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Conservation Services Programme  
MIT2017-01:  
Protected Species Liaison Programme Manual

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# Contents

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Introduction .....	4
Programme partners .....	5
Policy context .....	5
Programme Roles .....	6
Programme initiation .....	7
Programme documents .....	7
Information management .....	9
Information provided to fishers .....	10
Relationship with Observer Services .....	11
Support for mitigation materials .....	12
References .....	13
Appendix 1: Agenda of initiation workshop .....	14
Appendix 2: Data request for fleet information .....	16
Appendix 3: Role descriptions .....	19
Appendix 4: Broader context and information flows .....	22
Appendix 5: File note template .....	24
Appendix 6: Protected Species Risk Management Plan templates.....	26
Appendix 7: Trigger report template.....	31

# Introduction

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To ensure that captures of marine protected species are minimised on an ongoing basis, fishers must maintain an up-to-date knowledge of bycatch avoidance and reduction measures. With their activities based from ports around the country and their focus being on the business of catching fish, it may be difficult for vessel operators, skippers and crew to stay abreast of developments in bycatch mitigation, as well as changes in policy and management frameworks that underpin the fisheries they operate in.

Since the early 2000s, fishery-based liaison officers have been one component of the Government's approach to addressing this communication and awareness challenge, and promoting the adoption of robust bycatch mitigation practices (Kellian 2003; Hibell 2005; Johnson 2005). Liaison officers have also been one approach to aiding delivery on the Government's management objectives for at-risk seabird species (e.g., under the National Plan of Action – Seabirds (MPI 2013), the Action Plan for the Black Petrel Working Group, and the black petrel and flesh-footed shearwater Action Plan (MPI and DOC 2014)).

In recent years, liaison officers have worked with the bottom longline fleet in Fishery Management Area 1 (FMA 1), surface longliners, and coastal trawlers (Goad and Williamson 2015; Pierre 2016; Goad 2017; Pierre 2017a, b; Wells and Cleal 2017). In these fisheries, liaison officers have provided ongoing in-person contact with fishers that is intended to address questions, assist implementation of bycatch mitigation measures, share knowledge on bycatch mitigation and protected species issues, and help improve the overall performance of mitigation strategies across target fleets. Liaison Officers have also contacted fishers when particular bycatch events occur (e.g. captures of certain numbers of at-risk species), to collect information that will facilitate an understanding of why captures occurred, and to work with skippers to reduce ongoing risks where possible.

The Liaison Programme currently underway and managed by Department of Conservation's (DOC) Conservation Services Programme (CSP) (project MIT2017-01) has the following objectives:

- To provide Liaison Officers to the relevant inshore and surface longline fishing fleets, to assist those fleets in reducing their protected species bycatch, and,
- To coordinate the Liaison Officer roles with wider efforts targeted at protected species bycatch reduction in relevant fisheries to achieve the greatest reduction in bycatch possible.

In 2018/19, Liaison Programme delivery is focused regionally, with Liaison Officers covering the following fishing methods (as operated by vessels < 28 m) and areas:

- Coromandel and Northland
  - trawl, bottom longline, surface longline, and set net methods
- Bay of Plenty and Auckland
  - trawl, bottom longline, surface longline, and set net methods
- West Coast region of the South Island up to Mokau on the West Coast of the North Island, and the east coast from Timaru, north as far as Mahia.
  - trawl, bottom longline, surface longline, and set net methods
- Canterbury, Otago and Southland
  - trawl and set net methods

The purpose of this guide is to document the Programme content, systems and processes for the 2018/19 year.

# Programme partners

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## Department of Conservation (DOC)

- Provides funding for the Programme through the Conservation Services Programme (CSP)
- Holds contractual arrangements with the liaison team
- Supports development of the Online Liaison Information Portal where Programme information is currently stored
- Provides the main forum for public reporting on the Programme, through the CSP Technical Working Group process
- Has responsibilities for marine protected species, specified in legislation and policy (e.g. National Plan of Action – Seabirds, Wildlife Act and Marine Mammals Protection Act, etc.).
- Works with Fisheries New Zealand on observer placements to audit performance of vessels in implementing vessel-specific plans developed through the Liaison Programme.

## Fisheries New Zealand (FNZ) / Ministry for Primary Industries (MPI)

- Has responsibilities for marine protected species, specified in legislation and policy (e.g. National Plan of Action – Seabirds, Wildlife Act and Marine Mammals Protection Act, etc).
- Works with DOC to support implementation of the Liaison Programme, e.g. providing information collected by observers.
- Uses information collected through the Liaison Programme to inform fisheries management
- May also seek and use Programme information in the context of delivering Compliance services

## Fisheries Inshore New Zealand (FINZ)

- Has stated the goal of having vessel-specific protected species risk management plans aboard all inshore vessels by 2020.
- Works with DOC and MPI to support implementation of the Liaison Programme, e.g. developing Operational Procedures and working with Commercial Stakeholder Organisations, companies and members to grow support and buy-in to the Programme.

# Policy context

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## National Plan of Action - Seabirds

The National Plan of Action – Seabirds (NPOA – Seabirds) is currently being revised. The Liaison Programme is a critical tool that government and industry use to monitor delivery on the NPOA-Seabirds. For example, the Liaison Programme will provide information on mitigation practices reported and confirmed as in use.

## Endorsed Mitigation Options

Linked to the revision of the NPOA – Seabirds, DOC and FNZ are working with others to document Endorsed Mitigation Options. These have evolved from the concept of “best practice”, and reflect a current view of what are tested and proven mitigation practices, and second tier options which may be effective but for which efficacy is less well known.

Government, industry and stakeholders are looking to see Endorsed Mitigation Options reflected in PSRMPs. Other measures may also be included in PSRMPs.

One metric for the delivery of the NPOA – Seabirds is the extent to which EMOs are adopted in PSRMPs over time, and the extent to which audits of PSRMPs at sea confirm implementation of EMOs.

EMOs will be subject to review over time. A target of annual review is likely.

## Programme Roles

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### Liaison Officers

Liaison Officers will work with fishers to implement and improve mitigation practices across a range of fisheries, with the overall goal of achieving improvements in mitigation practice that lead to reduced bycatch of protected species.

Four Liaison Officers are in place for the 2018/19 Programme year.

The Liaison Officer role description is attached at Appendix 3.

### Liaison Coordinator

The Liaison Coordinator is responsible for overall facilitation of Programme delivery and reporting. The Coordinator also works with stakeholders to identify synergies with other work programmes, and where these may lead to overall improvements in work towards bycatch reduction.

One Coordinator is in place for 2018/19.

The Liaison Coordinator role description is attached at Appendix 3.

### Broader context of Liaison Programme Roles

The Liaison Programme involves the collection and management of a significant amount of information, which is sensitive in some cases. Appendix 4 shows how this information can be shared, or not, amongst actors in the Programme and surrounding environment.

Note that Liaison Officers will, at times, be party to information that demonstrates non-compliance of an operator with legal requirements. Liaison Officers do not have a compliance role. However, they must advise operators of situations that appear non-compliant with requirements relating to protected species (e.g. tori lines, line-weighting, offal discharge), and are required to record vessel-specific information in sufficient detail such that protected species-related non-compliance can be identified.

MPI's Compliance staff may request information from Liaison Officers on non-compliance in the course of conducting their own duties.

The Liaison team may share vessel specific information with FINZ, in accordance with the terms of the information sharing agreement signed between FINZ and MPI.

The Liaison team may also share information on specific vessels with LFRs that vessels are contracted to, but ONLY when the LO has personally sighted the contract or other appropriate legal

document created between the LFR and contracted vessel. Such a contract must document the operator's permission for this information sharing to occur.

## Programme initiation

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### Initiation workshop

An initiation workshop was held 1 October 2018. The Agenda for this workshop is attached at Appendix 1. The purpose of the workshop was to ensure all Liaison Officers started the year with a common understanding of their role and the associated service requirements.

### Fleet identification

A data request was made to Fisheries New Zealand's Research Data Management Team to identify vessels relevant to the Liaison Programme, who were operating in the regions of interest (Appendix 2).

### Contacts in local areas

Liaison Officers will contact the MPI Fisheries Officer(s) active in their areas, when their work begins. The purpose of this contact is to build a relationship with the Fisheries Officers, given the Liaison and Fisheries Officers will be working with some of the same vessels.

Other useful people to contact include the Federation of Commercial Fishers' port-based liaison officers, licensed fish receivers, and fishermen's associations.

## Programme documents

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### File notes

All significant contacts with vessel owners/operators (e.g. vessel visits used to develop PSRMPs, and detailed phone conversations with vessel skippers) will be recorded on File Notes and stored in the Liaison Programme's online document storage system.

A template for File Notes is attached at Appendix 5.

### Protected Species Risk Management Plans

PSRMPs are developed by Liaison Officers working with vessel operators, skippers and crew in ports. These plans are vessel-specific. They identify the legal requirements the vessel must follow (that relate to protected species), and document other elements of the vessel's operational practice that are intended to reduce protected species capture risks.

Plans also record the Liaison Officer's contact information, the date of issue or review, and triggers that are used to prompt a fisher to evaluate their practice, and report to and seek advice from a

Liaison Officer, after bycatch events occur. Discussions that result in the production of Plans also inform Liaison Officers' determinations of the robustness of mitigation strategies in place, and when and how these strategies could be improved.

PSRMPs are voluntary documents, and therefore not following a Plan is a non-conformance rather than a non-compliance issue. However, to be useful, PSRMP content must be sufficiently clear and detailed that its implementation is readily assessable by a fisheries observer. PSRMPs must also be prepared such that they are understandable off the vessel (i.e. without being able to refer to the vessel's gear to clarify details such as weights and distances).

PSRMPs must also describe gear and practice in sufficient detail that compliance of the documented measures with any mandatory requirements can be assessed (off-vessel).

Templated for PSRMPs used in the 2018/19 Programme are provided in Appendix 6.

### Trigger reports

Triggers are intended to provide an alert on what could be ongoing risks for protected species, and to prompt the skipper and crew think about what they could be doing differently to avoid future captures. Skippers should report trigger events to a Liaison Officer whether or not a Government fisheries observer is onboard. Liaison Officers respond to triggers on an ongoing basis through the term of their contracts. This involves contacting skippers (and observers, when possible), and working through a discussion on possible risk factors and operational procedures that may be related to the trigger (or may exacerbate the risk of future events). To contact fisheries observers, Liaison Officers must first contact Observer Services, who will normally be the go-between passing on Liaison Officer requests to observers. If this conduit is not working in a timely manner for some reason, Liaison Officers should advise the Coordinator (and the two will decide what to do, and if proceeding with direct contact with the observer is appropriate). Requests to contact observers should be sent to the Fisheries Observer Officer relevant, if known, as well as the generic email address [observer@mpi.govt.nz](mailto:observer@mpi.govt.nz).

Liaison Officers document their responses to triggers, and any changes in vessel practice that occurred following trigger events, in trigger reports (which are filed in the online information portal). When a sequence of action following a trigger event is completed, the trigger is considered to be closed.

In the 2018/19 year, triggers are consistent across all fishing methods throughout NZ. Some species that are included in trigger will not occur in some areas. Therefore, on PSRMPs, the most likely trigger species are highlighted. Triggers for 2018/19 are:

- Any:
  - black petrel,
  - flesh-footed shearwater,
  - penguin,
  - great albatross,
  - turtle,
  - dolphin,
  - sea lion,
  - leopard seal, or,
  - basking shark;
- In a 24-hour period, three or more large seabirds (albatross, mollymawk, giant petrel, gannet), or, five or more small seabirds, or, two or more fur seals;
- In a seven-day period, 10 or more seabirds of any type, or five fur seals.



Trigger reports do not represent the totality of observed or fisher-reported protected species captures that occur during the Liaison Programme. Total captures are monitored separately by FNZ and DOC.

The template for trigger reports is attached at Appendix 7.

The flow of Liaison Officer activities that result in the documents described being produced is shown in Figure 1.

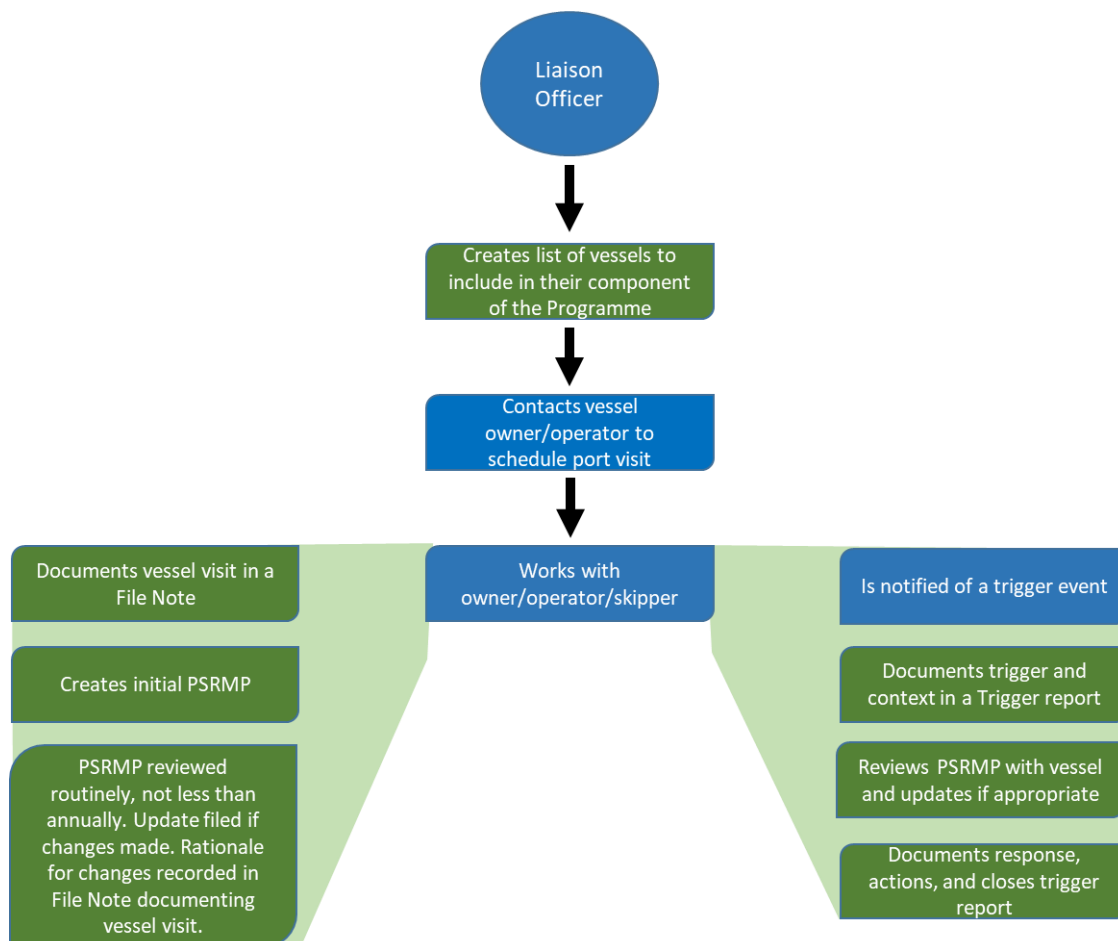


Figure 1. Work flow for Liaison Officers showing documentation completed. Green indicates a stored record.

## Information management

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An online storage system has been created for the Liaison Programme by Jill Gower. The Online Liaison Information Portal (OLIP) currently houses:

- lists of vessels involved in the Liaison Programme by fishing method, with associated location and contact details,
- PSRMPs,
- trigger event records,
- file notes,

- templates for the documents above, and,
- Programme resources distributed to fishers (e.g. Operational Procedures and 10 Golden Rules).

The portal has document storage areas for each Liaison Officer, and for each fishing method that Officer works on.

The Portal requires a login to be created by the Administrator. It is only accessible to the Liaison team, DOC and FNZ/MPI. In future, it may also be accessible by FINZ.

## Information provided to fishers

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### Operational Procedures and 10 Golden Rules

FINZ is the author of the Operational Procedures and 10 Golden Rules documents used by the Liaison Programme. These documents are to be provided to fishers during Liaison Officer visits. Operational Procedures provide background on the fishery, protected species, capture risks, mitigation, and relevant legal requirements. The 10 Golden Rules are designed to fit on one page and be extremely simple and clear.

If Liaison Officers have suggestions on how these documents can be improved, the Coordinator will provide this feedback to FINZ. This documentation can be reviewed anytime, but preferably no more than once a year (to facilitate version control). Supporting FINZ as the author, MPI/FNZ and DOC also review Operational Procedures and 10 Golden Rules before they are finalised.

In 2018/19, Operational Procedures and 10 Golden Rules will be available for:

- South Island Coastal Trawl
- North Island Coastal Trawl
- South Island set net
- Surface longline
- Bottom longline

### Other information

Other information distributed by Liaison Officers is shown in Table 1.

Table 1. Information distributed by Liaison Officers. Elements common across fisheries are aligned in the table. (DOC = Department of Conservation, MPI = Ministry for Primary Industries)

Surface longline	Bottom longline	Coastal Trawl	Set net
Surface longline tori line design guide	Tori line information		
Tori line fact sheet			
DOC Fisher's guides to seabirds	DOC Fisher's guides to seabirds	DOC Fisher's guides to seabirds	DOC Fisher's guides to seabirds
Turtle handling information	Turtle handling information		Turtle handling information
Information on sharks (MPI Compliance fact sheets 1 - 4)	Information on sharks (MPI Compliance fact sheets 1 - 4)		
Safety guidance (tori lines, line-weighting, deck lighting)			
Surface longline Circular	Bottom longline Circular		

## Relationship with Observer Services

### Observer audits

Fisheries New Zealand deploys observers, with DOC, to collect a diverse range of information at sea. As part of their duties, government fisheries observers collect information enabling an audit of the implementation of PSRMPs prepared through the Liaison Programme.

Prior to observers going to sea, the Liaison Coordinator provides Fisheries Observer Officers with the most recent copies of PSRMPs for vessels that observers may be deployed on. Observers complete audit forms at sea, and after observer deployments, audit information is provided back to the Liaison Programme team as soon as possible.

Liaison Officers should contact vessels prior to observer deployments, as another point in time to remind them about ensuring PSRMP measures are in place. Liaison Officers are then required to follow up with vessel operators on the findings of observer audits. Audits are not compliance exercises as PSRMPs are voluntary. However, there is an expectation that having agreed the content of a PSRMP with the Liaison Officer, the skipper and crew will then implement the agreed Plan. Where this is not the case, the Liaison Officer is tasked with working with skippers and crews to determine the cause of non-conformance found by observers, and an approach to rectifying it (e.g. a change in onboard practice or an update of the PSRMP).

When following up with skippers and crews on non-conformance, care is required. It is always possible that observers may have made a mistake in their own observations or how those were recorded, and the Liaison Officer must proceed with care and tact while getting to the bottom of what has been reported. Naturally, some operators will not react well to being advised that their operation may not be conforming to its PSRMP.

### Notification of observer placements

Observer Services will update the Liaison team on the vessels within their fisheries which are:

- Currently carrying observers, and,
- Are being lined up for observer coverage in a period up to the next 4 weeks.

This facilitates the Liaison team's coordination and awareness of fishery activity and where trigger follow-up may be required in the near future. Updates will be sought by the Coordinator once a week.

Liaison Officers will contact vessel operators in advance of observer deployments occurring. The purpose of this contact is to check in on the operator/skipper and it also serves as another reminder to keep the mitigation equipment in good order and PSRMP practices in place.

### Notifying Observer Services of Liaison Officer sea time

As per their role description, Liaison Officers may choose to undertake short trips to sea, where necessary for their work. In such cases, Liaison Officers must notify the Coordinator, who will in turn advise FNZ's Observer Services Unit (OSU). This is to ensure that observers and Fisheries Observer Officers know where and when they are likely to encounter others from DOC and MPI working on vessels.

### Trigger reporting

OSU will advise the Liaison Coordinator, DOC and FNZ fisheries management staff as soon as possible when observers deployed on vessels reported trigger events occurring.

Liaison Officers responding to triggers may wish to request specific additional information from observers. To contact fisheries observers, Liaison Officers must first contact Observer Services (cc the Coordinator), who will normally be the go-between passing on Liaison Officer requests to observers. If this conduit is not working in a timely manner for some reason, Liaison Officers should advise the Coordinator (and the two will decide what to do, and if proceeding with direct contact with the observer is appropriate). Requests to contact observers should be sent to the Fisheries Observer Officer relevant, if known, as well as the generic email address [observer@mpi.govt.nz](mailto:observer@mpi.govt.nz).

## Support for mitigation materials

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In some cases, the Liaison Programme may provide materials to fishers to support protected species bycatch reduction efforts, e.g. tori line materials, and turtle dehookers. These materials are also intended to function as an ice-breaker, facilitating the start of a discussion about protected species bycatch. The Programme is not responsible for supplying gear to fishers, and then replacing that gear as it is lost or damaged over time. Liaison Officers will keep a record of the materials they supply (and to whom), and the Coordinator will report on this as part of Programme reporting.

The process for purchase and distribution of mitigation equipment is for a quote to be approved by the DOC Programme Manager pre-purchase. Then purchase can be either made directly by DOC, or by the Liaison team member with reimbursement in accordance with the costs shown in the original (approved) quote.

# References

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# Appendix 1: Agenda of initiation workshop

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## Protected Species Liaison Programme: Planning Workshop

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### **Agenda:**

*Introductions*

*Overview of Programme*

*Objectives*

*What's new – regional approach, FINZ involvement*

*What's critical – context (e.g. NPOA EMOs), consistency, common nature of role across LOs*

*The Liaison Officer Role*

*The Coordinator Role*

*Communication pathways amongst the team and DOC, and DOC/MPI/FNZ/FINZ*

*Interface with Compliance (and how potential non-compliance that is discovered is to be addressed)*

*Documentation*

- *PSRMPs*
  - *Common formats for all LOs for PSRMPs for all methods (trawl, set net, SLL, BLL)*
- *Questionnaires that are used to collect info to create PSRMPs*
- *File notes*
  - *What to record and when*
- *Triggers*
  - *Confirm what these are and why, and what the LO responses to them will be*
- *10 Commandments*
- *Operational Procedures*
- *Observer audit forms and LO follow up on these*
- *What LOs can give out to fishers in the info compendia*
- *Where EMOs fit in (in more detail than in the Intro session, if appropriate given where EMOs are at)*

*Online Liaison Information Portal (what it is, how it works, how/where to upload LO work)*

*Mitigation resource funding process (if \$ available)*

*Reporting template (for LO progress emails – proposed template)*

*Session with FNZ OSU Fisheries Observer Officers (1:30 – 2:30pm)*

- *Which LOs are doing which areas/regions*
- *What LOs are doing*
- *How that fits with what Observers do*
- *Channels of communication*
- *What the Liaison Programme and FOOs need from each other and when*
- *Q & A*

*Final Q & A session*

## Appendix 2: Data request for fleet information

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For vessels less than 28 m LOA (see links for regional delineations):

- using the trawl, Danish seine, bottom longline, surface longline, and set net methods, including the [West Coast region](#), following up around top of the South Island, and down the East Coast of the South Island, to as far south as (but excluding) Timaru, and, the bottom of the North Island from Mokau on the West Coast down and around and up as far as Mahia on the East Coast (ensuring the following ports are included: Greymouth, Jacksons Bay, Kaikoura, Lyttelton, Motueka, Napier, Nelson, New Plymouth, Picton, Tarakohe, Wellington, Westport)

*Stat area 033 and adjacent 705, up the West Coast of the South and North Islands, as far as (and including) 801 and 041.*

*On the East Coast, from 022, 023, and out across to the Chathams with 407, 408, 409, 410, 411, 412. Then north, with everything included (including Cook Strait) up to and including 014 and 204.*

- using the trawl, Danish seine, bottom longline, surface longline, and set net methods in [Coromandel](#) and [Northland](#) regions (ensuring the following ports are included: Ahipara Bay, Awanui, Coromandel, Doubtless Bay, Houhora, Kerikeri, Mangonui, Onerahi, Opuia, Ruawai, Totara North, Whangarei, Whitianga)

*Stat areas 102, 045 and everything above on the West Coast of the North Island, around the top, then down as far as (and including) 009, 010, 011, 201*

- using the trawl, Danish seine, bottom longline, surface longline, and set net methods in the [Bay of Plenty \(base of Coromandel Peninsula to Cape Runaway\)](#) and [Auckland](#) regions (ensuring the following ports are included: Auckland, Howick, Kawakawa Bay, Leigh, Mount Maunganui, Sandspit, Shelly Beach, Tauranga, Viaduct Basin, Waiau Pa, Weymouth)

*Stat areas 009, 010, 011, 012, 202*

- using the trawl and set net method, and operating in the Canterbury, Otago and Southland regions (ensuring the following ports are included: Bluff, Careys Bay, Dunedin, Moeraki, Otakou, Port Chalmers, Riverton, Taieri Mouth, Timaru)

*Stat areas 022 (and all areas along a line straight out east to 412, and including 412), then going south, including everything, around the bottom of the South Island, all the way up to 501 and 032 (and including those 2 areas).*

The request should include:

- vessel name
- home port
- FMAs or QMAs in which vessels have fished
- target species
- total catch (i.e. gross tonnage, doesn't need to be by species)
- fishing effort by method, i.e.:
  - number of trawl tows
  - number of Danish Seine tows
  - set net sets (or km of set nets set)
  - number of longlines and number of hooks set

- contact details (name, email, address, phone number) as known for vessel operators/skippers
- contact details (name, email, address, phone number) for relevant ACE holders
- contact details (name, email, address, phone number) for permit holders whose permits are used on these vessels
- from the start of the 2016/17 fishing year to the present (i.e. up to the most recently available information)

## Appendix 3: Role descriptions

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## Liaison Officers: Role Description

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### **Background:**

Protected species Liaison Officers are a key interface between government agencies (DOC and FNZ) with responsibility for commercial fishing and its impacts, and commercial fishers. Liaison Officers will work with fishers to implement and improve mitigation practices across a range of fisheries, with the overall goal of achieving improvements in mitigation practice that lead to reduced bycatch of protected species.

### **Scope of work:**

Liaison Officers will focus on port-based engagement with skippers and crew to build knowledge and understanding of protected species bycatch issues and risks, including:

- seasonality of bycatch risks in different fishing areas
- characteristics of protected species that make them vulnerable to bycatch (e.g. behaviour, biology)
- impacts (known and potential) of bycatch on protected species populations,
- international context applicable to New Zealand's management of protected species bycatch (e.g. RFMO and FAO requirements), and,
- how to effectively and practically mitigate bycatch risks, through changes in fishing practice and vessel-appropriate application of mitigation approaches.

Liaison Officers will also assist fishers with the development, implementation, and improvement of vessel-specific bycatch risk management plans, and distribute educational resources (e.g. fact sheets and protected species guides) and mitigation equipment (e.g. tori line construction materials). Mitigation practices adopted by fishers and documented in management plans will, in turn, be audited and verified by at sea observation and compliance activity. At-sea monitoring will be provided by Government fisheries observers. MPI Fisheries Officers will undertake any relevant compliance activities. This provides a feedback loop for further response where necessary. (The Coordinator will collect observer paperwork and distribute to LOs as needed). When capture events occur, Liaison Officers will debrief Government fisheries observers, and work with vessels skippers and crew, to document relevant information and contribute to any response.

The role may include sea time (e.g. day trips), but this will not be undertaken at the expense of land-based engagement. Sea time may help Liaison Officers grow their understanding of the fisheries they work in, and facilitate fisher adoption of mitigation measures. (Note that DOC health and safety requirements relevant to working on vessels must be met). Liaison Officers will keep MPI's Observer Services Team informed when they undertake any at-sea work on vessels.

As a key component of the Government's approach to communicating with the commercial fishing sector, Liaison Officers are likely to encounter queries and requests for information that they cannot address. In these cases, they will facilitate communication of queries to an appropriate point of contact (if known), or to the Liaison Coordinator for follow-up.

### **Documentation:**

Liaison Officers will document their activities to enable robust reporting from the Programme overall. This includes documenting vessel visits, vessel operator (e.g. owner, skipper) contact information, resources and mitigation materials distributed, findings, points for follow-up, and next steps for each vessel over time. Liaison Officers will also retain copies of vessel risk management plans relating to protected species bycatch. Documentation will be held in an online repository accessible to the Liaison Officers and Liaison Coordinator. Key points of contact from DOC and MPI will also have access.

Liaison Officers will participate in regular catch-up sessions with the Liaison Coordinator (e.g. weekly phone-calls/Skype), to discuss activities and ensure the ongoing cohesion of the programme and efficient delivery on its objectives.

## Liaison Coordinator: Role Description

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### **Background:**

The protected species liaison programme is a key component of the broader framework for DOC and MPI's management of protected species interactions with commercial fisheries. The Liaison Coordinator is responsible for working with Liaison Officers and stakeholders in the programme, to ensure that the programme delivers maximum "bang-for-buck" for protected species bycatch reduction.

### **Scope of work:**

The Coordinator will liaise on an ongoing basis with government agencies and stakeholders, and:

- Work with Liaison Officers and others to finalise the approach to delivering on programme objectives (including prioritising actions)
- Collate and manage programme documentation to ensure information is available and able to be provided to appropriate parties in a timely and transparent way
- Report on the activities and progress of Liaison Officers and outcomes of the programme overall
- Maintain knowledge of other activities and developments relevant to the fisheries that are the focus of the liaison programme, and convey that to Liaison Officers and others as appropriate
- Maintain contact with Liaison Officers via regular communication throughout the programme's term
- Where possible, influence activities of other stakeholders where their objectives overlap with those of the liaison programme, to maximise synergies and progress towards the overall goal of protected species bycatch reduction
- Attend and participate in relevant working and advisory groups
- Coordinate, as needed/appropriate, the provision of resources and other support to Liaison Officers

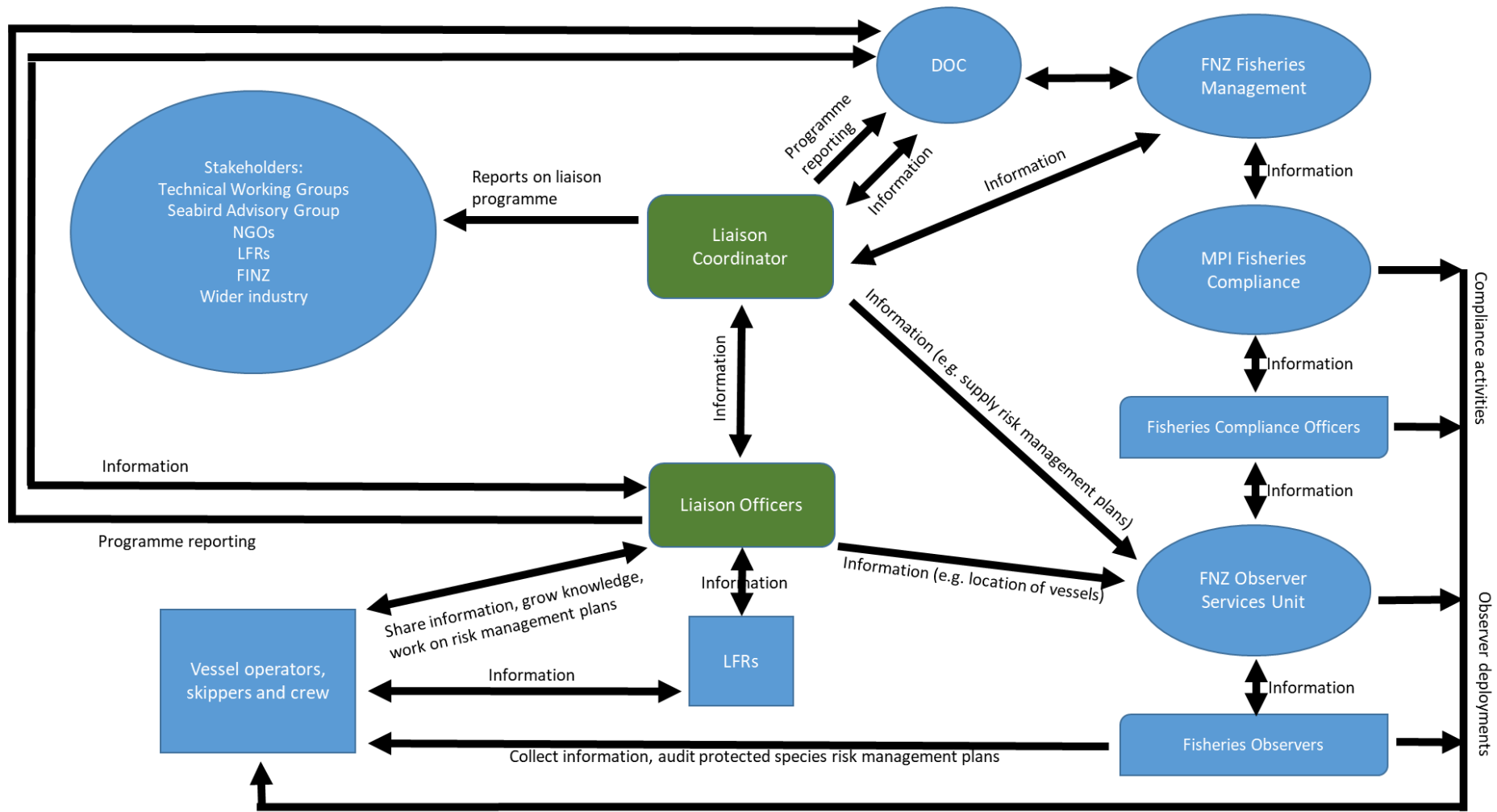
### **Documentation:**

The Liaison Coordinator will work with Liaison Officers and others to finalise programme documentation, and to ensure that the online repository for programme documentation is well-maintained and up to date. This repository will hold copies of risk management plans, a record of all liaison officer activities (e.g. vessel visits, points of contact, materials distributed, next steps), documentation of key messages for each fishery, paperwork received from MPI's observer services team, etc.

The liaison coordinator will have regular catch-up sessions with liaison officers (e.g. weekly phone-calls/Skype), to discuss activities and ensure the ongoing cohesion of the programme and efficient delivery on its objectives.

## Appendix 4: Broader context and information flows

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FINZ = Fisheries Inshore New Zealand  
 FNZ = Fisheries New Zealand  
 MPI = Ministry for Primary Industries  
 LFRs = Licensed Fish Receivers  
 DOC = Department of Conservation

## Appendix 5: File note template

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# File Note

<b>Vessel name:</b>	<<Vessel name>>
<b>Note made by:</b>	<<Noted by>>
<b>File note date:</b>	<<File note date>>
<b>Vessel owner's name:</b>	<<Vessel owner's name>>
<b>Vessel owner's email:</b>	<<Vessel owner's email>>
<b>Vessel owner's phone:</b>	<<Vessel owner's phone>>
<b>Skipper's phone:</b>	<<Skipper's phone>>
<b>Related trigger event:</b>	<<Related trigger event (if any)>>

**Note:**

<<Note>>
----------

**Vessel contact:**

<b>Date of contact:</b>	<<Date of contact with vessel>>
<b>Contact type:</b>	<<Vessel contact type>>
<b>Contact result:</b>	<<Contact result>>

**Summary of any changes made to the existing RMP:**

<<Summary of any changes made to the existing RMP>>
---

<<Upload up to 5 files>>

# Appendix 6: Protected Species Risk Management Plan templates

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- Surface longline
- Bottom longline
- Trawl
- Set net

# SLL - Protected Species Risk Management Plan

FV	Home Port	Reg No
Owner-Operator	Skipper	Date

## Purpose of this RMP

This RMP documents the required and agreed procedures and actions to be followed by this vessel to reduce risk of Non-Fish Protected Species capture. Skipper and crew must also read and understand the '10 Golden Rules' and the SLL Operational Procedures provided.

## Regulated measures for seabird risk reduction

Many seabird risk reduction measures are required by law (*Seabird Mitigation Measures - Surface Longlines Circular 2014*). You are required to report all protected species captures.

## This vessel's measures used to manage the risk of non-fish protected species capture

As required by Law	In use?	What, When, Where or How
Line/Snood - Weighting (weight-device near hook)		
Tori line - ( <i>design &amp; materials</i> ) Spare parts onboard Attachment height		
Night setting		
Reporting (NFPSC return/electronically)		
Other Practices		
Use of thawed bait		
Use of blue dyed bait		
Managed discharge of offal and bait Setting & Hauling Used Bait		
Use of line shooter		
Managed Aft spot lights		
Increase setting gear sink rate		
Use of other mitigation device (during haul)		

Contact your Liaison Officer when a trigger point is reached. Triggers more likely in your area are highlighted:

- Any great albatross, penguin, dolphin, sea lion, leopard seal, basking shark, turtle, black petrel or flesh-footed shearwater
- In any 24 hr period - 3 large (e.g. albatross/mollymawk, giant petrel, gannet) or 5 small (e.g. petrel/shearwater) seabirds, or 2 fur seals
- In any 7-day period - 10 seabirds of any type, or 5 fur seals.

Contact

Ph

Email

# BLL - Protected Species Risk Management Plan

FV	Home Port	Reg No
Owner-Operator	Skipper	Date

## Purpose of this RMP

This RMP documents the required and agreed procedures and actions to be followed by this vessel to reduce risk of Non-Fish Protected Species capture. Skipper and crew must also read and understand the '10 Golden Rules' and the BLL Operational Procedures provided.

## Regulated measures for seabird risk reduction

Some seabird risk reduction measures are required by law (*Fisheries (Seabird Mitigation Measures—Bottom Longlines) Circular 2018*). You are required to report all protected species captures by law.

## This vessel's measures used to manage the risk of non-fish protected species capture

As required by Law	In use?	What, When, Where or How
Line-weighting and float arrangement <ul style="list-style-type: none"> <li>weight</li> <li>material</li> <li>distance between weights</li> <li>float size and placement</li> <li>rope lengths: float – mainline &amp; weight – mainline</li> </ul>		
Tori line - ( <i>design &amp; materials</i> ) Spare parts onboard Attachment height		
Night setting		
Reporting (NFPSC return/electronically)		
Other Practices		

Contact your Liaison Officer when a trigger point is reached. Triggers more likely in your area are highlighted:

- Any great albatross, penguin, dolphin, sea lion, leopard seal, basking shark, turtle, black petrel or flesh-footed shearwater
- In any 24 hr period - 3 large (e.g. albatross/mollymawk, giant petrel, gannet) or 5 small (e.g. petrel/shearwater) seabirds, or 2 fur seals
- In any 7-day period - 10 seabirds of any type, or 5 fur seals.

Contact

Ph

Email



# Set net - Protected Species Risk Management Plan

FV	Home Port	Call sign
Owner-Operator	Skipper	Date

Vessel photo	Mitigation photo	Mitigation photo
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## Purpose of this RMP

This RMP documents the required and agreed procedures and actions to be followed on this vessel to reduce risk of protected species captures. Skipper(s) and crew must also read and understand the 10 Golden Rules and the Set net Operational Procedures which support this RMP.

## Regulated measures for protected species reporting

It is a legal requirement to report all protected species captures using the Non-Fish Protected Species Catch Return or electronically.

## This vessel's measures used to manage the risk of non-fish protected species capture

As required by Law	In use?	What, When, Where or How
Report Protected Species Captures (NFPSC return/electronically)		
<b>Other Practices</b>		

Contact your Liaison Officer when a trigger point is reached. Triggers more likely in your area are highlighted:

- Any great albatross, penguin, dolphin, sea lion, leopard seal, basking shark, turtle, black petrel or flesh-footed shearwater
- In any 24 hr period - 3 large (e.g. albatross/mollymawk, giant petrel, gannet) or 5 small (e.g. petrel/shearwater) seabirds, or 2 fur seals
- In any 7-day period - 10 seabirds of any type, or 5 fur seals.

Contact

Ph

Email

## Appendix 7: Trigger report template

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# Trigger Event Record

## Background

<b>Vessel name:</b>	<<Vessel name>>
<b>Fishery:</b>	<<Fishery>>
<b>Contact person &amp; contact info:</b>	<<Contact person & contact info>>
<b>Skipper name (if different from contact):</b>	<<Skipper name (if different from contact)>>

## About the Event

<b>Species:</b>	<<Species>>
<b>Species detail:</b>	<<Species detail>>
<b>Number - dead:</b>	<<Number - dead>>
<b>Number - released alive:</b>	<<Number - released alive>>
<b>Event type:</b>	<<Event type>>
<b>Describe the circumstances:</b>	<<Describe the circumstances>>
<b>Identified cause (if any):</b>	<<Identified cause (if any)>>
<b>Describe the location:</b>	<<Describe the location>>
<b>Observer on board:</b>	<<Observer on board>>

## Event Response

<b>Date of event:</b>	<<Date of event>>
<b>Date reported:</b>	<<Date reported>>
<b>Reported by:</b>	<<Reported by>>
<b>Recorded by:</b>	<<Recorded by>>
<b>Date followed up:</b>	<<Date followed up>>
<b>Vessel owner contacted:</b>	<<Vessel owner contacted>>
<b>Follow up planned:</b>	<<Follow up planned>>
<b>Status:</b>	<<Status>>