



Wildlife Act 1953 Authority for Wildlife Located on Non-Public Conservation Land

Authorisation Number: 125402-FAU

THIS AUTHORITY is made this 5th day of May 2026

PARTIES:

The Director-General of Conservation and where required the Minister of Conservation (the Grantor)

CentrePort Limited (the Authority Holder)

BACKGROUND

- A.** The Director-General of Conservation is empowered to issue authorisations under the Wildlife Act 1953.
- B.** The Authority Holder wishes to exercise the authorisation issued under the Wildlife Act 1953 subject to the terms and conditions of this Authority.

OPERATIVE PARTS

In exercise of the Grantor's powers the Grantor **AUTHORISES** the Authority Holder under Section 53 (taking or killing of wildlife for certain purposes) of the Wildlife Act 1953, subject to the terms and conditions contained in this Authority and its Schedules.

SIGNED on behalf of the Grantor by Rebecca Beaumont, Permissions Regulatory Delivery Manager acting under delegated authority

in the presence of:

Witness Signature

Witness Name: Lauren Bollu

Witness Occupation: Permissions Advisor

Witness Address: Wellington

A copy of the Instrument of Delegation may be inspected at the Director-General's office at 18-32 Manners Street, Wellington.

SCHEDULE 1

<p>1.</p>	<p>Authorised activity (clause 2)</p>	<p>a. Activity – i. to catch or obtain alive ii. to liberate b. Species – i. Kororā/little penguin - <i>Eudyptula minor</i> c. Quantity – i. As required d. Methods – i. In accordance with Schedule 3 and the amended Penguin Management Plan attached as Schedule 4. e. Purpose – i. To protect Kororā by way of salvage.</p>
<p>2.</p>	<p>The Land (clause 2)</p>	<p>i. Catch Alive: Cook Strait Wellington Ferry Terminal Project Site ii. Liberate: Kaiwharawhara Stream Mouth iii. Liberate: Kaiwharawhara Reclamation As indicated in the Kororā Management Plan attached as Schedule 4.</p>
<p>3.</p>	<p>Personnel authorised to undertake the Authorised Activity (clause 3)</p>	<p>i. Dr Leigh Bull ii. Suitably qualified personnel under the direct supervision of those listed in this Authority.</p>
<p>4.</p>	<p>Term (clause 4)</p>	<p>Commencing on and including 06 May 2026 and ending on and including 05 May 2031.</p>
<p>5.</p>	<p>Authority Holder's address for notices (clause 8)</p>	<p>The Authority Holders address in New Zealand is: Shed 39, 2 Fryatt Quay Pipitea Wellington 6011 New Zealand Phone: 04 495 3800 Email: william.woods@centreport.co.nz</p>

<p>6.</p>	<p>Grantor's address for notices</p>	<p>The Grantor's address for all correspondence is:</p> <p><u>Physical Address</u> Department of Conservation Att: Permissions Team Level 4 73 Rostrevor Street Hamilton, 3204</p> <p><u>Postal Address</u> Department of Conservation Att: Permissions Team Private Bag 3072 Hamilton 3240</p> <p>Email: askpermissions@doc.govt.nz</p>
<p>7.</p>	<p>Special Conditions (clause 10)</p>	<p>See Schedule 3</p>

Note: The clause references are to the Grantor's Standard Terms and Conditions set out in Schedule 2.

SCHEDULE 2

STANDARD TERMS AND CONDITIONS OF THE AUTHORITY

1. Interpretation

- 1.1 The Authority Holder is responsible for the acts and omissions of its employees, contractors or agents. The Authority Holder is liable under this Authority for any breach of the terms of the Authority by its employees, contractors or agents as if the breach had been committed by the Authority Holder.
- 1.2 Where obligations bind more than one person, those obligations bind those persons jointly and separately.

2. What is being authorised?

- 2.1 The Authority Holder is only allowed to carry out the Authorised Activity in the Land described in Schedule 1, Item 2.
- 2.2 The Authority Holder must advise the Department of Conservation's local Operations Manager(s) one week prior to carrying out the Authorised Activity in the District, when the Authority Holder intends to carry out the Authorised Activity.
- 2.3 Any arrangements necessary for access over land that is controlled, owned, or managed by someone other than the Department of Conservation are the responsibility of the Authority Holder. In granting this authorisation the Grantor does not warrant that such access can be obtained.
- 2.4 The Authority Holder and Authorised Personnel must carry a copy of this Authority with them at all times while carrying out the Authorised Activity.
- 2.5 The Authority Holder may publish authorised research results.
- 2.6 The Authority Holder must immediately notify the Grantor of any taxa found which are new to science. In addition, the Authority Holder must lodge holotype specimens and a voucher specimen of any new taxa with a recognised national collection.

3. Who is authorised?

- 3.1 Only the Authority Holder and the Authorised Personnel described in Schedule 1, Item 3 are authorised to carry out the Authorised Activity, unless otherwise agreed in writing by the Grantor.

4. How long is the Authority for - the Term?

- 4.1 This Authority commences and ends on the dates set out in Schedule 1, Item 4.

5. What are the liabilities?

- 5.1 The Authority Holder agrees to exercise the Authority at the Authority Holder's own risk and releases to the full extent permitted by law the Grantor and the Grantor's employees and agents from all claims and demands of any kind and from all liability

which may arise in respect of any accident, damage or injury occurring to any person or property arising from the Authority Holder's exercise of the Authorised Activity.

- 5.2 The Authority Holder must indemnify the Grantor against all claims, actions, losses and expenses of any nature which the Grantor may suffer or incur or for which the Grantor may become liable arising from the Authority Holder's exercise of the Authorised Activity.
- 5.3 This indemnity is to continue after the expiry or termination of this Authority in respect of any acts or omissions occurring or arising before its expiry or termination.

6. What about compliance with legislation and Grantor's notices and directions?

- 6.1 The Authority Holder must comply with all statutes, bylaws and regulations, and all notices, directions and requisitions of the Grantor and any competent Authority relating to the conduct of the Authorised Activity. Without limitation, this includes the Conservation Act 1987 and the Acts listed in the First Schedule of that Act and all applicable health and safety legislation and regulation.

7. When can the Authority be terminated?

- 7.1 The Grantor may terminate this Authority at any time in respect of the whole or any part of Authorised Activity if:
- (a) the Authority Holder breaches any of the conditions of this Authority; or
 - (b) in the Grantor's opinion, the carrying out of the Authorised Activity causes or is likely to cause any unforeseen or unacceptable effects.
- 7.2 If the Grantor intends to terminate this Authority in whole or in part, the Grantor must give the Authority Holder such prior notice as, in the sole opinion of the Grantor, appears reasonable and necessary in the circumstances.

8. How are notices sent and when are they received?

- 8.1 Any notice to be given under this Authority by the Grantor is to be in writing and made by personal delivery, by pre-paid post or email to the Authority Holder at the address or email address specified in Schedule 1, Item 5. Any such notice is to be deemed to have been received:
- (a) in the case of personal delivery, on the date of delivery;
 - (b) in the case of post, on the 3rd working day after posting;
 - (c) in the case of email, on the date receipt of the email is acknowledged by the addressee by return email or otherwise in writing.
- 8.2 If the Authority Holder's details specified in Schedule 1, Item 5 change then the Authority Holder must notify the Grantor within 5 working days of such change.

9. What about the payment of costs?

- 9.1 The Authority Holder must pay the standard Department of Conservation charge-out rates for any staff time and mileage required to monitor compliance with this Authority and to investigate any alleged breaches of the terms and conditions of it.

10. Are there any Special Conditions?

- 10.1 Special conditions are specified in Schedule 3. If there is a conflict between this Schedule 2 and the Special Conditions in Schedule 3, the Special Conditions will prevail.

11. Can the Authority be varied?

- 11.1 The Authority Holder may apply to the Grantor for variations to this Authority.

SCHEDULE 3

SPECIAL CONDITIONS

1. The Authorised Activity must be undertaken in accordance with Penguin Management Plan “Interislander Cook Strait Ferry Project – Wellington Kororā Management Plan” dated 25 March 2026 attached as Schedule 4. Any amendments to the Management Plan will not apply to or have any effect under this Authorisation unless or until such amendments are approved by the Grantor.
2. Notwithstanding Schedule 3, Special Condition 1, if there is a conflict between the Kororā Management Plan in Schedule 4 and the terms and conditions of this Authority, the terms and conditions of this Authority prevail.
3. The Authority Holder must ensure that current best practice is followed when undertaking the Authorised Activity.
4. If required in writing by the Grantor, the Authority Holder must make such improvements to techniques (including catching, handling, releasing, preserving and storing), and take such other steps as directed by the Grantor.
5. Wildlife subject to this Authority are not to be transferred to any other person except as provided for in this Authority. This prohibition includes live kororā, dead kororā and any parts of such kororā and any eggs or progeny.
6. For the avoidance of doubt, the Authority Holder must not conduct any of the activities authorised in this Authority upon encountering breeding or moulting kororā.
7. Penguins can only be captured, handled, and relocated if they are not nesting and/or moulting. Any penguin that is nesting and/or moulting must not be captured, handled, and relocated until the nesting and/or moulting is complete. If any nesting and/or moulting penguin is located during construction, the area around the penguin’s nest must be cordoned off. Temporary signs must also be established information that a penguin is present and not to be disturbed.
8. The number on any tags, transponders or bands found on live or dead marked individuals, and any bands/tags adjusted or removed for any reason, must be recorded and reported as instructed on the DOC website: <http://www.doc.govt.nz/our-work/bird-banding/reporting-a-bird-band/>.

Conservation Dogs

9. The Authority Holder is permitted to catch and handle wildlife with the assistance of dogs provided both dogs and handler have been fully certified under the DOC approved Conservation Dogs Programme. The Authority Holder must comply with the requirements of the “Conservation Dog/Handler Team Standard Operating Procedure” attached in Schedule 5.

Reporting

10. The Authority Holder must provide a report of each kororā capture/movement to the Wellington/Kāpiti District Office (wellington@doc.govt.nz) within 48hrs and include

date, time, handler, exact location/circumstances, age of bird (fledgling/adult if known) date/time released, location released (e.g. nest box number) and cite permit number 125402-FAU.

11. An annual report is to be submitted to askpermissions@doc.govt.nz and Wellington/Kāpiti District Office (wellington@doc.govt.nz) citing permission number 125402-FAU by 30 June each year for the life of this Authorisation, that includes:
 - a. the number of kororā collected and released;
 - b. the GPS location (or a detailed map) of the collection point(s) and release point(s); and results of all surveys, monitoring or research.
12. The Authority Holder acknowledges that the Grantor may provide copies of these reports to tangata whenua if requested.

Records

13. All records must be made available for inspection at reasonable times by officers of the Grantor.

Injured wildlife

14. If a kororā is injured, the Authority Holder must notify the Wellington DOC office immediately (Wellington/Kāpiti District Office (wellington@doc.govt.nz) and 06 869 0460 or after hours 0800 DOC HOT (0800 362 468)) and must take the injured kororā to where the Grantor directs for the appropriate treatment.

Death of Wildlife

15. If any kororā should die or be found dead, the Authority Holder must:
 - a. inform the Grantor (wellington@doc.govt.nz) within 24 hours; and
 - b. chill the body if it can be delivered within 72 hours, or freeze the body if delivery will take longer than 72 hours;
 - c. send the body to Massey University Wildlife Post Mortem Service for necropsy along with details of the animal's history;
 - d. pay for any costs incurred in investigation of the death of any kororā; and
 - e. If required by the Grantor, cease the Authorised Activity for a period determined by the Grantor.

Monitoring

16. If the Grantor determines that the conditions of this Document or the effects of the Authorised Activity should be monitored, the Authority Holder shall meet the full costs of any monitoring programme that is implemented. These costs will include the Department's standard charge-out rates for staff time and the mileage rates for vehicle use associated with the monitoring programme.

Termination

17. A new clause 7.1 (c) is added to Schedule 2, to read as follows:

"Or for any other reason that the Grantor may decide".

Variation

18. A new clause 11.2 is added to Schedule 2, to read as follows:

"The Grantor may vary this Authority for any other reason that the Grantor may decide".

SCHEDULE 4

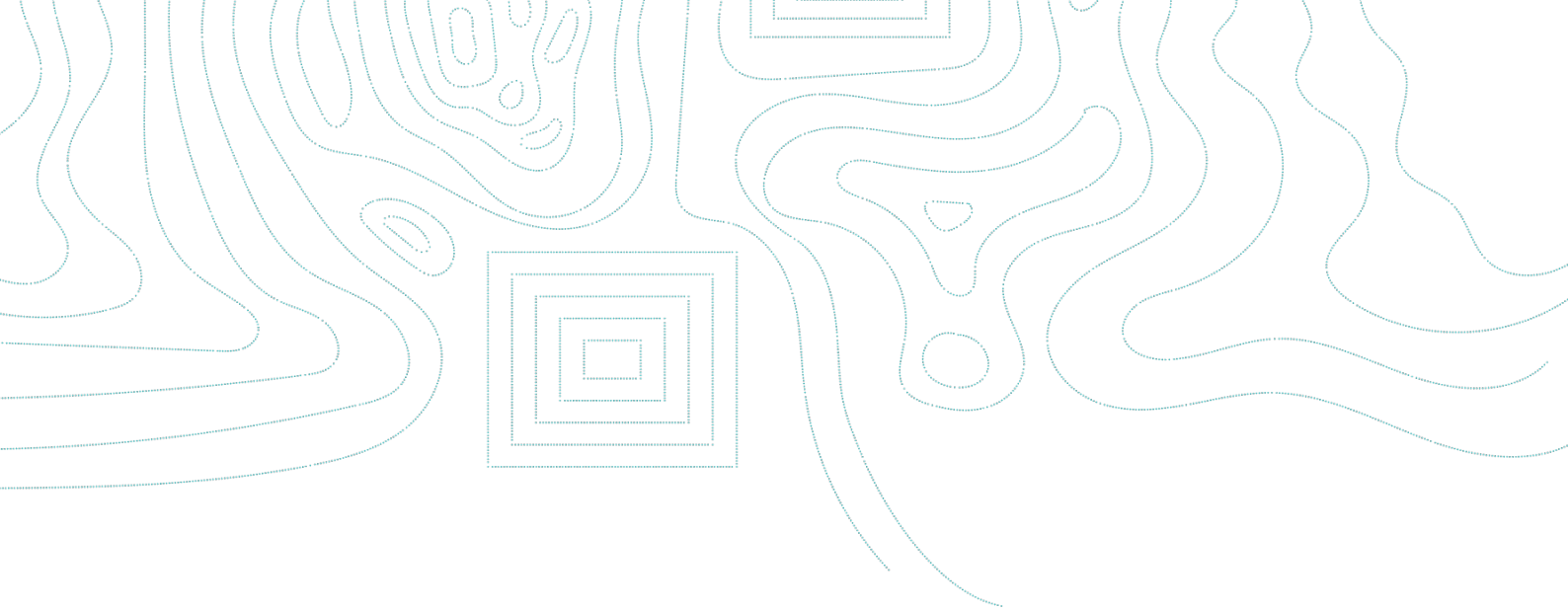
Interislander Cook Strait Ferry Project – Wellington Kororā Management Plan




Interislander Cook Strait Ferry Project - Wellington

Kororā Management Plan

Prepared for CentrePort Ltd
25 March 2026



Document Quality Assurance

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Cover photograph: Adult kororā in burrow

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Glossary of terms

The following terms are used in this document and are defined as follows:

TERM	DEFINITION
Active burrow	Burrow containing or suspected to contain loafing bird(s), nesting bird(s), viable nest contents (egg(s) an/or chick (s)), moulting bird(s), or as otherwise determined by the SQE
Artificial nest structure	Artificial wooden boxes or concrete culverts for kororā to roost/nest
Burrow	Any natural crevice, gap or void where kororā are found (i.e. rock revetment, under house, earth burrow, under vegetation etc), in which birds may nest, moult or roost.
Construction work footprint	Areas defined whereby enabling and construction work activities will take place, this includes the demolition of existing structures and construction of temporary staging wharf.
Construction works	Includes all construction-related activities, including piling and demolition.
Daily kororā checks	Daily inspection of all potential kororā habitat within the construction footprint that will be directly impacted by works on the same day of works (i.e. daily sweeps by trained construction workers or SQE to look for gaps, voids, or kororā signs)
Direct effect	An outcome resulting in changes to an ecological feature that is directly attributable to a defined action.
DOC-permitted handler	A person listed on the Wildlife Act Authorisation for the project and has the authorisation to capture, handle and relocate non-nesting and non-moulting kororā to encountered within construction areas to the approved release site.
Effects zone	The zone around an active kororā burrow (defined above) in which effects need to be managed when undertaking Project works. For rock movement this zone is 10 m, for all other construction activities this zone is where 75 dB $L_{Aeq}(15 \text{ min})$ is achieved at the entrance to an active burrow.
Exclusion zone	An area where construction work is not permitted within (i.e. machinery, plant, vehicles, tools) and only the SQE can access.
Indirect effect	In this context – an outcome resulting in changes to an ecological feature that is at some distance from the source.
Mana Whenua representative	A representative from Taranaki Whānui ki Te Upoko o Te Ika (Taranaki Whānui) that can lead cultural perspectives for this document and kororā management
Mean High Water Springs (MHWS)	The average of each pair of successive high waters, during that period of about 24 hours in each semi-lunation (approximately every 14 days), when the range of the tide is the greatest (spring range)
Pre-works survey	Identify any locations of signs of kororā throughout the construction footprint (i.e. using protected species dog or suitably qualified ecologist)
Project site	Includes the Wellington ferry terminal site (Figure 2 on page 3) and South Road site (Figure 4 on page 4).
Rock / debris / structure movement	For the purpose of this project, 'rocks' also include other debris or structures under which kororā may inhabit (e.g. concrete slabs etc)
Suitable kororā habitat	Areas where kororā can inhabit and nest, such as crevices in the loose rip-rap, concrete blocks, under vegetation such as pohutukawa tree roots and harakeke / flax, under building and wharf structures as well as dug-soil burrows etc, as identified by the SQE (refer to Figure 2, Figure 4, Map 1A and 1B)
Suitably qualified ecologist (SQE)	Someone with a postgraduate qualification in ecology (or similar) or five years' experience working with kororā on construction sites, including successfully extracting birds during rock movement operations.
The Project	Works associated with the demolition and upgrade of the Interislander Cook Strait Wellington ferry terminal and associated infrastructure as described in Sections 1.0 and 2.0
Wildlife Act Authority (WAA)	Authorisation obtained from DOC under the Wildlife Act (1953) to undertake specific tasks associated with specific wildlife, by named persons at specific sites.

1.0 Introduction

CentrePort Ltd are undertaking the Interislander Cook Strait Wellington Ferry Terminal project, located between Aotea Quay and the Kaiwharawhara Stream mouth, Te Whanganui-a-Tara. The locations and extent of works associated with the Project are shown in Figure 1 below.

CentrePort Ltd acknowledges and upholds its relationship with mana whenua and the ahikaaroa of Taranaki Whānui ki Te Upoko o Te Ika (Taranaki Whānui). The cultural significance of Te Whanganui a Tara, the Kaiwharawhara awa, and the kāinga that holds histories, identities and stories of Ngāti Tama and Ngāti Mutunga are recognised and respected. The partnership developed over many years and strengthened through the first iteration of this project, remains fundamental. CentrePort Ltd is committed to upholding and continuing to strengthen the relationship with Taranaki Whānui, and kororā management is part of that commitment.

CentrePort also acknowledges Ngati Toa Rangatira as mana whenua within Te Whanganui a Tara and the value placed on Kororā as a taonga species within their rohe. Ngati Toa Rangatira are committed to supporting positive outcomes for the taiao and the protection of taonga species. With respect to the ferry replacement project, the role and responsibilities of Ngati Toa Rangatira as kaitiaki relate to monitoring and supporting the protection of Kororā through partnership and collaboration. CentrePort (as Project Owner) is committed to engaging with Ngati Toa Rangatira throughout the project to enable them to fulfil their responsibilities as kaitiaki.

Kororā / little penguin (*Eudyptula minor*) have been confirmed within and adjacent to the Project site (Boffa Miskell Ltd, 2022), are classified as nationally At Risk – Declining (Robertson et al., 2021) and are protected under the Wildlife Act (1953). As such, this Kororā Management Plan (KMP) outlines the measures that will be required to manage kororā during the enabling works and construction activities for the Interislander Ferry Terminal project.



Figure 1: Site context for the Interislander terminal and staging sites

2.0 Indicative Construction Methodology

2.1 Interislander terminal work site

The boundary of the terminal work site is shown in Figure 2 below. The terminal site will be the main work area from early 2026 to 2030. Brian Perry plan on having two jack-up barges along with a temporary staging platform in this area to facilitate the work. Construction activities include:

- Demolition of concrete and steel structures as shown in Figure 3 (including pile extraction using a vibro hammer).
- Pile driving, currently around 60 piles to depths of 40m (vibro and impact hammers).
- Pile drilling from jack up barge and temp structures.
- Installation of reinforced concrete structures (crane operations).
- Installation of new steel structures (crane operations and welding).
- Scour protection, landing rock bags onto the seabed (crane operations and diving works).

Bubble curtains will be used during all piling activities with effectiveness proven from Marshall Day Reports from Seaview Wharf works.

The ship in the RFT3 berth will remain operational during the construction works.



Figure 2: Extent of Interislander terminal physical works

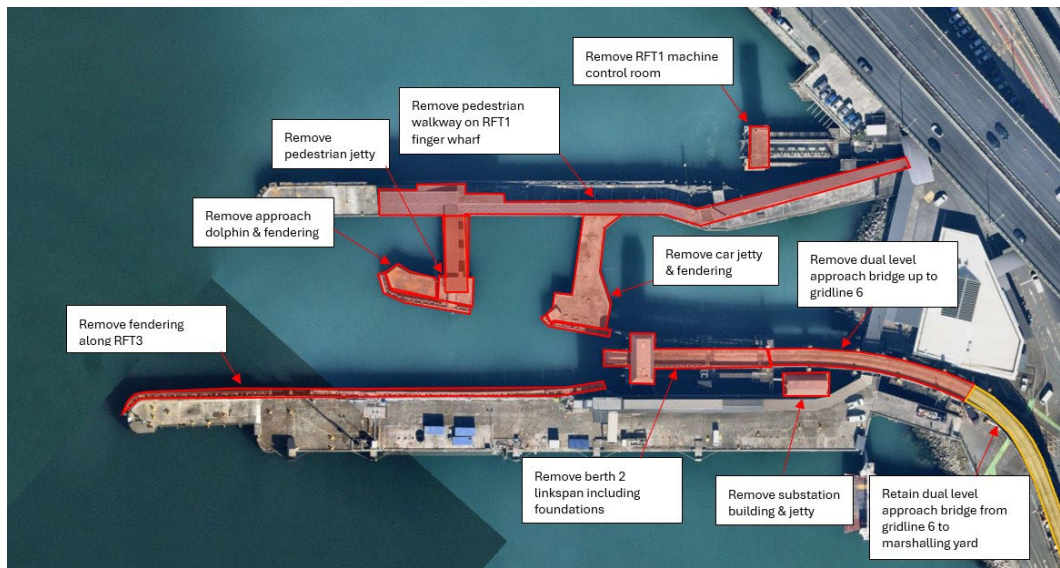


Figure 3: Scope of demolition works

2.2 South Road site

South Road will be the location of both a site compound and staging platform (refer to Figure 4 below). This location is where all construction materials will enter and be transported to the work site by barge. In this location, Brian Perry Civil will install a temporary staging structure to facilitate loading and unloading of barges. The construction activities involved will include driving piles and landing steel beams and precast concrete panels for the deck. Pile driving will be done with a vibro hammer and hydraulic impact hammer to achieve the required depth, bubble curtains will be installed around the construction zone to protect marine mammals within the area.

After the construction of the staging structure, the activities in the compound area will include delivery of material from haulage trucks, crane lifts, welding activities and barge activities.

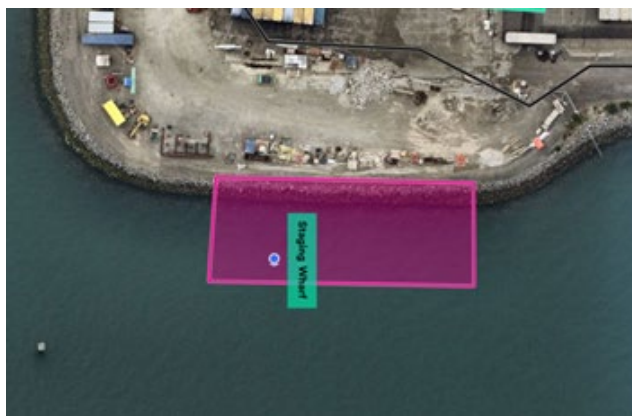


Figure 4: Extent of staging wharf physical works

3.0 Kororā / Little Blue Penguin

Kororā are native to New Zealand and Australia and are the smallest of all the 17 penguin species. In New Zealand, the national population estimated to be c. 50,000-100,000. In Wellington they breed around much of the Wellington Harbour coastline, the largest colony being on Matiu / Somes Island, which has an estimated c. 300 pairs / 700+ adults.

3.1 Biology

Kororā are nocturnal, typically coming ashore after dusk and leaving before dawn. **Adults are present at colonies throughout the year including during the day** (Figure 5), though numbers are lowest between completion of moult and start of breeding (Marchant et al., 1990). Though variable, for most colonies in New Zealand the breeding season begins around August and continues until January when chicks fledge. Kororā are asynchronous breeders, meaning that individual pairs lay at variable times throughout the season – not all birds will commence breeding (or moulting) at the same time. The kororā breeding cycle is the shortest (17.25 weeks) of all penguins comprising a 4 week pre-egg stage, then 5.5 weeks of incubation and a 7.75 week chick period (Richdale, 1957). During the incubation and chick period (approximately 3.5 months), birds (either adults or chicks) will be present in the burrow throughout that time, both day and night.

At the end of the breeding season, every kororā (except those that have fledged that season) must undergo an annual moult, during all feathers are replaced simultaneously over the period of 2-3 weeks (Gales et al., 1988; Kinsky, 1960; Reilly & Cullen, 1983). Moulting birds are confined to land and fast for the entire moult period as they are unable to swim without getting water-logged (Heather & Robertson, 2015).

Figure 5: Indicative¹ breeding cycle in Wellington Harbour.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Burrow occupation	■	■	■	■	■	■	■	■	■	■	■	■
Pair bond / nest building						■	■	■	■	■	■	■
Egg laying						■	■	■	■	■	■	
Chick rearing / fledging	■	■						■	■	■	■	■
Moulting	■	■	■									

3.2 Kororā Habitat

Kororā form loose colonies, with burrows located several metres apart (Braidwood, 2009; Bull, 2000a; Bullen, 1997; Marker, 2016). Burrows are generally situated close to the sea in burrows excavated by the birds or other species, or in caves, rock crevices (including rip-rap revetments), under logs or in or under a variety of man-made structures including nest boxes, pipes, stacks of wood or timber, and buildings. Along the coast, kororā burrows are located above mean high water spring (MHWS) to ensure that waves do not inundate the burrow and its contents. Several studies have shown the ability for kororā to adapt their nesting behaviour to urban

¹ Based on information in the following sources: Bullen (1997), Kinsky (1959, 1960)

environments; in response to the lack of “natural” habitats, birds successfully nest in rock crevices and human-made structures, such as breakwaters, that offer protection from the weather, tidal action, predators and human disturbance (Bourne & Klomp, 2003; Giling et al., 2008).

Kororā exhibit high levels of site fidelity, generally returning to the same landing site and nest each breeding season (Bull, 2000b; Pledger & Bullen, 1998). Birds often use the same burrow to breed and moult. However, since non-breeding birds also moult, often moulting birds are found in burrows that weren’t occupied during the breeding season.

Surveys using a certified penguin detector dog have been undertaken along the coastal margin from the existing Ferry Terminal building to the area north of Kaiwharawhara Point (refer to Map 1A). Over that time kororā have been recorded utilising the following features above MHWS as nesting and moulting habitat: crevices in the loose rip-rap, concrete blocks, under vegetation such as pohutukawa tree roots and harakeke / flax, under building and wharf structures as well as dug-soil burrows. Kororā terrestrial habitat within and adjacent to the ferry terminal project site is shown in Figure 6, with burrow locations identified on Map 2.

Kororā surveys using a certified penguin detector dog have also been undertaken along South Road (refer to Map 1B). While potential habitat, in the form of rock rip-rap, is present along the length of South Road, kororā have only been confirmed at three locations (northern end of South Road, shown on Map 1B). The rip-rap along much of this coastal edge is generally shallow and with limited space above MHWS, which makes it less hospitable for kororā. Nevertheless, potential kororā terrestrial habitat within and adjacent to the project site is shown in Figure 7 below.



Figure 6: Kororā terrestrial habitat (yellow polygon) within and adjacent to the ferry terminal site (red polygon)



Figure 7: Kororā terrestrial habitat (yellow polygon) within and adjacent to the South Road site (red polygon)

4.0 Kororā Management

The SQE will work collaboratively with Taranaki Whānui with regards to all aspects of kororā management for the Project.

Both enabling works and construction activities for the Project may have an adverse effect on kororā due to the loss of habitat, injuries or mortalities of kororā, disturbance to nesting or moulting kororā (noting that construction is proposed to be undertaken outside the breeding and moulting season). This section of the document outlines methods to avoid and / or manage potential effects on kororā while undertaking the construction activities for the Project.

Training will be provided to onsite contractors to identify signs of penguin habitation (e.g. moulted feathers and guano (penguin poo)) and to discuss actions required to secure work sites, construction materials and equipment to prevent kororā access. This training will be run by a SQE².

Under no circumstances will breeding³ or moulting birds be handled or relocated for the purpose of enabling construction.

4.1 Pre-work survey

Pre-work kororā surveys will be conducted by a DOC-certified conservation dog and handler in conjunction with a SQE on the morning of any day when rock / debris / structure removal or placement occurs anywhere within the area of kororā habitat that is identified in Figure 6 or Figure 7. In addition, such pre-construction surveys will also be undertaken on the morning when the following works commence or in adjacent to those areas of habitat: onshore piling

² As defined in the glossary table

³ Includes nesting adults and nest contents (i.e. eggs and / or chicks).

works, nearshore piling works (within 50 m of the shoreline)⁴ or the removal of wharf structures within 20 m of land.

If a detection is made, a burrowscope or camera will be used to assist with identifying the burrow contents. If a detection is made, the following information will be recorded:

- Date and time of detection;
- Location of dog detection/s;
- Whether the detection/s were made by a dog or person;
- Presence of any sign such as guano (Photo 1, Photo 2) or feathers (Photo 6);
- Presence and number of any birds moulting (Photo 5) or non-moulting (Photo 3);
- Presence and number of any eggs and / or chicks (Photo 4).

The location of each detection will be assigned a number which will serve as an individual identifier to enable burrows to be monitored over time. The rock at the entrance to each burrow will be marked with dazzle paint (or an effective alternative). The location/s will also be recorded with a GPS (and added to a habitat map), a photograph will be taken, and a description of the location/s will be noted.

If active⁵ burrows are identified through the pre-work surveys in locations where works are proposed, subsequent management actions will be implemented as outlined in Sections 4.2-4.4 below.

No works will occur within established exclusions zones (Section 4.2) until it has been determined by the SQE that the burrow is no longer active; this will be done through surveys by a SQE using the methodology outlined above.



Photo 1: White kororā guano on rocks outside burrow



Photo 2: Green kororā guano



Photo 3: Adult kororā in burrow



Photo 4: Young kororā chick and egg

⁴ These are specific construction works that may have the biggest potential impact on active burrows.

⁵ As defined in the glossary table



Photo 5: Moulting kororā



Photo 6: Molt feathers in burrow

4.2 Exclusion zones around active burrows

An exclusion zone will be established / demarcated around any active burrow that is detected. The exclusion zone distance around the active burrow will be 10 m from rock / debris removal or placement or ground disturbance. In all cases, at no time will the exclusion zone and its demarcation impede access for kororā between the active burrow and the ocean. The following will also not occur within the exclusion zone:

- Construction work activities;
- Storage or laydown of material or plant;
- Access to people, other than the SQE.

No works will occur within established exclusions zones until it has been determined by the SQE that the burrow is no longer active; this will be done through surveys by a SQE using the methodology outlined in Section 4.1 above.

The exclusion zone demarcation will be removed once it has been determined by the SQE that the burrow is no longer active.

4.3 Rock / debris / structure movement

The process for managing kororā to enable the movement (removal or placement) of rocks / debris / structures (as defined in the Glossary table) is outlined in Figure 8 (page 11) and requires the following:

- Where rocks / debris / structures along the Project site are to be moved using machinery, the area of rock debris / structures to be disturbed, plus 10 m either of that area (i.e. the effects zone) will be surveyed (as outlined in Section 4.1, page 7) on the morning of the works, prior to those works commencing. However, given kororā come on to land during the night, the process of surveying for the presence of kororā during the rock / debris / structure removal works will occur each day the works occur.
- During each survey, if no kororā are detected in the surveyed area, rock movement can occur immediately under the guidance of a SQE.

- If non-nesting and/or non-moulting kororā are detected, rock / debris / structures movement will not occur until the kororā have been captured⁶ and relocated to the release site approved by a Wildlife Act Authorisation obtained for the Project.
- Records will be kept of all relocated kororā (refer to Section 4.6 below).
- If nesting or moulting activity is detected, an exclusion zone will be established around the active burrow (as per Section 4.2 above) and the rock / debris / structure movement works will not occur within 10 m of the active burrow until nesting or moulting activities are completed (as determined by the SQE through subsequent surveys as per Section 4.1 above). Rock / debris / structures removal works greater than 10 m away from the active burrow can occur under the supervision of the SQE.

In all instances, the SQE will make the final call in regard to when areas are clear of kororā or active burrows, and therefore when the works can commence.

Under no circumstances will breeding³ or moulting birds be handled or relocated for the purpose of enabling construction.

When machinery is used to move rocks / debris / structures, this will be done so that that rock / pieces can be lifted one at a time so that any incidental burrows discovered (i.e. burrows not detected during the pre-work survey) are uncovered progressively and slowly. All rock / debris / structures moving work will be undertaken by an experienced digger driver under the supervision of the SQE.

For rock / debris / structures moving above mean high water springs (MHWS), once each rock / debris / structure is moved, and assuming it is safe to do so, the area will be inspected by a SQE to ensure no kororā are hidden within crevices. The rocks / debris / structures will then be placed in a suitable location that does not create a workplace hazard. Temporary fencing will be erected around the rock / debris / structure storage area (refer to Section 4.9 for fencing specifications) to ensure that kororā do not inhabit the stored material.

At all locations where kororā are removed, or if movement of rocks / debris / structures extends over multiple (more than one) days, efforts will be made to discourage birds from being able to access the site overnight (i.e. placement of bidum cloth or temporary fencing). An additional effort may include moving as much rock / debris / structure as possible so that a bare ground surface is exposed thereby leaving no crevices for kororā to occupy.

Where the area of rock / debris / structures removal and storage is covered or fenced, it is imperative that the material or fencing is securely fastened to minimise the chances of kororā entering the area through a gap. Just prior to the movement of stored rocks / debris / structures, the stockpile will be inspected by a penguin detector dog for the presence of kororā.

⁶ Only by those persons listed on a Wildlife Act Authorisation for the Project

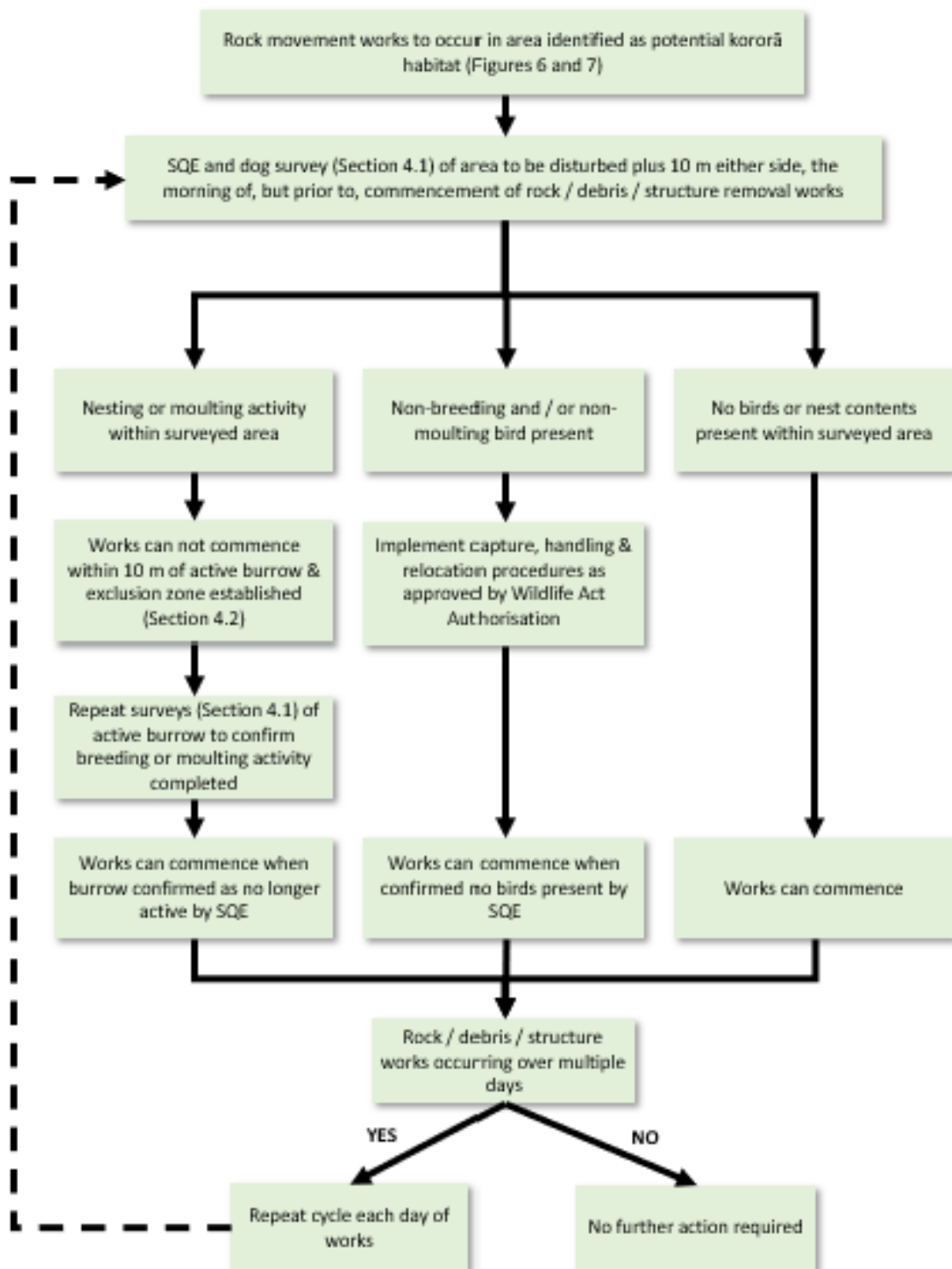


Figure 8: Process for managing kororā associated with rock movement works

4.4 All other construction works

The process for managing kororā for all enabling and construction works (excluding rock / debris / structure movement), is outlined in Figure 9 (page 13):

- If no kororā detections are made during the pre-work survey (Section 4.1, page 7), works will commence under the guidance of a SQE.
- If non-breeding and / or non-moulting kororā are detected during the pre-work survey (Section 4.1, page 7) in habitat that will be directly impacted by works, works will not occur until the kororā have been captured⁶ and relocated to the release site approved in a Wildlife Act Authorisation obtained for the Project.
- Records will be kept of all relocated kororā (refer to Section 4.6 below).
- If nesting or moulting activity is detected during the pre-work survey, an exclusion zone will be established around the active burrow (as per Section 4.2 above). All works except rock / debris / structure removal may only occur if these activities achieve a maximum sound level of 75 dB $L_{Aeq(15min)}$ as measured at the entrance to an active burrow. This airborne noise management approach is outlined in Section 4.4.1 below. Enabling or construction works can only occur within the effects zone once nesting or moulting activities are completed (as determined by the SQE through subsequent surveys as per Section 4.1 above).

In all instances, the SQE will make the final call in regard to when areas are clear of kororā or active burrows, and therefore when the works can commence.

Under no circumstances will breeding³ or moulting birds be handled or relocated for the purpose of enabling construction.

4.4.1 Airborne Noise Management Procedure

Sustained noise levels⁷ above approximately 80 $L_{Aeq(1 sec)}$ have the potential to illicit a behavioural response in penguins, particularly if birds are nesting or moulting (Lawrence et al., 2023). This is because these are stressful periods of the penguin life cycle, in which birds are land-based (i.e. moulting birds, eggs and chicks) or frequently ashore (i.e. adult kororā incubating eggs, brooding and / or feeding chicks).

To manage potential effects on nesting or moulting kororā detected during pre-work surveys (see Section 4.1), an airborne noise management approach will be used. This approach will only allow construction / piling activities to occur at locations where sustained airborne noise levels generated from construction are **below 75 dB $L_{Aeq(15 min)}$ at active burrows** (i.e. burrows occupied for breeding or moulting). One-off or infrequent noise levels generated above 75 dBA at active burrows are not of concern. Of concern are sustained noise levels, i.e. noise levels at active burrows that average 75 dB $L_{Aeq(15 min)}$ (or above) over a 15-minute period or longer; such noise levels will be managed and are addressed in this management plan.

⁷ Defined as occurring for 15 minutes or longer.

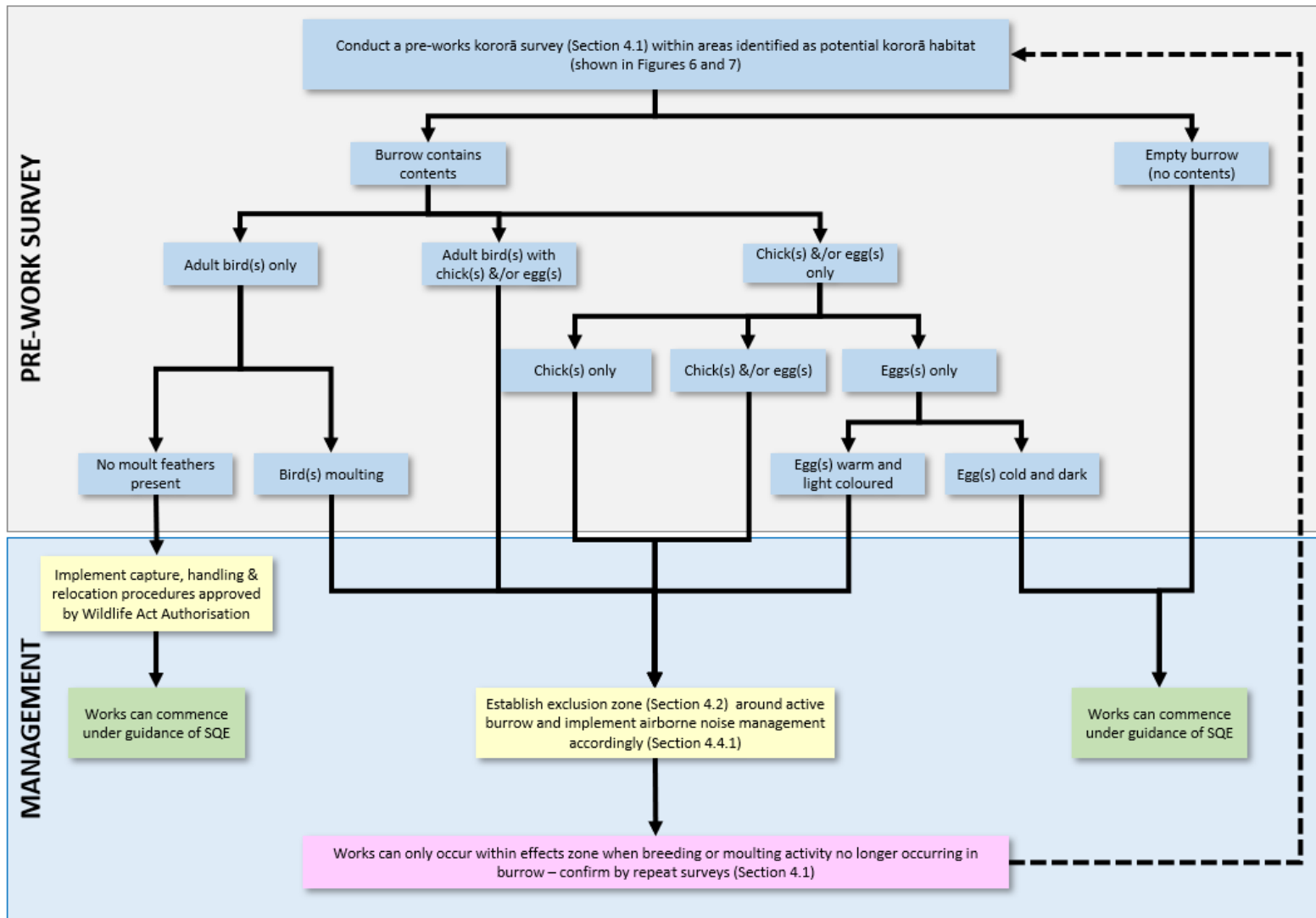


Figure 9: Process for monitoring and managing kororā for construction and piling works (excluding rock / debris / structure movement)

Determining the setback distance for noise management relies on on-site measurements to ascertain construction/piling-related noise levels at active burrows (i.e. setback distances will be commensurate with the noise level received at active burrows). Appropriate noise mitigation will be implemented as required. As described in Section 7.0 (page 21), it will be the Contractors responsibility to provide evidence (i.e. records / proof) that sustained airborne noise levels generated from construction activities have been kept below 75 dB L_{Aeq(15 min)} at active burrows.

To reduce noise levels at active burrows, sound mitigation techniques may be employed in consultation with the SQE. An adaptive management approach will be implemented to manage noise levels (i.e. other sound mitigation techniques will / may utilised) and will be developed in consultation with a SQE and acoustics specialist.

4.4.2 Underwater Noise Management

For nesting penguins, underwater noise is considered less of a problem than airborne noise. This is because penguins generally come to and from their burrows at night when piling works (which creates underwater noise) are not conducted, therefore they are less likely to be disturbed by piling works. For foraging birds, if disturbed from the works area, they have ample alternative habitat in wider Wellington Harbour that they can utilise.

Nonetheless, underwater noise generated from piling works will be managed through use of a bubble curtain, as well as a combination of vibro and impact hammers (refer to Section 2.0 above). Other measures such as the use of a non-metallic 'dolly' or 'cushion cap' that will be placed between the impact piling hammer and the driving helmet (e.g. plastic or plywood) may also be investigated.

4.5 Capture, handling and relocation

Capture, handling and / or relocation procedures will only occur once a DOC Wildlife Act Authority (WAA) has been obtained for this Project. If obtained, only those personnel listed in the WAA will be authorised to manage (capture, handle and relocate) kororā⁸; anyone not listed in the permit Schedule will not be permitted to capture or handle kororā.

Breeding³ or moulting birds will not be handled or relocated for the purpose of facilitating works.

Before a kororā is caught, the DOC-permitted person will put on a pair of gloves⁹ and get a ventilated and sturdy pet carrier box¹⁰ that is lined with a towel in preparation for transporting the penguin. One kororā will be box. However, if two birds are found in a burrow together they will be transported in the same box and released into the same nest box.

To minimise stress to the penguin, the maximum amount of time a penguin will be kept in a carrier box is two hours (immediate relocation and release will be prioritised) and the box will be kept in the shade. The carrier box will be securely closed, and the box will be handled carefully, ensuring that it remains upright at all times, especially if the penguin is transported by vehicle to the release site; if so the carrier box will be propped up so that it cannot topple.

⁸ Those listed will include people who fulfil the definition of a SQE.

⁹ Gloves must be worn as the oil on a person's hands can interfere with the waterproofing of penguin feathers).

¹⁰ Approximate dimensions: 40 cm length, 30 cm width, 35 cm height.

Kororā will be translocated to a release site that is approved as part of the DOC Wildlife Act Authorisation process.

4.5.1 Proposed release sites

Up to seven burrows (24, 22, 30, 29, 59, 11, 76; refer to Map 2) may be lost under the ferry terminal project footprint. As such, based on a replacement ratio of 1:5 (lost : created), habitat will be created that incorporates 35 nesting structures, and will be used as the kororā release sites for this Project.

The proposed kororā release sites are adjacent to the Kaiwharawhara Stream mouth (Figure 10 and Figure 11, and on the southeast-facing coastal edge of the Kaiwharawhara reclamation (Figure 12) (refer to Map 3). These sites are deemed suitable for the following reasons:

- Located outside of the Project footprint and above MHWS;
- Provide easy access for birds to the ocean;
- Nest boxes can be placed under existing vegetation to provide shade; and
- Are situated behind fences that the public cannot access.

A total of 35 nest boxes will be installed at these sites (refer to Figure 13) as follows:

- The kororā wooden nest boxes will be constructed and installed in accordance with DOC's 'Instructions for Building a Blue Penguin Nest Box'; these instructions are provided in Appendix 1.
- The boxes will be constructed using H4 treated timber and after construction, they will be left exposed to the elements for a minimum period of three months with the lids off on a diagonal to allow rain to flow over them.
- The boxes will be installed no closer than 2 m to each other, or existing / natural kororā burrows;
- The boxes will be installed on soil (not concrete) to enable the birds to scrape and make their nest on this substrate.
- It is important that water does not pool in the nest box chamber. As such, ensure that the entrance is not sloping upwards, and pile earth up around the sides of the box.
- The boxes will be staked to ensure the boxes cannot be easily moved or overturned, and the lids will be screwed down to prevent disturbance of birds in the boxes.

Based on the lengths of the approximate back boundaries of the release sites as shown in Figure 13 below, there will be sufficient space within these sites to accommodate 35 nest boxes. The exact locations, spacings, timing of installation, and the installation itself will be advised / supervised by the SQE so as to ensure they meet the behavioural needs of kororā and increase the likelihood of successful uptake. Additional measures undertaken at the release site will include weed control (e.g. gorse), native planting (within the translocation area identified in Map 3 and Figure 13) and predator control to protect kororā.



Figure 10: View looking across the stream mouth at the southern proposed release site



Figure 11: View looking up into the proposed release site on the northern side of the Kaiwharawhara Stream mouth



Figure 12: View looking down onto the proposed release site on the southeastern coastal edge of Kaiwharawhara reclamation



Figure 13: Proposed release sites at Kaiwharawhara Stream mouth (top) and reclamation (bottom) and approximate boundary measurement. Existing burrows are numbered.

4.6 Kororā relocation records

The following information will be recorded for every kororā that is relocated as a result of the Project works:

- Date and time penguin found;
- GPS location;
- If the bird is banded (if so, the band number will be recorded);
- Name of the kororā handler;
- Relocation site the penguin is released into; and
- The time of release.

This information will be entered into an Excel spreadsheet, the results of which will be reported to DOC in accordance with any WAA conditions.

4.7 Protocols if kororā are incidentally discovered

Despite the implementation of pre-work kororā surveys, it is possible that kororā may be incidentally discovered during enabling and construction works. In all such cases, a SQE will be contacted immediately. While waiting for the arrival of the SQE, the kororā will not be handled or disturbed further, and all efforts will be made to ensure an unobstructed path is available for the bird to the ocean. At all times a distance of 5 m should be maintained from any bird. Kororā can only be handled those persons named on a DOC Wildlife Act Authority (WAA) for the Project.

Once on site, the SQE will decide on the best approach to manage the situation accordingly:

- If non-breeding or non-moulting kororā are incidentally discovered during enabling or construction works in habitat that will be directly impacted by works, then the capture, handling and relocation procedures in accordance with those approved by the Wildlife Act Authorisation will be implemented.
- If non-breeding and / or non-moulting kororā are incidentally discovered during enabling or construction works in habitat that will only be indirectly impacted by works, then capture, handling and relocation will not occur; this is because non-breeding and non-moulting kororā are not confined to land and will be able to move of their own accord if indirectly impacted by works (providing an unobstructed path to the ocean is available to them). If such a path does not exist, then the capture, handling and relocation procedures in accordance with those approved by the Wildlife Act Authorisation obtained for the Project will be implemented.
- If breeding or moulting kororā (active burrow/s) are incidentally discovered during enabling or construction works, an exclusion zone will be established (outlined in Section 4.2, page 9) and adaptive management will be implemented to minimise effects on the kororā and to finish up the works within the effects zone (make it safe, close the site and remove construction equipment). Adaptive management appropriate to the situation will be developed and implemented immediately (or as soon as possible but within 24 hours) by a suitably qualified and experienced person and the construction team to minimise immediate risk to the kororā.
- If an injured or dead penguin is incidentally discovered during enabling or construction works, the SQE will follow the requirements as outlined in Section 4.8 below.

4.8 Injury and / or death of kororā

In the case of an injury or death of a kororā associated with the Project works, the SQE and Taranaki Whānui representative must be contacted immediately to provide the necessary guidance.

In the case of an injured bird, the SQE or other appointed person will immediately transport the bird to a wildlife vet for treatment.

If a dead kororā is found within the project footprint, the bird will be photographed and notes taken on the date found, location found and any observations of note (e.g. chick / adult, blood on feathers, missing part of flipper, etc). The local DOC area office will be contacted to establish whether they wish for a necropsy to be performed to establish the cause of death. If so, the

carcass will be sent to Massey University's Wildlife Postmortem Service¹¹. The cost of transporting the bird and the necropsy will be covered by the CentrePort Ltd.

Note that dead kororā should be wrapped in tinfoil (dull side towards animal) and kept in the fridge. Ideally, they should not be frozen as this damages the tissues that may need to be investigated for the cause of death (if requested by DOC).

4.9 Site fencing

While it will not be possible to exclude kororā from the construction work-front, fencing will be installed around site compounds and stock-pile areas (refer to Figure 14 for examples). To ensure its effectiveness for such purposes, there will need to be some form of barrier that goes all the way to the ground, leaving no gaps through which kororā could access. The fence will need to be made of a penguin-proof material, securely fastened down and of a sufficient height (at least 50cm) to ensure penguins cannot jump over the fence or crawl under it.

Input and guidance from an SQE will be important to ensure the effectiveness of the barrier. Furthermore, once established, it is critical that the integrity of the fencing as a barrier (all the way to the ground) be regularly checked and maintained by the Contractor.



Figure 14: Examples of fencing to exclude kororā from work areas

4.10 Site protocols & daily inspections

Kororā come onto land overnight and seek shelter, usually within their burrows. As such, in addition to the establishment and maintenance of site fencing (Section 4.9 above) it is important to keep the site tidy and minimise the opportunities for birds to shelter on the works site. This

¹¹ <https://www.massey.ac.nz/about/clinics-and-services-for-the-public/wildbase/wildbase-pathology/how-to-submit-a-specimen-to-wildbase-pathology/#Wheretosendspecimens>

will include under any material that may leave a void for kororā to access, or within pipes and hoses.

Furthermore, at the commencement of each workday the following inspections will be undertaken

- **Fencing:** Checking that there no breaches in penguin fencing (as outlined in Section 4.9 above). Any breaches that are found must be fixed immediately to ensure kororā do not access the site.
- **Construction work site:** Scan the site to check for the presence of any kororā, or sign that birds have been there (e.g. guano).
- **Site compounds:** Scan the compounds to check for the presence of any kororā.
- **Plant / machinery:** Prior to starting machinery for the first time each day, check for the presence of kororā under the tyres or attachments that may have been resting on the ground overnight.
- **Construction materials, pump hoses and pipes:** Check that kororā are not roosting within or under any of these.

In the event of a kororā (or sign) is discovered during any of the above inspections, the SQE will be contacted immediately to provide further instructions (refer to Section 4.7 above). At all times a distance of 5 m should be maintained from any bird. Kororā can only be handled those persons named on a DOC Wildlife Act Authority (WAA) for the Project.

In addition to the above, any exclusion zones established for the purpose of protecting nesting or moulting birds should be checked daily to ensure they are still in place. Exclusion zone demarcation can only be removed once it has been determined by the SQE that the burrow is empty, and it is safe for works to proceed.

5.0 HPAI / Bird Flu

Avian influenza is a contagious viral disease that affect both domestic and wild birds and is caused by avian influenza (AI) viruses. In 2020, a new H5N1 strain of the HPAI virus emerged in both domesticated and wild birds across the northern hemisphere. This H5N1 strain differs significantly from other HPAI strains because it spreads more easily between wild birds. Currently New Zealand, Australia and the Pacific are free of the H5N1 strain of HPAI. The most obvious sign of HPAI is sudden death in several wild birds. Other signs can include weakness, tremors, paralysis, difficulty breathing, lack of co-ordination, blindness, trembling, and diarrhoea.

The Ministry for Primary Industry (MPI) and DOC have issued the following guidance that will be applied to the current project:

- If three or more sick or dead wild birds are observed in a group, report it immediately to the exotic pest and disease hotline on 0800 80 99 66 so this can be investigated.
- Provide as much detail as possible, including:
 - a GPS reading or other precise location information
 - photographs and videos of sick and dead birds
 - species name and estimate of the numbers affected

- how many are sick or freshly dead, and the total number of birds present.
- Do not handle or move the birds unless instructed by MPI or DOC.

6.0 Reporting

Records will be kept of the following, and will be provided to DOC as requested or required by the conditions of the Project WAA (should it be obtained):

- All kororā detected during pre-work surveys (as described in Section 4.1 above).
- Any kororā injuries or deaths that occur as a result of the project will be reported to DOC within 24 hours.
- A summary of all kororā relocations as a result of the Project (refer to Sections 4.5 and 4.6).
- The results of any necropsy requested by DOC (refer to Section 4.8) will be provided within 24 hours of receiving them.

6.1 Incident monitoring and reporting during works

Incident notification to DOC will be as soon as practicable following an unforeseen event. However, incident-based reporting will be provided to DOC within 10 working days of the event (e.g. notable compliance failure that results in adverse ecological effects), and will include the following information:

- The causes of the incident.
- The emergency response measures (if applicable).
- The response proposed to avoid a recurrence of the issue.

7.0 Roles and Responsibilities

The roles and responsibilities for the delivery of, and compliance with the KMP are outlined in Table 1.

Table 1: Identified project roles and responsibilities for KMP implementation

TITLE	RESPONSIBILITY
Project Owner (CentrePort Ltd)	<ul style="list-style-type: none"> • Delivery of the Project, including overall compliance with resource consents, KMP, and subsequent WAA conditions to be issued for the project. • Reading and understanding the KMP so that the protocols are adhered to correctly during works. • Engaging with Mana Whenua
Contractor / Work Site Manager (Brian Perry Civil)	<ul style="list-style-type: none"> • Reading and understanding the KMP so that the protocols are adhered to correctly during works.

TITLE	RESPONSIBILITY
	<ul style="list-style-type: none"> • Briefing personnel that are involved in on-site activities about the responsibilities under this KMP, including works team, project engineers and contractors, prior to the start of works. • Toolbox talks to inform all the contractors on-site to avoid the location of the kororā habitat and to ensure that they know and understand the requirements of the KMP. • Liaising with the SQE on the timing of enabling and renewal works and when kororā surveys are required. • Undertake the necessary inspections of exclusion zones, fences and blockages to ensure they are functioning as intended and to liaise with the SQE and reinstate as needed. • Contacting an SQE upon incidental discovery of potential kororā voids, kororā sign and any injured or dead birds. • Implementing airborne noise management measures to ensure compliance with the threshold (below 75 dB L_{Aeq(15 min)}) at active burrows. • Keeping records / proof that sustained airborne noise levels generated from construction activities are kept below 75 dB L_{Aeq(15 min)} at active burrows
SQE (Dr Leigh Bull)	<ul style="list-style-type: none"> • The SQE will be engaged by <i>the Project Owner</i> to provide technical advice to the <i>Works Site Manager</i>. • Training the onsite contractors to identify voids or gaps that kororā could utilise and any associated signs (i.e. guano, feathers), secure work sites and what to do if a kororā is incidentally discovered during works. • Conducting pre-work surveys with the <i>Protected Species Dog and Handler</i> and determining if kororā burrows within the project area identified during pre-work surveys are active. • Advise on penguin fencing requirements. • Advise on appropriateness of various noise mitigation measures as required. • Advising on the establishment and removal of exclusion zones around active kororā burrows. • Making the final call regarding when areas are clear of kororā and enabling or construction works, including rock movement, can commence. • Providing technical kororā advice during enabling and construction works. • To assess the suitability of kororā relocation sites, advising on specific locations for nest box placement and providing input to rock reinstatement and kororā habitat within the revetment. • Collection of kororā data pertaining to pre-work surveys, monitoring and relocation of birds. • Reporting to DOC throughout the duration of works, including if any dead or injured kororā are incidentally discovered during works. • Taking any injured or dead kororā to an approved wildlife vet for necropsy or rehabilitation.

TITLE	RESPONSIBILITY
Mana whenua representative – Taranaki Whānui	<ul style="list-style-type: none"> • Providing input to the KMP to ensure mātauranga and tīkanga are incorporated throughout the works. • Briefing personnel that are involved in on-site activities about the responsibilities under this KMP, including works team, project engineers and contractors, prior to the start of works. • Responsible for a cultural induction provided to contractors before physical works begin on-site • Respond to kororā mate (death), if ever found within the work site. • Shall be informed and given the opportunity to be trained on site with the SQE. • Is the first point of contact for Taranaki Whānui; name and contact details to be listed on any Kororā site notice

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Appendix 1: DOC kororā nest box design



Instructions for Building Blue Penguin Nest Box

Based on Plan Prepared by Vince Waanders
Modified by Mike Rumble, March 2015

BEFORE YOU START!!!

- READ these instructions CAREFULLY before you put EACH box together, and re-read them BEFORE you move to the next Step.
- Do NOT move to the next step until you have checked the one you have just completed to make sure it is correctly finished.
- Check you have these materials:
 - Box pieces (9): 1 Tunnel Side, 1 Tunnel Roof, 1 Box Roof, 1 Uncut Box Side, 1 Cut Box Side, 1 Box Front, 1 Box Back, 1 Box Lid, and 1 Lid Stopper
 - Nails: 8 short nails, and 23 long nails
 - Glue: Construction glue (cartridge) – should be with the supervisor
- WARNING: Make sure you use the correct size of nails in the right areas. We don't want penguins to get hurt from nails sticking out!!!

Get your box checked as soon as you finish building it
then give your box a NAME and add a SHORT story or a picture

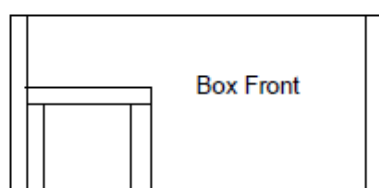
TWO Very Important Messages!!!

Left and Right Tunnels

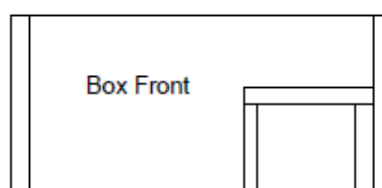
We need nest boxes with the entrance tunnel on the LEFT and the RIGHT sides. All you have to do is make sure the side of the side of the Box Front with "Inside" written on it is IS placed INSIDE the box. The box packs also have been set up to help achieve that requirement.

Gluing and Nailing

The Tunnel Sides and Tunnel Roof are the only parts where GLUING and NAILING is required



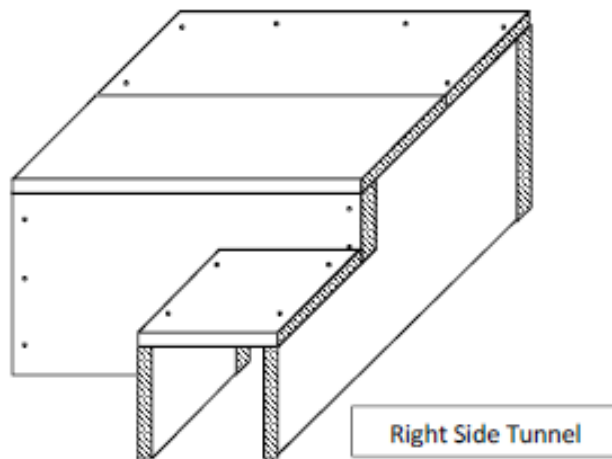
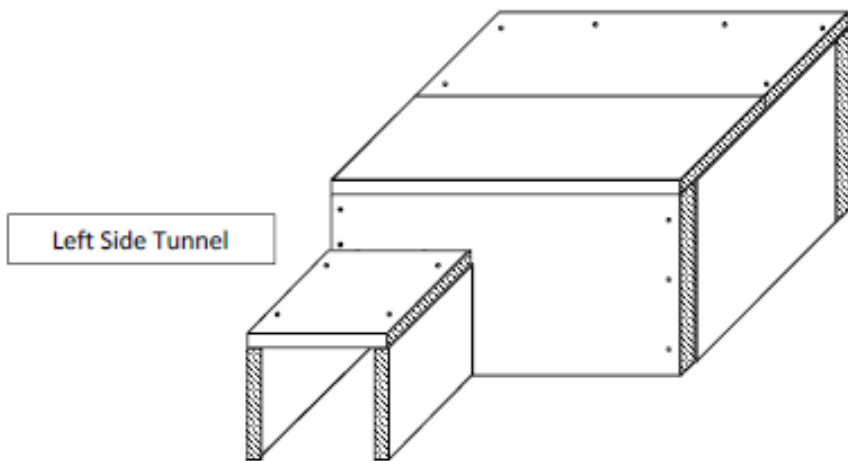
Tunnel on LEFT Side



Tunnel on RIGHT Side

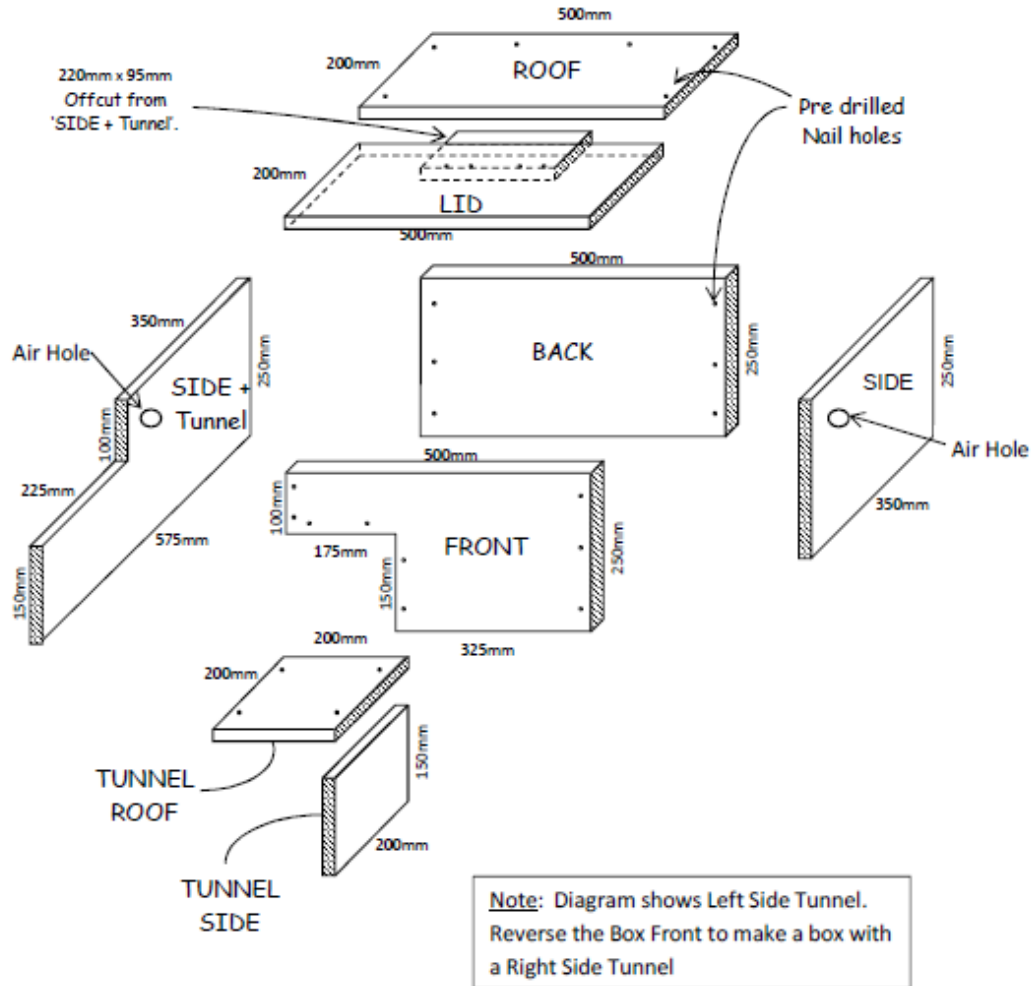
Little Penguin Nest Box

Modified design as used on Matiu/Somes Island
Modifications developed by Vince Waanders March 2011



Little Penguin Nest Box

Modified by Vince Waanders March 2011



ALL TIMBER: 25mm thickness. H3 Treated. Rough sawn. Pinus Radiata.	
ROOF	500mm x 200mm
LID	500mm x 200mm
FRONT	500mm x 250mm
BACK	500mm x 250mm
SIDE	350mm x 250mm
SIDE - Tunnel	575mm x 250mm
TUNNEL ROOF	200mm x 200mm
TUNNEL SIDE	200mm x 150mm

LBP Boxes: Trimming

Box Back: 6 evenly spaced nail holes (see box plan)

Box Roof: 8 evenly spaced nail holes – 4 where it joins the box back and 2 for each box side

Short Box Side (no tunnel): 1x25mm air hole, no nail holes

Long Box Side (with tunnel): Cut out 225x100 section, 1x25mm air hole, no nail holes

Note: 1. The off-cut from the box side becomes the Lid Latch

Box Lid: No nails

Box Front: Cut out 175x150 section and 9 nail holes (see box plan)

Note: 1. Half the box fronts to be LEFT-side Tunnel; half to be RIGHT-side.

2. Adding the word "Inside" on the inside of each box front will help the box builders.

Tunnel Side: No nails

Tunnel Roof: 4 nail holes (two on each side)

Lid Latch: 4 nail holes off-set in pairs (latch made out of off-cut from box side)



Kororā habitat, Kaiwharawhara

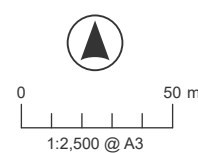
INTERISLANDER FERRY TERMINAL PROJECT
Plan prepared for BlueGreen Ecology | 10 December 2025



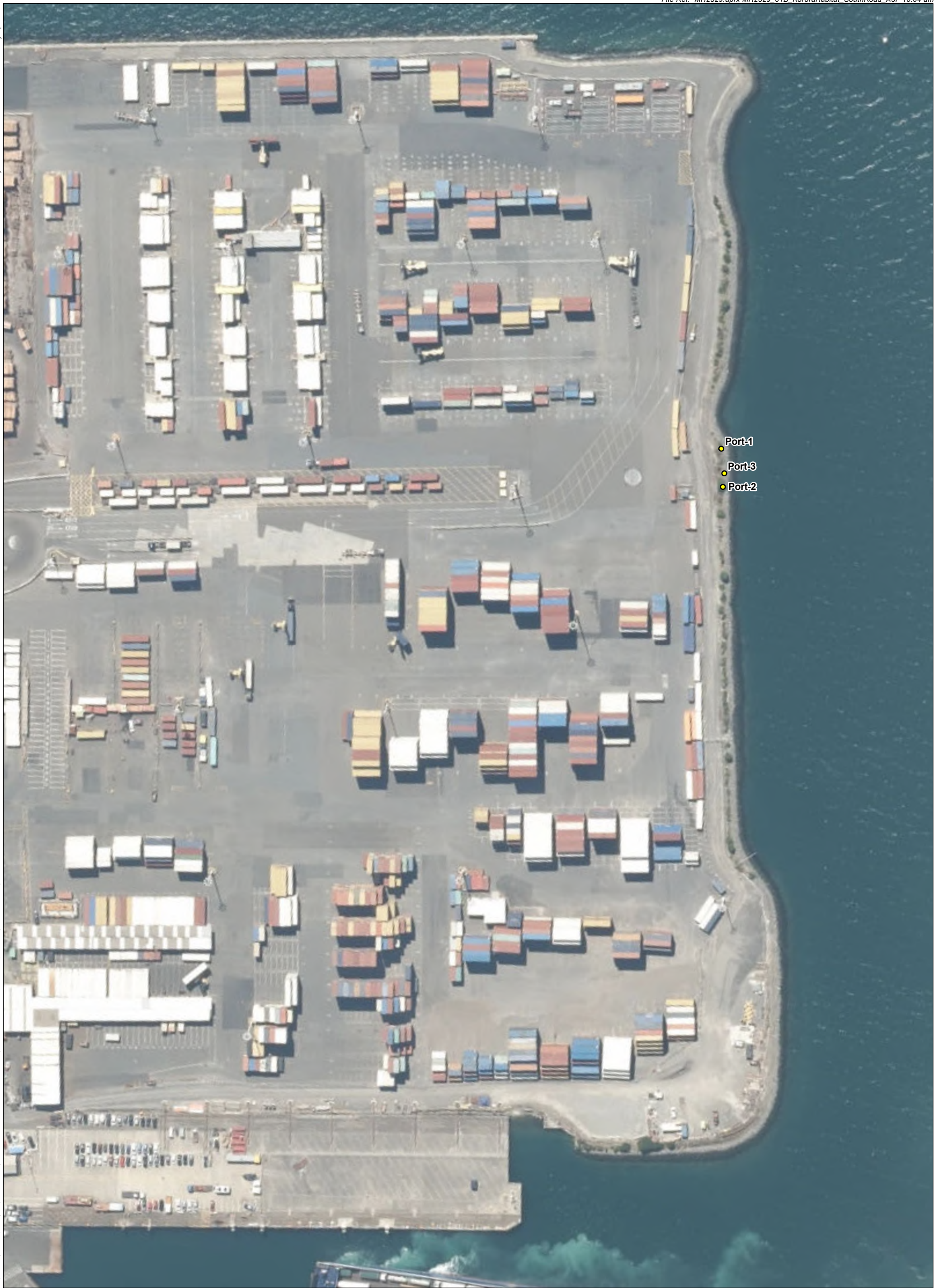
LEGEND

- Penguin burrow

Data Sources: BlueGreen Ecology, Eagle Technology, LINZ



Map 1A



Kororā habitat, South Road

INTERISLANDER FERRY TERMINAL PROJECT
Plan prepared for BlueGreen Ecology | 10 December 2025

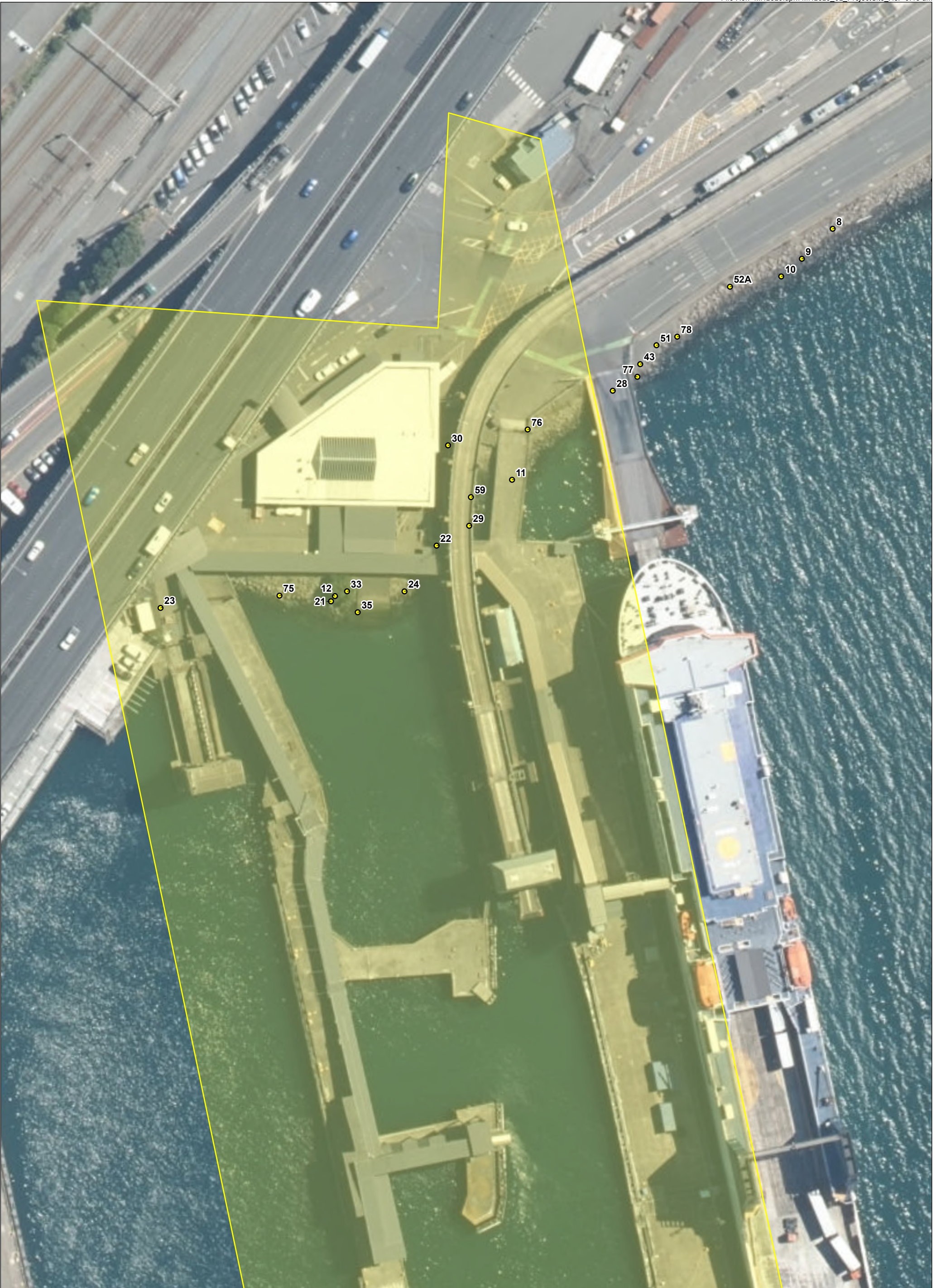


LEGEND

- Penguin burrow

Data Sources: BlueGreen Ecology, Eagle Technology, LINZ





Project site

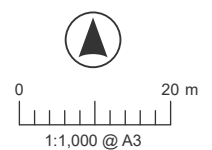
INTERISLANDER FERRY TERMINAL PROJECT
Plan prepared for BlueGreen Ecology | 09 December 2025



LEGEND

- Approximate project footprint
- Penguin burrow

Data Sources: BlueGreen Ecology, Eagle Technology, LINZ





Proposed kororā translocation sites

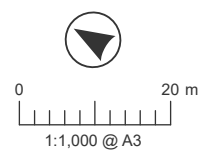
INTERISLANDER FERRY TERMINAL PROJECT
Plan prepared for BlueGreen Ecology | 20 March 2026



LEGEND

- Penguin burrow
- ▭ Translocation site

Data Sources: BlueGreen Ecology, Eagle Technology, LINZ



SCHEDULE 5

Conservation Dog/Handler Team Standard Operating Procedure

Conservation Dog-Handler Team SOP

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1. What you need to know

1.1. When you need to use this Standard Operating Procedure (SOP)

The Conservation Dog-Handler Team SOP gives clear steps and templates for:

- Project managers to use species and pest detection dog services.
- How to apply to join the programme.
- How handlers and dogs get certified.
- Standards for dog welfare, professional behaviour, and safe, effective dog-handler teams.

This SOP is for:

- Dog handlers working on DOC projects, public conservation land, or near protected species, and their managers.
- Project Managers using pest or species detection dogs.
- External organisations needing DOC approval or permits to use dogs.
- The Manager of the Conservation Dogs Programme (CDP).
- Certifiers of handlers and dogs in this programme.
- Anyone reporting incidents that cause or might cause harm to target or non-target species, serious damage to the dog, or harm or threat to the public by a dog in the programme, or any other inappropriate dog or handler behaviour.

This SOP does not apply to:

- Dogs used in Wild Animal Control (WAC) operations, search and rescue, or other specialised services like Police dogs.

1.2. Where this procedure comes from

Since 2002, the Department has run the Conservation Dogs Programme, which provides:

- Detection dog services for conservation projects.
- Training advice and certification for dogs and handlers.
- Development and improvement of systems.
- Operational support for conservation detection dogs.

1.3. Glossary

Term	Definition
Audit	Surveillance or post eradication/incursion result monitoring.
Contingency or incursion response	Active searching for a target pest after an incursion or suspicion of incursion.
CDP partner team	DOC staff reporting directly to the Conservation Dogs Programme Manager
Dog-handler team	A person trained and certified in partnership with a specific dog to undertake specific work activities.
Incursion	Invasion incident where a pest is found in the wild on a pest-free island, stepping-stone island or other secure pest-free area. Implies a breach; having got past a barrier.
Interim certified	A dog-handler team that has demonstrated good command and control and has passed interim certification and is now in training for full certification.
Fully certified	An operational dog-handler team that has been assessed and has met full certification standards.
Master Services Agreement	Contract between DOC and contract dog handlers teams who work for the Department.
Non-target species	Any species that is not the target of the dog.
Pest detection dog	A dog specifically trained to detect target pest species
Protected species dog (species dog)	A dog specifically trained to detect protected species. For example: kiwi, whio, pateke etc.
Quarantine	Active searching for the target pest before visiting a pest-free island (or other secure pest free area), i.e. searching people, their gear and equipment.
Senior Advisor	Where this is not specified this includes either the Senior Advisor, Pest Detection Dogs or Senior Advisor, Species Detection Dogs.
Surveillance	Programmed work carried out on pest-free islands and secure pest-free areas to detect any target pests.
Target species	Any species (pest or protected) which a conservation dog-handler team has been specifically trained and certified to detect and/or detect and locate.
Wild animal detection (WAD) dogs	Dogs used on DOC operations to target wild animals This usually means ungulates.

2. Getting started

2.1. How this all works

The programme supports conservation projects by facilitating access to dog services.

The Conservation Dogs Programme aims to protect and restore nature using trained dogs. Certified dog handlers offer professional services for conservation projects. Dogs are valuable in managing natural heritage and have been used for many years in protecting species, recovery projects, eradication efforts, and responding to incidents.

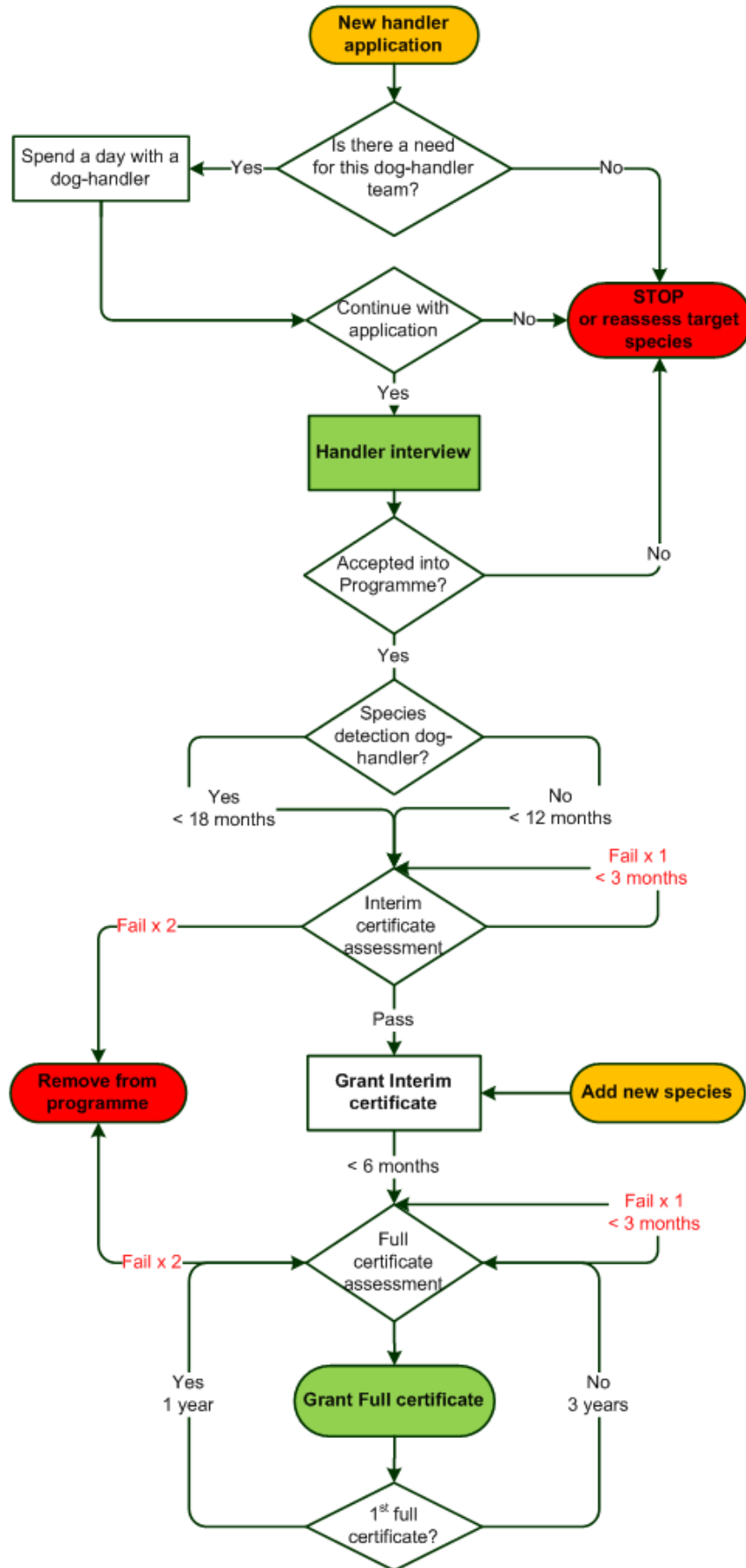
Untrained dogs can harm ground-dwelling wildlife, but well-trained and professionally handled dogs are very useful for conservation. Both the handler and the dog need the right skills to be an effective team and meet national standards for behaviour and safety.

2.2. Process Overview

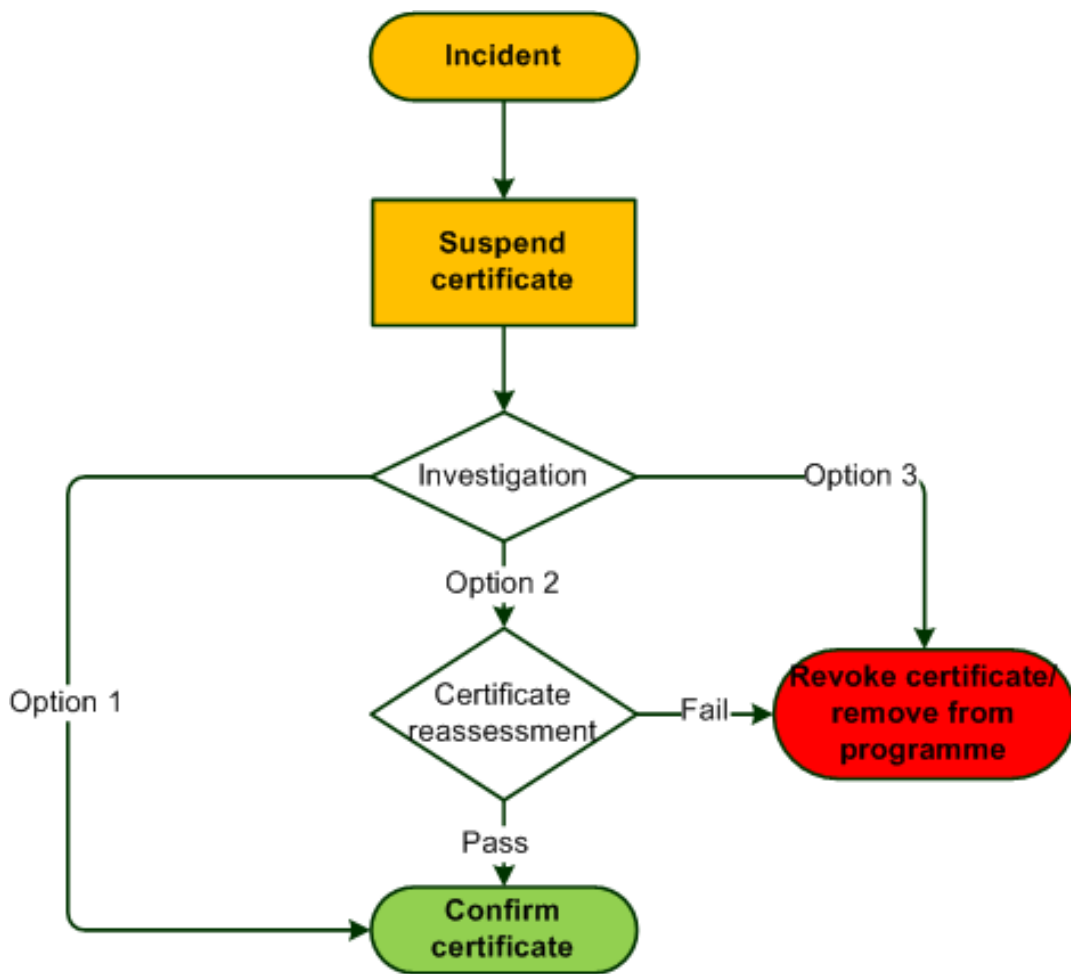
2.2.1. Accessing dog services (flow chart)



2.2.2. Conservation dogs programme certification (flow chart)



2.2.3. Incident report and investigation (flow chart)



Option	Action
1	Reinstate the certificate with conditions or actions to fix the issues that led to the incident.
2	Review certification by following the process as set out in Conservation Dogs Option 2 incident response (doc-6879696).
3	Revoke the certificate after an investigation. This usually happens if there have been repeated incidents or a severe case of negligence resulting in harm or death.

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

Requirement	Who is accountable?	Why?/Consequence	Links
<p>Leadership, coordination, management and development of the programme. Includes:</p> <p>Strategic planning and delivering the programme.</p> <p>Leading and managing the team.</p> <p>Managing relationships with key stakeholders and partners and providing regular updates.</p> <p>Ensuring professional dog-handler teams are available nationwide.</p> <p>Planning and coordinating to meet demand.</p> <p>Developing a process to respond to new priorities.</p> <p>Maintaining a team of qualified certifiers to uphold high standards.</p>	<p>Manager, Conservation Dogs Programme</p>	<p>This requirement ensures the Department meets its legal obligations listed to the right.</p>	<p>Section 63 of the Wildlife Act 1953:</p> <p>Section 39(1)(ca) of the Conservation Act 1987: Section 4(a)(iv) of the Dog Control Act 1996:</p> <p>National Parks Act 1980 – define section</p>
<p>Strategic planning for the programme.</p> <p>Managing relationships.</p> <p>Coordinating, maintaining, and developing the programme.</p> <p>Providing professional pest detection dog services to projects.</p>	<p>Senior Advisor Pest Detection Dogs</p>	<p>This requirement ensures the Department meets its legal obligations listed to the right.</p>	<p>Section 63 of the Wildlife Act 1953:</p> <p>Section 39(1)(ca) of the Conservation Act 1987: Section 4(a)(iv) of the Dog Control Act 1996:</p>

Requirement	Who is accountable?	Why?/Consequence	Links
Assessing new dog handler applicants against the CDP's criteria. Training, mentoring, and certifying dog-handler teams.			National Parks Act 1980 – add section
<p>Strategic planning for the programme.</p> <p>Managing relationships.</p> <p>Coordinating, maintaining, and developing the programme.</p> <p>Providing professional species detection dog services to projects.</p> <p>Assessing new dog handler applicants against the CDP's criteria. Training, mentoring, and certifying dog-handler teams.</p>	Senior Advisor, Species Detection Dogs	This requirement ensures the Department meets its legal obligations listed to the right.	<p>Section 63 of the Wildlife Act 1953:</p> <p>Section 39(1)(ca) of the Conservation Act 1987: Section 4(a)(iv) of the Dog Control Act 1996:</p> <p>National Parks Act 1980 – add section</p>
<p>Providing mentoring and training support.</p> <p>Assessing dog-handler teams against certification standards.</p> <p>Giving training advice and mentoring to dog handlers.</p> <p>Helping run workshops to assess and develop dog-handler teams.</p>	Certifiers	<p>Ensures dog-handler teams have the right field experience and control of their dog.</p> <p>This requirement ensures the Department meets its legal obligations listed to the right</p>	<p>Section 63 of the Wildlife Act 1953:</p> <p>Section 39(1)(ca) of the Conservation Act 1987:</p> <p>Section 4(a)(iv) of the Dog Control Act 1996:</p> <p>National Parks Act 1980 – add section</p>

Requirement	Who is accountable?	Why?/Consequence	Links
<p>A certifier usually has experience training dog-handler teams and is currently or recently certified as a conservation dog handler. The team of certifiers ensures high-quality dog-handler teams and raises any concerns with the Manager CDP.</p>			<p>For certifier contact information, contact Senior Advisors</p>
<p>Providing technical and strategic advice. Acting as the link between the CDP and the Biodiversity Group.</p>	<p>Landscape Threats Advice Manager (or equivalent)</p>		
<p>Dog-handler teams working on DOC projects must have:</p> <ul style="list-style-type: none"> • A current full certificate for target species for pest detection dogs. • At least a current interim certificate for target species for species detection dogs. 	<p>Operations Manager or delegate Certified dog handler team</p>	<p>This requirement ensures the Department meets its legal obligations listed to the right.</p>	<p>Section 63 of the Wildlife Act 1953: Section 39(1)(ca) of the Conservation Act 1987: Section 4(a)(iv) of the Dog Control Act 1996: National Parks Act 1980 – add section</p>

3. Accessing Dog-Handler Team Services

3.1. Standards

All dog-handler teams working on DOC projects or public conservation land must have:

- A current full certificate for pest detection dogs.
- At least an interim certificate for species detection dogs.

If a project needs permits to handle protected species, dog-handler teams must have at least an interim certificate for the target species.

Follow any extra requirements for dog certifications and suitability set by individual projects, like those for kakapo.

3.2. Process overview

Refer to the [Accessing Dog Services flowchart](#) (Process 2.2.1) for an overview.

The following sections provide more details on the standards and procedures for accessing:

- [Pest detection dog services](#) (Section 3.3)
- [Protected species detection dog services](#) (Section 3.4)

3.3. Pest Detection Dog Services

Pest detection dogs are trained to find animal or plant pests by detecting signs, scents, or the pests themselves, whether dead or alive. They do not control pests; control methods include trapping, pesticides, and shooting. These dogs are most effective when pest numbers are low. They are used for:

- Checking as part of or after an eradication program.
- Surveillance as part of island's biosecurity.
- Responding to a suspected pest invasion on a pest-free island or secure area.
- Quarantine checks of equipment, people, their luggage, and transport before they go to a pest-free area.
- Finding the best places to set traps.

3.3.1. Annual work plan for pest detection dog services

- **Work outside the District:** Pest detection dog work often happens outside the handler's home office. Because of this, requests for dog services are prioritised and scheduled once a year, as part of DOC's annual business planning.
- **Who plans the work:** The Senior Advisor, Pest Detection Dogs is responsible for creating the yearly work plan for these services.

- **Why plan:** Planning early helps Project Managers include dog service costs in their budgets. It also lets dog handlers, and their DOC managers know what work they're expected to do during the year.
- **How requests are prioritised:** When putting together the annual plan, the Senior Advisor considers:
 - The national importance of each request and whether there are enough trained dog-handler teams available.
 - Feedback from the Manager CDP, Biosecurity advisors, dog-handlers, and their managers.

Fill out the [Request for Pest Detection Dog Assistance form](#) (docCM-342112)

3.3.2. Procedure for requesting pest detection dog assistance outside annual workplan

- **Start locally:** First, try to arrange a pest detection dog-handler team from your own District. A manager or senior ranger with the right authority must approve your arrangements.
- **Find a certified team:** You can find details about certified dog-handler teams, what pests they're trained to detect, by contacting the Senior Advisor Pest Detection dogs or CDP Manager.
- **Use approved providers:** From 1 July 2019, only dog-handler teams on the national CDP provider panel are recommended for use.
- **Plan:** Book local dog-handler teams early. Once the annual work plan is set, they may not be available for your project.
- **If no local team is available:** If there's no suitable team in your District, the Project Manager can ask the national programme for help. This request must be approved by a manager or senior ranger with the right authority before it's sent.
- **Late requests:** You can send a request at any time, but if the work plan is already full, a handler might not be available.

3.3.3. Process for scheduling annual work plan

Steps for Creating the Annual Pest Detection Dog Work Plan

Step	Who does it?	What happens?	Details
Identify project needs	Project Manager	Work out if your project needs pest detection dog support.	First, check if a local dog-handler team in your District can meet the need. Advise Senior Advisor Pest Detection if you have already booked a handler. If not, request help from the CDP.
Submit a request	Project Manager	Get approval and submit the request form linked in the detail's column.	Your line manager must approve the request, including any costs. Use the Request for Pest Detection Dog Assistance form (docCM-342112). See Section 3.5 for cost details

Collect all requests	Senior Advisor, Pest Detection Dogs	Receive all requests by 1 May each year or as advised by the Senior Advisor	These requests are used to plan the next business year (July–June).
Create the annual work plan	Senior Advisor, Pest Detection Dogs	Develop the plan based on needs and capacity.	The plan considers: <ul style="list-style-type: none"> • Resources and availability • Conservation priorities • How dogs will help each project May consult with: Biosecurity Advisors Project Managers (if there are issues with requests)
Notify everyone	Senior Advisor, Pest Detection Dogs	Share the final plan.	Email the plan to: <ul style="list-style-type: none"> • Project Managers • Dog-handlers and their DOC managers • Operations Managers • Manager CDP Project Managers are told the outcome of their request. Dog-handlers and their managers are told what work is planned for the year.

3.3.4. Emergency response dog handler need

- **For emergencies:** If there's a pest incursion or another urgent situation, you don't need to fill out the usual request form.

Who to contact: Instead, contact either the **Senior Advisor, Pest Detection Dogs** or the **Manager CDP** directly to request help.

Note: Emergency responses may take priority over scheduled dog-handler work.

If this happens, the **dog handler**, the **affected Project Manager**, and the **Senior Advisor, Pest Detection Dogs** should work together to make new arrangements.

3.4. Protected Species detection dog services

3.4.1. Procedures for arranging services

Detection dogs have been successfully used to safely find protected animals like birds and lizards — many of which are endangered. These dogs help with research, conservation work, and moving animals to new habitats (translocation).

They've played an important role in protecting and studying species such as:

- Kākāpō
- Kiwi
- Whio (blue duck)
- Pāteke (brown teal)
- Takahē

3.5. Procedures for arranging services

- **Find a certified team:** You can find details about certified dog-handler teams, the species they're trained to detect, and how to contact by contacting the Senior Advisor Species Detection dogs. If **no local team is available:**
 - The Project Manager can contact a competent dog-handler team from outside the District — ideally one they've worked with before.
 - If the handler is a **DOC staff member**, the project manager should speak with the handler's supervisor or Operations Manager to arrange their involvement.
 - If the handler is a **contractor**, contact them directly.
 - If you don't know of a suitable team or need further advise, ask the **Senior Advisor, Species Detection Dogs** for advice.

3.6. Costs of utilising dog handler teams

3.6.1. Costs

Scenario	What Costs?	Who Pays?
DOC handler working on DOC projects	Dog handler salary	The handler's line manager and the project manager. Usually, the handler's time is charged to the project's WBS code.
	Travel costs Vet fees (for work-related injuries or illness)	The project manager who requested the service.
DOC handler working on non-DOC projects	Salary Travel costs Vet fees (work-related)	The CDP or the handler's line manager will arrange cost recovery with the external organisation.
CDP partner team handler working on DOC or non-DOC projects	Salary Travel costs Vet fees (work-related)	CDP partner team pays these costs.
Contract handler working on DOC or non-DOC projects	Hourly or daily rate Travel/other costs (see MSA) Vet fees (work-related)	The handler arranges payment directly with the project that requested the service.

4. What you need to know about dog-handler team certification and standards

Refer to the [Conservation Dogs Programme Certification Process flowchart](#) (Process 2.2.2.) for an overview of the processes described in this section.

4.1. Entering the programme

Requirements	Who is accountable?	Why/Consequence
Standards for entering the programme and selecting a dog must be met.	Handler/	<p>The application and interview process ensures applicants have:</p> <ul style="list-style-type: none"> • the right skills and experience • understand the time and cost involved • have manager support (if needed). <p>There must also be a local or national need</p>

4.1.1. Start point

Key Points:

- Becoming a certified protected species or pest detection dog-handler team is a serious, long-term commitment.
- Training is rigorous, and teams must meet high standards to pass certification and maintain those standards.
- DOC employees must get approval from their Operations Manager before applying to join the programme.

Managers should consider:

- The time commitment required for training.
- Cost implications (see Section 4.3: [Costs of establishment and maintenance of dog-handler teams](#)).
- The need for the handler to work outside their local District Office — **up to four weeks per year**, not including emergency responses.
- The requirement for the handler to attend a conservation dog hui at least **every second year**, as well as workshops.
- The benefit of having a local detection dog resource.
- Whether other dog-handler teams (DOC or contractors) are already available in the District.
- The long-term commitment to training and maintaining certification (interim and full).
- The average working life of a detection dog is about **10 years**.

4.1.2. Assessment criteria

Application Assessment – What the Panel Considers

A panel of three people — which may include the Senior Advisor, a Certifier, a technical advisor or the Manager CDP — will decide whether to accept an application. They consider the following:

1. Relevant Experience

- Previous experience as a dog-handler team (in the CDP or internationally).
- Knowledge of and experience with the target species and how they are managed.
- Proven motivation and commitment to:
 - Initial and ongoing training.
 - Maintaining certification throughout the dog's working life.
- Support from the applicant's manager and the person requesting the service.

2. Local and National Demand

- Is there a clear need for a dog — locally or nationally?
- Is the applicant willing and able to work both locally and nationally?
- Is there local demand for pest or protected species detection dogs?
- Is there national demand, and would this team help build national capacity?
- Are there already certified dog-handler teams available for that target species?

3. Managing Multiple Dogs (Pest Detection Only)

Because managing multiple dogs can be complex and risky (e.g. dogs accidentally learning to detect the wrong pest), the following rules apply:

- A handler **should not** care for more than **two dogs** certified for different target pests.
 - Example: One rodent dog and one mustelid dog is acceptable.
 - Example: One rodent dog, one mustelid dog, and one cat dog is not acceptable
- A handler **can** have more than one dog certified for the **same** target pest.
 - Example: Two rodent dogs and one cat dog is acceptable.
- The handler must show the Manager CDP or Senior Advisor, Pest Detection Dogs that they have taken all practical steps to avoid cross-training.
- The handler must explain how they are reducing the risk of the dog accidentally learning to detect the wrong species.

4.1.3. Standards

Steps for Applying to Join the Conservation Dogs Programme (CDP):

1. Apply to join the CDP

- All new dog-handler teams — including existing handlers replacing a dog or adding a new one — must apply.
 - Use the [Dog Handler Application Form](#) (docCM-324115)
- 2. Get manager approval**
- If needed, the prospective handler must get approval from their **Operations Manager** and/or **line manager** before applying.
- 3. Understand the costs**
- If the handler is a **DOC employee**, they and their local office must understand and be able to meet the costs of joining the programme.
 - See *Section 4.4: Costs of establishment and maintenance of dog-handler teams*.
- 4. Don't get a dog too early**
- A prospective handler should **not get a dog** until they've been approved to join the programme.
 - The CDP can decline a dog if it's not suitable for the handler or the work.
- 5. Special requirements for kiwi detection dogs**
- If applying to train a **kiwi detection dog**, the handler must be accredited by the **Kiwi Recovery Group**.
 - This includes skills like wild kiwi handling, transmitter attachment, transponder insertion, or being at least a **Level 2 bander**.
- 6. Interview invitation**
- If the application is accepted by the selection panel (see criteria above), the applicant will be contacted by a **Senior Advisor** to arrange an interview.
- 7. Attend a selection interview**
- The applicant must attend an interview which could include a phone call from the selection panel. 11.3).
 - The process may include attendance at a training camp to help the applicant understand the work and allow further assessment of their suitability.

4.1.4. Selecting a dog

Choosing a Suitable Dog for the Programme

- Dogs must be the right breed, have the right behaviour, and be physically suited to the conservation work they will be doing.
- The decision to accept a dog into the programme is made by a panel. This may include a Senior Advisor, a Certifier, technical advisor or the Manager CDP.
- Some breeds are not suitable under any circumstances — for example, any restricted breeds.

Tips for Selecting a Dog

- Choose the breed carefully — it's an important decision.

- Get advice from:
 - Senior Advisor, Pest Detection Dogs
 - Senior Advisor, Species Detection Dogs
 - Certifiers/senior handlers.
- Other certified dog-handlers
- Some breeds are better suited to certain types of work:
 - Working dog breeds are generally good for mammalian pest detection.
 - Gundogs are generally good for protected species detection.

4.1.5. Process

Steps for Applying to the Conservation Dogs Programme (CDP)

Step	Who is responsible?	Action	Details
1. Seek advice	Manager CDP	Provide information to the prospective dog-handler about the process, costs and commitment.	Advice can be found on the DOC website or from a Senior Advisor, Certifier, or other certified dog-handlers
2. Apply to become a handler	Prospective dog-handler	Get and complete the application form (docCM-324115) and submit it to the Manager CDP.	Forms can be provided by the Manager CDP, Senior Advisor, or downloaded online. DOC staff must have approval from their Operations Manager.
3. Determine need	Senior Advisor (Pest or Species Detection Dogs)	Receive and log the application. Convene a panel to assess the need.	Panel includes Senior Advisor, Senior Ranger, and/or Manager CDP.
4. Attend a training camp/spend time with a senior handler	Senior Advisor or Certifier & Applicant	Arrange time with the CDP at a training camp or other opportunity	Helps panel decision making and the applicant understand the work. .
5. Interview	Senior Advisor/panel member	Conduct the interview and discuss results with the Manager CDP and panel.	Summary of Interview is sent to Manager CDP;
6. Decision	CDP Manager	Senior Advisor will notify the applicant, their manager (if applicable),	Update the CDP database. See Section 4.5 for appeals. Send letter of acceptance.

Step	Who is responsible?	Action	Details
7. Acceptance into the programme	New dog-handler	Acquire a suitable dog and begin training. Refer to Tips on selecting a dog (Section 4.1.4).	If a dog is already owned, its suitability will be assessed. Interim certification should be achieved within 18 months.
8. Training workshops	New handler or handler with a new dog	Attend a CDP training workshop for assessment.	

4.1.6. Certification requirements and accountability

Requirements	Who is accountable	Why/Consequence
Standards for certificate assessment must be met	Certifier	Ensures dog-handler teams have the right field experience and control of their dog. Reassessment every 3 years keeps skills and knowledge up to date.
Standards for gaining certification must be met	Dog-handler	Ensures DOC meets legal obligations under: Wildlife Act 1953 (Section 63) ; Conservation Act 1987 (Section 39(1)(ca)) ; Dog Control Act 1996 (Section 4(a)(iv)) ;

4.1.7. Start Point

Once the prospective dog-handler has been accepted into the programme and has chosen a suitable dog, they can begin training to become a certified conservation dog-handler team.

4.1.8. General Information

Training and Certification Process

- Training is **self-directed** by the handler, with support and advice from a **Senior Advisor**/senior handler.
- **Mentoring and training advice** is available for both new and experienced handlers.
- **Training workshops** are held at least twice a year to support:
 - Skill development
 - Interim certification
 - Networking with other handlers

Certification Stages

- There are **two stages** of certification:
 - Interim certification
 - Full certification

- Each certificate shows which **target species** the dog-handler team is certified to detect.
- The amount of training needed varies between teams — what matters is meeting the required standard.

Important Rules

- Uncertified teams are not allowed to train or work:
 - In controlled dog areas on public conservation land
 - Around protected species.
- Interim certified teams may train on public conservation land and DOC projects with approval from the local Operations Manager.
- Dogs with different target species must never be trained or worked together.

4.1.9. Objectives

What Certification Assessment Looks At

Certification checks whether the dog-handler team is ready and safe to work. The assessment includes:

- **Dog obedience** – how well the dog listens and responds to commands.
- **Handler skills** – including how the handler works in the field, treats the dog, and follows good practice.
- **Non-target avoidance** – making sure the dog ignores non-target species.
 - For **pest detection dogs**: this includes **avian avoidance**.
 - For **protected species dogs**: the dog must be **bird-safe**.
- **Target specificity** – for **pest detection dogs**, the dog must focus only on the correct pest species.
- **Target safety** – for **protected species dogs**, the dog must work safely around the species it's trained to find.
- **Field experience** – the team must have enough real-world experience for the type of work they'll be doing.

4.1.10. Process

The table below outlines the assessment process for interim and full certification.

Step	Who is responsible?	Action	Details
1. Arrange assessment	Handler	Contact a Senior Advisor to arrange an interim or full certification assessment.	The Senior Advisor and/or Manager CDP will assign a certifier.
2. Assessment	Senior Advisor or Certifier	Assess the dog-handler team	May be done during a workshop with up to two Certifiers. Send the assessment form to the Manager CDP and keep a copy. See:
3. Notification	Senior Advisor or Certifier and CDP Manager	CDP Manager to send a letter and copy of the assessment form to the handler. If passed, include the certificate.	Update the CPD database. Handlers due for reassessment should contact the Senior Advisor to arrange re-certification.

4.1.11. Interim certification key points

- Interim certification allows a dog-handler team to train on or near protected species.
- Dog-handler teams must be assessed for interim certification within 18 months of either:
 - Being accepted into the programme, or
 - Getting a new dog.

4.1.12. Standards

Interim Certification – Rules and Conditions

- **No training with protected species:** Training for interim certification must not take place in the presence of protected species or in controlled dog areas on public conservation land.
- **Assessment criteria:** To qualify for interim certification, the dog-handler team must be assessed using the [Interim Certificate Assessment](#) (docCM-368123) and must score at least **3** on each criterion.
- **Pre trained dogs:** If a dog was trained by someone other than the primary handler, the dog handler team must wait **at least four months** after the final handover from the trainer before being assessed.
- **Secondary handler** A secondary handler can be assessed for interim certification when
 - The dog to be shared is **fully certified** with the primary handler.
 - They are the **partner** of the primary handler, **and/or**
 - They have their **own fully certified dog, and**
 - If these conditions are not met, the four-month rule (above) applies
- **Special conditions:** The interim assessment form will list any special conditions or requirements.

- **Validity:** The interim certificate is valid for **six months** from the date of assessment. In exceptional cases with sound reasoning, the **Manager CDP** can extend this time period.

4.1.13. Outcomes – interim certification standards

Possible Outcomes for Interim Certificate Assessment.

Pass

If the dog-handler team passes the assessment, the Senior Advisor or Certifier will:

- Give the team an interim certificate. This certificate is valid for **six months** from the date of the assessment.
- In special cases, the CDP Manager may extend the certificate
- Write the target species and any special conditions on the assessment form.
- Update the CDP database and the list of certified dog handlers.

Fail

If the dog-handler team does not pass, the Senior Advisor will:

- Reassess the team within three months. A team can only be reassessed once. If they fail again, they will be removed from the programme.
- Update the CDP database and the list of certified dog handlers.
- The handler has the right of appeal as per Section 4.5: Appealing a decision.

4.2. Full certification, reassessment and renewal

4.2.1. Start point

The dog and handler team has received an Interim Certificate. They have worked in the field with the approved certifier or training advisor, following any conditions listed on their assessment form. They have also spent a lot of time training together to detect the target species and avoid non-target species. It has been less than six months since they received their Interim Certificate.

4.2.2. Standards

Assessment Timeline

- The dog-handler team must be assessed for full certification **within six months** of getting their interim certificate, unless the Manager CDP has approved an extension.

Assessment Criteria

- To qualify for full certification, the team must be assessed using the Full Certificate Assessment (see Appendix 11.5).
- They must score at least 4 in each category.

Certificate Details

- The full certificate will name the target species. Any special conditions or requirements will be listed on the assessment form and certificate.

Certificate Validity

- The first full certificate is valid for **one year** from the date of assessment.
- Any full certificates after that are valid for **three years**, unless there's a reported incident or concern during that time.

Maintaining Standards.

- The handler is responsible for keeping up the required full certification standards while the certificate is valid.

Renewal Process

- Before the certificate expires, the team must be reassessed.
- However, if the certifier has recently observed the team working to the required standard, they may renew the certificate without a reassessment in consultation with the relevant Senior Advisor.

Annual Reporting

- Fully certified handlers must send an annual activity report to the Manager CDP.

Access to Conservation Land

- Full certification does not give automatic access to all public conservation land.
- Handlers must not take dogs into areas where dogs are banned or near protected species unless they are doing approved conservation work for their certified target species.
- This work must be part of an approved plan or have permission from the local DOC office.

Ongoing Participation

- Certified handlers must attend a dog-handler hui **at least once every two** years to keep their certification current.

Kiwi Detection Teams

- Kiwi detection teams must follow the standards in the [Kiwi Best Practice Manual](#) (Section 9 Kiwi dogs).

4.2.3. Outcomes – full certification assessment

PASS

If the dog-handler team passes the assessment, the Senior Advisor or Certifier will:

- Issue a full certificate:
 - Valid for **1 year** if it's the team's first full certificate.
 - Valid for **3 years** for any certificates after that.
- Record the target species and any special conditions on the assessment form
- Update the CDP database and the Certified Dog Handler list.
- CDP Manager will send the handler:
 - A letter explaining their responsibilities as a fully certified handler.
 - A copy of the certificate and the assessment form.

- An activity form to record their work.

FAIL

If the team does not pass, the Senior Advisor will choose one of the following options:

Option 1

- If interim assessment standard is not achieved for exercises 2-8 the certification will be placed on hold

Option2

- Reassess within 3 months
 - The team may stay in the programme under their interim certificate (with any updated conditions) until reassessment.
 - Only one reassessment is allowed.
 - If the team fails again, they will be removed from the programme.
- Update the CDP database and the Certified Dog Handler list.
- The handler has the right of appeal as per Section 4.5: Appealing a decision.

4.2.4. Ongoing training and proficiency assessment after certification

Dog-handler teams are expected to stay up to date and keep their dogs safe and accurate by working regularly and continuing their training and mentoring.

4.2.5. Standards

Ongoing Training

- Dog handlers must regularly train and work with their dogs to keep their skills current.
- For species detection dogs, this means maintaining target safety.
- For pest detection dogs, this means maintaining target specificity.

Avoiding Inactivity

- Long breaks from training or work should be avoided.
- If a team is inactive for too long and their skills decline, their certification may be put on hold

Mentoring in the First Year

In the first 12 months after getting full certification, each dog-handler team should:

- Spend at least one full day with a Senior Handler or Certifier, or
- Work alongside an experienced dog-handler team.

Support and Assessment

The CDP will:

- Provide mentoring when possible, and
- Assess teams as needed to make sure they are meeting the required standards.

Training Camps

Training and assessment camps are essential for new teams.

Each team will receive a training development plan during the camp.

4.2.6. Night assessment

Using a dog at night requires the handler to have strong control over the dog. The dog must also be very safe around birds because night work can be especially challenging.

4.2.7. Standards

Who Can Be Assessed

- Only experienced dog-handler teams with a current full certificate can take the night assessment.
- Passing this assessment is required before a team can work at night.

What the Assessment Involves

- The team must score five Full Certificate competencies for exercises 1-4, 13, 17, 21 and 22.
- Night assessment is required for:
 - Having a dog stay still at a call playback site.
 - Working off-lead, where the dog searches for and signals the presence of a target species (e.g. checking if pāteke are using a wetland).

When Night Assessment Is Not Needed

The team does not need a night assessment if they are:

- Just passing through a work site on public conservation land, or
- Near protected species without doing night work (e.g. returning late from a whoio survey).
- In these cases, the dog must be on a lead.

Dog Requirements for Night Work

When working at night, the dog must:

- Be under excellent control.
- Have shown strong skills during the day.
- Be safe around birds.
- Be able to hold a point (stay still when indicating a target).
- Stay close to the handler (within sight or hearing).
- Wear lights on its collar or reflective strips on its vest.

What the Dog Must Not Do at Night

- The dog must not chase or touch the target species.
- The dog must not work out of sight or sound of the handler.

Kiwi Detection Teams

Kiwi detection teams must follow the rules in the [Kiwi Best Practice Manual](#), especially:

- Section 9: Kiwi dogs
- Section 5.2.3: Using dogs at night

4.2.8. Reassessment and renewal

Reassess Before Expiry

- Dog-handler teams must be reassessed before their certificate expires to keep their certification current.

First Full Certificate (1 Year)

- The first full certificate is valid for **one year**.
- At the end of that year, the team must be reassessed to qualify for a new certificate.

Second and Future Certificates (3 Years)

- If the team passes the reassessment, they receive a **three-year certificate**.
- When this three-year certificate ends, the Senior Advisor/CDP Manager can choose to:
 - Reassess the team, or
 - Renew the certificate without reassessment (a “desktop review”), if they are confident the team still meets the required standards.

4.2.9. Add new species to full certificate

Requirements: Any request to add a new target species to a dog’s full certificate must:

- Match the national needs of the Conservation Dogs Programme (CDP)
- Not reduce the dog’s ability to reliably detect its already approved targets
- Meet all assessment criteria
- Suitability of dog-handler team

Who is responsible: Senior Advisor (Pest or Species Detection Dogs), Manager CDP, or technical advisor.

Consequences/Why: The Manager CDP must make sure the request supports the overall goals of the national programme and does not compromise detection quality.

Dog-handler teams must gain certification for each target species they will be required to detect.

4.2.10. Start point

If a project needs the dog-handler team to detect a new target species, the team must already have a current full certificate for their main (primary) target species.

4.2.11. Objective

Dog-handler teams should only be given extra training when it clearly benefits both the project and the Conservation Dogs Programme.

4.2.12. Assessment criteria

The Manager CDP and Senior Advisor will decide whether to approve the request based on these factors:

- The dog-handler team's experience and commitment
- Whether there is national or local demand, and how it would help build national capacity
- The priority level of the protected or pest species involved
- Whether adding the new species might reduce the dog's ability to reliably detect its current (primary) target species.

4.2.13. Process

Step	Who's responsible	What to do	Details
1. Identify a need	Project Manager, Senior Advisor, Manager CDP, or Handler	Identify a need for a dog-handler team to detect a new target species	This must support a specific work programme
2. Make the request	Handler	Contact the Manager CDP to make the request	
3. Check alignment with programme needs	Manager CDP and/or Senior Advisor (Pest or Species Detection Dogs)	Review the request against national and local needs	Decide if there's a strong enough reason for the team to train on the new species. Refer to Section 4.2.14. Outcomes – Alignment with Need
4. Notify and record	Manager CDP or Senior Advisor	Inform the handler's line manager of the decision	Update the CDP database.

Outcomes **Interim Certificate**

- Issue an **interim certificate** for the new species.
- The team must be assessed for **full certification within six months**.
- Follow the process in Section 4.2: Full Certification, Reassessment, and Renewal.
- Training may be required before assessment.

Full Assessment Outcome

If the team passes:

- Either issue a **new full certificate** for the new species (valid for 3 years), or
- Add an **endorsement for** the new species to the existing certificate (valid until the current certificate expires).

If the team fails:

- Follow the fail options in Section 4.2:

Special Case: Same Species Group

If the new target is in the same species group (e.g. waterfowl, riverbed birds, seabirds, reptiles, kiwi/weka):

- Issue a **1-year full certificate**.
- After that year, reassess the team on either target species, depending on the situation.

Special Case: Different Species Group

If the new target is in a different species group:

- Issue an interim certificate.
- Assess for full certification within **six months**.
- Follow the same process as above.

Note: A full field reassessment can be done on any target species, depending on the situation.

If the Need Is NOT CONFIRMED

- Decline the request.
- The handler may appeal the decision (see Section 4.5).

4.3. Costs of establishment and maintenance of dog-handler teams

Cost area	What it covers	Who pays
Buying a Dog	Buying the dog, registration, and microchipping	The dog-handler or their employer (if not DOC). <i>Note: Some councils offer lower registration fees for working dogs.</i>
DOC-Owned Dogs	Dogs owned by DOC	CDP pays
Certification Process	Certifier’s travel and salary	CDP pays
	DOC handler’s travel and salary	The handler’s own DOC cost centre
	Contractor handler’s travel and wages	The contractor or their employer/organisation
Dog Allowance (DOC staff only)	Allowance for pest/protected species detection work	The handler’s own DOC cost centre (see PSA/DOC agreement)
Vet Fees (Work-Related)	Injuries or illness from work	<ul style="list-style-type: none"> • DOC handlers: Paid by the DOC project manager or arranged with employer (for non-DOC projects) • CDP partner team handlers: CDP pays • Contractors: Must arrange with the project manager as part of their Statement of Work

Vet Fees (Routine/Non-Work)	Annual checks or unrelated health issues	All handlers pay their own vet costs <i>Exception: For DOC dogs the manager of the dog handler has discretion to contribute to these costs.</i>
Kennelling (DOC staff only)	Boarding dogs while handler is on leave or other work	If the role requires a dog, the project pays. If the dog was added by the staff member, costs must be agreed with their manager
Training & Hui	<ul style="list-style-type: none"> DOC handler's salary CDP mentoring, training, annual hui, workshops 	DOC handler's salary is paid by their cost centre. CDP covers training support and events for teams accepted into the CDP.
	Contractor handler's salary and travel	Paid by the contractor.

Depending on budget the CDP may assist with travel expenses

4.4. On-hold, retiring dogs and lapsing certification

4.4.1. Standards

The Manager CDP can remove a dog-handler team from the programme if:

- There's a change in the team's situation
- The team loses operational skills
- There's a major difference from what was originally stated in their application
- The team has been inactive for a long time or has done very little work, unless they've kept the dog trained using surrogates or similar methods

Before deciding, the Manager CDP or Senior Advisor will contact the handler to talk about their situation.

4.4.2. Voluntary Withdrawal

It's the dog-handler's responsibility to inform the Manager CDP if:

- They want to leave the programme
- Their dog has died
- They or their dog are no longer active

4.4.3. Lapsed Certification

If a team's certification has expired for **more than six months** and:

- They haven't been reassessed or shown commitment to progressing towards certification
- They're not officially on hold
- They haven't given a valid reason

Then the Manager CDP may remove them from the programme. Before doing so, the Manager or Senior Advisor will contact the handler and send a reminder.

4.4.4. What Happens When Certification Lapses

If a team's certificate has lapsed for more than six months:

- If they had a full certificate, they would drop back to interim certificate level
- If they had an interim certificate, they must be reassessed for a new interim certificate

4.4.5. Putting a Team on Hold

A dog-handler team can be placed **on hold for up to one year** at any time, with approval from the Manager CDP or Senior Advisor.

4.4.6. Returning After Being on Hold

If a team has been on hold for **more than six months**, they must be reassessed for an interim certificate before rejoining the programme.

Keeping accurate records of active dogs helps the Manager CDP plan and manage the programme effectively.

4.5. Appealing a decision

If a dog-handler chooses to contest the decision of the certifier/s they must make the appeal in writing to the CDP, Manager within one month of receiving the assessment forms.

The appeal must detail the conditions they consider made the assessment invalid. These conditions must have been outside of the control of the handler and certifier/s and outside the conditions that a dog handler team would work when operational.

These conditions could include:

- Assessment exercises outside of the scope of the assessment paper or process not followed,
- Environmental or climatic conditions that were unsafe for the handler and/or dog,
- A singular occurrence that directly impacted on the dog's performance (ie struck by an electric fence, wasp sting).
- Medical condition affecting dog and/or handler during assessment that was disclosed prior
- Condition/s that impacted the ability of the certifier to effectively conduct the assessment

As part of the appeal process the manager will obtain all relevant information (including recorded photographs, video, audio) from the handler and certifier/s relating to the reasons for the appeal. The manager may consult with the senior advisors, other certifiers or specialist training advisor to make their decision. The handler will be advised of the decision within one month of the appeal being lodged.

5. Incident Reporting

Requirements: Follow the standards for reporting and investigating incidents involving conservation dog teams

Who's responsible: Manager CDP, Senior Advisor

Why/Consequences: Dog-handlers have legal responsibilities for the safety of their dogs, the public, and wildlife *especially protected species* when working on conservation land. Failing to properly report or investigate incidents can:

- Put people, dogs, and wildlife at risk
- Damage the reputation of the Conservation Dogs Programme and the Department of Conservation

Legal Obligations That Apply

Incident reporting and investigation must follow legal requirements, including (but not limited to):

- [Dog Control Act 1996 – Section 4\(a\)\(iv\)](#): Dog owners must ensure their dogs do not harm or distress protected wildlife.
- [Code of Welfare: Dogs 2018](#): Sets minimum standards for dog care and welfare.
- [Wildlife Act 1953 – Section 63](#): It is an offence to kill absolutely protected wildlife.
- [Conservation Act 1987 – Section 39\(1\)\(ca\)](#): it is an offence to allow any animal to enter a conservation area without permission. Start Point

Who Should Report an Incident?

Anyone who:

- Witnesses an incident,
 - Is involved in an incident, or
- Receives a report about an incident involving a dog-handler team must report it.

5.1.1. Overview

This process may also apply in response to known dog-handler team non-performance and/or failure to comply with mandatory requirements of this SOP.

Refer to the Incident Investigation process flowchart (Section 2.2.3) for an overview.

5.1.2. General

What Counts as an Incident

An incident can include (but is not limited to) the following situations:

- A dog-handler team continues working in a way that puts target or non-target species at risk
- A dog-handler team acts in a way that is against the Wildlife and Dog Control Acts
- A dog-handler team is frequently involved in incidents or behaves unprofessionally, including outside of work hours at campsites or worksites

- A dog-handler mistreats their dog
- A dog is seriously injured and needs veterinary care
- There is a breach of the Animal Welfare Act related to how a dog is treated or cared for

Reporting an Incident

- Anyone can report an incident, and reports can be made confidentially
- All incidents involving conservation dogs should be reported to the Manager CDP as soon as possible
- Early reporting helps ensure accurate information is available and helps prevent repeat incidents
- Lessons learned from incidents can help improve safety and protocols for all dog-handlers.

Note: Use DOC’s Health and Safety system to record any handler accidents or near-misses.

5.1.3. Standards

Investigation and action

The Manager CDP is responsible for making sure all incidents are properly investigated. Any action taken will be discussed with the relevant Operations Manager.

How decisions are made

When deciding what to do, the Manager CDP will consider:

- What happened and the circumstances of the incident
- The dog-handler’s explanation
- How serious the consequences were
- Whether the dog or handler has been involved in previous incidents.

Based on this, the Manager CDP may decide to revoke the team’s certificate, especially if:

- The incident was severe, or
- There have been multiple minor or moderate incidents.

What happens if a certificate is revoked

If a dog-handler team’s certificate is revoked:

- They are no longer allowed to work their dog on DOC projects
- They cannot work on public conservation land
- They must not work in the presence of protected species.

5.1.4. Process

Step	Who’s responsible	What to do	Details
1. Report the incident	Anyone involved or who witnessed the incident	Fill out and send an incident report to the	Use the CPD Incident Report Form

		Manager CDP as soon as possible	
2. Suspend the certificate	Manager CDP	Temporarily suspend the team's certificate while the incident is being investigated	The Senior Advisor will update the CDP database
3. Investigate the incident	A panel made up of the Manager CDP, Senior Advisor/handler	Talk to everyone involved and review the situation	Decide what action to take based on the findings. See "Outcomes – Investigate Incident"
4. Notify the outcome	Manager CDP	Discuss the outcome with the handler's line manager and inform the handler of the decision	The line manager may deliver the message if more appropriate. Update the CDP database

5.1.5. Outcomes – investigate incident (doc-6879696).

Option 1: Reinstate the Certificate

- The dog-handler team's certificate is reinstated
- Conditions or actions may be added to help address what caused the incident.

Option 2: Reassessment

- Review certification by following the process as set out in [Conservation Dogs Option 2 incident response](#) (doc-6879696).

Option 3: Revoke the Certificate

- The certificate is cancelled, this usually happens if:
 - There have been multiple incidents, or
 - There was a serious case of negligence that caused harm or death.

Note: The handler can appeal the decision. See Section 4.5: Appealing a Decision.

6. Dog welfare and etiquette

Requirements: All dogs must be treated and cared for in a humane and respectful way, following the [Animal Welfare Act 1999](#) and any related Codes of Welfare

Who is responsible: Dog-handler

Why/Consequences: The law requires anyone who owns or is responsible for a dog to meet minimum care standards.

[The Code of Welfare: Dogs 2018](#) explains how to meet these legal duties.

If a dog-handler does not meet these standards, it must be reported and investigated (see Section 5: Incident Reporting and Investigation)

This section highlights key standards for dog-handlers involved in the programme. However, it does not replace or supersede any legal obligations regarding dog ownership and care.

6.1. Dog health requirements

Requirements: Dog health standards must be followed.

Who is responsible: Dog-handler.

Why/Consequence: These standards combine the rules from the [Code of Welfare: Dogs 2018](#) and advice from vets.

6.1.1. Standards

An annual health programme must be kept up to date.

6.1.2. Procedure

Requirements:

- Dog-handlers should review the health programme (see [Health & Biosecurity treatments for conservation dogs](#) (docCM-1321386))
- If more information is needed, they should consult the Senior Advisor before making a vet appointment.
- All health records, including exams, vaccinations, and treatments, should be kept up to date in a health record booklet.

6.2. Working dog and handler etiquette and professionalism

Requirements: Standards for working dog and handler behaviour must be followed.

Who is responsible: Dog-handler.

Why/Consequence: These standards combine rules from the Dog Control Act 1996, the [Code of Welfare: Dogs 2018](#), and other regulations.

Additional Information: Pest and protected species detection dogs are working dogs, not pets. To avoid confusion or stress, their behaviour at home should be the same as at work.

The standards aim to:

- Prevent harm or disturbance to the public and wildlife.
- Protect New Zealand's biodiversity.
- Ensure the dogs' welfare.
- Maintain a professional standard when working with dogs or representing the CDP.

6.2.1. Standards

- Follow the minimum standards and best practices in the [Code of Welfare: Dogs 2018](#) (issued under the [Animal Welfare Act 1999](#)).
- Always keep dogs under control. They should not bother people or show aggression.
- Dogs must wear a muzzle on public conservation land, places with native ground-dwelling birds or other species of concern are present, or where toxins are suspected.
- Muzzles must have at least three points of contact and should not come off.
- The handler must ensure the muzzle does not:
 - Cause bleeding cuts or discharges.
 - Cause skin abrasions that bleed or discharge.
 - Cause swelling.
 - Prevent the dog from breathing, panting, drinking, or vomiting.
- Dogs must wear a CDP vest on public conservation land unless it's unsafe (e.g., snag hazard in rivers).
 - Orange CDP vest for working.
 - Purple CDP vest for media or public events (if available).
- Handlers must wear a CDP vest on public conservation land or for media/public events. Sometimes a uniform may be more suitable.
- Handlers must meet quarantine requirements when travelling to pest-free islands and other secure sites.
- Dogs must wear GPS tracking collars when working on remote islands (e.g., Sub Antarctic Islands, Raoul, and Rangatira/Mangere Islands).
- Provide adequate kennelling suitable for the area's climate. Dogs must be tied up, kennelled, or confined when not supervised.
- Dogs are not allowed inside public huts managed by the Department, except in exceptional circumstances with agreement from all hut users.
- Remove dog faeces from public walking tracks or areas of high public use.
- When not working in public areas, dogs must be secured in a vehicle, box, or on a lead.

6.3. Transportation

Requirements: Standards for transporting dogs must be followed.

Who is responsible: Dog-handler.

Why/Consequence: These standards combine rules from the [Code of Welfare: Dogs 2018](#) and other departmental regulations.

6.3.1. Standards

- Follow the transportation standards and best practices in the [Code of Welfare: Dogs 2018](#) (issued under the [Animal Welfare Act 1999](#)).
- Dogs are not allowed inside the cab or passenger areas of departmental vehicles. Refer to DOC safe driving SOP for short term transiting.
- Dogs can be transported in a station wagon/SUV if they are in a cage/box in the luggage area..
- Ensure dogs have adequate ventilation when in a vehicle.
- Dogs should be restrained in a well-ventilated transport box fixed to the vehicle, free from exhaust fumes and road dust.
 - Dogs may be tethered in non-DOC vehicles or in the cargo area using a safety tested vehicle harness appropriate for the weight of the dog.
- If transporting a dog on an open deck or trailer:
 - Secure the dog to prevent falling or hanging off (e.g., with a tether or cage).
 - If using a tether, it should be short enough to prevent the dog's legs from reaching over the sides but long enough for the dog to stand or lie down naturally.
- If leaving a dog in a stationary vehicle, ensure it does not show signs of heat stress like excessive panting, drooling, or hyperventilation.
- When transporting dogs by helicopter, follow the specific safety requirements in the [Helicopter safety - technical document](#) (docdm-208219).
- For other transport methods, the handler must ensure the carrier's conditions are acceptable, prioritizing the dog's welfare and safety.

6.3.2. Flying dogs with Air New Zealand

DOC has agreed a process with Air NZ and Orbit to fly certified conservation dogs for free **as checked-in baggage (pet)** when flying to work with their handler on a conservation focussed project.

This applies to:

- Certified conservation dogs travelling with a verified Conservation Dogs Passport.
- DOC staff and CDP certified contractor dog handler teams.
- The return of empty transport boxes.

- Transport within New Zealand on routes operated by Air New Zealand.

The partnership for CDP does not cover travel for conservation dog handlers

Air New Zealand cover the extra bag and dog handling fee as part of the partnership, including dogs and crate weighing over 32kgs. *There are no fees for the excess baggage weight as long as:*

1. Crates display a verified Conservation Dogs Pawsport
2. Dog/s are accompanied by a handler

6.3.3. Appointing Certifiers

Requirements: Certifiers are appointed internally by the CDP based on the programme's needs. Prospective handlers cannot apply to become certifiers.

6.3.4. Assessment Criteria

- Experience and knowledge of target and non-target species.
- Recognized as a senior dog-handler.
- Extensive experience as a certified dog-handler and trainer.
- Strong understanding of this SOP and other relevant DOC procedures/documents.
- Good communication, judgement, mentoring, and decision-making skills.
- Experience or potential as a coach/mentor and certifier of dog handlers.
- Ability to maintain a national perspective.

The geographic distribution of certifiers will be considered relative to the distribution of handlers.

The following criteria must be met prior to confirmation as a certifier:

- Attend a minimum of three training and assessment camps over two-year period (or less) and take an active role, leading at least 2 interim certifications to the satisfaction of the qualified certifier
- Accompany a qualified certifier in a support role for 3 full certifications (ideally different certifiers)
 - Undertake full certifications as a lead with a qualified certifier present for 2-3 times to the satisfaction of the qualified certifier
- Attendance at annual hui as a minimum every 2 years
- The CDP Manager will confirm in writing when the certifier criteria have been met - letter to be sent and database updated

7. Document records

7.1. Other useful information

- [Air New Zealand Species Transport Guide](#) (docDM-999105)
- [Code of Welfare: Dogs 2018](#)
- [Conservation Dogs Programme homepage](#)
- [Kiwi Best Practice Manual](#)
- [Conservation Dogs Key Messages 2025](#)

7.2. Related documents

- [Dog Handler Application](#) (docCM-342115)
- [Interim certificate assessment](#) (docCM-368123)
- [Full certificate assessment](#) (docCM-720174)
- [CPD incident report](#) (docCM-342129)
- [Request for pest detection dog assistance](#) (docCM-342112)
- [Health & biosecurity treatments for conservation dogs](#) (docCM-1321386)

7.3. Document history

Date	Details	Document ID and version	Amended by
16/09/2011	Document created	docDM-749423 Version 1.0	Karen Vincent
27/07/2012	Job and unit title amendments as per Organisational Review.	docDM-749423 Version 1.1	Karen Vincent
12/02/2013	Request for assistance date change	docDM-749423 Version 1.2	Karen Vincent
13/09/2013	Job title amendments as per Delivery Review	docDM-749423 Version 1.3	Karen Vincent
14/10/2013	Consistent wording of 'dogs programme', change Dog Programme Supervisor to Dogs Programme Manager, fix hyperlinks	docDM-749423 Version 1.4	Karen Vincent

Date	Details	Document ID and version	Amended by
24/10/2014	Amend Incident reporting process	docDM-749423 Version 1.5	Karen Vincent
04/05/2016	Change 'predator dog' to 'pest detection dog'. Job title amendments as per Pilot Implementation	docDM-749423 Version 1.6	Karen Vincent
15/10/2018	Updated Accessing dog services process, change job titles, review standards, change to new SOP format, update Code of Welfare: Dogs 2018	docDM-749423 Version 1.7	Karen Vincent
09/07/2019	Updating numerous sections to reflect best practise	docDM-749423 Version 1.8	Helen Neale
07/06/2025	As part of the Shared Services Improvement project text was simplification via AI and moved to a new template.	docDM-749423 Version 1.9	Jill Walker

Note that the approved list of targets from the current SOP has not been included here and needs to be added back in.

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 contractor's 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.
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