A+ Environmental Checklist 2019
🧡 Aquaculture Company

For the period 1 January 2019 to 31 December 2019

GENERAL

Person(s) completing checklist

Number of hectares farmed

Volume of salmon tonnage (green weight) processed in NZ (calendar year) - excluding hatchery production

1 COMPLIANCE

1.1 Have there been any changes to any of your resource consents?

Evidence for desktop review
View resource consent and review changes

Evidence for site visit
Discuss changes during site visit and view evidence of compliance with amendments

Optional evidence
- Communication with council
- Annual compliance report

1.2 Have you registered all the farms you operate on the Government Fish Farmer Register (Fishserve)?

Evidence for desktop review
Confirm with FishServe records (from 2020)

1.3 How many council abatement notice(s) have you received relating to your farms?

Evidence for desktop review
View council abatement notice(s)

1.4 How many non-compliance notices have you received from **Maritime New Zealand**?

Evidence for desktop review
View non-compliance notices from Maritime New Zealand

Evidence for site visit
Evidence of corrective actions and management strategies to avoid further notices

1.5 How many non-compliance notices have you received from **Worksafe**?

Evidence for desktop review
View non-compliance notices from WorkSafe New Zealand

Evidence for site visit
Evidence of corrective actions and management strategies to avoid further notices

1.6	Have you been issued with any harbourmaster infringement notices?	*Evidence for desktop review* Check infringement notice(s)

Evidence for site visit
- Check infringement notices
- Communication with relevant authorities
- Discuss contravening activing and preventative measures undertaken by farm

1.7	Are you certified to any other environmental programmes or standards? e.g. Best Aquaculture Practices (BAP), Aquaculture Stewardship Council (ASC), International Standards Organisation (ISO), organics, others?	*Evidence for desktop review* View certificate and check expiry

Evidence for site visit
Discuss non-conformance report

Optional evidence
Full audit report

Please describe the programme(s)

Evidence for desktop review
View certificate and check expiry

2 ECOLOGY

Biodiversity

2.1	Do you have sensitive habitats near any of your farms?	*Evidence for desktop review* Review resource consent – Map indicating the location of any sensitive habitats, within 100m of farm boundary

Evidence for site visit
- Map indicating the location of sensitive habitats, within 100m of the farm boundary
- Staff awareness regarding sensitive habitats and management actions
- EIA – or what is expected in NZ regarding the biodiversity assessment prior to establishing a farm
- Resource consent
- Mitigation strategies to minimise impact/s

Optional evidence
Internal environmental management systems which assist in protecting sensitive habitats but not required by law

2.2	Do you have a Marine Environmental Monitoring and Adaptive Management Plan (MEM-AMP)?	*Evidence for desktop review* View Marine Environmental Monitoring and Adaptive Management Plan

Evidence for site visit
- View evidence of application of management plan
- Discuss effectiveness of plan

Optional evidence
Internal strategy for managing benthic impacts

2.3 Do you have an annual monitoring report which includes notable biological features (e.g. reefs, seagrass)?

Evidence for desktop review
View annual monitoring report

Evidence for site visit
- View evidence of how notifiable biological features are managed
- Discuss effectiveness of management

Optional evidence
Biodiversity assessment

2.4 Do you have annual monitoring report(s) which includes results and analysis of required actions?

Evidence for desktop review
View annual monitoring report

Evidence for site visit
Discuss the results and effectiveness of required actions

Optional evidence
Biodiversity assessment

2.5 Do you have an environmental management plan for your farm that includes ecological impacts? (freshwater and land-based salmon facilities only)?

Evidence for desktop review
View ecological impacts in farm specific EMP

Evidence for site visit
Discuss the results and effectiveness of EMP

Optional evidence
Biodiversity assessment

2.6 Do you have any reports relating to the Biodiversity section?

Biosecurity

2.7 Do you wash and/or visually inspect stock (smolt / juvenile salmon) prior to transferring between regions and/or require that it has been inspected when receiving it?

Evidence for desktop review
View records of stock transfer, and fish health records

Evidence for site visit

2.8 Do you carry a copy of the MPI 'New Zealand's Marine Pest Identification Guide' on your vessels?

Evidence for desktop review
Confirmation of guide on vessel

Evidence for site visit
- Witness guide on vessel(s)
- Staff ability to use guide to successfully identify pests (interview)
- Training records

Optional evidence
In-house training tools such as PowerPoint presentation and questionnaire

2.9 Have farm staff been trained in the A+ Salmon Biosecurity Standards?

Evidence for desktop review
View staff training records

Evidence for site visit
- Training materials
- Interview staff to confirm awareness

Optional evidence
In-house training tools such as PowerPoint presentation and questionnaire

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2.10 Do you keep stock transfer records for your farms?

Evidence for desktop review
- View annual records of MPI Fish Transfer Licence
- Inventory software (e.g. FishTalk or MS Excel database)

Evidence for site visit
Confirm licence number of fish transfer and transfer details

Optional evidence
Standard operating procedures

2.11 Do you maintain harvesting records for your farms?

Evidence for desktop review
Inventory database – annual harvest records

Evidence for site visit
- Inventory database
- Data collection forms

Optional evidence
Farm management software if used e.g. AquaManager.

2.12 Do you minimise transfer of equipment between regions?

Evidence for desktop review
- View procedures that address biosecurity risks of equipment transfer i.e. wash/dry prior
- Cleaning and sanitation records for equipment (prior to transfer)

Evidence for site visit
- Biosecurity Plan
- Standard operating procedures
- Cleaning and sanitation records
- Staff training
- Antifouling records

2.13 Have you identified any notifiable pests or diseases or unusual mortality on your farms?

Evidence for desktop review
- Notifiable disease or pest reports
- Mortality records
- Mortality report to MPI (date / % loss)

Evidence for site visit
- Confirm that staff understand process for notifiable disease or pest by way of interview during site verification assessment
- View mortality records
- View pathology reports

Optional evidence
Shellfish / Fish Health Surveillance Program. Survival Improvement Plan

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2.14 Are any of your farms covered by a Biosecurity Management Plan?

Evidence for desktop review
Confirm Biosecurity Management Plan covers hygiene practices and disease management

Evidence for site visit
View Biosecurity Management Plan

Optional evidence
Staff training

Wildlife

2.15 Have you provided awareness training to farm staff with regards to reducing the impact on wildlife including marine mammals and birds?

Evidence for desktop review
Staff training records

Evidence for site visit
- Staff training records
- Wildlife awareness training tools

Optional evidence
Wildlife Interaction Plan

2.16 Do all marine vessels associated with your farms have a DOC sticker visible to the skipper about how to approach marine mammals?

Evidence for site visit
- Observe DoC sticker on vessels
- Discuss with skipper and staff

2.17 Were any injury or mortality incidents recorded relating to your farms for wildlife such as birds or marine mammals?

Evidence for desktop review
View wildlife mortality records

Evidence for site visit
- Wildlife interaction and mortality records
- Wildlife incident reporting to DoC

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*How many **bird** mortality incidents did you record?*

Evidence for desktop review
- View annual incident records
- View DoC reports

Evidence for site visit
Review historical records – look for improvement

Optional evidence
Strategies to reduce bird interactions mortalities

	*How many **mammal** mortality incidents did you record?*	*Evidence for desktop review* • View annual incident records • View DoC reports
		Evidence for site visit Review historical records – look for improvement
		Optional evidence Strategies to reduce mammal interactions and mortalities

2.18 Were they reported to DOC?

2.19	Do your boat transits avoid travelling within 100m from breeding colonies of threatened wildlife such as King shags?	*Evidence for desktop review* • Staff awareness training • Company policy
		Evidence for site visit • Staff training • Company policy
		Optional evidence Wildlife Interaction Plan

2.20	Have you prepared a wildlife management plan or similar for your freshwater farms / hatcheries?	*Evidence for desktop review* View Wildlife Management Plan
		Evidence for site visit • Discuss effectiveness of Wildlife Management Plan • View relevant SOP
		Optional evidence Wildlife handling training

| **2.21** | Are any of your farms covered by a Wildlife Management Plan? | *Evidence for desktop review*
Wildlife Interaction Plan |

Benthic Effects

2.22	For any of your farms, has a benthic survey been undertaken by a suitably qualified science provider?	*Evidence for desktop review* View benthic survey report(s)
		Evidence for site visit Benthic survey report(s)
		Optional evidence Actions taken to manage benthic issues

| **2.23** | Do you monitor changes to the benthos under your farms visually? | *Evidence for desktop review*
Note names of farms surveyed |
| | | *Evidence for site visit*
• View ROV report or similar
• Confirm names on dashboard |

2.24 Have best practice methods been implemented to minimise organic matter being discharged to the benthic environment? e.g. salmon mortality, biofouling, feed.

Evidence for desktop review
- Request evidence - ask staff if they are aware of requirements
- Maintenance/cleaning records (farm structures)
- Inspection records

Evidence for site visit
- View records of farm stocking density (salmon/m^3)
- Staff training records
- Standard operating procedures
- Inspection records
- Biofouling Management Plan

Optional evidence
- Non-target species reduction plan
- Benthic Management Plan

2.25 Do you have an annual monitoring report that includes level of compliance with organic enrichment standards?

Evidence for desktop review
View monitoring report

Evidence for site visit
Discuss results of report

2.26 Do you have an annual monitoring report that includes assessment of significant adverse effects and recommendations?

Evidence for desktop review
View recommendations

Evidence for site visit
Discuss effectiveness of the management actions regarding benthic impacts

Ecosystem Services

2.27 Have you participated in any programmes or taken any initiatives to restore ecosystems? (e.g. pest management programmes)

Evidence for desktop review
Record of participation

Evidence for site visit
Ecosystem restoration program documentation – agreements

Optional evidence
Ecosystem Services Strategy and training

2.28 **Ecology Research** - Please outline any new ideas for research or innovation relating to this ecology section that you have to share such as initiatives to protect wildlife, new biosecurity practices or alternative uses for non-target fouling species

Evidence for desktop review
View documents provided

Evidence for site visit
Discuss during assessment

3   WATER QUALITY

Discharges

3.1 Has training been provided to staff to reduce vessel and farm discharges e.g. greywater?

Evidence for desktop review
- Staff training records
- View consent conditions for compliance of greywater discharge m^3

Evidence for site visit
- Standard operating procedures
- Training tools
- Staff training records
- Waste Collection procedures

Optional evidence
Materials Storage Handling and Waste Disposal Plan

3.2 Do you have an annual monitoring report that includes analysis of water column surveys?

Evidence for desktop review
View monitoring report and water column surveys

Evidence for site visit
Discuss monitoring report

3.3 Is **freshwater** quality downstream of any discharge maintained above the "national bottom lines" of the National Policy Statement for Freshwater Management or any overriding regional council freshwater management unit objectives?

Evidence for desktop review
View water quality management plan and/or council freshwater management unit objectives

Evidence for site visit
Discuss discharge results and if applicable, council objectives

Optional evidence
- Chlorophyll sampling
- Freshwater invertebrate studies

Pollution

3.4 How many pollution or spill incidents have you recorded?

Evidence for desktop review
- View records of pollution incidents and corrective actions
- Location map of storage

Evidence for site visit
- Oil/chemical spill kits observed on site
- Standard operating procedures – e.g. refuelling
- Waste collection procedures
- View chemical and fuel storage on site

Optional evidence
- Incident Register
- Chemical manifest
- Materials Storage Handling and Waste Disposal plan
- Initiatives to reduce pollution – biodegradable compounds and new management practices

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3.5 Do you have Material Safety Data sheets (MSDS) on file in the event of an emergency?

Evidence for desktop review
View MSDS records

Evidence for site visit
View MSDS records and check expiry dates

3.6 Do you have a spill response plan? e.g. for fuel, chemicals or oil

Evidence for desktop review
View Spill/Emergency Response Plan

Evidence for site visit
- Staff training on spill response
- Emergency response plan

Optional evidence
Waste collection procedures

3.7 Is vessel antifouling carried out according to best practice?

Evidence for desktop review
- View Standard Operating Procedures
- Antifoulant register and records of use

Evidence for site visit
- View storage and manifest during site visit
- Biofouling Management Plan and/or record book
- Invoices/receipts for coating type
- Understanding of Guidelines for the control and management of ships' biofouling to minimize the transfer of invasive aquatic species

Optional evidence
Chemical manifest

3.8 Are farms and/or vessels undertaking work on your farms compliant in terms of hazardous substances?

Evidence for desktop review
Maritime Transport Operator Plan – including cartage of hazardous substances

Evidence for site visit
- Interview Health and Safety Representative if applicable
- Staff training in chemmical handling
- SDS
- Observe appropriate storage

Optional evidence
Materials Storage Handling and Waste Disposal plan

3.9 Are you certified to an appropriate level under any Maritime New Zealand safety management system e.g. Maritime Operator Safety System (MOSS)?

Evidence for desktop review
- Current Maritime Transport Operator Certificate
- MTO Plan

Evidence for site visit
- Current Maritime Transport Operator Certificate
- MTO Plan

Hydrology

3.10 Do you follow best practices to maintain water flow through your farm(s)?

Evidence for desktop review
- Hydrology assessment – EIA
- Regular biofouling removal

Evidence for site visit
Standard operating procedures

3.11 Has a hydrological study been undertaken to identify likely water column effects footprint, benthic footprint/measurable extent of discharge?

Evidence for desktop review
View report on hydrological model is applicable

Evidence for site visit
Discuss results of the model and how it has been applied to operations management

Optional evidence
- Discharge management plan
- Risk assessment

3.12 **Water Quality Research** - Please outline any new ideas for research or innovation relating to this water quality section that you have to share such as initiatives to reduce pollution in the aquatic environment

Evidence for desktop review
View documents provided

Evidence for site visit
Discuss during assessment

4   WASTE

Waste Audit

4.1 Do you record the amount of waste (in tonnes and/or m^3) taken to landfill annually?

Evidence for desktop review
View waste database. Note volume – m^3

Optional evidence
- Waste collection template
- Evidence of downward trend or stable

4.2 Do you have a Waste Management Plan detailing appropriate storage and disposal of organic (e.g. fish mortalities) and non-organic (e.g. feed bags, ropes, netting) waste (as landed over the wharf)?

Evidence for desktop review
- Waste Storage and Disposal Plan
- Standard operating procedures and forms
- Staff training records

Evidence for site visit
- Interview staff to see if they are aware of their responsibilities
- Training tools
- Waste
- Standard operating procedures and forms. Storage and Disposal Plan

Optional evidence
- Materials Storage Handling and Waste Disposal plan
- MfE Solid Waste Analysis Protocol

Farming Debris

4.3 Have staff been trained in best practice measures to eliminate farm debris?

Evidence for desktop review
- Staff training records
- Training tools
- Focus of training

Evidence for site visit
- Staff interview to confirm awareness
- Training tools
- Standard operating procedures e.g. on water operations tying down, moorings, repairs (snood)
- Discuss efficancy of measure with staff during site visit
- Evidence based improvements
- Net strength testing

Optional evidence
- Marine Operations Waste Management Plan
- Engineer sign off on lease infrastructure

4.4 Please describe the measures you focus your training on

4.5 Are you an active participant in a local industry environmental programme?

Evidence for desktop review
Documentation of involvement in Industry Environmental Programme if applicable

Evidence for site visit
Discuss programmes

4.6 How many (formal or informal) environmental clean-up events have you participated in?

Evidence for desktop review
View number of events

Evidence for site visit
- Marine debris beach clean-up forms – type of waste/volume e.g. recreational, domestic and industry
- Discuss marine debris clean-up at site visit
- Volume and type recorded

Do you keep a record of the volume and type of debris collected?

Evidence for desktop review
View records

4.7 How many complaints have you received either directly from the community or via a local marine farming association about farm debris?

Evidence for desktop review
- View complaints register
- Mitigation – complaints register corrective action/s and preventative measure/s

Evidence for site visit
- Complaints policy
- Stakeholder engagement
- Interview stakeholder

Optional evidence
Community consultation forum/process

Recycling & Reduction

4.8 Do you record the amount of recyclable material e.g. feedbags?

Evidence for desktop review
- View inventory of recycled material
- Records of recycled material

Evidence for site visit
- View forms used to records information or company database
- Standard operating procedures
- Maintenance records

Optional evidence
Marine Operations Waste Management Plan

4.9 Please describe how any of your waste minimisation efforts have led to a reduction of waste

Evidence for desktop review
- View historical records of waste management
- Operational initiatives leading to waste reduction (e.g. reduction in biofouling and therefore organic/inorganic waste reduction)

Zero Waste

4.10 Are you working towards a Zero Waste Policy?

Evidence for desktop review
View Zero Waste Policy or Plan

Evidence for site visit
- Staff training
- Supporting documents to evidence plan or policy is adhered to

Optional evidence
Familiar with SBC Zero Waste Guide

4.11 **Waste Research** - Please outline any new ideas for research or innovation relating to this waste section that you have to share such as initiatives to reduce/reuse/recycle waste or work with the community on marine debris issues

Evidence for desktop review
- View supporting documents
- Research applications/grants

Evidence for site visit
Discuss during site visit – evidence of success

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5 RESOURCES

Farm Structures

5.1 Do you keep records of your maintenance and inspection activities?

Evidence for desktop review
- View farm maintenance records
- Inspection checklist – frequency

Evidence for site visit
- View hard copies of forms regarding maintenance and daily/weekly inspections
- Staff training – competency with standard operating procedures
- Training tools

Optional evidence
Engineers report upon establishment of farm

5.2	How many complaints have you received relating to maintenance or integrity of farm structures?	*Evidence for desktop review* Complaints records *Evidence for site visit* • Complaints records • Incident register *Optional evidence* Post-storm checklist
	Please describe the complaint(s) and any initiatives you undertook as a result	*Evidence for desktop review* Complaints/incident register including corrective action *Evidence for site visit* Complaints/incident register including corrective action
5.3	Do you have a management/contingency plan in the event of damage to, or loss of, your farm structures?	*Evidence for desktop review* View plan – Staff training records *Evidence for site visit* • Staff training in managing loss of farm infrastructure • Staff awareness of reporting process • Discuss plan and documents to support the plan – is there evidence the plan is working

Energy

5.4	Do you record the amount of fuel used across your farming operation annually?	*Evidence for desktop review* • View energy expenditure records • Petrol and Diesel used per MT of production. *Evidence for site visit* Discuss records during site visit *Optional evidence* • Scope 1 and 2 GHG report • Advanced would be an LCA (which includes Scope 3 indirect emissions)
5.5	Do your work planning processes take into account energy efficiency?	*Evidence for desktop review* View company energy efficiency strategy *Evidence for site visit* Discuss energy efficiency strategy *Optional evidence* Life cycle assessment
5.6	**Resources Research** - Please outline any new ideas for research or innovation relating to this resources section that you have to share such initiatives to maintain structures or reduce energy use.	*Evidence for desktop review* • View supporting documents • Research applications/grants *Evidence for site visit* • Staff awareness and training in energy efficiency • Ecosystem restoration management/action plan *Optional evidence* Waste Reduction Action Plan

Water Use (Freshwater, Land-based Operations Only)

5.7 Do you recycle water and/or use water efficient technology?

Evidence for desktop review
View supporting documents

Evidence for site visit
Confirm during site visit

Optional evidence
Recirculating Aquaculture System

5.8 Do you record water take and discharges?

Evidence for desktop review
View intake and discharge records

Evidence for site visit
Discuss records

Feed

5.9 Do you have full and accessible records of feed used on your salmon farms?

Evidence for desktop review
View feed inventory records

Evidence for site visit
- Feed inventory SOP
- View inventory software of database

Optional evidence
Feed trials

5.10 Do you source feed from suppliers who source sustainable raw materials and are independently certified?

Evidence for desktop review
View responsible sourcing policies from feed companies

Evidence for site visit
Discuss policy during site visit

Optional evidence
Algae replacement feed tirals

5.11 Do you calculate and record your feed conversion ratio?

Evidence for desktop review
View FCR for most recent production cycle

Evidence for site visit
- View historical records of FCR
- Fish performance strategy

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6 FOOD SAFETY AND ANIMAL HEALTH

Food Safety

6.1 Have all harvesting and farming staff received training in food safety and harvesting requirements?

Evidence for desktop review
- View staff training records
- Animal Products Risk Management Programmes
- Hygiene policy

Evidence for site visit
- Training tools
- Animal Products RMP if present
- Standard operating procedures
- Staff interview to confirm awareness of food safety

Optional evidence
- Quality Management Plan
- HACCP Plan

6.2 Have all reporting and record keeping requirements been met to comply with human food safety obligations and legislation?

Evidence for desktop review
View Animal Products Risk Management Programme

Optional evidence
HACCP Plan

6.3 Have all appropriate staff received training in operator responsibilities under the relevant legislation (e.g. Animal Products Act, Agricultural Compounds and Veterinary Medicines Act 1997 and FSANZ)?

Evidence for desktop review
View staff training records

Evidence for site visit
- Confirm staff awareness via interview
- View training tools e.g. PowerPoint presentation and questionnaire
- View SOPs

6.4 Do you have a Harvest Food Safety Plan, or evidence that staff have been trained in such?

Traceability

6.5 Are you able to trace harvested product back to farms in the event there is an issue?

Animal Health & Welfare

6.6 Are best practice management procedures for harvest followed as per the SMF operations procedures?

Evidence for desktop review
View SOPs to confirm compliance with SMF

Evidence for site visit
- View harvest during site visit
- Confirm SOPs comply with SMF

6.7 Have all farm staff received training in fish behaviour, best husbandry guidelines and protocols contributing to fish welfare?

Evidence for desktop review
Staff training records

Evidence for site visit
- Confirm staff awareness and training via interview during site visit
- View training records

6.8	Have you prepared a fish health management plan?	*Evidence for desktop review* View Fish Health Management Plan
		Evidence for site visit Discuss Fish Health Management Plan sure site visit
		Optional evidence Fish Health Management Plan written to comply with OIE

6.9	Do you undertake regular water quality monitoring for parameters that affect fish wellbeing?	*Evidence for desktop review* View parameters
		Evidence for site visit • View SOPs • Confirm these are in Fish Health Management Plan • Confirm parameters are suitable for that site
		Optional evidence Fish Health Management Plan

| 6.10 | Do you have records of fish health, including disease, injury and mortality? | *Evidence for desktop review*
View records |
| | | *Evidence for site visit*
• View forms that collect the data
• View inventory database
• Pathology reports
• Prescriptions
• Treatment register
• Mortality categorisation |

| 6.11 | **Food Safety & Animal Health Research** - Please outline any new ideas for research or innovation relating to this food safety & animal health section that you have to share such as initiatives to enhance fish quality or traceability. | *Evidence for desktop review*
View research proposals, grants and applications |

7   IWI PARTICIPATION

| 7.1 | Do you know the name of the Iwi who have katiakitanga over the area in which your farms are located? | *Evidence for desktop review*
Request list and confirm with Iwi register |
| | | *Evidence for site visit*
Discuss during site assessment and confirm list |

7.2	Do you proactively engage/collaborate with your local iwi?	*Evidence for desktop review* Community engagement and consultation evidence – meeting minutes, emails, documented site visits, media releases
		Evidence for site visit • Community consultation evidence – meeting minutes, emails, documented site visits, media releases • Meeting minutes
		Optional evidence Communications Plan
	Please outline any positive outcomes from Iwi engagement/collaboration you have to share.	*Evidence for desktop review* View collaborative decisions/initiatives that have been made with local Iwi
7.3	Please outline any new ideas for Iwi/industry engagement or collaboration that you have to share.	*Evidence for desktop review* View what has been submitted on dashboard
		Evidence for site visit Discuss during assessment

8 COMMUNITY

Navigation

8.1	Do you have inspection records for navigation aids?	*Evidence for desktop review* View inspection records for navigational aids
		Evidence for site visit • Check Marine Farm Lighting Plan is approved and comprehensive as per resource consent • View navigational incidents log • Project upgrades if applicable
		Optional evidence Maritime New Zealand Aids to Navigation Guidelines awareness
8.2	How many navigational incidents are you aware of relating to your farms?	*Evidence for desktop review* Incident register
	Please describe the incident(s) and any initiatives you undertook as a result	*Evidence for desktop review* • Incident register • View documented initiatives to support navigational safety
		Evidence for site visit • Stakeholder engagement • Meeting minutes • Discuss the effectiveness of the initiatives
		Optional evidence Communications Plan

Communication

8.3 How many meetings/engagement initiatives have you attended on relevant community issues?

Evidence for desktop review
Community engagement records

Please describe examples of your community engagement e.g. local meetings, local festivals, and regional plan submissions.

Evidence for desktop review
View documentation in support of community engagement

Evidence for site visit
- Meeting minutes
- Actioned items
- Community complaints register
- Community complaints policy

Optional evidence
Communications Plan. Community consultation forums

8.4 How many staff do you employ across all farming operations?

Evidence for desktop review
Number of staff employed

Evidence for site visit
- View employee records
- Break down of age/sex

8.5 Do you have a policy to actively employ locals?

Evidence for desktop review
View Employment Policy

Evidence for site visit
Check employment policy is active

8.6 Do you actively seek to procure services in your local regions?

Evidence for desktop review
Evidence of local procurement of goods and services

8.7 Please give examples of any community events or organisations you support financially or with in-kind support

Evidence for desktop review
View evidence of community engagement with regard to sponsorship, donations or in-kind support

Evidence for site visit
Sponsorship and donations database

8.8 Please describe how you communicate to the community (e.g. notices in the paper, social media, emails etc)

Evidence for desktop review
View social media formats

Evidence for site visit
Request links

Visual Effects

8.9 Does your maintenance programme seek to ensure that **farms** are kept as tidy and well maintained as possible?

Evidence for desktop review
- Request maintenance programme and check with resource consent
- Documents to support maintenance programme e.g. Standard operating procedures
- Staff training

Evidence for site visit
- Bins with lids
- Skip bins
- View maintenance yard
- Annual compliance records
- Maintenance standard operating procedures
- Training materials/tools
- Staff interview to confirm awareness

Optional evidence
Preventative maintenance programme

8.10 Does your maintenance programme seek to ensure that **vessels** and **barges** are kept as tidy and well maintained as possible?

Evidence for desktop review
Check maintenance programme includes vessel and barge housekeeping

Evidence for site visit
- Barge and vessel maintenance procedures and schedule
- Daily checklist

8.11 How many complaints have you received relating to farm or vessel/barge visual impacts?

Evidence for desktop review
View number of complaints

Evidence for site visit
- Council communications
- Community complaints register

Please describe the visual complaint(s) and any initiatives you undertook as a result

Evidence for desktop review
View complaints report/register which includes corrective action/s and preventative measure

Evidence for site visit
Discuss complaints and initiatives taken to resolve

Noise and Odour

8.12 Do you have practices and training in place to manage **odour**?

Evidence for desktop review
- Staff training records
- Training tools
- Standard operating procedures.

Evidence for site visit
- Standard operating procedures
- Staff interview to confirm awareness

8.13 Do you have practices and training in place to manage **noise**?

Evidence for desktop review
Evidence of staff training in noise management

Evidence for site visit
- Noise Management Plan
- Standard operating procedures
- Staff interview to confirm awareness

8.14 How many complaints have you received relating to odour or noise?

Evidence for desktop review
Community complaints register

Please describe the noise and odour complaint(s) and any initiatives you undertook as a result

Evidence for site visit
Discuss noise and odour reducing initiatives and their effectiveness with farm staff

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Employee Welfare

8.15 Is your operation compliant with New Zealand Health and Safety at Work legislation?

Evidence for desktop review
- HR Policy Manual
- H&S Management Plan/Policy
- Dive logs and diver qualifications

Evidence for site visit
- Hazard identification
- Risk register
- Incident reporting process
- Incident investigation procedure
- ACC documentation

Optional evidence
- Dive Management Plan if applicable
- Induction software e.g. Rapid Induct
- Health and Safety at Work Training
- Farm Health and Safety Representative?

8.16 How many notifiable events have been recorded across your operation?

Evidence for desktop review
View H&S incident records

Evidence for site visit
Most recent Lost Time Injury? or WHS incident

Optional evidence
HR3 or similar software

8.17 What was your LTIFR (Lost Time Injury Frequency Rate)?

8.18 Do you have current records of diving qualifications and dive logs?

8.19	Is your operation compliant with New Zealand employment law including hours of work & minimum wage?	*Evidence for desktop review* • Check HR policies • Staff contracts • Payslips • Provide ACC accreditation and level *Evidence for site visit* • Staff contracts • Payslips • Check HR policies • Confirm wages/salary meets minimal wage requirements
8.20	Please describe any initiatives you have in place to improve employee welfare.	*Evidence for desktop review* Evidence of employee programs
8.21	**Community Research** - Please outline any new ideas for research or innovation relating to this community section that you have to share such as initiatives to improve navigational safety, community support programmes, improvement of amenity values or employee support programmes.	*Evidence for desktop review* View supporting documentation *Evidence for site visit* Discuss during site assessment

Scorecard

A B C n/a

Total