
 - a. Hand laid or aerially applied Pestoff Rodent Bait 20R (pesticide uses 45 or 46);

- b. Cube root slurry (pesticide uses 100 or 101); or
- c. Xstinguish Argentine Ant Bait/Vanquish Pro (pesticide use 113).

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](#)
- Processing Applications for Vertebrate Pesticides and Trapping SOP [docDM-1490584](#)
- Your treatment block(s) in the DOCgis Pesticides Application

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

This step applies if you decided to consult on effects in Preparing phase step 8 or if you need landowner consent. You can expect it to take weeks to complete.

The objectives of this step are:

- 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 any concerns people have about the operation and how modifications to the operational plan may address these concerns.
- Obtain landowner and occupier consents.

Process

Step 1: Consult with your target audiences using the tools identified in the communication plan. Compulsory target audiences for consultation on effects (from the standards in Preparing phase Step 8) are:

- Iwi and/or hapū for aerial 1080 operations
- All occupiers and (as far as practicable) owners of land included in and adjacent to the proposed treatment area and, if applicable, loading sites
- All grazing licence holders
- The relevant Fish and Game Council for operations using rotenone under the Resource Management (Exemption) Regulations 2017

Use of the Landowner/occupier visit plan and record template docDM-22881 is recommended. Ensure the boundary on your draft map is correct and that the map is large and clear enough to distinguish all boundaries and relevant features.

Step 2: If you need consent from any landowners/occupiers (as identified in Planning phase step 3), request this during your consultation with them. Be clear about what you need their consent for, which could be:

- To conduct the operation on their land
- For access onto or across their land
- For a helicopter loading site

Ask each person or group for a written statement giving consent for the operation. They may add conditions to this consent. Consider how these conditions might impact your operational plan and amend it as necessary.

It is recommended 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).

If consent is refused and an agreement cannot be reached, the Minister of Conservation may authorise entry to kill wild animals or wildlife under certain circumstances (under section 16 of the Wild Animal Control Act 1977 and section 59 of the Wildlife Act 1953). This is decided by the Director Operations or Deputy Director-General of DOC.

Step 3: Record the outcomes of consultation by documenting all phone calls and visits in the communication plan, including those with whom direct contact could not be made. Note the times, dates, full names, and what was said. It is important to record not just whether a person or group supports the proposed operation, but how they think the proposed operation will impact them and the environment.

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):

- 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.

- 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.
- 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.
- 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.

Complete the conditions/agreements/risk or threats column for those granting consent or for those identified as having risks or threats. Ensure there is a way to link each consent obtained with the relevant piece of land shown on the DOC permission map (e.g., assign a reference number). Even if you only get verbal consent, note the times, dates, full names, and what was said. This ensures you have a record of contact and consent sought.

If using pesticides, update the required compliance information in the DOCgis Pesticides application.

Step 4: If using pesticides, include the following pages as a consultation record to include as Appendix 3 of your DOC Application Form:

- Introduction
- Consultation on possible methods (if applicable)
- Consultation on effects (if applicable)
- Toolkit

Deliverable: Communication record completed for consultation on effects and landowner/occupier consents obtained.

Standards

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 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.
7. Consultation on effects includes ensuring that treatment block boundaries, including sensitive boundaries and exclusion zones are appropriate and correct.
8. 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:

- Released under the Official Information Act
- a. Location and size of proposed treatment area
 - b. Why control is needed at that site (covering values, pest problem, and intended conservation outcome)
 - c. Past monitoring information demonstrating the benefits of pest control (if available for that site/species)
 - d. Details of the control method chosen and why
 - e. 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
 - f. Opportunities for consultation
 - g. Likely timeframe of the proposed operation
 - h. Details of the permissions required and the consultation/notification process
 - i. Key facts about the method
 - j. Risks and mitigation
 - k. 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
 - l. 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
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 template [docDM-22872](#)
- Consultation fact sheet example [docDM-22874](#)
- Consultation fact sheet NPCP template [DOC-6174650](#)
- Consultation fact sheet NPCP example [DOC-7177104](#)
- 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
- Generating a concessionaires list [DOC-6278584](#)
- 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](#)
- Seek community relations advice
- Your treatment block(s) in the DOCgis Pesticides Application

3.3. Pre-operational phase

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

The Pre-operational phase has the following steps:

- Step 1: Revise all planning documents to respond to consultation and peer review
- Step 2: Obtain consents and update operational plan
- Step 3: Notify target audience of planned operation
- Step 4: Write task specifications and collate attachments
- Step 5: Organise contracts
- Step 6: Prepare operational signage
- Step 7: Check that you are ready for the operational phase

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

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

This step applies to all operations. You can expect it to take 1 day to complete.

The objectives of this step are:

- To gather all feedback and create a revised operational plan.
- If using pesticides, to prepare a final DOC application form.
- To ensure accurate information about the proposed operation is shown on the Pesticides Summary.

Process

Step 1: Review feedback from the Planning phase. This includes:

- Peer review of your operational plan (Planning phase step 4)
- Peer review of your DOC application form (Planning phase step 5)
- Consultation on effects (Planning phase step 6)

Step 2: Decide what changes are necessary as a result. Create a record of the actions you will take in response to feedback, including your reasoning if no action is taken.

Step 3: Revise all documents and the map.

Step 4: If using pesticides, check that the details and dates for your treatment block(s) in the DOCgis Pesticides Application are still accurate and update them if necessary. 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. Be aware that treatment block(s) will be automatically retired if the start date in the DOCgis Pesticides Application is reached before the DOC permission is approved.

Deliverables: An updated operational plan and DOC application form (if required) with map ready to submit. The 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

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

This step applies when proposed methods include pesticides. You can expect it to take 2 – 8 weeks to complete.

The objective of this step is to obtain the consents identified in Planning phase step 3, so the conditions can be included in the operational plan and communication plan.

Process

Step 1: 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. The DOC application form was already prepared in Planning phase step 5. Landowner and occupier consents have already been obtained in Planning phase step 6.

Step 2: Submit applications to consent providers. To apply for DOC permission for ground-based operations, submit your DOC application form with all the required appendices as stated on the form to the assessor identified in Planning phase step 5. To apply for DOC permission for aerial operations, submit your DOC application form with all the required appendices as stated on the form to the National Predator Control Programme team at npcplogistics@doc.govt.nz

Step 3: When consents are received, review the conditions to identify any conditions you did not expect or have not planned for. Assess the impact of these conditions on your operation, considering budget (dollars and hours), timing, operational targets, additional risks, and conflicts with other consents. Decide whether you can proceed with the operation under these conditions. If the conditions are not workable, your options are:

- Seek to adjust the condition(s) by presenting a case to the consent authority.
- Change the method of your proposed operation (e.g., change the pesticide), which will require revisiting all consents and your operational plan.
- Cancel the operation, which is an extreme response and requires consultation with your manager.

If you can accommodate the conditions, amend your operational plan and communication plan accordingly. This may include changes to the budget and timing and may require approval from your manager.

If you receive formal notification from the Ministry of Health that public health permission is not required, ensure the qualifying points in the letter are correct and that your operational details match the information provided in the application form.

Step 4: Update the required compliance information in the DOCgis Pesticides Application. The assessor will send a copy of the DOC permission to the Regional Pesticides Summary Coordinator, who will add the link to the DOCgis Pesticides Application and update the status of the treatment block(s) to “will be laid.” Check that all operational details, including the start date, in the DOCgis Pesticides Application match the DOC permission and make corrections if necessary. The start date can be amended if the operation is delayed.

Step 5: This step is compulsory if control methods include aerially applied pesticides and optional otherwise. Create a compliance register for your operation using the Compliance register template docDM-1475273.

Copy and paste any conditions, agreements, risks, or threats from your communication plan (completed in Planning phase step 6) into your compliance register for those granting landowner/occupier consent, with whom agreements have been made, or for whom you have identified risks or threats. As other consents are received, copy and paste all conditions into your compliance register. At a minimum, 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.

Deliverables: 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.

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/>

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

This step applies to all operations. You can expect it to take 1 – 4 weeks to complete.

The objective of this step is to inform the local community, stakeholders, visitors, and users about DOC pest operations.

Process

Step 1: Open the Pre-operational notification page of your communication plan. Carefully review all the standards below, as the legal requirements for target audiences, timeframes, and notification methods differ between control methods. Most standards relate to vertebrate pesticides as these are prescribed by law. Ensure any other target audience identified for notification in consent conditions or from consultation agreements is included.

Step 2: Create notification tools according to the Toolkit page of the communication plan.

Step 3: Notify target audiences of the planned operation. If anyone requests a repeat of the pre-operational notification, agree on a timeframe and ensure this is recorded and actioned.

Step 4: Record outcomes in your communication plan.

Deliverable: Communication record completed for pre-operational notification.

Standards

The following standards are for compulsory target audiences for pesticide operations.

1. For operations involving vertebrate pesticides, land occupiers and (as far as practicable) owners adjacent to the treatment 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 aerial 1080 operations the officer in charge of the local police station is included in pre-operational notification.
4. For operations using Double Tap™ (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 (PredaStop for Feral Cats™), 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 Magfume™, 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 encapsulated sodium nitrite the following audiences are included in pre-operational notification:
 - a. any veterinarians operating in the area, and
 - b. the officer in charge of the local police station.

The following standard is for producing a fact sheet and applies to all methods.

8. 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:
 - a. Location and size of the treatment area

- b. Why control is needed at that site (covering values, pest problem, and intended conservation outcome)
- c. The details of the control method (if using pesticides include toxic loading, bait type, and application method)
- d. Why this control method was chosen
- e. Intended dates of application/operation
- f. Key facts about the method, including risks and mitigation
- g. Details of the permissions required and the consultation/notification process
- h. What to do if poisoning is suspected (if using pesticides)
- i. The job title and organisation of the person responsible for the operation, and the address and phone number of their office
- j. A map of the treatment area that clearly shows the boundaries. Include districts, roads and other commonly known features that may identify the place

The following standards are for timing of notification and apply to all methods.

9. 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'.

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.

10. For any operation involving 1080 or PredaStop™ for Feral Cats (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 Double Tap™ (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 encapsulated sodium nitrite, the pre-operational notification is 'given with sufficient prior notification but no more than 1 month before' the pesticide is laid.

The following standards are for public notice for aerial pesticide operations.

13. Public notice is used for all aerial applications of 1080 or pindone. The public notice appears in a newspaper available in the areas in which the substances will be applied.
14. The public notice includes the following:
 - a. The name of the pesticide, bait type and method of applying the bait.
 - b. The date of intended pesticide application.

- Released under the Official Information Act
- c. 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.
 - d. The location or locations where the public may view maps of the treatment areas and the times when such maps may be viewed.
 - e. The job title and organisation of the person responsible for the application, and the address and phone number of their office.
 - f. The most relevant information from the Notification fact sheet for your operation.
15. Any public notice is published in a 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 application.

The following standards apply if using the RMA Exemption regulations as determined in Planning phase step 3.

16. If using the Resource Management (Exemption) Regulations 2017, the relevant regional council is given written notification of the operation.
17. The notification includes the following information:
- a. the objectives of the operation
 - b. the vertebrate pesticide, pre-feed, or repellent to be used
 - c. the bait, delivery method, application rate, or lures to be used
 - d. a map showing the boundaries of each treatment block(s)
 - e. the location of any warning signs for each treatment block
 - f. the period during which the operation will occur in each treatment block
 - g. the name and contact details of the person in control of the field work (usually the operational planner)
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.

The following standards are for communication records and applies to 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 template [docDM-22877](#)
- Notification fact sheet example [docDM-22879](#)
- Notification fact sheet NPCP template [DOC-6174666](#)
- Notification fact sheet NPCP example [DOC-7078346](#)
- 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

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

This step applies to all operations. You can expect it to take 2 days to complete.

The objective of this step is to write task specifications that detail how the task is to be done and the standards that apply. This ensures tasks can be delegated effectively, as everyone is clear on what is expected.

Process

Step 1: Review the task list in your operational plan and identify those that need task specifications.

Step 2: Modify relevant example task specifications to suit your operation or create your own using the Task specifications template docDM-313054. Identify the people and equipment needed.

Step 3: Gather all required attachments.

Deliverable: Task specifications for tasks that need them.

Checkpoints

You will have completed this step when:

- Your task specifications include all applicable standards and consent conditions.

- Your task specifications have been added to the operational plan and are ready for briefing field staff in the Operational phase.
- The standards in the Management of Hazardous Substances SOP have been applied whenever pesticides are moved or stored.

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](#)

3.3.5. Pre-operational phase step 5: Organise contracts

This step applies to all operations if any tasks will be contracted out. You can expect it to take 6 – 10 weeks to complete.

The objective of this step is to secure any contracts required for your operation in line with the Procurement and Supplier Management SOP.

Process

Step 1: Identify any tasks in the operational plan that will be contracted out from Planning phase step 4.

Step 2: Create a Description of Services for the contract by:

- Modifying your task specification or an example task specification from Current Agreed Best Practice; or
- Using an example from the Procurement and Supplier Management SOP

Review the consent conditions that apply to your operation by checking the lists of conditions you copied into the compliance register in Pre-operational phase step 2. Ensure the contract aligns with all consent conditions and SOP standards.

Step 3: 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.

Checkpoints

You will have completed this step when:

- All contracts 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
- [Procurement and purchasing pre-drafted contracts intranet page](#)
- [Example task specifications](#) from [Current agreed best practice for animal pest control](#)
- Your operational plan
- [Working with contractors intranet page](#)

3.3.6. Pre-operational phase step 6: Prepare operational signage

This step applies to all operations. You can expect it to take 2 weeks to complete.

The objectives of this step are:

- To ensure signs meet all standards. The number, size, and location of signs must comply with all consent conditions.
- To accurately record details of signs in the DOCgis Pesticides Application if using pesticides.

Process

Step 1: Decide what signage is required for your operation. For example, you may need to warn visitors about a hazard and the precautions they need to take or convey other information such as closure notices for public walkways or other land. If using pesticides, follow the process and standards in this SOP for creating, installing, maintaining, and removing warning signs, as they meet the legal requirements. For other control methods or information signs, refer to the "How to order DOC signs" intranet page for information on producing these.

Step 2: If using pesticides, design signs using the warning sign template(s) corresponding to your pesticide use(s) on the Status List docDM-22655. Obtain the necessary information to complete the required fields. If the phone number on the sign is for a DOC office or Customer Service Centre, ensure the people receiving the call have enough information to direct the call to the person in control of the fieldwork. You will also need loading site signs if planning an aerial operation. The template and standard for these are on the Performance Standard sheets for the relevant pesticide uses.

Step 3: 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.

Step 4: Procure signs. Tally the number and size of signs you need, based on your sign register. Consider including extra signs for replacements. Decide on the type of sign production you want (e.g., corflute, vinyl, PVC digital print, UV ink print, laminated). 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.

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

Standards

The following standards must be followed for pesticide warning signs.

1. Warning signs of any design other than the one linked from the Status List must not be used.
2. Only the fields listed below may be changed. No other content or formatting may be altered.
 - a. 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. The minimum size for this information is 28pt font.
 - b. Date of bait application (if known) or leave blank to write in when the signs are installed. The minimum size for this information is 28pt font.
 - c. Bait description or clear photo of bait, to show someone what they might encounter
 - d. Another organisation's logo may be added if relevant
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
- Graphic below showing an example sign with notes on which fields may be edited



DANGER POISON

Photo or description of bait



SODIUM FLUOROACETATE

TOXIC to PEOPLE and

will be present on the ground from: 1 December 2020

- **DO NOT TOUCH** poison bait

- **WATCH CHILDREN** at all times

- **DO NOT EAT** animals from this area

In an emergency, dial 111

Date of bait application (minimum size of 28pt font)

Another logo can be added



Department of Conservation
Te Papa Atawhai
New Zealand Government

For more information, contact:

Ranger, Biodiversity
Tel: (07) 867 9180

Hauraki Office
Department of Conservation

Unauthorised removal of signs or poison baits is an offence

Contact details of the person in control of the field work (minimum size of 28pt font)
Note: a person's name is **NOT** required.

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

This step applies to all operations. You can expect it to take 2 – 10 days to complete.

The objective of this step is to ensure everything is ready for the operational phase to begin.

Process

Step 1: Review the tasks in the operational plan to identify any that have not been completed to standard.

Step 2: Work with the person assigned to each task to ensure it is completed.

Step 3: If using pesticides, check your DOC permission to see if a readiness check is required. If not using pesticides (or if a readiness check is not required by the DOC permission), consider arranging a readiness check of your preparedness. Ask a colleague meeting the requirements in Section 1.3 to carry out the readiness check. Provide 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.

The readiness checker reviews all your planning documentation and records their compliance observations in your compliance register against:

- All standards from the Preparing, Planning, and Pre-Operational phases
- Any standards from consents, agreements, or contracts that can be evaluated at this stage
- Any risks/threats that should have been addressed by this stage
- The task list of your operational plan

Step 4: Update the operational plan and associated documents. If you are using pesticides and your operation is delayed, update the start date for your treatment block(s) in the DOCgis Pesticides Application.

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

Checkpoints

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](#)
- Eradication readiness check report template [DOC-7878544](#)
- Your treatment block(s) in the DOCgis Pesticides Application

3.4. Operational phase

The Operational phase involves carrying out the fieldwork.

The Operational phase has the following steps:

- Step 1: Brief operators before field work
- Step 2: Undertake pre-control monitoring
- Step 3: Communicate the twenty-four hour notice
- Step 4: Install operational signage and update relevant Applications
- Step 5: Undertake pest control and update relevant Applications

Follow each step but note that some steps can be done at the same time. By the end of this phase, you will have completed the pest control.

3.4.1. Operational phase step 1: Brief operators before field work

This step applies to all operations. You can expect it to take less than 1 hour to complete.

The objectives of this step are:

- To ensure that field staff, volunteers, and contractors understand their responsibilities.

- If using pesticides, to provide the approved DOC permission map to the field supervisor (for ground operations) or the aerial contractor and brief them on the location of sensitive boundaries and exclusion zones.

Process

Step 1: Gather the planning documents relevant to field staff. Brief field staff, volunteers, and contractors on their roles in the operation.

Step 2: If using pesticides, brief the field supervisor (for ground operations) or the aerial contractor on operational boundaries to meet the standards. For aerial pesticide applications, fly the boundaries as required by the standards. For sensitive boundaries that are hard to see from the air, mark key points on the ground beforehand with coloured tape, flags, or other markers to ensure they are visible from the aircraft.

Step 3: Plan and carry out job safety analysis and toolbox talks according to the Health and Safety Management Systems Manual.

Step 4: Keep a record of all briefings, including the date and any relevant information or issues.

Deliverable: Record of who has been briefed on what.

Standards

The following standards must be followed for operations using pesticides.

1. Prior to ground based pesticide application, the field supervisor:
 - a. Receives a copy of the map
 - b. Is briefed regarding the location of sensitive boundaries and exclusion zones by the operational planner (or a person nominated by them)
2. A navigational guidance system is used for all aerial operations.
3. Prior to aerial pesticide application the aerial contractor:
 - a. Receives a digital copy of the aerial application boundary and exclusion zones, and uploads these to the onboard GPS system prior to applying pesticide
 - b. 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)
 - c. Is briefed regarding the location of sensitive boundaries and exclusion zones, and outlines their sowing plan to ensure that these boundaries will not be breached, to the satisfaction of the operational planner
 - d. 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 and risk management [docDM-235267](#)
- Information, training and supervision [docDM-231274](#)
- PCBU and contractor management [docDM-836257](#)
- Definitions
 1. Aerial application area: The area over which bait is to be aurally applied. This is the shape file given to the pilot to be flown. May have exclusion zones or no fly zones within its perimeter. It doesn't include the areas of the buffers.
 2. Aerial application boundary: The boundary of the area where bait is to be aurally applied. May be buffered in from the treatment area boundary.
 3. Approving manager: The DOC manager who approved the application for DOC permission

3.4.2. Operational phase step 2: Undertake pre-control monitoring

This step applies when monitoring is planned. You can expect it to take 2 days to several weeks to complete.

The objective of this step is to establish baseline data for result and/or outcome monitoring, as planned in Step 2 of the Planning phase.

Process

Step 1: Implement your result monitoring and outcome monitoring plans.

Step 2: Record the data according to the planned data quality standards.

Deliverable: Pre-control monitoring data.

Checkpoints

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

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

This step applies when it is part of your communication plan. You can expect it to take 1 – 2 hours to complete.

The objective of this step is to inform the people identified in the communication plan that the operation is about to begin.

Process

Step 1: Open the 24-hour notice page in your communication plan.

Step 2: Contact the target audience identified and notify them that the operation is about to occur, using the notification tools specified in your communication plan.

Step 3: Record the actual dates and outcomes in the communication plan.

Deliverable: 24-hour notice communication record.

Standards

1. Compulsory target audiences for twenty-four hour notice:
 - a. For operations involving vertebrate pesticides, land occupiers and (as far as practicable) owners adjacent to the treatment area and if applicable aerial loading site(s) are included in the twenty-four hour notice
 - b. For operations involving vertebrate pesticides, all consent providers are included in the twenty-four hour notice, and close liaison is maintained throughout the operation
 - c. Anyone identified for twenty-four hour notification in consent conditions is included in the twenty-four hour notice
 - d. Anyone who was promised a twenty-four hour notice during consultation is included in the twenty-four hour notice
2. The twenty-four hour notice is completed in the period specified in any relevant consent conditions (usually 24–48 hours prior to bait application).

3. The twenty-four hour notice is done by visit, phone call, text message or email. Text message or email are only used if:
- The recipient has stated that this is their preferred method of contact
 - The content standard is still met
 - Contact details are provided for any questions/issues
 - The recipient replies to the message to acknowledge it has been received
4. Compulsory content for twenty-four hour notice:
- The planned start date of the operation
 - Timing of any closures of tracks or loading sites
 - 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
 - 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
5. The dates and outcomes of notification are recorded in the communication plan.

Resources

- Your communication plan

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

This step applies to all operations. You can expect it to take 1 day to complete.

The objectives of this step are:

- To install signs at the correct locations to communicate risk messages and other information.
- Accurate information about pesticide operations is shown on the Pesticides Summary.

Process

Step 1: If using pesticides, write the date of bait application on all warning signs once the start date of the operation is finalised.

Step 2: Install signs at all the required locations. For pesticides, these are the locations shown on the DOCgis Pesticides Application and DOC permission map.

Step 3: 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".

Deliverables: Correct signs installed at required locations. Treatment block(s) for pesticide operations are shown on the Pesticide Summary as bait having been laid.

Standards

The following standards must be followed 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

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

This step applies to all operations. You can expect it to take 1 day to months to complete.

The objectives of this step are to:

- To meet result targets in your operational plan by following the plan and associated task specifications.
- If using pesticides, to have a complete record of all bait application within the DOCgis Pesticide Application.
- Accurate information about pesticides operations is shown on the Pesticides Summary.

Process

Step 1: The project team completes tasks as delegated in the operational plan, meeting task specifications.

Step 2: Address any immediate incident investigation and reporting requirements. For pesticides, this includes reporting bait spills or misapplications (i.e., bait laid outside intended treatment area for which consent is held) as specified on the relevant safe handling sheet. Also check permission conditions for incident reporting requirements.

It may be prudent to report other significant incidents (e.g., non-target deaths) before the Reporting phase. Seek advice from your manager or a Technical Advisor Threats if unsure.

Step 3: If using pesticides, the approving manager for your DOC permission may choose to monitor compliance of your operation. If not using pesticides (or if the approving manager does not opt to audit), consider asking a colleague to carry out an audit. This can be done by an independent person who knows this SOP. Provide 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.

Step 4: For pesticide operations, add the details of actual bait application (including pre-feeding) and bait removal/destruction to your treatment block(s) in the DOCgis Pesticides Application within 2 weeks of the fieldwork occurring. For aerial operations, the GIS team will add the treatment data, but it is still the operational planner's responsibility to ensure this happens. Actual bait application must be recorded for the block boundaries to be copied to Operational Activity Actuals. If more than 5% of a block does not receive treatment (e.g., due to poor weather), amend the block boundaries in the DOCgis Pesticides Application accordingly. For aerial applications, maintain the buffers as part of the treatment area.

Ensure 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 this occurred. This must be done manually as recording bait removal/destruction does not automatically update the end date for a treatment block.

Step 5: Record field notes on the operation in preparation for operational reporting, especially any specific issues encountered and practices that differed from what was planned. These could include:

- Timing
- Equipment
- Weather problems
- Contractor performance
- Feedback from people involved in the operation
- Incidents and complaints

Deliverable: Pest control completed as specified in the operational plan. Relevant pages completed in your compliance register. If using pesticides, details of actual bait application for each treatment block are 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>
- NPCP weather forecasting for operational purposes [DOC-2929845](#)
- Management of Hazardous Substances SOP [DOC-6052105](#) and relevant safe handling sheet
- [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](#)
- Catch Per Unit Effort (CPUE) best practice guidance [DOC-10484338](#)
- 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

3.5. Post-operational phase

The post-operational phase starts once the pest control is completed and answers the question, "What happened?"

The Post-operational phase has the following steps:

- Post-operational phase step 1: Send the post-operational update
- Post-operational phase step 2: Monitor baits and/or carcasses
- Post-operational phase step 3: Maintain and remove operational signage
- Post-operational phase step 4: Undertake post-control monitoring
- Post-operational phase step 5: Debrief operation

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

3.5.1. Post-operational phase step 1: Send the post-operational update

This step applies to all operations. You can expect it to take 1 day to complete.

The objective of this step is to inform people that the operational phase has finished and remind them of key risk messages.

Process

Step 1: Open the post-operational update page in your communication plan.

Step 2: Notify your target audiences that the operation has occurred, using the post-operational notification tools identified in your communication plan.

Step 3: Record the actual dates and outcomes in the communication plan.

Step 4: Complete any remaining details in your communication plan and then convert your plan into a communication record (refer to Standard 5).

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

Standards

1. Compulsory target audiences for post-operational notification:
 - a. Any target audience identified for notification in consent conditions
 - b. 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 Magfume™
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:
 - a. The details of the control method (if using pesticides include toxic loading, bait type, and application method)
 - b. The date when operation/pesticide application finished
 - c. Any results to date
 - d. Restatement of what to do to avoid or mitigate risks of the operation (from the Notification fact sheet)
 - e. If using pesticides, the estimated caution period
 - f. 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
4. For any pesticide operation applying the Resource Management (Exemption) Regulations 2017: No later than 20 working days after the last date of application the relevant regional council is given written notification with the following information:
 - a. 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)
 - b. The period during which each application occurred

5. A communication record of the consultation and notification that took place is produced, including:
- Actual dates when consultation and notification was undertaken
 - Outcomes of consultation and notification, including any complaints and how they were addressed
 - References to resources used (e.g. document management system reference number)

Resources

- Your communication plan
- Post-operational update example [docDM-22889](#)
- Post-operational update NPCP template [DOC-7624959](#)
- Post-operational update NPCP example [DOC-7675086](#)
- 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](#)

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

This step applies when using pesticides, if specified on the Performance standards sheets. You can expect it to take months to complete.

The objectives of this step are:

- To determine when the risk of public exposure to pesticides has passed
- To maintain accurate caution period information in the Pesticide Summary
- Monitoring endpoints are met before concluding the caution period.

Process

Step 1: Identify the number of sites to be sampled. Use the Land Environments New Zealand (LENZ) level 1 data accessible through the DOCgis (Geographical Information System). Monitor bait and carcass decay rates at one site for each level 1 land environment present.

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.

If a monitoring site is remote or difficult to access, use a similar site at the same altitude outside the treatment area as a surrogate. Use non-toxic baits if you do not have the necessary permissions to lay pesticides for the surrogate area.

Step 2: 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). 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.

Step 3: Check baits and/or carcasses once the minimum caution period has elapsed to determine if the estimated caution period can be shortened. If all endpoints have been reached, the estimated caution period can be shortened and concluded. If not, continue monitoring until the end of the estimated caution period to determine which of the following applies:

- If all endpoints have been reached, conclude the caution period.
- If all endpoints have not been reached, extend the estimated caution period. Decide on a new estimated caution period and advise the approving manager for your DOC permission in writing. Update the estimated caution period for your treatment block(s) in the DOCgis Pesticides Application. Continue monitoring and re-extend the caution period until all endpoints have been reached. This is when the caution period is concluded.

Photograph carcasses every time 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.

Toxicological analysis can be used to confirm expiry of the caution period if you suspect that the remaining bait or carcass is non-toxic.

Step 4: When the caution period has concluded, provide the approving manager for your DOC permission 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 bait monitoring site, the number and placement of baits meets the following standards:
 - a. 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.
 - b. 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.

- Released under the Official Information Act
3. At each carcass monitoring site, the number and placement of carcasses meets the following standards:
 - a. 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.
 - b. 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).
 - c. 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.
 4. The caution period is concluded when the minimum caution period has elapsed, and the following monitoring endpoints have been reached:
 - a. Baits have completely disappeared, or only a few separated particles of grain or wax flakes remain
 - b. For carcasses, all soft tissue has disappeared and only bones, skin and fur remain
 5. The treatment block(s) in the DOCgis Pesticides Application are updated with the new estimated caution period if it is extended.
 6. The approving manager is notified when the caution period is shortened, extended or concluded. Notification includes supplying the bait and/or carcass monitoring report.
 7. Compulsory bait and carcass monitoring results are recorded in a report saved to the document management system. This report includes:
 - a. Operation name
 - b. Pesticide uses in the operation
 - c. Caution period start date
 - d. Date endpoint(s) reached for each monitoring site
 - e. Photos for the first and final monitoring visit to each monitoring site
 - f. A statement of whether the treatment area was 'dry' (i.e. <600mm rainfall/year or low rainfall during the monitoring period)
 - g. A statement of whether mean temperature in the 6 months following the operation was <10 degrees

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: <https://data.niwa.co.nz/>
- Definitions:
 1. The caution period is the timeframe (usually number of months) after the last date of bait application or bait removal when DOC expects that the risk of pesticide residues to the public will have passed.
 2. The minimum caution period is the shortest legally compliant caution period that can apply to a particular pesticide use.
 3. The estimated caution period is the caution period established in the DOC permission for an operation and communicated in the DOC Pesticide Summary. The estimated caution period can be subject to bait and/or carcass monitoring, which can result in the period being extended or shortened.
- 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

3.5.3. Post-operational phase step 3: Maintain and remove operational signage

This step applies to all operations. You can expect it to take months to complete.

The objectives of this step are:

- To ensure that signs are always visible and legible throughout the operation.
- If using pesticides, to remove warning signs when the caution period has expired and to remove the operation from the Pesticide Summary.

Process

Step 1: Check signs, either by scheduling it alongside other work or by planning specific checks. Repair or replace signs as needed after vandalism or storm damage.

Step 2: Remove signs when the risks have passed or when the information they convey is no longer required. For pesticide warning signs, this is after the caution period has concluded (as specified on the performance standards sheets for your operation and may depend on bait and/or carcass monitoring).

Step 3: If using pesticides, retire the treatment block(s) in the DOCgis Pesticides Application 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". Ensure you have added all required information and links to other documents before retiring the treatment area/blocks, as this cannot be done afterwards.

Step 4: If using pesticides, notify the approving manager for your DOC permission in writing that signs have been removed.

Deliverable: If using pesticides, all warning signs are 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

The following table contains the standards that must be followed for this step for pesticide warning signs.

1. Warning signs are always visible and legible 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
- Caution period definitions:
 1. The caution period is the timeframe (usually number of months) after the last date of bait application or bait removal when DOC expects that the risk of pesticide residues to the public will have passed.
 2. The minimum caution period is the shortest legally compliant caution period that can apply to a particular pesticide use.
 3. The estimated caution period is the caution period established in the DOC permission for an operation and communicated in the DOC Pesticide Summary. The estimated caution period can be subject to bait and/or carcass monitoring, which can result in the period being extended or shortened.
- Your treatment block(s) in the DOCgis Pesticides Application

3.5.4. Post-operational phase step 4: Undertake post-control monitoring

This step applies when monitoring is planned. You can expect it to take 2 days to several weeks to complete.

The objective of this step is to re-measure the same parameters you established in Step 2 of the Operational phase. Follow the monitoring plans agreed upon in Step 2 of the Planning phase.

Process

Step 1: Implement your result monitoring and outcome monitoring plans.

Step 2: Record the data according to the planned data quality standards.

Step 3: Analyse the data.

Deliverable: Post-control monitoring data analysed.

Checkpoints

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

3.5.5. Post-operational phase step 5: Debrief operation

This step applies to all operations. You can expect it to take 2 – 3 hours to complete.

The objective of this step is to identify lessons learned from the operation to improve planning for the next operation. Include these lessons in the operational report.

Process

Step 1: Review the operational plan and discuss with the project team how the operation went.

Step 2: Identify lessons learned from all phases of the operation.

Step 3: Discuss and agree on the lessons.

Step 4: Create a record of the agreed list.

Deliverable: Record of lessons from this operation.

Checkpoints:

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](#)

3.6. Reporting phase

In the Reporting phase, you answer the question, "What did you do?"

The Reporting phase has the following steps:

- Step 1: Write the Operational report and have it approved
- Step 2: Follow up on lessons and recommendations

By the end of this phase, you will know what you would do differently next time.

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

This step applies to all operations (except fahr control). You can expect it to take 1 week to complete.

The objectives of this step are:

- To finalise the operational report to plan future operations at your site and nationally. This is your opportunity to communicate lessons from the project and contribute to best practice.
- To fulfil the legal requirement to have a record of use for certain vertebrate pesticides and meet the aerial 1080 reporting requirements.

Process

Step 1: Write the operational report using the Operational report template DOC-7129705 or for WAM hunting operations DOC-7723946. Gather the information collected from this operation (e.g., consultation record, consents, field notes, debrief minutes) and previous operational reports. Ensure all incidents are documented in the operational report. Consider peer review of the draft, especially if there are incidents, complaints, or deviations from the planned operation. Add details of the operational report to the Operational reporting master spreadsheet DOC-7194322.

For aerial pesticide 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.

For pesticide operations, add the operational report docCM number to your treatment area in the DOCgis Pesticides Application. This needs to be done before retiring all the treatment blocks attached to the treatment area.

Step 2: The Operations Manager reviews the report and any advice supplied before approving the operational report by changing the report status to 'final' and entering their name and the date in the 'Approved by' field.

Step 3: For aerial 1080 operations, send an email with the finalised operational report as an attachment and the docCM number of the communications plan to 1080reports@doc.govt.nz for the Improvement Advisor, National Operations s9(2)(g)(ii) 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. Advise the Improvement 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.

Step 4: For aerial 1080 operations, the Improvement 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. Follow the instructions in EPA Aerial 1080 report instructions docDM-382846.

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 Improvement Advisor, National Operations is emailed (1080reports@doc.govt.nz) 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. For all other DOC pest operations, the report is completed and approved by the Operations Manager:
 - a. Within 2 months after result monitoring is completed;
 - b. Where there is no result monitoring, within 2 months after outcome monitoring is completed; or
 - c. Annually
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. The Operational report is written to:
 - a. Cover the information required by the instructions in the template
 - b. Be specific and factual
 - c. Align with definitions
 - d. Use concise plain English
 - e. Use references that are specific and traceable, and only where the template instructions allow for them
6. 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).
 - a. The map shows the following as a minimum:
 - b. Map number and series (e.g. T17 NZMS 260)

- c. The external boundary of the treatment area (shade along the inside of the boundary)
 - d. DOC land boundaries relevant to the operation
 - e. Name of treatment area
 - f. Land tenure and adjacent owners, including leased land
 - g. Any areas excluded from the treatment area (e.g. public water supplies, pā sites)
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.

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

3.6.2. Reporting phase step 2: Follow up on lessons and recommendations

This step applies to all operations if recommendations were identified. You can expect it to take 1 day to complete.

The objective of this step is to follow up on any new information recorded and recommendations made in the operational report.

Process

Step 1: Go to the Lessons Learned and General Recommendations section of the operational report.

Step 2: Identify what you can do to share any new information and progress each recommendation.

Step 3: Follow through with these actions.

Deliverable: New information communicated and recommendations followed up.

Checkpoints

You will have completed this step when:

- Recommendations have been followed up.
- Any new information about pesticides or traps, or changes recommended to DOC Animal Pests systems, has been shared with the Landscape Threats Advice team in the Terrestrial Biodiversity Group. For example:
 1. Results related to information needs on the DOC Performance Standards sheets
 2. Reports or publications not currently covered by a DOC Pesticide Information Review
 3. Effects on non-target species observed
 4. Results of field trials for any animal pest control method included in Current Agreed Best Practice
 5. Suggestions for improvements to SOPs
 6. Results from pesticide residue testing
 7. Suggested alternatives to personal protective equipment or other improvements to Safe handling sheets
 8. Suggestions for improvements to Current Agreed Best Practice
- You have considered media opportunities and other ways to continue community engagement.

Resources

- 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](#)

4. Document records

4.1. 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](#)
- 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

- Catch Per Unit Effort (CPUE) best practice guidance [DOC-10484338](#)
- 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-2827796](#)
- 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](#)

- 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](#)

Intranet/websites

- [Animal pest management resources intranet page](#)
- [Animal pest welfare in firearms and live capture operations](#)
- Argentine ants in New Zealand
<https://argentineants.landcareresearch.co.nz/index.asp>
- [Bioweb](#) (logon access required)
- [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](#)
- DOCWiki https://docwiki.depcon.internal/wiki/Pesticide_Application
- Environmental Protection Authority Application for Permission website
<https://www.epa.govt.nz/industry-areas/hazardous-substances/making-an-application/permissions/>
- [Eradication best practice document and planning tools](#)
- [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>
- 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 <https://data.niwa.co.nz/>
- Pest detective <https://web.archive.org/web/20220121175632/http://pestdetective.org.nz/>
- [Pestlink](#) (logon access required)
- PF2050 Practical guide to trapping <https://www.doc.govt.nz/globalassets/documents/conservation/threats-and-impacts/pf2050/trapping-guide-pf2050.pdf>
- [Policies, Standard Operating Procedures and Guidelines intranet page](#)
- [Procurement and purchasing pre-drafted contract 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
- [Risk Manager](#)
- Trapping application <https://trap.nz/>
- [Trapping application intranet page](#)
- Weather websites (e.g. www.metvuw.com; www.metservice.co.nz)
- [Wild Animals Management programme intranet page](#)
- [Working with contractors intranet page](#)

SOPs/guidelines/policies

- Animal Pests SOP Definitions and FAQs [docDM-51708](#)
- Aerial 1080 in kea habitat SOP [DOC-2612859](#)
- Consultation Guidelines [olddm-780974](#)
- Consultation Policy [olddm-780975](#)
- Field Trials for Pest Operations SOP [docDM-51573](#)
- Firearms SOP [DOC-5960893](#)
- Helicopter aerial hunting SOP [DOC-6262530](#)
- Hunting safely (ground) one-page SOP [docDM-673812](#)
- Hunting safely (ground) technical document [docDM-751751](#)
- Management of Hazardous Substances SOP [DOC-6052105](#)

- Obtaining DOC permission for rodenticide use in island incursions SOP [DOC-2751605](#)
- 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](#)
- Wild animal detection dog-handler team SOP [DOC-6615586](#)

4.2. Document history

Date	Details	Document ID and version	Amended by
2/06/2015	Effective date of new SOP	1.0	s9(2)(g)(ii)
17/08/2015	Change to pre-operational notification requirements for PAPP	1.1	s9(2)(g)(ii)
17/09/2015	Change to standard for pre-operational notification to MOH and other edits	1.2	s9(2)(g)(ii)
21/10/2015	Change to process for Pre-operational phase step 2 to clarify compulsory elements of the compliance register.	1.3	s9(2)(g)(ii)
25/11/2015	Amended scope (application of SOP to community groups). Change to 24 hour notice standards.	1.4	s9(2)(g)(ii)
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	s9(2)(g)(ii)
3/11/2016	Incorporate requirements of DOCgis Pesticides Application. Grouping standards moved to Planning step 1.	1.6	s9(2)(g)(ii)
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	s9(2)(g)(ii)

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	s9(2)(g)(ii)
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	s9(2)(g)(ii)
31/07/2017	Minor updates to links and resources.	1.10	s9(2)(g)(ii)
11/10/2017	Update to Pestlink reporting requirements, job titles, and add links to incident reporting requirements.	1.11	s9(2)(g)(ii)
28/11/2017	Updates from new Health and Safety at Work (Hazardous Substances) Regulations 2017.	2.0	s9(2)(g)(ii)
6/11/2018	Change to standard for maintaining warning signs. Add definition of broad scale use of insecticides to the scope.	2.1	s9(2)(g)(ii)
29/04/2019	Warning sign template changed.	2.2	s9(2)(g)(ii)
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	s9(2)(g)(ii)
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	s9(2)(g)(ii)
9/10/2019	Standard relating to zinc phosphide use removed, as this is no longer a registered product.	3.2	s9(2)(g)(ii)

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	s9(2)(g)(ii)
30/01/2020	Treatment blocks in DOGgis Application to be decreased in size if more than 5% of the block does not actually receive treatment.	3.4	s9(2)(g)(ii)
29/07/2020	RMA exemption post-operational reporting mapping standard expanded for clarity.	3.5	s9(2)(g)(ii)
29/09/2020	Update hyperlinks (DOGgis, outdoor sign manual) and clarify how an assessor should be assigned to an operation.	3.6	s9(2)(g)(ii)
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	s9(2)(g)(ii)
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	s9(2)(g)(ii)
27/09/2021	Update scope to exclude some rodent incursion responses.	3.9	s9(2)(g)(ii)

	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.		
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	s9(2)(g)(ii)
2/06/2022	Add link to MOH guidance on protection of drinking water supplies to Planning phase steps 4 & 6. Update standards for consultation/notification of adjoining landowners to include loading site.	3.11	s9(2)(g)(ii)
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	s9(2)(g)(ii)

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	s9(2)(g)(ii)
31/10/2023	Update hyperlinks to intranet pages for current agreed best practice	3.14	s9(2)(g)(ii)
12/02/2024	Update intranet links	3.15	s9(2)(g)(ii)
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	s9(2)(g)(ii)
2/07/2024	Add hyperlinks to NPCP post-op update template & example, WAMP communication resources, and PF2050 trapping guide.	3.17	s9(2)(g)(ii)
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	s9(2)(g)(ii)
4/10/2024	Completed aerial 1080 post-operational reports to be sent to Senior Planning Advisor, National Operations.	3.19	s9(2)(g)(ii)
26/11/2024	Reference to Bio planner changed to Regional Pesticides Summary Coordinator. Add prompt to Reporting phase Step 1 to ask GIS Analyst for aerial 1080 report map to be saved to the s drive.	3.20	s9(2)(g)(ii)

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	s9(2)(g)(ii)
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	s9(2)(g)(ii)
16/02/2026	Simplification and transfer into new template as part of the Shared Services Improvement Project.	4.0	s9(2)(g)(ii)
6/03/2026	Contact name and email address for aerial 1080 reports updated.	4.1	s9(2)(g)(ii)

About this document

Disclaimer

This document has been written for Department of Conservation (DOC) staff and contractors. As a result, it includes DOC-specific terms and refers to internal documents that are only accessible to DOC staff and contractors. 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 and contractors, 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 for any risk.

Document Coordinator	s9(2)(g)(ii), Senior Technical Advisor, Landscape Threats Advice, Terrestrial Biodiversity Group
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Document Owner	s9(2)(g)(ii), Landscape Threats Advice Manager, Terrestrial Biodiversity Group
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Approved for use by	s9(2)(g)(ii), Deputy Director-General, Biodiversity, Heritage & Visitors Group
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Date: 20/02/2026

[DOC-10677781](#)

Last reviewed	16/02/2026 (please check this document within three years to ensure it is up to date)
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Classification	UNCLASSIFIED
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docCM ID	docdm-1488532
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**National Predator Control Programme
4-Year Plan**

2023 – 2027



Executive summary

The National Predator Control Programme is the Department of Conservation's nationally coordinated, landscape scale predator control programme. It contributes to the implementation of the Aotearoa New Zealand Biodiversity Strategy and is a component of Predator Free 2050.

The goal of the programme is to help ensure a representative range of New Zealand native species and ecosystems remain in a healthy, functioning condition for future generations. This is achieved by controlling rats, stoats, and possums to protect the threatened species populations and ecosystems that are most vulnerable to these predators.

This plan gives an overview of the landscape scale predator control operations currently planned by the Department of Conservation across New Zealand over the next 4 years. The programme is owned by DOC's Deputy Director General National Operations. It is reviewed annually, in response to the outcomes of consultation, improving knowledge, emerging opportunities, beech mast events and the resource levels available for the programme.

The National Predator Control Programme (NPCP) is a building block towards the long-term goal of eradicating predators from New Zealand by 2050. The NPCP's role is to buy time, by using existing predator control tools to prevent the loss of threatened species that are most vulnerable to rat, stoat or possum predation, until new predator eradication methods are developed through Predator Free 2050. We assume a predator suppression programme will need to be sustained for roughly 10-20 years, until we are ready to shift to large scale predator eradication.

Achieving this will require coordinated effort by regional councils, iwi partners, community groups, research agencies, and the wider pest control industry. One function of this plan is to improve our ability to cooperate with others. This overview of DOC's planned work is a basis for consultation, to improve coordination with other groups. It is expected that this plan will change through that consultation.

The other main purpose of this plan is to improve DOC's operational efficiency through better forward planning and coordination. This will be achieved by;

- Providing longer lead times and more certainty for staff managing predator control operations.
- Ensuring resources are targeted to the highest priority work.
- More efficient, coordinated procurement of predator control services and better liaison with the predator control industry.
- Improved staff skill development, knowledge transfer and risk management.
- Better coordination with other Biodiversity Strategy work streams, i.e. complimentary biodiversity protection, monitoring and research programmes.

This second 4-Year plan (2023-2027) follows the successful completion of the first 4-Year Plan (2018-2022). It combines the previously separate Tiakina Nga Manu and Save Our Iconic Kiwi programmes. It is funded through commitments made in Budgets 2022, 2018, and 2015.

Aims

This plan supports the achievement of the following overarching goals and strategies;

- Te Mana o te Taiao, the Aotearoa New Zealand Biodiversity Strategy
- Predator Free 2050 (PF 2050) interim objectives.
- DOC's overarching threatened species and ecosystem management systems.
- Various species recovery plans, e.g. kiwi, orange fronted parakeets, whio, kokako, bats, frogs, etc.

Goals and objectives

The primary goal of DOC's National Predator Control Programme is to ensure sufficient populations of threatened species are protected until we achieve Predator Free Aotearoa New Zealand.

Objectives

1. For each managed species, there are enough sites under sustained suppression of rats, stoats, or possums to ensure population resiliency and genetic variability.

The secondary goal of DOC's National Predator Control Programme is to lead DOC's investment into collaboratively co-ordinated landscape scale operations for rats, stoats and possums.

Objectives

2. Support the achievement of PF 2050 objectives, by supporting predator control research funded through PF 2050, and building DOC's capacity and capability to support groups undertaking predator control.
3. Increase DOC's engagement with the goals and values of tangata whenua: by assisting local engagement at major predator control sites.
4. Collaborate with other agencies undertaking landscape scale predator control (regional councils, OSPRI, Predator Free 2050 Ltd., non-governmental organisations, community groups, and research agencies).
5. Improve DOC predator control capability and efficacy.
6. Maintain effective relationships with New Zealand's predator control industry.

Strategy

The main goal for DOC's National Predator Control Programme over the next 4 years is to maintain or improve the condition of nationally significant threatened species populations and ecosystems at risk from rats, stoats, or possums.

Our long-term strategy is to eradicate predators from the mainland of New Zealand by 2050. However, this will not be achieved in the medium-term due to the limitations of our current predator control technology. For this reason, repeated cycles of predator suppression will need to be sustained over the next decade or more. Our interim strategy is to deliver repeated cycles of control, to maintain a network of nationally significant sites in good condition, using currently available tools, to very high quality standards, which will provide the foundation for the eventual eradication of predators from New Zealand through PF 2050.

Our effort will be concentrated on the set of sites shown in the map below, titled "Proposed predator control sites 2023-2027".

This set of sites is based on DOC's overarching biodiversity priorities, the vulnerability of the species and ecosystems we are protecting from rats, stoats or possums, our ability to successfully control predators using existing tools, local community aspirations, synergies with other partners and agencies, and the resources currently available to the programme.

Work will also be directed towards the best opportunities to work in cooperation with others. Achieving Predator Free 2050 is dependent on a coordinated, national predator control effort. We will strengthen DOC's ability to cooperate with others in this work, by sharing an overview of DOC's planned predator control programme and seeking opportunities to work with others, where we share complimentary goals. This means retaining the flexibility to change the operations currently identified in this plan, in response to consultation and emerging opportunities.

Each year's work programme will be determined by the condition of the sites we are protecting. This means work will be driven by monitoring or modelling of threatened species and predator populations, based on a focussed monitoring programme, the results from past management, and predicted developments such as beech, rimu or tussock masting events.

All currently available predator control tools will be used. This means a combination of aerial 1080, ground laid toxins and traps. Specific methods will be chosen on a site by site basis, based on what predator control tactics will be most efficient and effective for local conditions.

The programme will also be used to refine and improve predator control methods. It is expected that considerable investment will be made to develop innovative new methods through PF 2050 funded research. The NPCP's role is not to lead this research, but to provide operational sites that can support the PF 2050 research programme. Rather than direct investment in new tools, our focus will be on field trialling techniques developed by others, and on refining current tools to make them as efficient as possible.

Scope of work

DOC's National Predator Control Programme is responsible for delivering specific rat, stoat and possum control outputs, which were agreed and funded through targeted predator control allocations made through Budgets 2018, 2022, and 2015. More detail is provided in the initial 2018 Battle For Our Birds business case; [DOC-5566056](#), and the subsequent Budget 2022 cost pressure bid; [DOC-6843076](#).

The programme funds landscape scale predator control operations across all DOC regions through a centrally held pool. This is to ensure resources are directed towards the highest priority work, to achieve economies of scale, to ensure continuity of long-term investment at protected sites, and to better coordinate DOC's predator control programme with other agencies and partners.

The following areas of work are in scope;

- Allocation of nationally held funding for predator control operations that cannot be delivered through local resources.
- Monitoring of sites managed by the programme to identify predator control priorities and tactics as early as possible.
- Coordinated procurement of helicopter and pest control contractors, bait and traps.
- Technical advice and training to improve internal standards, capacity and capability.
- Coordinated communications and media support to communicate DOC's predator control work.
- Risk management advice and support for local operations.
- Identification of research opportunities and coordination with other agencies to improve predator control methods and knowledge.
- Liaison with regional councils, OSPRI and other groups wishing to support PF 2050 or other landscape scale predator control projects.
- Liaison with the Game Animal Council and NZDA at the national level.
- Internal coordination with other DOC workstreams involved in predator control and the implementation of the Aotearoa New Zealand Biodiversity Strategy.

The following areas of work are out of scope;

- Control of pests other than rodents, mustelids and possums to protect vulnerable threatened species populations and ecosystems.
- Predator control operations already funded through locally held resources.
- Small scale predator control operations, typically less than 500 hectares. This is to retain DOC's ability to sustain landscape scale predator control, and because localised predator control operations are addressed through other funding streams.

Site selection and prioritisation

Predator control sites are selected based on DOC's ecosystem and species ranking criteria. A nationally coordinated process has been run, led by DOC's Biodiversity Group, to identify the best remaining examples of New Zealand's ecosystem types and threatened species populations, which are at high risk from rat, stoat, or possum predation.

From these, NPCP predator control sites are selected to protect a diverse set of ecological management units and Category A, B or C threatened species populations. These are constrained to sites that are highly vulnerable to rats, stoats or possums, and where existing tools can be effectively used to manage those threats.

Work is then scheduled according to urgency criteria. This is a combination of the vulnerability of the species being protected and predator numbers present at the site. The main criteria used are;

- Threatened species classification and ecosystem ranking.
- Current condition of the threatened species population or site.
- Predator abundance (from rodent, mustelid or possum monitoring).
- Recent history and effectiveness of predator control.
- Predicted increases in predator abundance (based on beech mast events, tussock seed set, podocarp fruiting, and predator population modelling).
- Feasibility of delivering effective control.

The prioritisation method is described in more detail in [DOC-7218034](#). The list of sites considered for inclusion in the programme is recorded in [DOC-7226791](#).

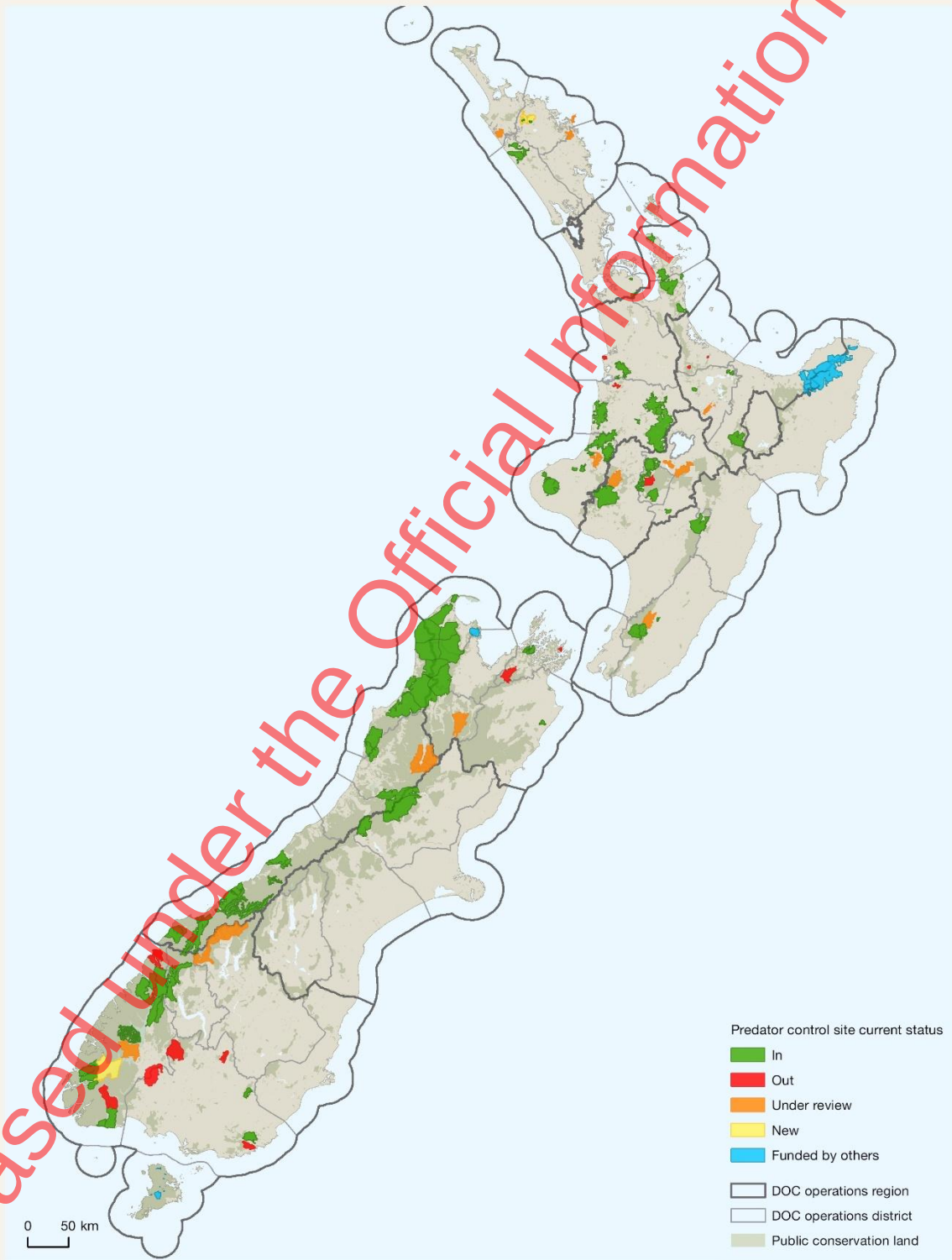
As a general principle, the priority is to maintain the sites that are already under effective, active management. This recognises the value of the investment already made over preceding years or decades to improve these sites.

There is very limited ability to expand into new sites. This reflects the growth that has already occurred in DOC's predator control programme, through the original Battle for our Birds and Save Our Iconic Kiwi campaigns, which saw the area of land under sustained predator control increase from roughly 770,000 hectares to about 2,000,000 hectares between 2015 and 2020.

DOC is now charged with maintaining the already expanded predator control area, and was funded to do this through a cost pressure funding bid approved through Budget 2022.

The decision to initiate work at a new site would probably mean a corresponding reduction at an existing site. The decision on that trade off will be made based on the criteria above, synergies from working in partnership with others, new knowledge, and DOC's overarching predator control strategy.

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National Predator Control Programme Proposed predator control sites 2023-27

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New Zealand Government

Decision making process

The table below sums up the decision making timeline and process used for resource allocation to achieve this plan.

Approximate timing	Planning	Consultation	Decision makers																				
	NPCP team are responsible for planning, directed by Biodiversity Group priorities, and supported by Operations staff in regions.	Regional Operations Directors decide responsibility for consultation.	DDG NORS is the overall decision maker for the programme, delegated to the Director National Programmes as Senior Responsible Owner for the programme (NPCP SRO). Regional Directors are the decision makers for operations occurring within their region.																				
April - June	Annual review of sites predicted to need predator control in the next 4 years. Update 4 -Year Plan. Update research and monitoring plans.	High level consultation with tangata whenua, community, philanthropic and commercial partners, GAC, NZDA and other key stakeholders.	Regional Directors consider proposed NPCP task assignments for their region; <table><tr><td>NNI</td><td>DOC-7136841</td></tr><tr><td>AK</td><td>None.</td></tr><tr><td>HWT</td><td>DOC-7141491</td></tr><tr><td>ENI</td><td>DOC-7141492</td></tr><tr><td>CNI</td><td>DOC-7141488</td></tr><tr><td>LNI</td><td>DOC-7136816</td></tr><tr><td>NSI</td><td>DOC-7124792</td></tr><tr><td>WSI</td><td>DOC-7134741</td></tr><tr><td>ESI</td><td>DOC-7124241</td></tr><tr><td>SSI</td><td>DOC-6694838</td></tr></table>	NNI	DOC-7136841	AK	None.	HWT	DOC-7141491	ENI	DOC-7141492	CNI	DOC-7141488	LNI	DOC-7136816	NSI	DOC-7124792	WSI	DOC-7134741	ESI	DOC-7124241	SSI	DOC-6694838
NNI	DOC-7136841																						
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NSI	DOC-7124792																						
WSI	DOC-7134741																						
ESI	DOC-7124241																						
SSI	DOC-6694838																						
June			Regional Directors approve annual business plan and decide who will lead consultation in each region. NPCP SRO approves updated national 4-Year and annual work programmes.																				
June - December	Coordinate proposed work programmes with OSPRI, Regional Councils, existing partners, and research agencies.	Site specific consultation with tangata whenua, community, philanthropic and commercial partners, GAC, NZDA and other key stakeholders.	NPCP SRO approves establishment of contracts with major suppliers. Regional Directors or NPCP SRO decide on DOC's response to major consultation issues.																				

			Regional Directors or their Operations Managers decide which of their staff will be tasked to lead local operations. E.g. DOC-5487698
July-June	Detailed planning and delivery of individual operations.	Detailed consultation with local stakeholders for each operation.	Regional Directors or NPCP SRO decide on DOC permissions for individual operations. Operations Managers manage and support local staff tasked with delivery of individual operations.
December - March	Review of results, lessons learnt, recommendations for improvement.	Report back to partners and stakeholders on programme results and direction.	NPCP SRO approves annual reporting and system improvement work for the following year.

Recommended work programme

The work programme recommended over the next 4 years is outlined below, but refer to [DOC-3097389](#) for the up to date version, which holds detailed information about every specific site. This work schedule is live; it is constantly updated and changes regularly.

The plan is based on the strategic direction from Te Mana o te Taiao and Predator Free 2050. Our goal is to protect as many highly threatened species populations as possible, based on DOC's threatened species and ecosystem priorities, using existing predator suppression tools, to buy time while predator eradication technology is developed.

Budget 2022 has set the output targets expected from the funding allocated to this programme. That is to protect roughly 1,800,000 hectares of land from predators, by controlling rats, stoats, and possums across on average 600,000 hectares of land each year.

The next phase of this programme is rationalisation and maintenance rather than growth. The addition of Budget 2022 funding will allow us to sustain predator control across roughly 1,800,000 hectares over the next 4 years, depending on whether another significant beech mast occurs in 2025. That is significantly less than the predator control area we currently have under protection. Consequently, we propose to withdraw from roughly 200,000 hectares of public conservation land now, primarily in SSI. These are the red areas shown in the map above.

Our recommended priorities have been developed through a nationally coordinated process, led by DOC's Biodiversity Group. We reviewed the biodiversity priority and long-term cost of management of all our current and proposed predator control sites, and developed a model to identifying the highest priority sites that can be afforded with current resources.

Predator control sites were ranked based on DOC's ecosystem and species ranking criteria. The starting point was to identify the best remaining examples of New Zealand's ecosystem types and threatened species populations. From these, NPCP predator control sites are selected to protect a diverse set of ecological management units and Category A, B or C threatened species populations. These are constrained to sites and species that are highly vulnerable to rats, stoats or possums, and where existing tools can be effectively used to manage those threats.

The long-term cost of management for each site has been estimated, based on the vulnerability of the species being protected, predicted predator trends over time (e.g. estimated frequency of masts), local site factors, and the knowledge gained from our history of management over the last 5-10 years.

This prioritisation method is described in more detail in [DOC-7218034](#). The list of sites that was ranked by the programme is recorded in [DOC-7226791](#).

Our prioritisation team (Graeme Elliott, Amy Hawcroft, Tertia Thurley, Rhys Burns, Terry Green and Tristan Rawlence), have developed a tool which has greatly assisted our ability to model different site prioritisation scenarios; https://docnewzealand.shinyapps.io/lp_shiny/.

This operational plan is expected to change. It will be updated regularly, in line with DOC's annual business planning cycle, as per the decision making timeline above. It provides a flexible planning framework that can be adapted in response to the outcomes of consultation, beech mast events, species and ecosystem condition improvements in technology, changing resourcing levels and emerging partnership opportunities.

The detailed annual work programme is held at [DOC-2921177](#) This list is live; it is constantly updated and changes regularly.

Attachment 1: List of sites proposed for management 2023-2027

Status	Rank	Region	District	Site	Operation	Method	Calendar 2023	Calendar 2024	Calendar 2025	Calendar 2026	Calendar 2027
In	1	NSI	Golden Bay	Kahurangi	Goulard	Air		2,700,000			2,700,000
In	1	WSI	Buller	Kahurangi	Heaphy Lowland	Air	1,257,000	1,257,000		1,257,000	
In	2	NNI	Kauri Coast	Waipoua	Waipoua-Mataraua	Air			865,000		
In	2	NNI	Kauri Coast	Waipoua	Waima Forest	Air			315,000		
In	2	NNI	Kauri Coast	Waipoua	Waipoua complex ground	Ground	40,000	40,000	40,000	40,000	40,000
In	3	WSI	Buller	Kahurangi	Mokihinui	Air	2,066,000				2,066,000
In	4	WSI	Buller	Kahurangi	Oparara	Air	2,180,000	2,290,000			2,290,000
In	5	ENI	Whakatane	Whirinaki	Whirinaki	Air		1,000,000			1,000,000
In	6	NSI	Golden Bay	Kahurangi	Wakamarama Burnett	Air			1,200,000		
In	7	HWT	King Country	Pureora	Hauhangaroa	Air		3,400,000			
In	7	HWT	King Country	Pureora	Waipapa ground	Ground	80,000		80,000	80,000	
In	8	NSI	Golden Bay	Kahurangi	Parapara	Air		1,320,000		1,320,000	
In	9	CNI	Tongariro	Southern Ruapehu	Rangataua	Air	550,000			550,000	
In	10	ESI	North Canterbury	Arthurs Pass east	Arthurs Pass east	Air		750,000	2,500,000		
In	10	ESI	North Canterbury	Arthurs Pass east	OFP ground	Ground	32,000	32,000	32,000	32,000	32,000
In	11	HWT	King Country	Pureora	Rangitoto	Air					1,100,000

In	12	NSI	Golden Bay	Kahurangi	Cobb	Air		2,200,000		2,200,000	
In	13	SSI	Te Anau	Eglinton	Eglinton	Air		974,000	974,000		974,000
In	14	WSI	Buller	Kahurangi	New Creek	Air	2,017,000			2,017,000	
In	15	WSI	South Westland	Landsborough	Landsborough	Air			1,750,000		
In	17	SSI	Te Anau	Clinton	Clinton-Arthur-Cleddau	Air		2,000,000			
In	18	SSI	Te Anau	Waitutu	Waitutu	Air		1,000,000			
In	19	WSI	South Westland	Hope Cascade	Hope Cascade	Air				1,450,000	
In	20	HWT	King Country	Whareorino	Whareorino & Moeatoa	Air	1,078,000				
In	20	HWT	King Country	Whareorino	Whareorino frog block	Air				50,000	
In	21	HWT	Whitianga	Papakai	Papakai	Air		525,000			525,000
In	22	WSI	Buller	Punakaiki	Punakaiki	Air		1,650,000			1,650,000
In	23	WSI	South Westland	Franz & Fox	Franz & Fox	Air			1,060,000		
In	24	SSI	Murihiku	Catlins	Beresford Range	Air	900,000			900,000	
In	25	HWT	New Plymouth	Taranaki	Taranaki Mouna	Air	1,200,000			1	
Hold	26	WSI	Greymouth	Te Maruia	Te Maruia	Air		400,000			1,450,000
In	27	WSI	North Canterbury	Arthurs Pass west	Arthurs Pass west/ Otira	Air			1,700,000		
In	28	CNI	Tongariro	Tongariro	Tongariro ground	Ground	45,000	45,000	45,000	45,000	45,000
In	28	CNI	Tongariro	Tongariro	Tongariro Kiwi	Air			690,000		
In	29	NSI	South Marlborough	Isolated Hill	Isolated Hill	Air	222,000				
Hold	30	NSI	Nelson Lakes	St Arnaud	St Arnaud Range	Air			900,000		
In	31	HWT	Whitianga	Moehau	Moehau	Air			337,000		
In	32	SSI	Te Anau	Hollyford	Hollyford	Air	1,760,000			1,760,000	

In	33	NNI	Bay of Islands	Puketi	Puketi kokako ground	Ground		75,000	75,000	75,000	75,000
In	33	NNI	Bay of Islands	Puketi	Puketi-Omahuta ground	Ground	80,000	60,000	60,000	60,000	60,000
New	33	NNI	Bay of Islands	Puketi	Omahuta-Puketi	Air				1,460,000	
In	34	SSI	Te Anau	Wet Jacket	Wet Jacket Peninsula	Air	1,700,000			1,700,000	
In	36	LNI	Manawatu	Northern Ruahine	Northern Ruahine	Air	1,000,000			1,000,000	
In	37	SSI	Wakatipu	Dart	Dart Ground	Ground		60,000	60,000		60,000
In	37	SSI	Wakatipu	Dart	Dart-Caples	Air		1,223,000			
In	38	WSI	South Westland	Arawhata	Arawhata	Air	2,160,000			2,160,000	
In	38	WSI	South Westland	Haast Kiwi	Haast Kiwi	Ground	262,000	262,000	262,000	262,000	262,000
In	39	NSI	Sounds	Tennyson	Tennyson Inlet	Air			470,000		
Out	40	NSI	Sounds	Pelorus	Lower Pelorus	Air					
In	41	NSI	Golden Bay	Kahurangi	Pakawau-Puponga	Air			144,000		
In	43	NSI	Motueka	Kahurangi	Wangapeka	Air			1,850,000		
Hold	44	CNI	Turangi	Kaimanawa	Kaimanawa - Umukarikari	Air					900,000
In	45	WSI	Buller	Kahurangi	Kakapo	Air		1,330,000		1,330,000	
In	46	WSI	South Westland	Abbey Rocks	Abbey Rocks	Air			1,800,000		
In	47	CNI	Whanganui	Whanganui	Matemateonga - Waitotara	Air				900,000	
Hold	48	SSI	Te Anau	Kepler	Kepler	Air					1,200,000
New	49	SSI	Te Anau	Seaforth-Grebbe	Seaforth-Grebbe	Air		2,400,000			2,400,000
In	50	HWT	New Plymouth	Waitaanga	Waitaanga Plateau	Air		747,000			747,000

In	51	HWT	Hauraki	Otago	Otago Ecological Area	Air			336,000		
In	52	SSI	Te Anau	Murchison	Murchison Mountains	Ground	100,000	100,000	100,000	100,000	100,000
Hold	53	CNI	Turangi	Pihanga	Pihanga-Kakaramea	Air			550,000		
In	54	CNI	Tongariro	Erua	Erua wetlands	Air				519,000	
In	55	HWT	King Country	Mapara	Mapara ground	Ground	50,000			50,000	
In	55	HWT	King Country	Mapara	Mapara	Air			164,000		
Hold	56	SSI	Te Anau	Depth Peak	Depth Peak	Air					2,400,000
In	57	ESI	North Canterbury	Wilberforce	Wilberforce	Air			930,000		
In	58	ENI	Rotorua	Mokaihaha	Mokaihaha	Air		133,000			140,000
Hold	59	ENI	Rotorua	Te Kopia	Te Kopia	Air					245,000
In	60	HWT	New Plymouth	Hutiwai	Hutiwai Stream	Air		894,000			894,000
Hold	61	SSI	Central Otago	Makarora	Makarora-Wilkin	Air		1,000,000			
In	62	HWT	New Plymouth	Parininihi	Parininihi	Air	84,000			84,000	
In	63	WSI	South Westland	Haast	Haast TL	Air			450,000		
In	64	ENI	Rotorua	Rotoehu	Rotoehu	Air	125,000			125,000	
In	65	SSI	Murihiku	Blue Mountains	Blue Mountains Mohua	Air			330,000		
In	67	WSI	South Westland	Copland	Copland	Air				900,000	
In	72	WSI	Greymouth	Roaring Meg	Roaring Meg	Air		550,000			550,000
Hold	73	CNI	Whanganui	Whanganui	Whanganui-Mangapurua	Air		900,000			
In	74	HWT	Waikato	Pirongia	Pirongia & Te Kauri Park	Air			740,000		740,000
In	75	HWT	Hauraki	Whenuakite	Whenuakite	Air	120,000				120,000

In	76	HWT	Hauraki	Southern Forests	Hauraki - Southern Forests	Air		950,000			
In	77	LNI	Wairarapa	Project Kaka	Project Kaka	Air			1,200,000		1,200,000
In	79	HWT	New Plymouth	Pouiatoa	Pouiatoa	Air	348,000			348,000	
In	80	CNI	Tongariro	Hihitahi	Hihitahi	Air		150,000			
Hold	81	LNI	Wairarapa	Project Kaka	Ruamahanga	Air					800,000
Hold	86	SSI	Central Otago	Matukituki	West Matukituki	Air					400,000
Out	87	SSI	Murihiku	Catlins	MacLennan Range	Air					
Hold	90	NNI	Kaitaia	Warawara	Warawara	Air		671,000			
In	91	LNI	Wairarapa	Pukaha Mt Bruce	Pukaha Mt Bruce	Air		120,000			120,000
Hold	92	HWT	New Plymouth	Moki - Makino	Moki - Makino	Air			500,000		
In	94	AKL	Tāmaki Makaurau	Hunua	Mangatawhiri-Vinings	Air					50,000
In	95	AKL	Tāmaki Makaurau	Hunua	Mataitai Forest	Air					50,000
Out	97	SSI	Murihiku	Waikaia	Waikaia beech forests	Air					
Hold	98	NNI	Bay of Islands	Russell Forest	Russell & Cape Brett	Air					600,000
Out	100	HWT	King Country	Hauturu-Awaroa	Hauturu-Awaroa	Air					
Out	100	HWT	Waikato	Karioi	Karioi	Air					
Out	100	NSI	Sounds	Ship Cove	Ship Cove	Air					
Out	100	SSI	Murihiku	Eyre Mountains	Eyre Mountains	Air					
Out	100	SSI	Te Anau	Hollyford	Lower Hollyford	Air					

Out	100	SSI	Rakiura	Mount Anglem	Mount Anglem	Ground					
Out	100	SSI	Rakiura	Port Pegasus	Port Pegasus	Ground					
Out	100	SSI	Te Anau	Waitutu	Princess Range	Air					
Out	100	SSI	Rakiura	Rakeahua	Rakeahua	Ground					
Out	100	SSI	Murihiku	Takitimu	Takitimu Mountains	Air					
Out	100	ENI	Tauranga	Otawa	Otawa ground	Ground					
Out	100	SSI	Rakiura	Stewart Island Dotterel	Stewart Island Dotterel	Ground					
Total							19,456,000	33,208,000	22,509,000	22,774,001	27,985,000