



Building and Supporting a New Predator Free Team

Volunteer Groups Presentation
March 2026





Ko Phil Hartwick tōku ingoa

- Coach & builder of business teams, executive & leadership coach, facilitator. Semi-retired; 25 years Science sector, 20+years consulting
- Conservation and Predator Free space facilitator for 5+ years at strategic, tactical and operational levels
- Leading Predator Free Whitby (3 years)
- Leading Predator Free Porirua (2 years)



Agenda

1. What is a PF Team vs group?
2. Finding the right people
3. Set-up Sessions
4. Sustaining & Supporting





What is a PF 'Team'?

Coordinates & organises the wider group's activities making it easy for volunteers to join in

3-7 people with a variety of skills

Commitment to share in responsibilities





Finding the right people

What are we looking for?

1. Experience in trapping not critical
2. Looking for the right motivation
3. Willing to commit some time
4. Enjoy working with others

WANTED

Slasher Stoat



Wanted for murder, genocide, extortion, harassment and general delinquency.

REWARD

Hear the calls of kakariki karaka, kiwi, whio, pateke...



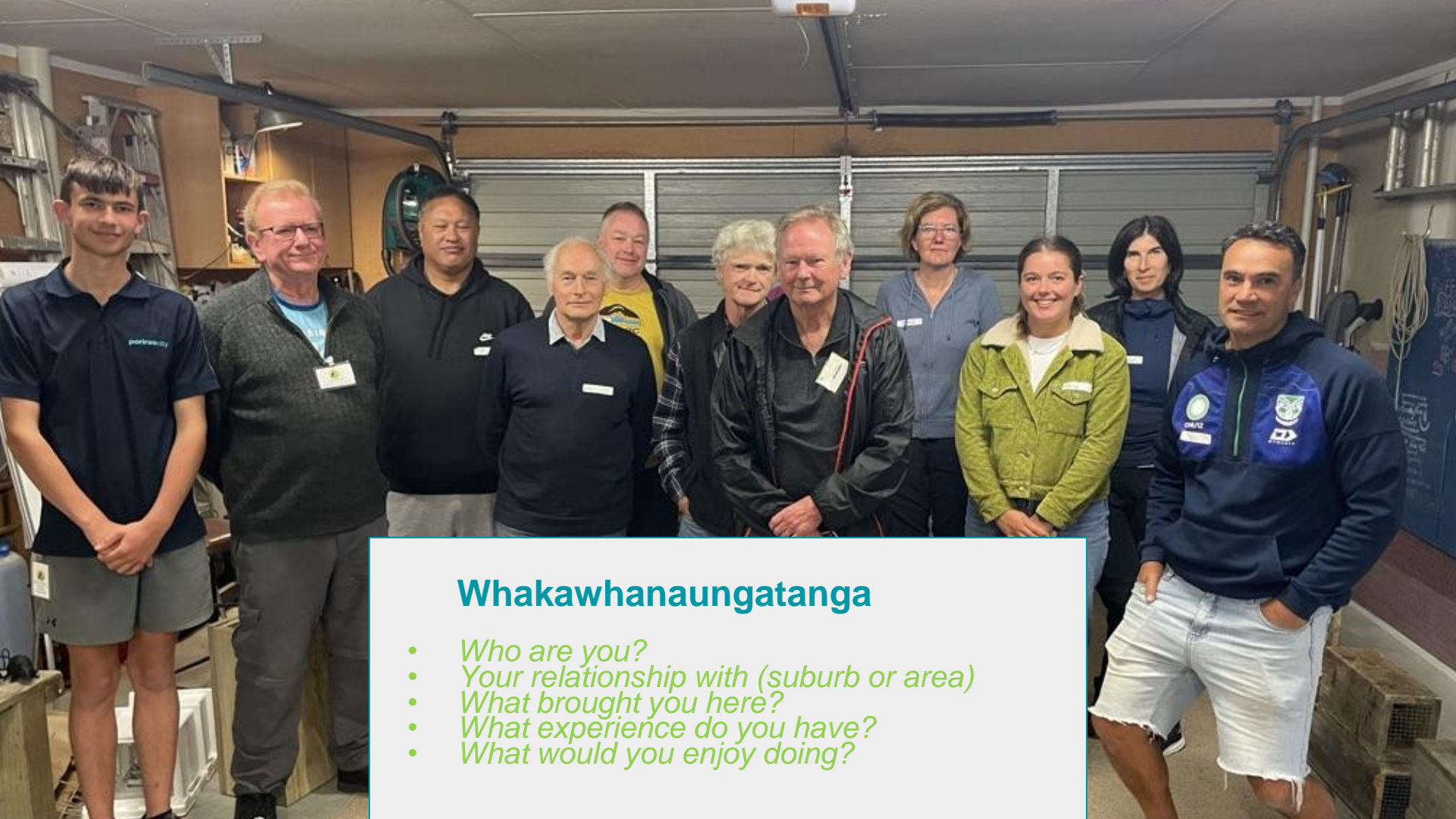
Set up Sessions

Workshop 1 - The Basics (~2hr)

Agenda

1. Whakawhanaungatanga - introductions, time in area, experience, your 'why'
2. What does a PF group do?
3. What makes a successful PF group?
4. What is the role of a coordinator team? (vs. line trappers, backyard trappers)
5. What are you interested in?





Whakawhanaungatanga

- *Who are you?*
- *Your relationship with (suburb or area)*
- *What brought you here?*
- *What experience do you have?*
- *What would you enjoy doing?*

A Predator Free group

Installing & maintaining traplines

Back-yard traps & support

Making trap boxes

Training & Organising reserves trappers

Seeking sponsors and funding

Manning stalls, water quality, rubbish collection

Presenting at events, schools

Social events - meet-ups BBQs





Set up Sessions

Workshop 2 & 3: 'How we will work together' (~2 hours each)

Agenda

1. Recap workshop 1
2. Group work areas outlined
3. Skill sets & preferences
4. Dividing up into areas of responsibility
5. Agree how will we work together



Predator Free Coordinator Team Work Areas

Team Organisation		Communication & Promotion	Backyard/Community Trapping	Reserve Trapping	
Finance & funding	Group Coordination	Community Engagement	Community traps	Traplines & Trappers	Inventory/Supplies
Bank account	Mtgs scheduling & Comms	Trapline monitoring promotion	Registration of trappers & traps	Reserves trapline planning	Ordering traps & supplies
Expenditure approvals	Mtgs agenda & planning	Community traps promotions	Trap delivery & 1:1 training	Trapline installations	Storage inventory
Donation replies	Mtgs facilitation	Trapline monitor events	Responding to requests	Maintenance of traps & Lines	Tunnel building
Funding applications	Mtgs notes & actions	Responding to queries (FB, Email)	Promotional Events	Monitoring and reporting of results	Collecting Wood donations
Monthly reporting	Mtgs. files mgt	Monthly reporting - catches, new traps	Registering new trappers details	Registrations of trappers	
Budgeting	Goals & priorities	Social Media	Follow ups to new trappers	Training design & delivery	
Thanks for donation	Work allocation	Events - organising		Trapline assignments & walks	

A tool for getting people to see how their strengths relate to the work required

People Types Tool		
<i>Which two do you relate most to?</i>		
Practical Worker- An Outside Doer	People Organiser - People Relator	A Numbers Guru
Loves Hands-on	Enjoys working with and organising people	Likes managing & tracking \$\$
Likes the outdoors & exercise	Good at encouraging and conveying thanks	Good with data and stats
Doesn't mind getting dirty	Good at leading/facilitating meetings	Can design reports
Enjoys building stuff	Good at relationships & values people	Likes goals and measures
Reasonably fit and able	Good at organising and delegating	Can help with funding applications
Work Organiser - An Inside Doer	Technical Bent - A Geek	Communicator - A Story Teller
Likes organising and structuring work	Likes working with computers and apps	Likes telling a story in words or pictures
Good scheduling, project managing	Enjoys figuring out how to do/fix things	Enjoys social media & design
Good computer skills	Understands how to use Social Media	Likes using creative ideas to enlist others
Good at creating training	Understands how to use Google Drive, AI	Understands how to engage people

Regular Meetings are **CRITICAL...** Gives people a way to join in

1. Where?
2. Frequency?
3. How long?
4. Agenda?
5. Quorum?
6. Decisions?
7. Leader?
8. Notes?
9. Always Food & Drink



Close Support For Newly-Formed Teams

Provide what you think they will need including templates, guidelines, key contacts, FaceBook page or group, Trap.NZ project, stock of traps and lure etc.

Then provide guidance as to how to use.



Trapper Sign Ups	unfulfilled requests are highlighted in yellow									
Suburb	Email Address	First name	Surname	Address	Phone?	Trap IDs	Trap Type? [Rat Trap]	Trap Added to Trap.NZ?	Trap Assigned in Trap.NZ	Comments



Above: Trapper ‘database’ with a consistent layout set up to be cut and pasted between requests, training, trapliners and backyard traps

Left: A new [Trap.NZ](#) project set up with area limits and statuses assigned for those to manage



Predator Free Porirua Trapper Sign Up

Kia ora and thanks for requesting a trap from Predator Free Porirua. With your help we will make our city a more attractive location for our native birds, lizards and bugs.

Your privacy is important to us.

Providing personal information is optional. If you choose not to enter your physical address, we'll be unable to map where the community traps are located across the city and your community. If you choose not to enter your email address, we'll be unable to contact you to inform you of any trapping related events or training. We keep your information safe by storing it in password protected files and only allow Predator Free Porirua coordinators to access it.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be removed if you later change your mind. If you'd like to make any changes please contact us at info@predatorfreeporirua.govt.nz. We will respond to you within 48 hours.

First Name/Last name	
Email address:	
Home/physical address:	
Mobile:	
Signature to approve us retaining your information on our Trapping Data Base	
Trap Number(s) (to be completed by PFP)	
Trap Type:	
Trap Entered into Trap.nz	
Entry into Trapper DB	



Predator Free Porirua Community Trapping

Welcome! Thanks for requesting a trap from Predator Free Porirua.

With your help we will make Porirua a safer place for our native birds, lizards and bugs.

Predator Free Porirua website: www.predatorfreeporirua.govt.nz
Explore our page to find out what we do, how you can get involved and who to contact.

trap.nz Trap NZ - Porirua uses Trap NZ (iPhone app) to keep track of our traps and catches.

1. Please download the Trap.nz on your phone and register your password and email. Note you can also register on the Trap.nz website on your computer www.trap.nz.
2. Ask to join the Predator Free Porirua project.
3. Predator Free Porirua will connect your trap to your account within 48 hours so that you can log your trap's info.

Donations? We really appreciate a koha/contribution towards funding the materials to build these traps and help our trappers do the mahi in the reserves. We ask for a voluntary koha of \$15-\$20 per rat trap and maintenance. Our account is:

Predator Free Porirua Bank account: 02-545 009933-03

Trapper Member? If you are interested in helping us maintain traps across the reserves in Porirua, let us know and we'll get you some training, learn you up with a partner, and assign a bit of your own to look after.

Need Help? If you need help with setting, placing or maintaining your trap, feel free to email at info@predatorfreeporirua.govt.nz

Welcome aboard and happy trapping!

Your assigned trap numbers and types

Trap type _____ Trap type _____

Predator Free Porirua - Trapper Welcome Information April 2025



Predator Free Porirua Trapping Guidelines [DRAFT]

Background

This document is guidance for predator free trapping teams working within Porirua Reserves and green spaces. It is to be shared with all coordinators who should then share it with their trapping teams.

General – relates to all activities

1. PCC funded traps are meant only to be used on Council reserve or green spaces and not to be used on private property. The exception to this is where the property adds value to the trapping network and the property owner has provided consent and access to outside trappers.
2. Council traps cannot be on-sold or money donated in return.
3. Marking of the location of traps (with tape or triangles) if used, should be pink in colour. Marking is mainly for our own trappers to locate what may be a difficult trap to find. Not all traps need to be marked with tape or triangle.
4. All traps should have a hazard warning and a Predator Free Porirua (or community;s) logo and contact number or email on label. Use of older Pest Free labels are sufficient until the trap is replaced.
5. No use of poison by volunteer groups is allowed unless trained and authorised by PCC.
6. All traps provided by PCC must be NAWAC approved. Other traps used should be replaced with NAWAC approved traps.
7. Rat and mouse traps should be placed towards the rear of the tunnel to avoid being set off by birds, pets and kids.
8. Don't bait, reset or interfere with traps that aren't assigned to you unless there is a safety issue.
9. If you note when checking a trap that it contains an animal that is not dead, it must be dispatched humanely to stop suffering.
10. No trapping for or culling of cats is to be conducted in the region unless contracted by Council. Any accidental catches of cats should be reported to the Council.



Trap 'Drop-Offs'

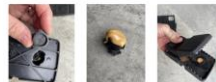
To be able to successfully lift the community's interest and ability to trap it would be great if we each should follow the steps below. This process should take about 20-30 minutes to complete.

Item		Documents you will need
1	Respond to a Request (Go to the Trappers Database (spreadsheet) (Trap requests) tab) to determine who you plan to drop off traps to. Contact each requestor in advance to arrange a drop off day and time.	Trapper Database for your community
2	Select a Trap Number Find the next available trap number that is available on the Trappers Database spreadsheet (Trappers Data Base) sheet. Mark the assigned trap number on each of the trap drop off forms.	Trapper Database (spreadsheet) Welcome to the Predator Free Community trapping Trapper Details Sign up form
3	Welcome to Predator Free Using the form, explain: 1. Who is Predator Free Porirua/Community Group and why we exist 2. Facebook page and Website 3. Trap.nz phone app (more detail on this in a minute) 4. Donations - We appreciate donations to help fund tools, materials and	Welcome to the Predator Free Community trapping



Setting up and Operating your T-Rex Rat Trap

1. Bait the trap BEFORE setting it. Bait goes in the circular bait bucket which can be removed from the bottom of the trap.



2. Arm the trap. If the Trap is armed by depressing the large thumb pad opposite to the jaws until you hear a 'click'. To disarm, hold the thumb pad firmly and using a stick or pencil, depress the foot plate. This slowly tension your thumb pressure to lower the jaws to the closed position.
3. Place the trap in the tunnel, jaws and feet up and feet down. Place the trap towards the gate (the end you have access to). This prevents children/pets reaching it through the tunnel's entrance. If you also want to install a mouse trap, insert the bait, pushing the rat trap only as far as necessary into the tunnel. You don't want an animal at the mouse trap.

Ensure the access gate is always kept closed during use for the safety of children/birds/pets.



Bait - the good stuff
Some good options for bait include peanut butter, Nulets, marmosine, chocolate and even dog or cat food.
Bait should be changed weekly. To ensure rats to enter, leave some extra bait just inside the rat entrance.

Clean-up? Dead pests can be buried in the garden, or bagged and placed in your household rubbish.



Pull back once team is formed - but stay in touch

Check-in

- Via an occasional phone call
- Attend 3rd or 4th team meeting - Lead a 'How is it going?' session.
- Monitor their responses to email and FB requests



Pātai?

What ideas do you have?





predatorfreeporirua.org

Supported by



porirua city

