



DEFENCE ESTATES
Delivering Estate Solutions to Defence Needs



**DEFENCE DEER
MANAGEMENT**

Defence Deer Management Procedures

For the Ministry of Defence Estate

Prepared by the Defence Estates Professional and Technical Services – Environmental
Advisory Service (Natural Environment) and Defence Deer Management

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FOREWORD



David Olney
Chief Operating Officer (COO) DE



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These Defence Deer Management Procedures (DDMPs) set out the processes and framework for the delivery of deer management services on the Ministry of Defence (MOD) estate. MOD aims to ensure a well-managed and healthy wild deer population, which presents no threat to long-term environmental, social or economic sustainability. This is consistent with the MOD's wider estate management strategy: to manage, maintain and develop the MOD estate as a military training facility, whilst taking full account of other rural land management priorities such as nature conservation and the interests of MOD's agricultural tenants.

Deer management is an essential estate management duty and supports MOD's wider Sustainable Development (SD) activities and requirements. Defence Deer Management (DDM) and Defence Estates (DE) are working together to ensure that deer management activity is carried out in a humane, sustainable and effective manner. These procedures set out the framework necessary to implement MOD's policy on deer management, and we jointly commend them to you.

David Olney
COO DE

Brigadier Carew Wilks CBE
Chairman DDM

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SUMMARY

MOD's deer management is an important but often unseen activity that has evolved for over 30 years. These procedures aim to introduce the topic in an approachable manner and provide guidance for use by people new to the subject.

As a responsible landowner, MOD has a statutory obligation to undertake the sustainable management of wild deer populations.

Government policy and legislation aims to ensure a well-managed and healthy wild deer population, which presents no threat to long-term environmental, social, or economic sustainability, and to limit, as far as practicable, further spread of the recently introduced non-native species. For the MOD this also involves ensuring deer populations are sustainably managed in the context of estate management and military requirements.

Proper control of deer numbers is also consistent with MOD SD Policy that aims to ensure MOD estate management activities are in balance with environmental, social and economic considerations.

These Procedures have been produced to help DE, DDM and other decision-makers fulfil this policy commitment for the MOD estate.

AIM AND SCOPE

This DDMP handbook provides guidance and sets out the standard operating procedures that should be followed for all MOD deer management operations. This handbook, issued under the authority of Joint Services Publication (JSP) 362, is subject to amendment as required by the DE Professional and Technical Services - Environmental Advisory Services (Natural Environment) (PTS EAS (NE)) and DDM. They detail the responsibilities of personnel involved in deer management including Defence Estates Estate Surveyors (DE ESs) and Authorities over all MOD land holding deer.

WHAT IS DEER MANAGEMENT?

Deer management is the process used to ensure that wild deer populations are healthy and in balance with their environment. Deer management involves a series of linked processes, from population census, to habitat impact assessments and active and passive control measures. Active measures include reducing the population size through humane culling. Passive measures may include other methods such as fencing.

WHAT ACTIVITIES DO THESE PROCEDURES APPLY TO?

The guidance and methodology contained in this document should be applied to all MOD deer (both wild and captive) related activities, from the identification and census of deer on MOD land-holdings, to active deer management.

The primary users should be DDM members, Defence Estates Estate Surveyors and other MOD environmental teams, responsible for advising Top Level Budget Holding (TLB) authorities about MOD deer management processes. Activities that the procedures should be applied to include:

- the management of DDM;
- initial deer reporting;
- the establishment of MOD deer groups;
- annual deer planning;
- active and passive deer management;

- deer management reporting.

WHAT IS IN THESE PROCEDURES?

The three sections to the Handbook are: Background Information, Defence Deer Management Procedures and Supplementary Information.

- The Background Information section should be used to find out what deer management is, why it needs to be done and how it links into other MOD environmental initiatives.
- The Deer Management Procedures Section should be used when dealing with deer or their management on the MOD estate.
- The Supplementary Information section contains reference information such as policy, maps and forms essential to the day to day running of MOD deer management. In addition, it contains a glossary of terms and contact details.

It is recommended that people new to deer management read the background information section as well as the deer management section. All deer managers should familiarise themselves with the operating procedures, although reliance upon these will diminish with experience.

<p>These Procedures can also be found on the DE Intranet Library at: - http://defencestates.cis.r.mil.uk/library/documents/DE_publications/deer_mgt.pdf</p>
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DDMPs do not cover every contingency, they act as guidance only. Where arbitration or interpretation is required, it will be provided by the DE Deer Operations Manager or DDM Executive Committee.

Upon receipt of this version of DDMPs, all previous versions of DDMPs are no longer valid and should be destroyed.

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Defence Deer Management Procedures

For the Ministry of Defence Estate

Section One:

Background Information

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CHAPTER 1: INTRODUCTION

1.1 INTRODUCTION

This introductory chapter provides a guide through these procedures and briefly explains the type of information that can be found in each section and chapter.

1.2 SUMMARY

1.2.1 The summary section provides an overview to deer management. There is a brief introduction to:

- what it is;
- why it needs to be done;
- when it needs to be done;
- how these procedures fit with other MOD estate management tools;
- what is in the procedures;
- support available.

1.3 SECTION 1: BACKGROUND INFORMATION

1.3.1 This section is helpful to people who are new to the subject and want to find out more about deer, their management, and how DDM fits into other rural estate management initiatives in the MOD.

Chapter 1 – Introduction

1.3.2 This is the guide to what can be found in each section and chapter.

Chapter 2 – Deer Management

1.3.3 Chapter Two explains and defines deer management, before describing why and when deer management should take place.

Chapter 3 - Deer Management Mandates

1.3.4 Chapter Three outlines the legislation and policy governing deer management.

1.3.5 The chapter also illustrates some of the wider benefits, beyond compliance with policy, which deer management can provide. These include assistance with conservation initiatives, biodiversity enhancement and reduced risk of operational disruption, bad publicity and damage to agriculture.

Chapter 4 - Links to Other Estate Management Initiatives

1.3.6 DDM is just one of many rural estate management initiatives. It can affect and be affected by many other estate management activities. This chapter explains the context of deer management on the Defence estate and explains the links to other rural estate management initiatives.

1.4 SECTION 2: DDMPs

1.4.1 This is the section to use when finding out about how to initiate deer management or related activities, or actually carrying out deer management. It provides technical information on each process from Initial Deer Surveys, to active deer culling and reporting.

Chapter 5 – DDM Charter

1.4.2 This chapter introduces and explains the organisation known as DDM. It explains the organisation's origins, membership and charter. The chapter also includes details of office holders, committee structures and terms of reference for key DDM appointments.

Chapter 6 – Training and Development

1.4.3 Chapter Six explains DDM methods of training and development. This includes the standards required for advancement through DDM manager grades, marksmanship, the Annual General Meeting (AGM) and Symposium, and PDM training.

Chapter 7 – Communications

1.4.4 This chapter explains the procedures to be followed in internal communications and liaison, and to external stakeholders and the media.

Chapter 8 – DMGs and PDMs

1.4.5 Chapter Eight explains the concept of MOD DMGs and PDMs. It includes terms of reference for the position and a description of associated roles and responsibilities.

Chapter 9 - Reporting

1.4.6 This chapter contains detailed explanations of the requirement for, and content of the Initial Report and ADP. The Chapter also includes a description of Watching Brief requirements.

Chapter 10 – DDM Culling Procedure and Best Practice

1.4.7 Chapter Ten contains details of DDM's own deer management procedures and best practice, including legal culling seasons, rifles and best practice in the event of road traffic collisions involving deer.

Chapter 11 – Record Keeping

1.4.8 This chapter explains MOD's mandatory practices for deer management record keeping, which include the completion of cull cards and entry onto the MOD DMIS.

Chapter 12 – Health and Safety

1.4.9 Chapter Twelve introduces the issue of insurance for MOD deer management. It provides guidance on Health and Safety and includes guidelines for the completion of risk assessments.

Chapter 13 – Conduct

1.4.10 This chapter explains the conduct expected of DDM, DE and MOD in the treatment of DDM volunteers and that expected of the volunteers themselves. It explains the sanctions that may be imposed when infringements to procedures and the code of conduct occur, and the DDM Grievance Procedure.

Chapter 14 – Finance and Property

1.4.11 Chapter 14 explains DDM's self-funding principles and explains the undertakings of DDM and DE in the provision of infrastructure required for deer management on the Defence estate.

1.5 SECTION 3: SUPPLEMENTARY INFORMATION

1.5.1 Section Three presents information that is relevant to MOD deer management, but supplementary to DDMPs. A glossary of terms is provided, along with a list of contact details for DDM.

Chapter 15 – General Information

1.5.2 Chapter 15 presents annexes relevant to deer management.

Chapter 16 – Forms and Templates

1.5.3 Chapter 16 contains essential forms and templates for the DDM process.

Chapter 17 – Glossary of Terms and Abbreviations.

1.5.4 Chapter 17 contains a glossary of terms and abbreviations commonly used in deer management, MOD and DDM.

Chapter 18 – Contacts and Further Information

1.5.5 Chapter 18 provides contact details for help and advice on deer management. The list is not exhaustive, but includes specialist DE posts and DDM committee members.

Chapter 19 – References

1.5.6 Chapter 19 provides details of references used in this document.

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CHAPTER 2: DEER MANAGEMENT and the MOD

2.1 INTRODUCTION

There are six species of deer commonly found wild in Britain. Red and Roe deer are native; Fallow, Sika, Muntjac and Chinese Water deer are introduced species. All British deer species occur on MOD land. Regrettably, while deer are exceptional animals to observe, they can be damaging to the environment and to many of man's interests.

This Chapter:

- defines deer management;
- explains deer management in the military context;
- illustrates when deer management might be required;
- explains when it should happen and who is responsible.

2.2 WHAT IS DEER MANAGEMENT?

2.2.1 Deer Management is the process used to ensure that wild deer populations are healthy and in balance with their environment. Deer management involves a series of linked processes, from population census, to habitat impact assessments and active and passive control measures. Active measures include reducing the population size through humane deer culling. Passive measures may include other methods such as deer fencing.

2.3 WHY MANAGE DEER?

2.3.1 British wild deer populations have increased rapidly over the last 40 years and may be higher than at any time in the last 1000 years. Consequently, there is increasing evidence of the various negative impacts of deer across the UK. These include:

- damage to semi-natural habitats and biodiversity values;
- damage to agricultural and horticultural crops;
- damage to woodland plants and additional costs of protecting trees from deer;
- road traffic collisions, some resulting in human injuries or fatalities;
- infection with diseases affecting farm livestock and in some cases humans;
- damage to gardens.

2.3.2 Overpopulation of deer can cause a reduction in the overall health of a deer population, causing stress and suffering to the animals themselves.

2.4 DEER MANAGEMENT IN THE MILITARY CONTEXT

2.4.1 All of the aforementioned deer impacts are relevant to the Defence MOD estate; however, uncontrolled deer populations present MOD with additional risks and potential disruption to various types of training and operations. For example, deer pose a serious flight safety hazard on airfields; their presence can severely disrupt operations.

2.5 WHEN SHOULD DEER MANAGEMENT BE UNDERTAKEN?

2.5.1 In the absence of a viable natural predator for wild deer in the UK, all populations and their impacts should be monitored. Careful and effective deer management will reduce negative deer impacts and in turn, will sustain a healthy wild deer population in balance with the needs of wildlife and those who live and work in rural Britain.

2.5.2 MOD aims to ensure a well-managed wild deer population on the MOD estate, that is healthy and of the correct sex and age balance for, whilst damage is kept to an acceptable level.

2.6 WIDER BENEFITS OF DEER MANAGEMENT

2.6.1 The sustainable management of wild deer populations bring a number of wider benefits which include:

- biodiversity and designated site enhancement;
- the protection of agriculture and forestry, resulting in reduced financial losses and a reduction in claims from MOD's tenants;
- minimising bad PR through being a good custodian of public estate land, safeguarding the welfare of wild deer and their position in the natural ecosystem;
- positive relationships with neighbours and local communities;
- minimisation of potential deer related disruption to operational capacity;
- reduced risks to health and safety through reduction in deer-related Road Traffic Collisions (RTC);
- a healthy wild deer population in balance with its habitat and MOD's operations.

2.7 DDMP REVIEW AND UPDATE

2.7.1 This document will be reviewed and updated every five years, or sooner, if required to take account of Government policy or legislative changes.

CHAPTER 3: DEER MANAGEMENT MANDATES

3.1 INTRODUCTION

An increasing amount of legislation, Government policy and public scrutiny has prompted the MOD to give deer management issues greater prominence in recent years. The Department has, for over thirty years, facilitated efficient and compliant deer management operations, and has often led the way in setting national best practice standards.

This chapter illustrates the MOD and Governmental policy drivers and legislative mandates behind MOD deer management, whilst highlighting the benefits that deer management can bring to other estate management activities.

3.2 NATIONAL LEGISLATION

- 3.2.1 The principle legislation providing protection for deer in England and Wales is the Deer Act, 1991, which provides protection for deer of any species and includes the carcase of any deer or any part thereof. The Regulatory Reform (Deer) (England and Wales) Order 2007 amends the Deer Act (1991) taking effect from 1st October 2007. From this date, The Deer Act 1991 should always be read with Statutory Instrument No 2183 which describes the detail of the new order.
- 3.2.2 The Deer (Scotland) Act, 1996, provides protection for deer as specified, i.e. fallow, red roe, sika and any other species of deer specified by order of the Secretary of State. It includes the hybrids of those species (currently red and sika) and, where appropriate, the carcase of any deer or any part of it. The legislation for Scotland where deer contribute significantly to the rural economy has, over the years, sought to bring about a more purposeful move towards deer management via the powers of the Deer Commission for Scotland (DCS).
- 3.2.3 In Northern Ireland, the protection for deer is provided for in Part III of the Wildlife (Northern Ireland) Order, 1985. The Order relates to any deer, with the exception of offences relating to close seasons in respect of fallow, red, sika or any hybrids of these species.

3.3 GOVERNMENT POLICY

- 3.3.1 In 2004, the Department of the Environment, Food and Rural Affairs (Defra) published an Action Plan for the Sustainable Management of Wild Deer Populations in England. Its main aim is to ensure a well-managed and healthy wild deer population in England, which presents no threat to long-term environmental, social or economic sustainability, and to limit, as far as practicable, further spread of the recently introduced non-native species.
- 3.3.2 The Plan includes a number of relevant actions, which includes the management of deer on public estate land. The Government, as a significant landowner, intends to continue to take the lead in best practice and to manage deer populations on public estate lands at sustainable levels, ensuring best practice at all times. The Deer Initiative, founded by Defra is a coordinating body for this plan; its aim is “to ensure the delivery of a sustainable well managed wild deer population in England.”
- 3.3.3 The Scottish Government’s Strategy – Scotland’s Wild Deer: A National Approach (wDNA) was launched in November 2008. It represents the collective approach and views of agencies, stakeholders and others with an interest in Scotland’s wild deer.

wDNA sets out a 20-year vision, supported by objectives and actions which form the basis of this first Action Plan covering the period from 2009/10 to 2010/2011. This first action plan brings together existing and new work to support the vision of sustainable deer management.

3.4 MOD POLICY

- 3.4.1 Deer Management Policy is detailed within Joint Services Publication (JSP) 362 and Policy Instruction 03/2005 contained at Chapter 15., Volume 2, Chapter 3, Leaflet 51 of this document. The development and maintenance of this policy is the responsibility of DE Director Property (Hd Prop.). It sits within the SD policy area and is aligned with the MOD's wider commitments to Government SD policy and targets. It states that the delivery of deer management on the MOD estate is the responsibility of DE COO, and DDM is tasked as the deer management service provider in partnership with DE.

3.5 ESTATE POLICY

- 3.5.1 The Strategy for the Defence Estate, "In Trust and On Trust", was published in 2006. One of the six aims of the Strategy is to manage and develop the MOD estate in a manner that integrates the Government's objectives for SD. It states: - *"We are continuing the sustainable management of the wild deer population in accordance with the recent Defra guidance and are recognised as exemplars of best practice in this field."*

CHAPTER 4: LINKS TO OTHER MOD ESTATE MANAGEMENT INITIATIVES

4.1 INTRODUCTION

Deer management cannot function in isolation and can complement many of the other estate management initiatives in existence across MOD. These include conservation, biodiversity and designated site enhancement; forestry and agriculture. Data, communication mechanisms and experiences from other initiatives should feed in to deer management to make it a well-informed and focused local initiative that contributes to the site's overall management priorities and objectives.

This chapter illustrates the mechanisms allowing deer management to integrate fully with the wider estate management agenda.

4.2 INTEGRATED RURAL MANAGEMENT PLANS

4.2.1 Deer management should take account of the site's local estate management objectives and priorities. Where they exist, integrated management plans allow visibility of those objectives and planned activities which deer management must actively support and complement. Existing integrated rural management plans in the MOD generally consist of a series of component plans covering the relevant land management objectives. Component plans may cover: military training, nature conservation, forestry and estate management, landscape, archaeology and historic environment, and public access and recreation.

4.2.2 The local level deer management strategy and localised Annual Deer Plans (ADPs) must be informed by current work programmes outlined in existing rural management plans and current ADPs should form an addendum to those documents and should be updated annually. Further information is contained within Chapter nine of this document.

4.2.3 Targets for SSSI improvement set by Government in the "Sustainable Operations on the Government Estate (SOGE)" require full integration of all management activities on SSSIs, including deer management operations.

4.3 MOD CONSERVATION GROUPS

4.3.1 Under MOD Conservation Policy, the establishment of an MOD Conservation Group is mandatory on areas that are designated SSSI. They may also exist on other sites with significant natural or historic conservation interest. They are local MOD forums that generally meet twice annually to bring together representatives of the site's rural estate management and recreational interests. PDMs or their deputies must attend this forum to inform and educate their deer group and other interested parties, and also to understand and take account of the local context in which they operate.

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Defence Deer Management Procedures

For the Ministry of Defence Estate

Section Two:

DDMPs

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CHAPTER 5: DDM CHARTER

5.1 INTRODUCTION

A proper management system, implemented on MOD land by trained and experienced Deer Managers, belonging to DDM¹, has been established and conducted successfully since 1971. DDM is a special interest group within the British Deer Society (BDS), the organisation that promotes the welfare and correct management of deer in Britain and provides advice to Government and other bodies. In accordance with DE PI 03/2006, DDM is the approved method of delivery of deer management operations on the MOD estate.

This Chapter outlines DDM's core principles, the eligibility for DDM membership, governance channels, terms of reference for key appointments, and grades of DDM membership.

5.2 DDM CHARTER

5.2.1 DDM is a not-for-profit voluntary organisation established to assist MOD in the management of deer on the MOD estate.

5.2.2 DDM is committed to the conservation and welfare of British wild deer, and aims to ensure the delivery of a sustainable, well-managed and healthy wild deer population on the MOD estate in order to meet MOD objectives.

5.2.3 DDM will implement MOD Deer Management Policy and:

- ensure that populations of deer on the MOD estate are in sustainable balance with MOD estate needs and the natural resources available to feed and shelter them throughout the year;
- adopt a humane, responsible and sensitive approach to the management of wild deer;
- maintain an experienced and knowledgeable capability in deer management through recruiting and training;
- ensure that deer management operations support wider estate management objectives;
- actively support overarching targets for SD on the Government Estate in all its activities as far as is practicable;
- maintain and submit records of deer management to Defence Estates.
- as the Services Branch of the BDS, DDM will take seat at both the England & Wales Area Council and the Scottish Council of the BDS (non-voting). DDM members may exercise their BDS votes through their regional branches.

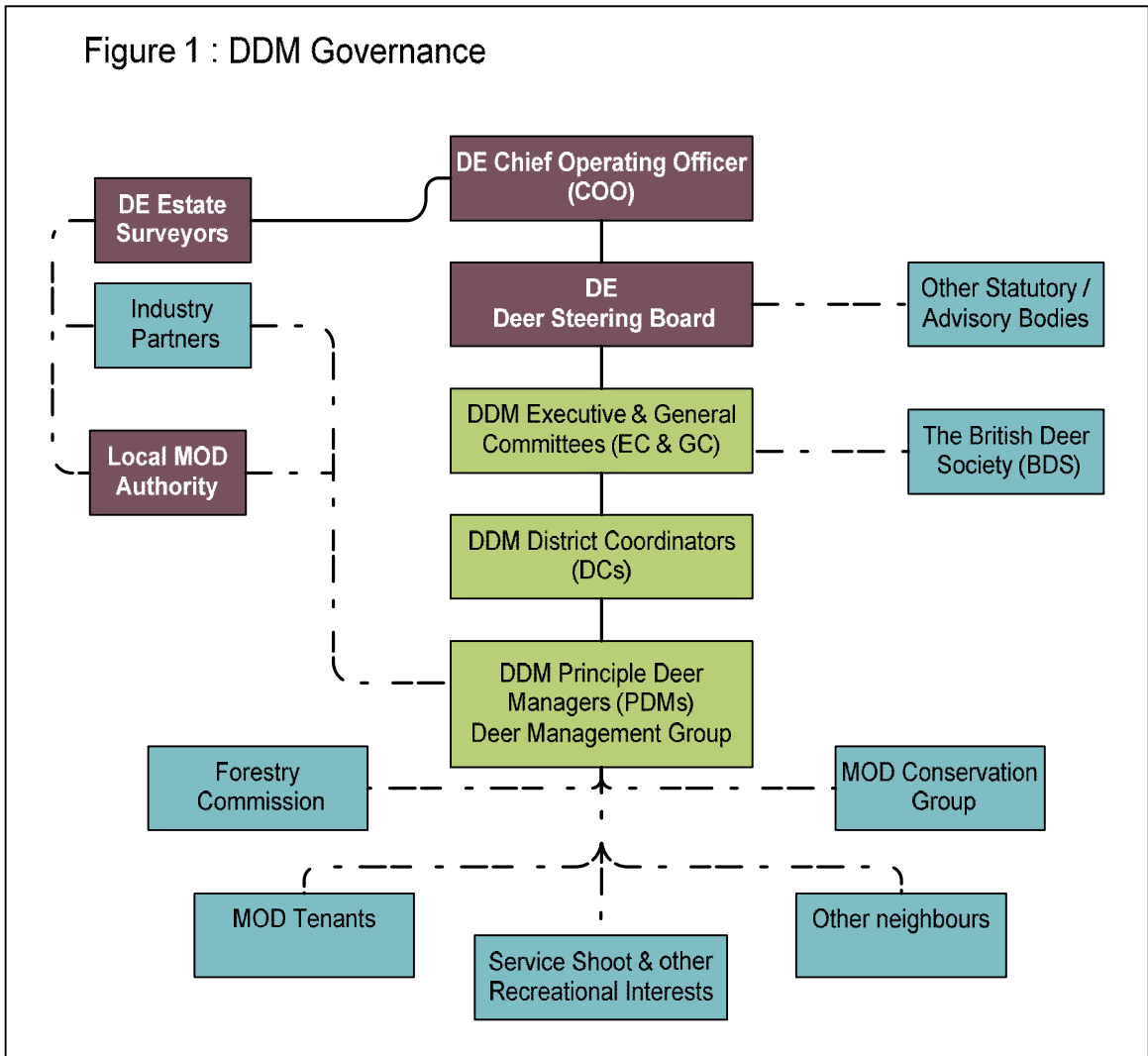
5.3 GOVERNANCE

5.3.1 All deer management activity is to follow the channels set out in this document and illustrated at Figure 1. Solid lines represent command channels. Dotted lines represent liaison channels.

5.3.2 Overall objectives for deer management are agreed by DE DSB (see ToRs at 15.1).

¹ Previously known as Services-Branch of the British Deer Society

Figure 1 : DDM Governance



5.3.3 DE Deer Steering Board Members

Lead Member	Role
Head of DE Ops PTS EAS	Chair
Head of DE Ops PTS EAS NET	Member
DE Deer Operations Manager (PTS EAS)	Secretary and Member
DE D Property	Member
Chairman DDM	Member
Secretary DDM	Member
Training Officer DDM	Member

5.3.4 DDM GC Members

Lead Member	Role
Chairman DDM	Chair
Secretary DDM	Secretary
Training Officer DDM	Member
DE Deer Operations Manager (PTS EAS)	Member
Membership Secretary DDM	Member
Treasurer DDM	Member
Members' Member DDM	Member
DDM DCs (5) <ul style="list-style-type: none"> ➤ Scotland ➤ North ➤ Midlands and Wales ➤ South West ➤ South East 	Members
DDM Deer Advisors (2) <ul style="list-style-type: none"> ➤ England and Wales ➤ Scotland 	Members
Communications Officer DDM (non-voting)	Assistant Secretary

5.3.5 DDM EC Members

Lead Member	Role
Chairman DDM	Chair
Secretary DDM	Secretary
Training Officer DDM	Member
DE Deer Operations Manager (PTS EAS)	Member
Communications Officer	In attendance; non-voting.
Members' Member	In attendance; non-voting.

5.4 MEMBERSHIP : JOINING AND ELIGIBILITY

5.4.1 Initial membership of DDM is restricted to volunteers who are currently in full time employment within MOD (military or civilian) and with an expectation of at least 5 years residual service. These criteria are based on effective mitigation of health and safety risks, security accreditation, internal communications and return of investment in training. Those retiring from MOD employment who have obtained sufficient deer management competence may be considered for continued membership. There are three categories of membership: Deer Manager, Observer and Retired. All new members should be introduced into DDM in accordance with the process illustrated at Figure One. As DDM's purpose is to actively manage deer on the MOD estate,

applicants must demonstrate a level of commitment and interest to the PDM and DC before being recommended for membership. Those who are unable to continue such commitment and activity will have their membership reviewed.

- 5.4.2 DDM Members are required to be Gift Aid members of the BDS, paying their annual subscriptions by direct debit.
- 5.4.3 Active Deer Managers - An active deer manager is one who has indicated a wish to be trained within DDM to manage deer, as necessary, with a rifle, and continues active deer management once trained and continuing in MOD employment. Active managers will be graded according to training and experience. Grades and their definitions are detailed at para 5.5
- 5.4.4 Transfer of Undertakings (Protection of Employment) (TUPE)- those members of the MOD Civil Service who have been active (qualified AM (A) or higher), may continue to be active members for as long as they remain in their original post at time of transfer. When the original post is changed, members are no longer eligible for active membership and must notify their District Coordinator through whom they may apply for retired authorised status.
- 5.4.5 Reservist Membership – Initial membership is not open to members of the Reserve Forces. However, upon retirement from the regular armed service, members (qualified AM (A) or higher) that transfer to the Reserve forces may retain their DDM grade and may remain an active MOD deer manager for the period of their Reserve forces service.
- 5.4.6 Members that are MOD Civil Servants or Service Personnel (qualified AM (A) or higher) transferring to Crown Civil Service may retain their DDM grade and may remain an active MOD deer manager for the period of their Crown Civil Service.
- 5.4.7 Observer Members; (O) - MOD personnel who have an interest in deer, but do not wish to manage them actively, may join as Observers. Observer membership is open to all serving Service personnel and MOD employed civilians. DDM members may also register members of their family as Observers; however, they must be BDS members in their own right. They will not be considered full members of DDM. This will be recorded in the Notes field on the parent membership record on the DDM Membership Database. Observers will be issued with a DDM Identity Card, less family members who must only be on the ground when accompanying their DDM sponsor.
- 5.4.8 Retired Membership (R) - On retirement from MOD employment, members may elect to remain in DDM, by expressing such interest to the Secretary in writing. Retired DDM members retain their DDM grade, but are no longer allowed to cull deer on MOD land. This is effective from the individual's last day of service. The DDM Membership Register will be amended to show the retired and non-active (R) status of that member. Retired members will continue to receive newsletters and other information, may attend the annual Symposium, and are encouraged to provide support and advice, promoting DDM as appropriate. This will be taken into account by the Secretary in his annual review of the retired membership list, loss of contact for three years will result in removal from the membership register.
- 5.4.9 Retired Authorised (R(A)) - This restriction may be varied by DDM who may ask a member to remain on the active culling list, as Retired Authorised, where the services of that member are necessary to ensure the proper management function in their area. This will be conditional upon satisfactory completion of the MOD Deer

Management Marksmanship Test, proof of Third Party Liability Insurance and the approval of the General Committee (GC). In such cases, permission will be reviewed by the DDM General GC at the bi-annual General Committee meetings (GCMs) and DDM will advise on the need to either extend or withdraw that permission. In these cases members will be authorised for specific DMGs. However, where retired members have fulfilled the requirement for which they were authorised, they may with the permission of their PDM and District Coordinator (DC), be invited by a PDM to assist other groups culls as required.

5.4.10 Retired Observer (R(O)) - DDM members may also revert to Observer status if their PDM wishes them to remain involved with certain non-active aspects of deer management.

5.4.11 Visitors - There are no circumstances where non-DDM visiting stalkers will be allowed to cull deer on the MOD Estate; however, in certain circumstances, where a clear requirement is evident, non-DDM members may be permitted to accompany DDM managers in an observational capacity. The DDM manager must obtain prior consent from the DDM Executive Committee on each occasion, through their DC.

5.4.12 Member Listing. Membership Secretary will maintain membership lists as follows:

- A List: Active Deer Manager members: assigned to deer management groups and active deer managers
- B List: Inactive and overseas members: unassigned but trained deer managers that remain as DDM members but are not engaged with active deer management within MOD; includes Retired members, and those posted overseas
- N List: potential members

5.4.13 Membership Reviews. Membership will be periodically reviewed by PDMs, DCs and the Membership Secretary, specifically in respect of activity and commitment, and recommendations made to the EC. Active Deer Managers in List A are expected to undertake deer management activity regularly, except where MOD duties restrict this such as operational tours. Deer Managers who are unable to contribute will be transferred from the Active Deer Managers list to List B after consultation. Members in List B will be periodically approached to confirm their continued intent to remain a DDM member, either as a Retired Member or a member intending to return to List A Active Manager status. Those who fail to demonstrate such intent will be removed from DDM membership.

5.5 ACTIVE DEER MANAGER GRADES

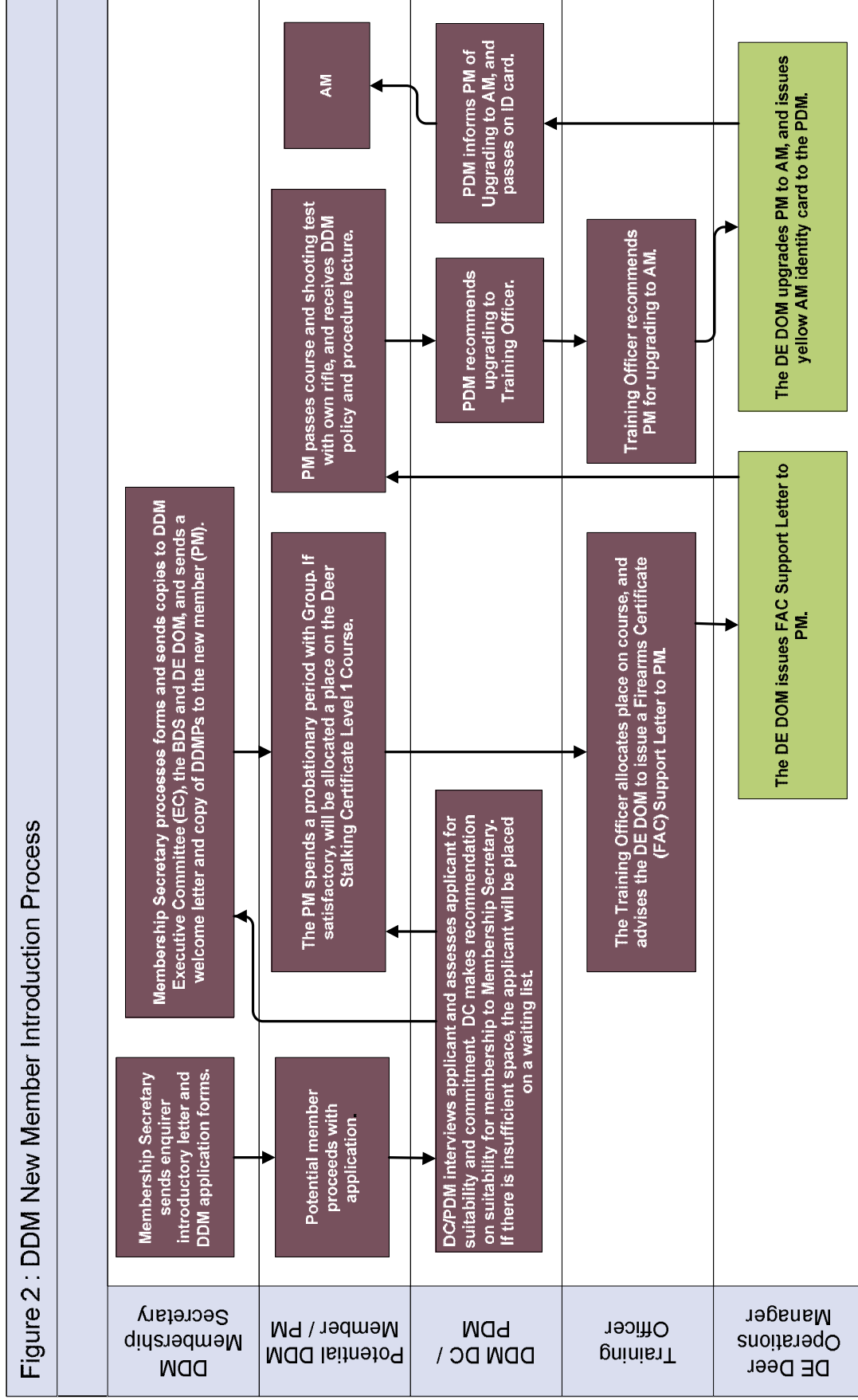
5.5.1 General

There are five grades of DDM deer manager. They are described in ascending order to illustrate the normal progression of a member after joining. The associated training and competence requirements are specified in Chapter 6 of this document.

5.5.2 Potential Manager (PM)

Full members of DDM who are interested in deer management, will be allocated to a DMG as PMs by the DC. On joining DDM, they will be issued with a Trainee's Workbook and Log sheets in which they should record their involvement in all aspects of deer management, which forms the basis for their promotion to Assistant Managers. During their apprenticeship they should study and be taught the basic aspects of deer management. **PMs are not permitted to cull deer on the MOD estate and are not issued with DE deer management identity cards.**

- 5.5.3 Assistant Manager (AM)
An AM is only permitted to cull deer when supervised by a deer manager graded Assistant Manager (Authorised) or higher and when in possession of a deer management identity card, which provides the authority to undertake deer management activities on behalf of DE (permission for access must be gained at the local level).
- 5.5.4 Assistant Manager (Authorised) (AM (A))
On promotion from AM, an AM (A) must be in possession of a deer management identity card, which permits them to undertake deer management on behalf of DE without direct supervision.
- 5.5.5 Assistant Manager (Authorised)* (AM (A)*)
An AM (A)* will be issued with a new deer management identity card. This grade is used by the GC to identify those members with sufficient knowledge and experience who may be suitable to take up PDM Appointments in the future.
- 5.5.6 Deer Manager (M)
On promotion from AM (A)*, a Manager will be issued with a new DE deer management identity card. This grade identifies highly experienced deer managers. The grade of M is normally awarded once an individual has been a PDM successfully for a period of twelve months and after gaining the relevant qualification e.g. MOD Diploma or BDS Deer Managers' Course.



5.6 EQUALITY AND DIVERSITY

- 5.6.1 DDM is committed to achieving equal opportunity for its membership. DDM actively looks to value and embrace the differences of people in a positive manner when decisions are made that will relate to individuals and the business of deer management.
- 5.6.2 All individuals throughout the organisation should be recruited, selected, trained, appraised or otherwise treated, based on their merits and abilities. DDM seek to respect and value every individual contribution irrespective of their race, religion, age, gender, disability, sexual orientation, culture or social background.

5.7 OFFICE HOLDERS

5.7.1 DE Deer Operations Manager (DE DOM)

The DE DOM is employed by DE. The post holder reports to the Head of the DE PTS EAS (NE) and is a member of the DE Deer Steering Board and an ex-officio member of the DDM Executive Committee and DDM General Committee, with voting rights. Responsibilities include:

- establishing the statement of requirement for MOD's deer management at a National and local level.
- managing the relationship between DDM and DE;
- overseeing and monitoring the treatment and management of deer on MOD property;
- liaison with civilian deer agencies and organisations;
- advising TLB Authorities, ESs, DE Foresters on deer matters;
- establishing DMGs in all areas requiring them and authorising ADPs;
- maintaining and communicating a safety policy for DDM in accordance with current legislation;
- maintaining, in conjunction with the DDM Membership Secretary, a register of qualified and trainee deer managers;
- ensuring the provision of an initial report for all MOD properties holding deer, covering the estimated current deer population and current activity with regard to the deer (this will normally be conducted by DDM on their behalf);
- managing MOD's deer management data and reporting processes.

5.7.2 President DDM

The President of DDM leads DDM and is formally appointed by the DDM EC. They are to:

- maintain links with the President of the BDS;
- attend all or part of the annual DDM Symposium;
- be invited to attend or chair any meeting which the Chairman DDM and the DE DOM consider appropriate.
- Provide advice and direction as appropriate
- be sufficiently well briefed by the EC or DE DOM on major issues affecting the organisation;

5.7.3 Chairman DDM

The Chairman will be a senior manager in MOD with experience of leadership and management across MOD, and will have deer management experience of at least PDM. The Chairman is responsible for:

- the running of DDM and delivery of deer management operations in accordance with DDMPs;
- the implementation of MOD Deer Management Policy;
- the maintenance and enhancement, nationally, of the reputation of MOD deer management as an MOD SD activity;
- maintaining official links with the BDS, including attending the BDS AGM and BDS England and Wales Area Council (EWAC) Meetings as the DDM representative;

- briefing DE DOM on important deer issues and problems on the MOD estate, and assist in resolving them;
- providing the DE DOM with information concerning National and European Community issues, such as changes to legislation and regulations concerning deer and firearms;
- briefing the President DDM, as and when required;
- directing production of the DDM Annual Review.

5.7.4 **Secretary DDM**

Secretary DDM is the focus for all deer management operations, routine administration and the conduct of DDM members. It is an advantage for the Secretary to be an experienced deer manager, who is most likely to have held the appointment of PDM or has previous experience as a member of the GC for example, as DC. They are to:

- monitor performance of deer management operations during the year and report progress to the EC quarterly.
- maintain close links with the staff of DE PST EAS and with the DCs;
- assist Chairman DDM with the implementation of MOD Deer Management Policy except training and courses, which are the responsibility of the DDM Training Officer and the Training Committee;
- appoint and oversee the work of the Membership Secretary;
- convene and administer the annual Symposium, AGM and GCM;
- deputise for the Treasurer at the AGM/GCM if the latter is unable to attend;
- ensure effective internal and external communications, supported by the Communications Officer. Write a report for each issue of Deer Magazine and provide newsletters for DDM members at least bi-annually;
- attend the BDS's EWAC as DDM's representative if the Chairman is unable to attend;
- ensure the timely production of minutes of meetings.
- ensure DDM property is recorded, managed and maintained, supported by the DDM Quartermaster.
- Management of DDM H&S plan (as per para 12.3.5).

5.7.5 **Training Officer DDM (Trg Offr)**

The Training Officer is responsible for the formulation of training policy and procedures, and the delivery of DDM training. The Training Officer must have excellent practical experience and knowledge of managing UK deer species, and is expected to be a BDS Assessor. The Training Officer is to: -

- maintain close links with the BDS Training Committee and be the DDM representative on that Committee;
- act as the sponsor for all DDM members wishing to attend BDS courses;
- act as the focal point for all DDM members participating in the Deer Stalking Certificate (DSC) Level Two process, and will recommend appropriate members to BDS to become Accredited Witnesses and/or Assessors;
- to identify competent assessors for the MOD Deer Questionnaire, and promote the Deer Management Diploma qualification within DDM;
- to maintain a list of Accredited Witnesses (AW) . Support and encourage sufficient AWs to meet DDM needs.
- provide estimates and proof of expenditure for the Treasurer and AGM by 1 April each year;
- appoint members to the Training Committee, one of which to be assigned as Assistant Training Officer (Asst Trg Offr); the committee will consist of:
 1. Training Secretary
 2. Ranges Member
 3. Promotions Member
 4. Librarian
 5. Photographic Officer

6. Training Adviser.
7. Co-opted members as required
(Terms of Reference for the DDM Training Committee are located at Paragraph 5.5.13 - 5.5.18)

- be responsible for overseeing the promotion process;
- be responsible for validating the FAC support letter process for DE;
- be responsible for maintaining a record of all Range Days and MOD Marksmanship tests, to include details of the RCOs;
- allocate places to students on DDM administered DSC Level One courses;
- allocate places to DDM sponsored students on the BDS Deer Managers Course;
- organise an annual training weekend for PDMs.

5.7.6 Membership Secretary DDM (Mem Sec)

The Membership Secretary is responsible to the Secretary for:

- maintain the Membership Database and produce, biannually, the DDM Membership Register, which is to be a Restricted-Management document, distributed to:
 1. Chairman
 2. Secretary
 3. Training Officer
 4. Training Secretary
 5. DAs
 6. DCs
 7. DE DOM
 8. Quartermaster
 9. Treasurer
 10. Members' Member
 11. Communications Officer
 12. Any other recipient as instructed by the EC
- arrange for PDM lists, DMG lists and other organisational data to be produced and disseminated as advised by the Secretary;
- Assign members to List A (Active) List B (Inactive) or List N (potential)
- as the initial point of contact for new members, they are to process applications for membership of BDS and DDM, including the issue of DDMPs and logbooks to new members;
- advise DCs of the arrival of new and returning members within their districts;
- keep BDS Membership Secretary informed of all moves of members;
- advise the Secretary of lapsed BDS membership.

5.7.7 Treasurer DDM

The Treasurer is responsible to the Chairman of DDM for the management of the organisation's funds, in accordance with current Service regulations for non-public accounts, paying due regard and taking benefit of the BDS's charitable status. The Treasurer must have previous experience of running accounts, or, be willing to undertake the necessary training. They are to:

- receive, process and bank cull fees;
- produce an audited statement of accounts in respect of DDM funds for the period ending 31 March each year for endorsement at the subsequent GCM and approval at the AGM;
- liaise with the Secretary to provide advice and strategy for the expenditure of funds for endorsement by the subsequent GCM and approval at the AGM;
- liaise with the Quartermaster in order to determine property values in accordance with accounting procedures;
- provide regular financial reports to Chairman
- arrange adequate insurance cover for property and library contents;

- liaise with the Secretary and Training Officer to determine estimates of expenditure by the General and Training Committees, and to assist in monitoring expenditure against both votes as agreed at the previous AGM;
- to act as procurement officer for all DDM assets.

5.7.8 District Co-ordinators (DCs)

DCs must maintain and enhance, within their district, the reputation of DDM for undertaking deer management as a core MOD estate management activity. DCs are responsible for deer management within their regions, through the PDMs.

- Elected by the DDM GC, each DC will ideally have been a PDM for a minimum of two years prior to appointment and be graded AM (A)* or higher.
- DCs are responsible for the implementation of DDMPs at DMGs within their District, specifically:
 - to maintain regular contact with their respective PDMs/DMGs and, where necessary, make visits to the PDMs;
 - to comment and provide advice to the PDMs on draft ADPs prior to submission to the DE DOM for approval.
 - to monitor cull achievement throughout the year and keep the Secretary informed of progress;
 - to assist PDMs in dealing appropriately with unusual incidents (poaching, excessive deer damage, media interest, etc.);
 - to allocate new and returning members to DMGs in order to provide them with training opportunities and to make best use of their qualifications. The Membership Secretary should be advised of all allocations
 - to ensure in partnership with the Training Officer, that PDMs are training the members of their group and to provide support where necessary;
 - to comment on recommendations for promotion from AM to AM (A);
 - to deal with minor breaches of the Code of Conduct;
 - to make initial contacts with Heads of Establishment or their nominated representatives prior to the establishment of DMGs and maintain regular contact;
 - to present to GC, the names of retired members to be authorised to cull on MOD land;
 - to recommend promotions from AM (A) to AM (A)* to the Training Officer;
 - to recommend promotions from AM (A)* to M to the Training Officer;
 - attendance at the DDM GCM.

5.7.9 Deer Advisors (DAs)

DDM DAs will be amongst the most experienced and knowledgeable members of DDM, having held a variety of previous DDM appointments as PDMs and as members of the GC.

DA (England and Wales)

The DA (England and Wales) is appointed by the DDM GC to advise the organisation on the technical aspects of the implementation of DDMPs within England and Wales. They are to:

- comment on all annual and initial reports from MOD DMGs in England and Wales;
- provide advice and guidance to DDM GC/EC and DE on all deer management issues
- maintain regular contact with DCs and advise on local deer management issues
- be invited to attend the BDS EWAC as the DDM representative and should be prepared to deputise for the Chairman or Secretary as the DDM representative at other meetings.

DA (Scotland)

The DA (Scotland) is appointed by the DDM GC to advise the committee on the technical aspects of the implementation of the DDMPs within Scotland. They are to:

- comment on all annual and initial reports from DMGs in Scotland;
- provide advice and guidance to DDM GC/EC and DE on all deer management issues
- maintain regular contact with DCs and advise on local deer management issues
- establish and maintain links with the BDS Scottish Council and should represent DDM at the national forum in Scotland, as requested.

5.7.10 Members' Member

This role is to provide DDM members with a means of expressing views or pursuing grievances outside the chain of command. There are no eligibility criteria for the post and the election is based on free vote. However, candidates for this post will normally have considerable experience within the organisation, at least at PDM level and must act responsibly and with discretion.

5.7.11 Quartermaster (QM)

The Quartermaster is appointed by the EC and is responsible to them through the Secretary for:

- accounting for and issue by voucher of DDM equipment;
- taking action in respect of losses and write off as appropriate in consultation with the Treasurer and EC;
- liaising with the DDM Treasurer regarding property lists for insurance purposes;
- acting as custodian of all property that is not issued on voucher and the transfer of properties from area to area;
- the procurement and issuing of high seat warning signs and targetry;
- advising members on the availability of equipment and targetry as requested.

5.7.12 Communications Officer (Comms Offr)

This role is appointed by the Secretary to enhance internal and external communications, and is a non-voting member of the GC. They are to:

- assist the Secretary with the preparation and distribution of minutes;
- issue a newsletter, approved by the EC bi-annually;
- develop and maintain a DDM website;
- assist in the preparation of the DDM Annual Review;
- actively take steps to improve internal communications.

DDM TRAINING COMMITTEE TERMS OF REFERENCE

5.7.13 Training Secretary

The Training Secretary Should be an AMA. Ideally should be an individual who is being looked at for future advancement within DDM. The Training Secretary will be expected to:

- act as Secretary to the Training committee.
- be responsible for maintaining, amending and issuing the Trainee's Workbook and Trainer's Manual.
- maintaining lists of AWs and DSC Level 2 qualified members in order to support training.

5.7.14 Ranges Member

The Ranges Member is appointed by the Training Officer. Ideally they should hold the SA (A) qualification. Must be RCO Stage 3 or NRA qualified and ideally should be an individual who is being looked at for future advancement within DDM. The Ranges Member will be expected to:

- maintain a list of qualified Range Conducting Officers (RCOs);
- production and distribution of DDM Marksmanship Cards;
- advising on and organising shooting competitions and range practices.
- advise on range issues.

5.7.15 **Promotions Member**

The Promotions Member is appointed by the Training Officer, endorsed by the GC. Ideally should be AMA*, must hold DSC2. They are responsible for the analysis of and comment on all recommendations for upgrading from AM to AMA.

5.7.16 **Librarian**

The Librarian is appointed by the Training Officer and ideally should be a senior member of DDM, AMA* or above. They should either hold the Deer Management qualification or have successfully completed the MOD Questionnaire. The Librarian is responsible for:

- cataloguing and safe keeping of all DDM books and videos/DVDs;
- the issue and recall all books loaned to members by voucher;
- monitoring and informing the Training Officer of new publications;
- liaison with the DDM Treasurer regarding the insurance of library property;
- the production of a Library List bi-annually for use by the Training Officer.
- responsible for issuing the MOD Questionnaire, provision of reference literature, providing advice and mentoring members who are completing it.

5.7.17 **Photographic Member**

The Photographic Member is appointed by the Training Officer, ideally to be a senior member of DDM, AMA* or above. should be DSC Level 2 qualified and should either hold the Deer Management qualification or have successfully have completed the MOD Questionnaire. They are responsible for:

- the cataloguing and safe keeping of all DDM photographs;
- organisation of the annual photographic competition and retention of copies of all suitable entries for the photo bank;
- acting as point of contact for the BDS photographic database;
- ad-hoc training advice.
- responsible for maintaining the joint BDS/DDM Image collection.

5.7.18 **Training Adviser.**

The Training Adviser will be a highly experienced DDM member, either Active or Retired, with extensive current experience of deer management training. To be recommended for appointment to the EC by the Trg Officer. The Training Adviser will:

- Provide advice on training standards and best practice to the Trg Offr.
- Assist with training and instruction.

5.7.19 **Deputy Training Officer**

To be appointed by the Training Officer from one of the Training Committee members, to be endorsed by the EC. They must be a current member of the Training Committee.

5.7.20 **Co-opted members**

The Training Officer may co-opt additional members for assistance with training events, as required.

5.8 APPOINTMENTS AND ELECTIONS

5.8.1 Purpose

This section describes the procedures to be followed in appointing and electing positions within DDM. These procedures should be read in conjunction with the Office Holder's Eligibility Criteria and Terms of Reference set out at 5.5.

5.8.2 Introduction

The DDM GC comprises positions that are either elected or appointed by the GC or EC (apart from DE DOM). The table overleaf shows appointments and the basic recruitment procedure:

GC Position	Elected	Appointed by GC	Appointed by EC
President	x	✓	x
Chairman	✓	x	x
Secretary	✓	x	x
Treasurer	✓	x	x
Training Officer	✓	x	x
Membership Secretary	x	x	✓
DAs	x	✓	x
Members' Member	✓	x	x
DCs	x	✓	x
Communications Officer	x	x	✓
Quartermaster	x	x	✓
PDMs	x	x	✓

5.8.3 An Appointments Committee will be established consisting of all members of the EC, to sift applicants for all posts and select those for EC appointment.

5.8.4 Mandatory Practice:

EC Appointment Procedure – PDMs, QM, Comms Offr, Mem Sec

- EC to announce vacancy to all members via DCs
- For PDMs, DCs must notify members in their district of the PDM opportunity and the closing date for the position.
- Interested members should consult the eligibility criteria contained at Chapter 8.3.
- If eligible, members should complete the standard "Expression of Interest Form" (contained at Chapter 16.1) and return it to the DC before the closing date.
- For PDMs, DCs must consider expressions of interest and consult the outgoing PDM, before making a recommendation to the DDM AC.
- The AC will meet following each GC Meeting and as required to consider appointments
- After coming to an agreement, DCs will be notified of decisions and successful members will be appointed in writing by the Secretary on behalf of the EC.
- For PDMs, following the appointment, the DC must inform all other interested members of the decision.

GC Appointment Procedure: President, DCs and DAs

- DDM Secretary must inform all members through DCs of the opportunity and the closing date for the position.
- Interested members must consult the DDM DC Eligibility Criteria contained at Chapter 5.5.
- Eligible members interested in the decision must complete the standard “Expression of Interest” form contained at Chapter 16.1 and return it to the Secretary before the closing date.
- The Secretary must consider expressions of interest, and for DCs consult the outgoing DC, before making a recommendation to the DDM AC. The AC will make a recommendation to the GC for approval.
- After coming to an agreement, the position will be appointed by Secretary on behalf of the GC.
- Following the appointment, the Secretary must inform all interested parties of the decision.
- The DDM AC will review each DC appointment annually.

Elected Appointment Procedure

- The Secretary should invite, through his newsletter, expressions of interest for all elected position(s) prior to the AGM.
- The AC will review and sift applications for suitability and eligibility, and make recommendations for approval by the GC. Following GC approval of the candidate list, the Secretary will ensure that all suitable candidates are put up for election at the AGM.
- They should be decided through a show of hands by the membership.
- Where more than one individual stands for election for a single appointment, the vote may be put to a secret ballot.

5.8.5 **Advisory Practice:** Wherever practicable, DCs should periodically review PDM appointments within their district, with a view to giving opportunities to other eligible candidates following four years in the position.

5.8.6 Proformas and other References:

- ❑ Terms of Reference and Eligibility Criteria for PDM Appointments (8.3).
- ❑ Terms of Reference for DCs (5.5.8).
- ❑ Terms of Reference and Eligibility Criteria for GC Appointments (5.6.3).
- ❑ Expression of Interest Form (16.1).

5.8.7 Further Advice:

For advice on DDM appointments contact: Secretary DDM (18.3)

5.9 Annual General Meeting (AGM)

5.9.1 DDM will hold an AGM open to all members, usually coinciding with the Annual Symposium. The AGM will include:

- election of key officials;
- annual report to members by Chairman;
- annual report to members by DE DOM;
- annual report on training by Training Officer;
- approval of finance report by Treasurer;
- annual report on membership by Secretary;
- award of the President’s Prize;
- any other business.

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CHAPTER 6: TRAINING AND DEVELOPMENT

6.1 INTRODUCTION

Training and development is fundamental to the day to day running of DDM. DDM Deer Manager training comprises a wide range of private study and field training. The aim of which is to form a pool of well trained and qualified DDM members to ensure the delivery of MOD's deer management operations. This Chapter describes DDM's mandatory requirements and standards for achieving promotion through DDM manager grades. It includes details of marksmanship training and standards.

6.2 ANNUAL SYMPOSIUM

6.2.1 DDM funds support the staging of an annual Symposium at which speakers present on deer topics to broaden the knowledge of DDM members. The event aims to inform members of the latest changes in deer management policy, methods, training and research; members are strongly encouraged to attend. AMs are expected to attend at least one Symposium and AGM, prior to upgrading to AM (A). Thereafter all active members are expected to attend. Attendance is limited to DDM members and guests invited by the EC, such as representatives from BDS.

6.3 PDM TRAINING

6.3.1 The Training Officer is responsible for the further training and development of PDMs. This will include the organising of a dedicated annual training weekend where the latest best practice and legislation will be taught. Knowledge gained at this event will be cascaded down through DMGs where relevant.

6.4 MARKSMANSHIP

6.4.1 All MOD Deer Managers are required to pass a marksmanship test before they are allowed to cull deer on the MOD estate. This is to ensure that all deer are killed cleanly and humanely, and also to reassure the local MOD authorities and other interested parties that DDM managers are reliable and competent marksmen. The standard set by the test is to be regarded as the minimum to be maintained by all active managers. It is best practice for all deer managers to ensure that any other rifle used for deer management is zeroed regularly.

6.4.2 Marksmanship is only one aspect of the Deer Manager's responsibility. DE, who are ultimately responsible, and the GC of DDM must be absolutely convinced of a manager's reliability and safety-consciousness, before authorising them to manage deer on MOD land. Success in the marksmanship test does not automatically lead to the right to cull deer.

6.4.3 Mandatory Practice:

- Managers (M) and Assistant Managers (Authorised) (AM (A)) must pass the test every twelve months, with their own rifle³. Assistant Managers (AMs) must pass the test every six months. There are two parts to the MOD Deer Marksmanship Test. They are:
 - a. Grouping. All managers must be able to place three shots within a prescribed four inch circle at 100 metres from the prone position or a simulated high seat.

³ Advisory Note: - Anyone owning more than one rifle intended for managing deer on the MOD estate must ensure that they have all been suitably zeroed and/or are fit for purpose.

b. Deer Target. All managers must be able to place six shots within the 'Five scoring ring' on the MOD Roe Buck Target from ranges and positions as shown⁴:

(1)	100 metres (prone; or from simulated high seat)	2
(2)	70 metres (sitting or kneeling as preferred)	2
(3)	40 metres (standing)	2
		<u>6 shots total</u>

- The only aids or rests that may be used are items that the individual will always have available in the field, e.g. rucksack, rifle sling, stalking stick or stalking sticks, bipod, shooting bar on high seat etc. Sandbags or posts (often positioned on Service ranges) must not be used, as they will not be available in the field.
- No more than three attempts at each of the two parts of the test may be made on any one day.
- Results must be recorded on the official DDM Marksmanship Record Card, available from the Training Committee Secretary. Marksmanship record cards are produced and issued by the Training Committee Ranges Member – see 5.7.14.
- In all cases, Range Days must be conducted by a RCO, qualified for the type of range being used. Advanced warning of group range days must be sent to the Training Officer (through DCs) to ensure maximum publicity in order to make best use of resources;
- The MOD targets required for testing purposes are available from the DDM Quartermaster.
- No formal time limits are laid down but obviously an unrealistic amount of time (e.g. more than 30 seconds) should not be taken for each shot.
- Borderline cases, even if they eventually pass, may be required to do more training and take additional tests.
- Tests will normally be carried out at range days hosted by the local DMG (organised by the PDM) or at training events arranged by the Training Officer. In all cases, a qualified RCO must be in attendance to run the range. All marksmanship tests must be carried out on a suitable range facility. All passes must be recorded on the DDM Marksmanship Record Card, signed off by the PDM, RCO or training committee member for that event. In exceptional cases, a deer manager may take the test when supervised by a suitably qualified military RCO, who need not be a DDM member, or on private land when supervised by an AM(A) or above. **In both cases this must be by prior arrangement with the Training Officer.**
- The RCO must record Marksmanship Test Results and forward them to the Training Officer using the standard template located at 16.6.
- PDMs may invite/require their managers to take practice shots at longer ranges and/or employing different positions from those laid down in the MOD Deer Marksmanship Test, based on specific requirements driven by local conditions. Whilst in no way encouraging managers to exceed the recommended ranges implicit in the test, all managers should discover the limit of their ability by shooting at a target. For example standing shots at 70m with stalking sticks and sitting/kneeling supported at 100m may be practiced.

6.4.4 Proformas and other References:

- Marksmanship Record Cards are available from the Training Officer.
- Marksmanship Test Results Template at 16.6.

6.4.5 Further Advice:

For advice on Marksmanship Test issues contact: Training Officer DDM (18.3)

⁴ Scoring will be outward gauging.

6.5 PROGRESSION

6.5.1 All DDM members (less Observers) join as PMs irrespective of previous experience. There are a number of grades awarded once each individual has attained a certain level of expertise. This grading system allows the GC to easily identify those who are ready to be given higher levels of responsibility. All grades are defined within Chapter Five of this document.

6.5.2 Mandatory Practice:

- **AM** In order for a PM to progress to the next level (AM), they must have passed a DSC Level One Course (this must be a BDS or British Association for Shooting and Conservation (BASC) affiliated course). In addition, they must receive a DDM Policy and Procedure Brief by their PDM, have passed the DDM Marksmanship Test with their own rifle within the last six months, and have demonstrated that they have the correct level of commitment and ability required by DDM of its members. Once the PM has fulfilled these criteria, their PDM will recommend to the Training Officer that they be upgraded to AM. The DE DOM will upgrade and issue an identity card through the PDM.

Progression to AM should take a maximum of 12 months. PDMs and DCs should jointly consider the membership of PMs after 12 months, with a view to rescinding their membership if not upgraded.

- **AM-A** Before submission for promotion to AM-A, they must have satisfied their PDM of the following: -
 - that they have reached a satisfactory level of competence against the criteria laid down in the 'AM-A Achievement Chart and Performance Standards' contained at Chapter 16.2. All evidence gathered by the individual should be recorded in a student Log Book (issued to each member on joining). This Log Book and Achievement Chart (completed by the PDM) will be further assessed by the promotions panel, consisting of DC, Promotions Member and Training Officer;

AND

- have completed the DSC Level Two Qualification during their period of DDM Training⁵

The DE DOM will upgrade and issue, through the PDM, a green identity card (see the process at Figure Three). Progression to AM-A should take between one and three years. PDMs and DCs should jointly consider the membership of AMs after three years of training, with a view to rescinding their membership of DDM if not upgraded.

- **AM-(A)*** In order for an AM-(A) to progress to the next level (AM-(A)*), they must have first either completed the DDM Deer Questionnaire or have passed the BDS Deer Manager's Course (formerly the BDS Advanced Stalkers Course). Secondly, they must be proposed by their DC to the GC, with subsequent ratification by DE.
- **M** In order for an AM-(A)* to progress to the next level (M), they must have successfully completed a full year as a PDM. They must be proposed by their DC for consideration by the GC. Once approved, the DE DOM will issue a red identity card to the individual.

Supervision will entail accompaniment for all stalking. AMs that have proved competency with shot placement, safety and cull animal selection may be permitted to sit unaccompanied in a highseat, or allowed to stalk a specific area whilst the instructor is located nearby. Appropriate communications must be in place in order that the supervisor is able to respond to a call for assistance within ten minutes. Under these circumstances, they must be carefully briefed on safety and specific deer to be culled. When culling has

⁵ Current trainees that have not submitted their logbooks prior to January 1st 2009 will be required to attain DSC Level Two prior to upgrading to AM (A)

taken place, the supervisor must be present for the gralloch; cull cards must be completed in the presence of the supervisor and signed. In all circumstances debriefing is essential and field experience must be recorded in the Log Book.

All promotions are initiated by the PDM and must be supported by the DC, before being passed to the Training Officer for approval.

6.5.3 Advisory Practice:

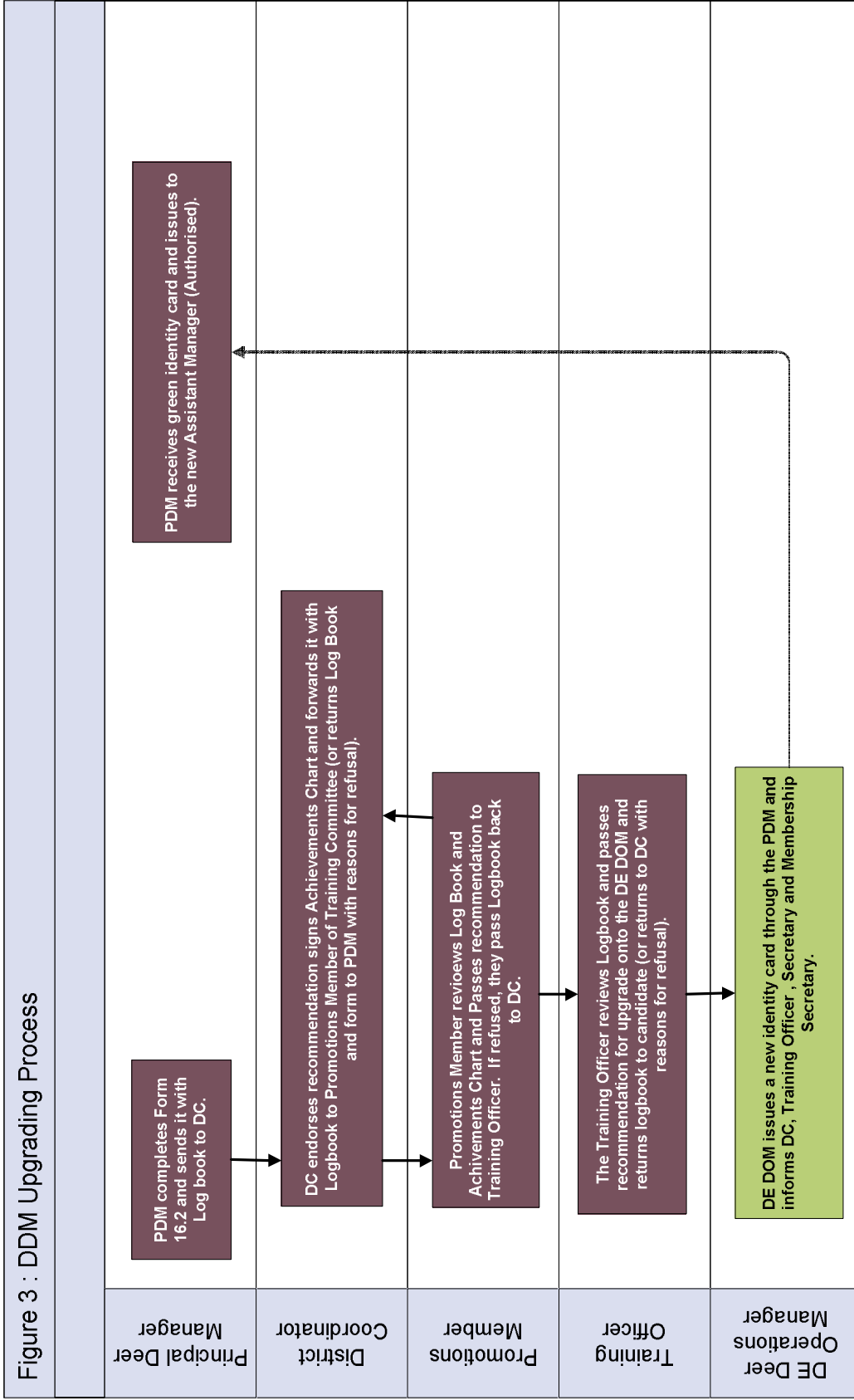
In order for members to gain a broad level of experience they should make full use of the DDM Library and arrange for outings with DMGs other than the one to which they are affiliated (which may have a different deer species present).

6.5.4 Proformas and other References:

- AM (A) Achievements chart at Chapter 16.2.

6.5.5 Further Advice:

For advice on progression issues contact: Training Officer DDM (See 18.3).



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CHAPTER 7: COMMUNICATIONS

7.1 INTRODUCTION

Clear channels for command and liaison are essential to running an effective deer management organisation. This Chapter sets out the communication responsibilities of DE and DDM.

7.2 TACT AND PR

- 7.2.1 A number of MOD sites allow access to members of the public who may question or even object to deer management activities. Managers must handle such cases with sensitivity, bearing in mind the potential for adverse publicity. If a manager is involved in any incident that might result in a complaint being raised, it must be reported to the PDM as soon as possible and through the DDM chain of command as appropriate. In cases where members of the public are misusing MOD training areas, or obstructing deer management operations, deer managers should seek the assistance of MOD, military or civilian police officers as appropriate.

7.3 MEDIA

- 7.3.1 Articles are not to be published or interviews given on the subject of MOD Deer Management, without prior clearance from the DE DOM and Chairman DDM. This includes all electronic media such as the internet. Participation in internet forums must be agreed by the EC.
- 7.3.2 All deer-related media enquiries must be referred to the DE DOM who will refer to the DE Secretariat and MOD press office in accordance with agreed procedure.

7.4 LIAISON

- 7.4.1 Individual DDM members should communicate regularly with their respective PDM. They should report regularly on day-to-day business and immediately on matters deemed new, unusual or contentious.
- 7.4.2 PDMs should ensure that they raise matters of concern to their respective DC in the first instance, who should inform and where relevant, seek the assistance of wider GC members as appropriate.
- 7.4.3 The PDM is the spokesperson of the group, and is responsible for liaison with all local stakeholders, including key customers. This includes close liaison on a regular basis with other parties undertaking activities that may effect deer or in turn may be effected by deer and their management e.g. Estate Surveyors and other contractors. PDMs must also attend MOD Conservation Groups where they exist.
- 7.4.4 DE staff or contractors, when planning, supervising or undertaking works that affect deer, their welfare or management, must liaise directly with the relevant PDM. Their contact details may be provided by the DC (see contact details at section 18.3).
- 7.4.5 Deer related policy and procedural updates or general news will be communicated to the DDM membership via an email cascade system via DDM DCs and PDMs or via the DDM Share Point site on ArmyNet. All members must sign up to and maintain their Share Point profiles in order to stay current in DDM and receive regular updates. ArmyNet access may be arranged via the DDM Communications Officer, contact details as section 18.2.

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CHAPTER 8 – DMGs AND PDMs

8.1 INTRODUCTION

A DMG will be established on every MOD site or area where deer are found in sufficient numbers to require active management or monitoring. A PDM will be appointed to lead each DMG. This chapter includes the terms of reference and eligibility criteria of PDMs, and details their roles and responsibilities.

8.2 Deer Management Groups (DMGs)

8.2.1 MOD DMGs cover a geographical area usually associated with the land management boundaries of the military site or establishment covered. The groups are responsible for advising on, planning and delivering all activities relating to wild deer found within the defined MOD land boundaries, following the appropriate authority from the DE DOM. Chapter 15.2 contains a map showing the current location of Defence DMGs.

8.2.2 The DMG usually comprises all DDM members with the appropriate authority to operate on the site on behalf of the EC.

8.2.3 Groups are headed by a PDM appointed by Secretary DDM, following endorsement by the AC.

8.3 Principle Deer Managers (PDMs)

TERMS OF REFERENCE AND ELIGIBILITY CRITERIA

8.3.1 PDMs should live within 30 minutes of the area for which they are responsible. Where this is not possible, a competent deputy must be authorised to deal with incidents requiring rapid response. PDMs should ideally be graded AM (A)* for a minimum period of one year prior to appointment. In exceptional circumstances an AM (A) with a suitable level of experience or a retired authorised member may be appointed as an interim measure.

8.3.2 PDMs are responsible for the implementation of DDMPs at their site specifically:

- to maintain regular contact with the DE DOM, DE ESs and Foresters, Service Authorities and all other relevant parties;
- ensure that the SELT is fully briefed on deer management issues for the site.
- to liaise with Range and Training Area staff to ensure that all members are fully conversant with firing and exercise schedules, including any late amendments, in order to minimise the risk of deer managers conflicting with other range users;
- to attend MOD Conservation Group meetings held for the area, providing the meeting with a summary of the matters relating to deer on the area;
- to submit an ADP;
- to apply for any subsequent variation to approved cull plans, consulting all concerned in the original approval, prior to the DE DOM's agreement;
- to submit, within the ADP, a report on the safety of high seats on their area. The return is to include a list of the seats, location, type of construction, presence of correctly worded warning signs and date of safety check;
- to collate, check and submit all cull fees, and maintain the MOD DMIS for their respective area;
- to deal appropriately with unusual incidents (poaching, excessive deer damage, media interest, etc.), keeping the DC informed of their actions;
- to allocate deer group members to sub-areas as appropriate, and to decide individual cull quotas;

- to provide marksmanship returns to the Training Secretary
- to provide training for all members of their group, including range days or otherwise ensuring that all members of their group pass the marksmanship test as laid down in the policy. It is the responsibility of the PDM to confirm that only those who have passed their range test within the appropriate timeframe may cull deer;
- to furnish the Training Secretary with marksmanship returns, with a copy to the DC, as soon as they are completed;
- to advise that members using more than one rifle check-zero regularly on all rifles
- to inform the DC of all disciplinary matters;
- to identify as early as possible any shortfall in training or culling effort within the group and notifying the DC with proposals to remedy the situation;
- to attend the annual PDMs' training weekend;
- training and progression of members within their DMG;
- to inform DC and Membership Secretary of changes in status and location of group personnel e.g. on posting or retirement;
- in view of the military postings cycle, actively to pursue the development and proper qualifications of a successor by appointing an assistant with a clearly defined role and responsibilities.

8.3.3 PDMs can normally expect to serve for at least three years. In cases where PDMs' Service appointments keep them in a particular location for longer periods, the GC may recommend that they stand down to allow another member to assume the PDM post. This will generally be to give a less experienced, but suitably qualified member the benefit of serving as a PDM in line with the training policy of the organisation. A PDM invited to stand down in these circumstances will remain as a technical advisor and may be re-appointed as PDM at a later date.

8.3.4 The PDM will be the spokesman for the DMG and will be responsible to the Service Authority and the DE DOM for the conduct, effectiveness, training and reporting of the Group. The PDM is also responsible for the following:

- the submission of an ADP;
- the maintenance of the DE Cull Database;
- submission of any other report relating to the conduct of their DMG as required;
- attendance at relevant MOD conservation group meetings.

8.3.5 The PDM is responsible for liaison with:

- DMG members, including checking all member documentation, prior to giving initial approval to conduct deer management activities at site level;
- heads of establishment (as appropriate);
- Estate Surveyors including foresters (bi-annually);
- DDM DC;
- MOD conservation groups;
- shoot managers / gamekeepers;
- neighbouring landowners and owners of shooting rights;
- civilian and MOD police;
- MOD tenant farmers.

8.3.6 Defence Deer Managers work directly under the PDM and are responsible for:

- maintaining a good knowledge of deer in their operating areas;
- achieving the highest standards of deer management in any area in which they are required to operate;
- actively culling deer in accordance with the agreed cull plan under the direction of the PDM;
- submitting, to the PDM, cull cards for each individual deer culled or found dead within 10 working days.

CHAPTER 9: REPORTING

9.1 INTRODUCTION

When the presence of deer is suspected at a site, an Initial Deer Survey should be initiated. The ADP reports on the previous year's activities, the site's local estate management objectives and supporting deer management activities, and planned cull for the forthcoming year. The Watching Brief is undertaken on all sites where deer are present in insufficient numbers to warrant active control measures. This Chapter explains the procedures to be followed in the production of each of these reports.

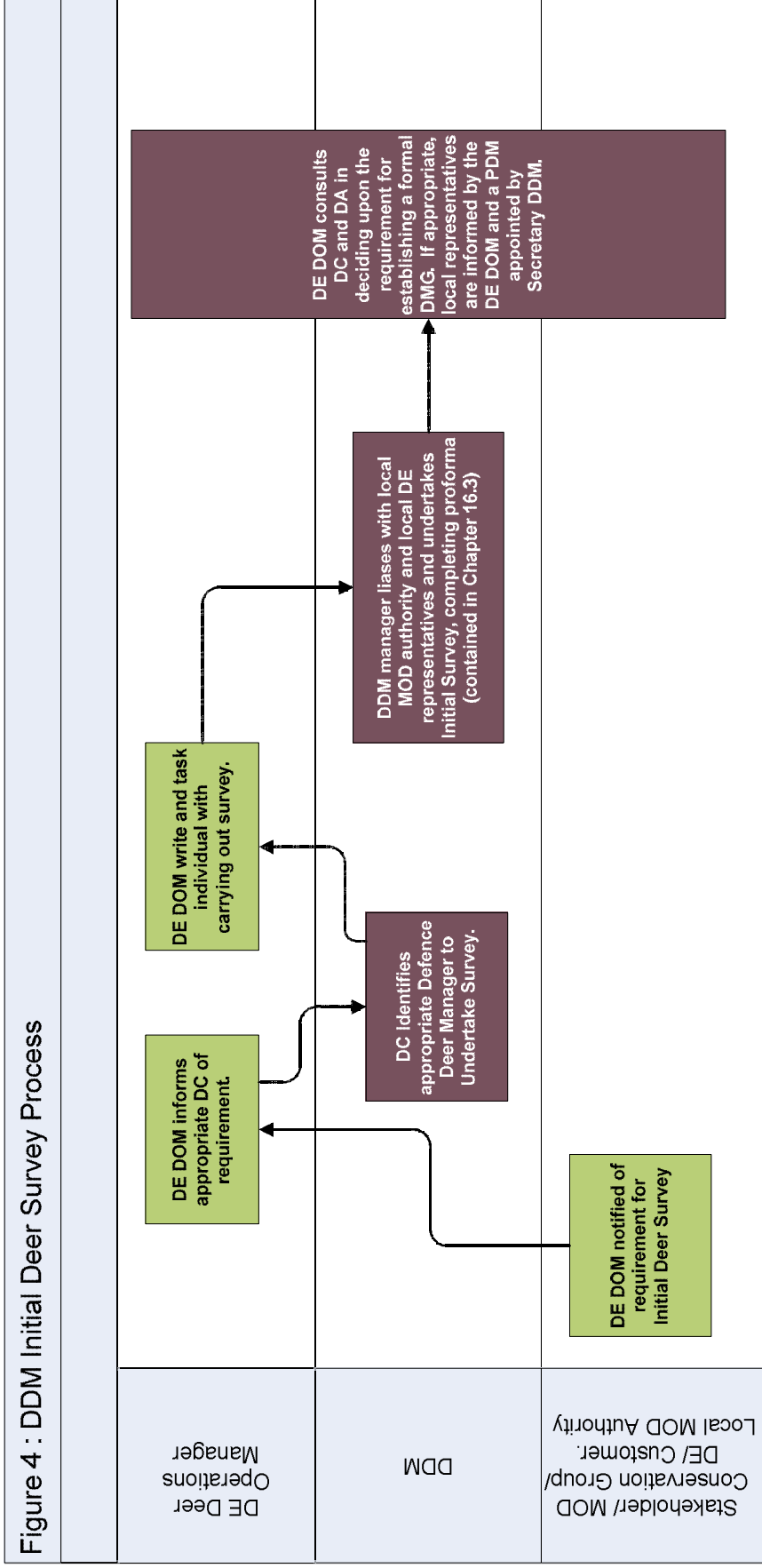
9.2 THE INITIAL DEER SURVEY – (See the process at Figure Four)

- 9.2.1 When deer are present on an MOD site, and no formal DDM group or caretaker has been established, the DE DOM should be contacted.
- 9.2.2 DE DOM will request, in writing, the services of a suitable qualified deer manager to undertake the task through the appropriate DC.
- 9.2.3 The DC will appoint an individual to undertake the task, who will, before undertaking the survey, make contact with the relevant Estate Surveyor.
- 9.2.4 The deer manager should submit their completed Initial Deer Report in the format contained at Chapter 16.3 to the DE DOM, the relevant Deer DA and DC.
- 9.2.5 The DE DOM and the DA will agree the appropriate action and inform the DC and deer manager concerned.

9.3 THE ANNUAL DEER PLAN (ADP) – (Refer to process outlined in Figure Five)

- 9.3.1 The assessment of sustainable deer population levels can only be made at regional and local levels, looking at the landscape in a holistic way. In addition, the site's rural assets and associated estate management priorities and objectives are paramount in assessing sustainable population sizes of wild deer.
- 9.3.2 Culling may only be carried out in accordance with an ADP prepared by the area's DDM PDM, and approved by the DE DOM.
- 9.3.3 **Mandatory Practice:**
 - Initiate ADP – assess deer population - An essential prerequisite for proper deer management is an annual census taken during the months of February and March before leaf-break and while undergrowth is relatively low. The census should detail the estimated number of deer present by species and sex and approximate ages. Accordingly, Section Five of the template ADP⁵ and Section A of Annex E of the template ADP should be completed.
 - Identify Operational Objective, Site Management Priorities, constraints and opportunities – Close liaison with other estate/site management personnel is essential in determining the holding capacity of a deer management area. The site's objectives and management priorities should be detailed within the site's management plan (if produced), or, can be taken from other relevant documents, or through discussions with the DE Estate Surveyor. Sections 1-4 of the template ADP should be completed and relevant site management prescriptions should be described within Annex C to the template ADP.

⁵ The Template ADP may be accessed on the DDM Sharepoint Site



- Determine Holding Capacity and Deer Management Prescriptions (Cull Planning) – Following identification of the site's management objectives, priorities, constraints and opportunities, the holding capacity should be set, and associated deer management actions should be prescribed. (Complete Annex C to the template ADP with remedial deer management actions.)
- Circulate first draft of ADP for Comments to: -
 - Relevant DE Estate Surveyor
 - DDM DC
 - DDM Deer Advisor
 - DE DOM
- Consider comments, update/amend and submit final draft to: -
 - Chairman DDM
 - Training Officer DDM
 - Secretary DDM
 - Relevant DDM DA
 - DE Estate Advisor
 - DE DOM
 - DDM Deer Advisor

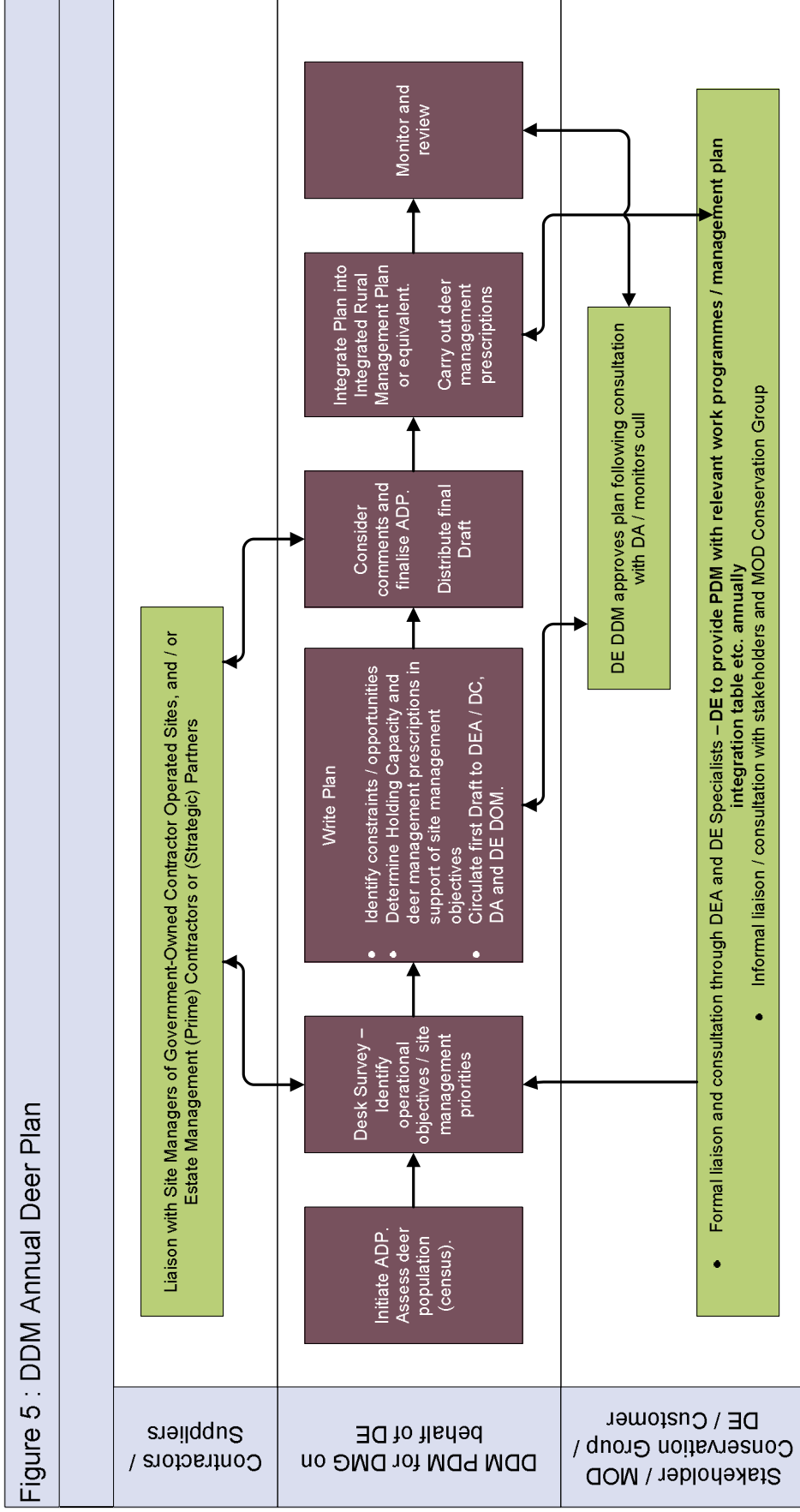
by 15th March annually.

- Integrate Plan into Integrated Rural Management Plan or equivalent – Upon receipt of final approval letter from DE DOM, Annex C to final ADP should be submitted to the DE Estate Surveyor for attachment to existing and relevant site management plans.
- Carry out Deer Management Prescriptions - No culling is to take place on MOD land until the cull plan contained in the ADP has been approved. However, on sites where roe deer have been managed for at least one year, from 1 April, up to 50% of the proposed roe buck cull may be undertaken, pending the approval of the overall plan. Muntjac culls may begin immediately, in line with BDS and DDM Guidelines.
- Monitor and Review – Cull progress and the deer population should be observed throughout the year, and formally reviewed bi-annually by PDMs in consultation with the DE Estate Surveyor.
- Requests for amendments to approved cull plans should be made in writing through the DDM DC to the relevant DDM DA, for onward transmission to DE DOM. No additional culling should take place until the cull amendment has been approved.

9.3.4 **Advisory Practice:**

- Ensure timetable for ADP production is realistic and takes into account limited opportunities to undertake deer survey work.
- PDMs to ensure a regular dialogue is maintained with all stakeholders throughout the deer year – discuss progress and seek feedback from all interested parties.
- PDMs consult all deer management sub-area managers for their input in preparing the ADP.
- Provide DE Estate Surveyor with Annex C (integration table) for joint completion at planning stages.
- Share lessons learnt.

- 9.3.5 **Proformas and other References:**
- Template ADP can be accessed on the DDM Sharepoint Site.
 - Existing site management plans (Integrated Rural Management Plan (IRMP), Conservation Management Plan or equivalent) available from the ES.
- 9.3.6 **Further Advice:**
For implementation advice on deer management planning contact: The DE DOM (para 18.2)
- 9.4 THE WATCHING BRIEF**
- 9.4.1 **Authorisation:**
The Watching Brief is authorised by the DE DOM on the advice of the DA and in agreement with the ES and DC.
- 9.4.2 **Description:**
The Watching Brief is applied to sites where deer are present or might be, but not in sufficient numbers to have any affect on site activities or the well-being of the deer.
- 9.4.3 **Reporting:**
The DC is to identify a suitable PDM to be appointed by the DDM Secretary. The PDM is to monitor the site and liaise with the ES, DA and DC. The Watching Brief report is to be submitted annually. The template is located at Section 16.7. For the site to be considered to become active, a full ADP is to be submitted.
- 9.4.4 **Culling:**
Some Watching Brief sites may have authority to cull if required. This will only be to prevent muntjac and fallow deer establishing residence. Authority will be required on an annual basis from the DE DOM.
- 9.4.5 **Further Advice:**
For further advice on Watching Briefs, contact: The DE DOM (18.2) and appropriate DA (18.3).



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CHAPTER 10: CULLING PROCEDURE AND BEST PRACTICE

10.1 INTRODUCTION

This Chapter describes the procedures and best practice to be followed in the event of active deer control measures. It details some of the legal requirements, including the deer cull seasons and legal rifle specifications. This Chapter also describes the procedure to be followed in the event of a road traffic collision involving a deer.

10.2 CULL POLICY, SEASONS AND BEST PRACTICE

10.2.1 During the course of their initial and annual surveys, the deer manager advising the local MOD Authority will note any damage caused and assess the total deer population that the site is able to sustain (known as the holding capacity). It may then be necessary to request authority for a cull of some deer if damage has reached, or is expected to reach, unacceptable levels, or if the population is found to be suffering ill health, poor condition or to be grossly unbalanced (in age and sex ratios).

- No culling is to take place on MOD land until the cull plan contained in the ADP has been approved. However, on sites where roe deer have been managed for at least one year, the culling of roe bucks may be undertaken from 1 April, up to 50% of the proposed cull, pending the approval of the overall plan. Muntjac culls may begin immediately, in line with BDS and DDM Guidelines.

10.2.2 Mandatory Practice:

- a) All deer culling must be compliant with the Deer Act (England) 1964 and the Deer (Scotland) Act. MOD deer managers are required to comply with the statutory closed seasons (see Chapter 15.3). There are currently no statutory seasons in the UK for either muntjac or chinese water deer. If a deer manager is asked to cull a deer during its closed seasons, to prevent crop or similar damage or for flight safety reasons and the provisions of the law for such a cull are met, he must first obtain the authority of the DE DOM or in their absence the DA for England and Wales or Scotland, as appropriate, before proceeding.
- b) For all deer species a minimum calibre rifle of .240 must be used, with a minimum muzzle energy of 1700 foot pounds. Muzzle energy is not to exceed 7000 Joules.
- c) For roe and smaller species, a minimum bullet weight of 80 grain must be used: for all other species a minimum bullet weight of 100 grain is mandatory (which may also be used on smaller species).
- d) The maximum calibre of weapons permitted is .30, and the use of accelerator (sabo style sub-calibre) bullets is not permitted. The use of any Service weapon and all gauges of shotgun (firing any nature of ammunition) is forbidden except for humane dispatch.
- e) Any culling must be under the direction of the PDM. During the course of each deer season, the PDM will give direction on cull selection, which must be followed.
- f) The Deer Initiative and Deer Commission for Scotland best practice must be followed where practicable.
- g) DDM best practice will be issued by the training officer where no other best practice exists.
- h) Deer managers must operate in accordance with comply with the site's own booking out procedures and range standing orders.
- i) Cull Guidance – The following restrictions are imposed by DDM in support of the annual cull programme and in addition to the normal requirements of the land:
 - Button bucks (i.e. bucks less than six months old) are not to be culled.

- Muntjac should be culled on sight in accordance with the Stalkers Code of Practice guidelines¹⁰. Muntjac cull records are to be maintained as with all other species of deer.
 - The orphaning of kids/fawns/calves prior to Christmas is not permitted.
 - Groups should seek to complete culls by 15th March annually. DCs can extend to the 31st March, but must notify the DE DOM of exceptional circumstances by the 15th March each year.
- j) Deer managers must complete a cull card for every animal culled (including animals not recovered) or found dead. Template cull cards are contained at Chapter 16.4 a/b.
- k) Humane dispatch of critically wounded animals, due to poaching or accidents, or any deer dying of disease must be carried out (as allowed by the Deer Act) without delay regardless of the closed season and a cull card submitted in the normal manner to the DE DOM.
- l) Cull Fees are payable as follows (*fees apply to clean carcass weight, with head and legs off*) :
- roe, sika, fallow and red under 75lb in weight
£6
 - sika, fallow and red between 75-99lb
£9
 - sika, fallow and red 100lb in weight or over
£12
 - all muntjac, irrespective of weight
£1

10.2.3 **Advisory Practice**

- It is advised that the ranges of shots and positions adopted should be in line with those mandated within the MOD Marksmanship Test.
- Any local practices as directed by the PDM.

10.2.4 **Proformas and other References:**

- MOD Cull Cards (16.4 a/b)

10.2.5 **Further Advice:**

For advice on deer culling policy contact: DDM Secretary (18.3)

For advice on deer culling best practice contact: DDM Training Officer (18.3)

10.3 **DEER DISPATCH TO ALLEVIATE SUFFERING IN DISEASED OR INJURED DEER**

10.3.1 It is incumbent upon all qualified and experienced members of DDM to be responsible for dispatching animals suffering as a result of disease or injury.

10.3.2 **Mandatory Practice:**

- a) All members undertaking the dispatch of deer must have read and be familiar with the Deer Initiative best practice¹¹.
- b) Animals dispatched or found dead on or close to the MOD estate must be reported by the completion of a cull card in the normal manner.

10.3.3 **Advisory Practice:**

- a) In most local areas, there already exists some kind of formal procedure and call out list set in place by local authorities or the police. Some of these schemes offer insurance and comprehensive advice. This is necessary in order to overcome

¹⁰ <http://www.basc.org.uk/content/stalkingpractice>

¹¹ http://www.thedeerinitiative.co.uk/pdf/guide_culling_vehicleCollisions10-9-08%20published.pdf

difficulties related to armed trespass, legal requirements and PR. Some schemes are less well organised and individuals should ensure that they are either covered by insurance in such a scheme, or that they have made personal arrangements as provided by, for example, the BDS Non-Professional Stalkers Insurance or BASC Membership, which does (special application is required for the standard BASC insurance to be extended (free of charge) to humane dispatch).

- b) In accordance with the BDS and BASC Advice Note, individuals responding need to log the incident with the police control room in the local area in order to satisfy the requirements of their relevant insurance (if called out by the Police, this action would not be necessary).

10.3.4 **Proformas and other References:**

- DE Cull Cards.

10.3.5 **Further Advice:**

For advice on dispatching deer contact: DDM Secretary (18.3).

10.4 **CAPTIVE DEER AND DEER PARKS**

Many Defence establishments are enclosed by Security fencing and in the vast majority of cases, the fences are semi-porous to wild deer. A small number of sites exist where fences are non-porous to deer contain a deer population. In this case, due to the population's inability to emigrate; deer management is essential on welfare grounds; to prevent over-population, extensive damage to habitats and inbreeding. DDM are the agreed service provider for the management of all MOD captive deer populations. Where appropriate, these will be dealt with on a case by case basis in line with procedures and agreements approved by the DE DOM.

10.5 **THE RELEASE OF DEER ON THE MOD ESTATE**

There may be occasions when deer may be released onto the MOD Estate for the management of protected habitats or, the rehabilitation of wildlife casualties. No deer releases are to take place on the MOD estate without the consent of the DE DOM.

- 10.5.1 The release of Sika, Chinese Water and Muntjac deer without a licence is prohibited under Schedule 9 of the Wildlife and Countryside Act (amended).

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CHAPTER 11: RECORD KEEPING

11.1 INTRODUCTION

This Chapter describes the mandatory records to be kept in the event of a deer cull, and the procedures in place to manage that data through the Deer Management Information System (DMIS).

11.2 CULL CARDS

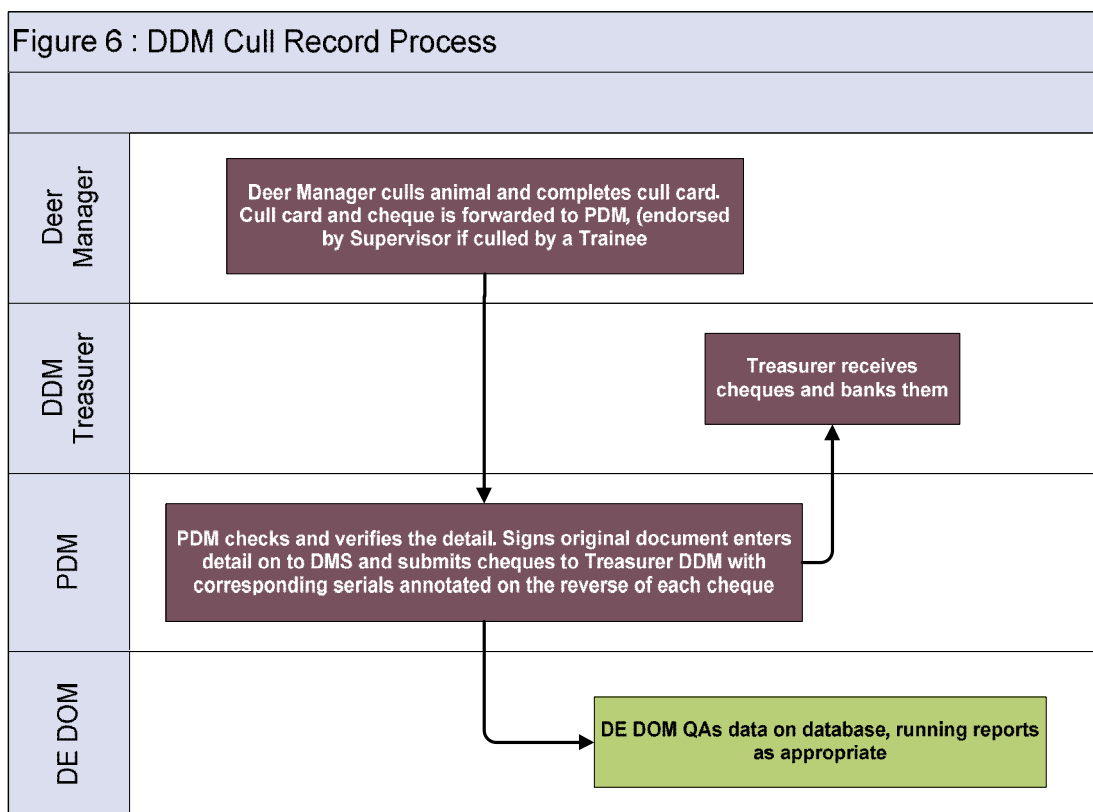
11.2.1 For every deer culled or found dead on the MOD estate a cull card must be completed by the deer manager and submitted formally to DE by the PDM through the process outlined in Figure Six, within 14 days. The template cull cards are located at Chapter 16.4 a/b.

11.3 DMIS

11.3.1 DMIS is an IT application designed to manage MOD's deer management information. It is located on the DE Estate Information Portal (EIP) on the Defence Intranet.

11.3.2 All PDMs and GC members are permitted to use the application to submit records and generate reports in support of DDM operations. Where post holders do not have access to the application, they should nominate a deputy who has access, that may update DMIS.

11.3.3 DMIS is administrated by DE PTS EAS, who is responsible for generating user profiles and overseeing the day to day running of the application. Data capture and entry is to follow the process illustrated at Figure 6.



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CHAPTER 12: HEALTH AND SAFETY

12.1 INTRODUCTION

This chapter explains the basic health and safety considerations for DDM. Recording and implementation of Health and Safety is the responsibility of the PDM for his specific DMG.

The Chapter also contains details of insurance for deer management and basic procedures that should be followed for lone working situations.

12.2 INSURANCE

12.2.1 DDM Members are required to be Gift Aid members of the BDS, paying their annual subscriptions by direct debit. They will be covered under the terms of the Society's Public Liability Insurance Policy against Third Party claims of up to £2,000,000 when carrying out deer management on MOD land. However, the individual deer manager is strongly advised to ensure that he also effects his own personal Third Party cover.

12.3 DDM HEALTH AND SAFETY PROCEDURE BOOKLET

12.3.1 Risk Assessment

References:

- A. JSP 375 Vol 2 Lft 39.
- B. Management of Health and Safety at Work Regulations.
- C. Deer Initiative Best Practice

12.3.2 General Statement

In order to meet its legal and moral obligations for the health, safety and welfare of all persons engaged in deer management activities, DDM will maintain a comprehensive risk management programme.

12.3.3 A Guide to Risk Assessment

The Health and Safety at Work Act 1974 and its subordinate Regulations are a statutory requirement and come under criminal law. In civil law, a worker suing for compensation may only quote breach of the Regulations due to the fact that the Act cannot be used in a civil action.

12.3.4 The Management of Health and Safety at Work Regulations require an employer⁸ to make "suitable and sufficient" assessment of the risk to which his employees⁹, or others affected by his work activity, are exposed to while at work.

12.3.5 Assessment

The overall manager of DDM's H&S plan is the Secretary DDM. The PDM of each DMG is to carry out assessments using the template forms available within the template ADP. Health hazards must first be identified in all deer management activities. This includes noise, COSHH, potential bio-hazards, manual handling, sharp implements and firearm handling risks, which require individual assessment. However, assessments under these specific Regulations will not need to be repeated on the overall risk assessment but merely recorded on the Form.

12.3.6 Written assessments must be created for all significant hazards. The PDM will list the hazards present in the deer management environment, identify the control measures and

⁸ In this case, DDM.

⁹ In this case, those civilian and military personnel who volunteer to manage deer on the MOD estate.

distinguish the outstanding risks. It is these risks that have to be addressed. When considering the level of competence of those completing risk assessments the important aspect to bear in mind is the person's competence, i.e. training, knowledge and/or experience with regard to the process or activity being assessed and not their competence in conducting risk assessments. Guidance on the completion of these assessments can be obtained from Reference A.

12.3.7 **Trivia**

The Regulations state that trivial hazards may be ignored. However, in line with DDM Policy, written assessments should be created or advice sought from the DDM Secretary, wherever there is doubt. Some risks will only be defined as being trivial after completing an assessment and in these cases it is essential that all records are retained.

12.3.8 **Generic Groups**

In order to reduce the paperwork, it is accepted that hazards may be grouped generically.

12.3.9 **Multiple Assessments**

One assessment under the Management Regulations could include a variety of hazards. For example, shooting from a high seat and subsequently handling the gralloch will equate to working at height, manual handling/lifting, COSHH, work equipment and noise. Each of these would be listed on the Hazard Survey Sheet and dealt with separately.

12.3.10 **Risk Rating**

To arrive at a subjective risk rating, PDMs must assign a numerical score to the likelihood of an accident occurring (most unlikely = 1, unlikely = 2, likely = 3, most likely = 4) and multiply this by another numerical score awarded to the probable severity of injury (trivial = 1, slight = 2, serious = 3, major = 4). The product of this calculation is the risk assessment rating and may be used to prioritise subsequent action. (1 & 2 are minimal risk, 3 & 4 are low risk and require monitoring, 6 & 8 require action to improve control measures, and 9, 12 and 16 require consideration of ceasing the activity). This calculation must be applied to each outstanding risk.

12.3.11 **Hierarchy of Control**

Whatever the outstanding risk/hazard/problem, it is recommended that a hierarchy of control is developed e.g., **Eliminate, Avoid, Substitute, Enclose, Shield, Isolate, Reduce exposure, PPE.**

12.3.12 **Review**

All assessments, including COSHH, MHO, DSE and Noise are to be reviewed at the frequency determined within Reference A, and at least every 5 years.

12.3.13 **Retention of Health and Safety Assessments**

Current risk assessment must be readily available but there is no legal requirement to retain risk assessments that have ceased to be valid. Guidance on this matter is as follows:

a. Risk assessments relating to an injury should be kept with the accident investigation papers for five years from the date of the incident, after which they may be destroyed.

b. Risk assessments that do not relate to specific cases of disease or injury may be destroyed as soon as they are no longer effective.

CHAPTER 13: CONDUCT

13.1 INTRODUCTION

It is incumbent upon members of DDM to maintain the very highest standards of self discipline in the implementation of MOD Deer Management Policy, particularly in the observance of safety when using firearms and adherence to MOD range and training area safety procedures.

This chapter aims to define the role of DDM volunteers and to identify what the expectations should be, both from the perspective of DDM, DE and from that of the volunteer deer manager. It also outlines the procedures to be followed with infringements of the DDM Code of Conduct, and in reporting grievances in DDM.

13.2 DDM VOLUNTEER TERMS OF REFERENCE

13.2.1 Mutuality

DE acknowledges that DDM volunteers, working alongside professional staff, help the Department to work effectively and deliver against Departmental and wider Government targets. DE recognises the benefits of volunteering to the volunteer, including enjoyment, a sense of achievement, meeting other people, access opportunities, gaining useful skills and experience. Volunteers form an integral part of MOD operations and DE is committed to maintaining best practice in the promotion, development and celebration of volunteering.

13.2.2 Constraints

The primary purpose for the MOD holding land and property is to support military capability. The MOD is a major landholder with responsibility for a wide and diverse spectrum of sites both within the UK and abroad. Many of these sites have national or international designations relating to protected species, habitats, archaeology and historic buildings.

13.2.3 The MOD also has legal obligations to maintain and enhance the rich biodiversity across the MOD estate, but this has to be managed to be compatible with its primary purpose. Core conservation work, including deer management, may often need to be organised to fit in around the requirement for the military to operate and train on the estate. There may be times when it is not possible for DDM managers to carry out their planned activities, or they may be cancelled at short notice, due to military needs of higher priority or importance.

13.2.4 Role of the Volunteer

A volunteer is someone who, through choice, commits to provide an undertaking, without obligation, for the benefit of others or to achieve a personal goal. Within the context of DDM, the role of a volunteer is potentially wide and varied.

13.2.5 DDM members are encouraged to assist DE with the identification of positive PR opportunities arising from the activity on the MOD estate. However, members may not, represent MOD as an official spokesperson; without prior consent from the DE DOM.

13.2.6 Diversity

The MOD is committed to diversity in all areas of work. We believe that we have much to learn and profit from diverse cultures and perspectives, and that diversity will make our organisation more effective in meeting the needs of all our stakeholders. The MOD is committed to developing and maintaining an organisation in which differing ideas, abilities, backgrounds and needs are fostered and valued, and those with diverse backgrounds and experiences are able to participate and contribute. Not all volunteering opportunities, however, may be suitable for everyone and, while seeking to involve as many volunteers as

practicable, DE reserves the right to specify necessary limitations to ensure it complies with statutory and other externally imposed duty of care obligations.

13.2.7 **Induction and Training**

All DDM members will receive an induction briefing from the PDM. Site specific safety briefings will also be carried out at some sites to comply with local requirements. This will equip members to carry out the duties for which they have volunteered and understand their contribution to meeting the MOD's sustainable deer management agenda.

13.2.8 All activities requiring the use of power tools (chainsaws, brush cutters etc) must only be undertaken by persons holding the appropriate certificates of competence. Proof of valid qualifications and insurance will be required before any activity is undertaken.

13.2.9 **Research**

DDM members are supported where they wish to undertake research and monitoring over and above those requests from the official estate management sources. All projects must be agreed in detail with the PDM and all results copied back to the PDM and DE.

13.2.10 Where complaints about a members behaviour are received, the issue will be handled in accordance with DDM's code of conduct infringement procedures.

13.2.11 **Confidentiality**

DDM and DE will deal with all information about members confidentially wherever appropriate. Information is collected for administrative and insurance purposes, for reporting and statistical analysis and to allow us to contact DDM members on matters of importance. The information will not be used for any other purpose or provided to any third party. The protection afforded to members through the Data Protection Act applies.

13.2.12 DDM members may have access to confidential information such as names and addresses of individuals or the locations of threatened species. DDM members are expected to respect the requirements for confidentiality in their support to the MOD.

13.3 **DDM CODE OF CONDUCT**

13.3.1 All DDM members are expected to comply with the DDM Code of Conduct:

- Abide by international and national legislation;
- Abide by the direction given by the DDM EC and GC.
- follow DDMPs;
- adhere to all MOD rules and procedures (e.g. range standing orders);
- ensure that the welfare and humane treatment of deer is paramount in deer management operations;
- apply agreed best practice;
- promote and support DDM (attendance at events, training, representational, liaison);
- take care not to damage or undermine the reputation of DDM/DE/MOD, or fellow volunteer members, or core MOD staff individually or collectively;
- refer all enquiries from the media through PDM/DC to the DDM EC in the first instance;
- continually develop and promote deer management knowledge individually and collectively for the organisation;
- take appropriate advice when required;
- not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their voluntary duties;
- declare any potential conflicts of interest;
- keep confidential, information deemed as sensitive by DDM/DE/MOD;
- provide and maintain all personal equipment in good working condition;
- active and authorised members must ensure they have a valid Firearms Certificate (FAC); an FAC Support Letter will only be issued by the DE DOM on the advice of the

Training Officer; the Training Officer will require written evidence from the relevant DC or PDM confirming that the individual is active.

- Conduct themselves in a courteous and professional manner when performing deer management duties/activities

13.4 DDM CODE OF CONDUCT INFRINGEMENTS

13.4.1 Infringement of the DDM Code of Conduct will be dealt with in a number of ways. Any incident which may involve an offence against civil law or Service Discipline Acts must be reported to either the MOD or Service Police for formal investigation; DE PST EAS (NE) must be informed of such cases via the DDM Chain of Command. Infringements of these DDMPs may be dealt with internally. In such cases, the PDM must report the matter to his DC, and the DC in turn to the Secretary for consideration by the EC or GC. At the level where disciplinary action is considered, the member concerned must be notified of the infringement or misconduct, be given the opportunity to state his case, and case must be considered fairly by the PDM, DC, EC or GC. The Member's Member must be informed of disciplinary cases as soon as they occur. The range of disciplinary sanctions are:

- a) For minor infringements, DCs may issue a verbal reprimand, informing the EC of their action. Such action must be recorded by the DC, including the date, method by which it was given e.g. telephone, and the main points. For more serious cases, the DC may issue a suspension, accompanied by a written justification to the member and Executive Committee, who may enforce or amend the sanction following investigation.
- b) If PDMs have an issue with an individual group member relating to training progress or discipline, which is not deemed sufficiently serious to report to the DC, then they may issue a verbal warning (making a written record). A PDM should, following non compliance after a verbal warning, issue a written warning to the individual, copied to the DC. Subsequent non-compliance should result in referral to the Secretary.
- c) For major infringements, the Secretary on behalf of the EC may issue a verbal or written reprimand, or order a temporary suspension from deer management activities. The most serious cases, or repeated infringements, may result in the downgrading or expulsion of a volunteer member of the organisation. All warnings given by the Secretary will be recorded in a case-specific file.
- d) The EC, on proof to its satisfaction and in absolute discretion, shall have the power to expel any member whomsoever, whose conduct (whether by act or omission) it considers to be contrary to the best interests of DDM or the good name of deer management or the MOD. This is subject to the member's right of appeal.

13.4.2 In all cases, DDM officials are to ensure that all relevant facts are established before sanctions are imposed. In order to ensure consistency PDMs are not authorised to impose sanctions without first consulting DCs.

13.4.3 Individuals who believe that they may have been treated unfairly, have the right of appeal to the DDM Chairman, and may seek advice from the Members' Member (18.3).

13.5 DDM GRIEVANCE PROCEDURES

13.5.1 DDM and DE expect a high standard of conduct, integrity and loyalty from its volunteers. Volunteers should expect the same from the organisation. If a volunteer has a grievance against DDM, these issues will be regarded seriously.

13.5.2 A grievance procedure is helpful to the proper and successful functioning of DDM and its volunteer force of deer managers. It exists to ensure that individuals are treated fairly and applies to all DDM members.

13.5.3 DDM members are encouraged to discuss ordinary, day to day issues informally with their PDM or DC if appropriate. This allows concerns to be addressed promptly and can help prevent situations escalating unnecessarily.

13.5.4 If this is unsuccessful, or circumstances make this route unavailable for a member, then matters should be raised formally through the Grievance Procedure stages outlined in 13.5.8.

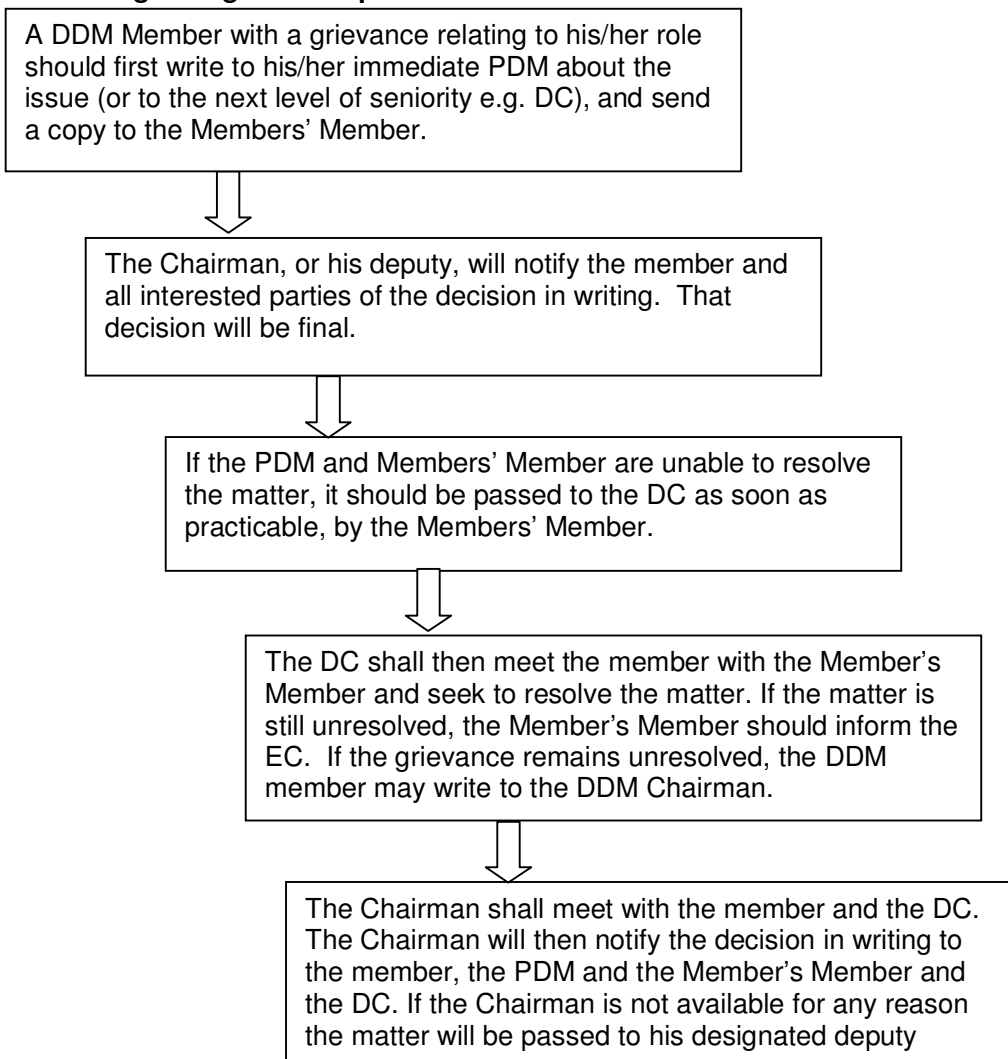
13.5.5 With the agreement of all parties concerned, the procedure may be abbreviated and any stage may be omitted in the interests of a speedy solution.

13.5.6 The member may choose to be accompanied by another person at any stage in the procedure. They should be the Members' Member, or an independent member not under investigation or involved with the same case.

13.5.7 Examples of grievances that may be raised include:-

- Supervision or management
- Discrimination
- Harassment
- Bullying
- Unmanageable workload

13.5.8 Stages of grievance procedure



CHAPTER 14: FINANCE AND PROPERTY

14.1 INTRODUCTION

This Chapter explains the income and expenditure of DDM and defines the responsibilities of DE and DDM in respect of the provision of infrastructure to support deer management.

14.2 FINANCE AND RESPONSIBILITIES

14.2.1 Deer Managers are operating on a voluntary basis on behalf of the TLB Authority, providing transport, legal and licensed stalking rifles, and ammunition at their own expense.

14.2.2 In order to fund training to provide a consistently high level of expertise from a constantly changing population of Service personnel, deer managers will pay a cull fee based on weight and species to the Treasurer of DDM and the manager may retain the carcass. The cull fee may be varied from time to time depending on carcass values and other costs. Fees are detailed in Chapter 10. Any changes will be notified by the DE DOM to all concerned.

14.2.3 If a sick or injured deer is culled and is unmarketable as a consequence, then the fee will not apply. If an otherwise healthy deer is rendered unfit for human consumption as a whole or in part because of poor handling or marksmanship then a fee is due. In the case of a cull card being submitted for a deer found dead, no fee is due.

14.2.4 DE will fund the provision of permanent infrastructure for the purposes of deer management operations as deemed appropriate by the Head of DE PTS EAS e.g. larders and permanent high seats. In extreme circumstances related to site level conditions, DE will fund field infrastructure required to ensure the provision of routine deer management operations. This is subject to endorsement by DE DOM in the first instance.

14.2.5 DE & DDM will, finance, encourage and engage with deer-related research as deemed appropriate.

14.2.6 DDM funds are for the following purposes: -

- training facilities and training;
- temporary field infrastructure to support deer management activities, e.g. portable high seats;
- consumable items of larder equipment;
- travel and subsistence for official DDM events;
- symposium costs;
- other expenditure as agreed by the GCM to support DDM activities.

14.3 ACCOUNTS AND ACCOUNTING PERIOD

14.3.1 The annual accounting period is from the 1 June to 31 May. The treasurer is to produce an annual statement of accounts for the membership at the AGM.

14.3.2 The statement of account is to be in the Army Form B1514 format as per service fund regulations with separate spreadsheets for analysis of General Purpose Fund income and expenditure.

14.4 FINANCIAL SECURITY

14.4.1 Two years operating costs are to be kept in a savings account to cover periods of no income generation, e.g. during a foot and mouth outbreak where deer culling activities could

be suspended. This is a financial safety net for DDM that will allow the organisation to function in periods of no income generation.

14.5 TRAVEL CLAIMS FOR OFFICIAL DDM ACTIVITIES

14.5.1 Travel and subsistence costs for official DDM activities are payable in accordance with the tables below.

14.5.2 Where possible personnel from the same area/group should travel together to keep costs to a minimum. If personnel from the same area/group require travelling separately and submitting more than one mileage claim they must seek approval from the Secretary in advance of the journey.

14.5.3 Claims will be paid for travel by motor vehicle. Comparative rates will be paid for journeys made by other means.

14.5.4 The service rate for passengers will be paid as part of a claim where passengers are carried in connection with DDM activities contained in the table below.

14.5.5 Mileage is calculated using the RAC route planner.

Event	Allocated Expense	Remarks
EC Meeting	No restriction	Paid at the agreed annual rate per mile
GCM	No restriction	Paid at the agreed annual rate per mile
Extraordinary GCM	No restriction	Paid at the agreed annual rate per mile
AGM	An allowance is payable per mile after the first 200 miles of each way journey from/to the recorded residential address	
Training Courses	No restriction	Claims to be authorised by the Training Officer.
Guest Speakers	No restriction	Claims to be authorised by the Secretary
Other meetings, seminars BDS events	No restriction	Authority to claim for attending such events is to be cleared by the EC in advance of the event.
PDM weekend	An allowance is payable per mile after the first 200 miles from the recorded residential address. Unless attendance has been authorised as mandatory by the EC in which case there is no restriction.	It is expected that mandatory attendance for certain key individuals will be the exception. Mandatory attendance is to be authorised by the exec committee.
Culling activities	Nil	

14.6 SUBSISTENCE CLAIMS FOR OFFICIAL DDM ACTIVITIES

14.6.1 Personnel attending DDM activities are to use service sources where possible for food and accommodation. If commercial sources are to be used approval must be agreed by the EC prior to making any bookings.

14.6.2 Receipts for food and accommodation charges are to be forwarded to the Treasurer for payment. Charges will be paid on production of receipts. All payments will be made in accordance with the regulations governing service payments contained in JSP 752.

14.7 PURCHASE OF EQUIPMENT AND PROPERTY

14.7.1 Bids for the funding of items with a value of £300 or more, including VAT (*this includes collective items whose individual value is less than £300 but the multiple value is £300 or more i.e. purchase of two high seats with an individual value of £170*), are to be made by members of the GC at the AGM.

14.7.2 Funding for the purchase of items with a value of less than £300 can be authorised by the EC.

14.7.3 Receipts for all equipment/property items purchased (excluding consumables) are to be forwarded to the Quartermaster for entry on the equipment ledger.

14.8 PROPERTY

14.8.1 Capital property with a value of £500 or more is to be entered in the AB 397. All property is to be depreciated annually by the Treasurer.

14.9 INSURANCE CLAIMS

14.9.1 Loss, theft or damage to DDM property is to be reported to the police who will issue a crime number and/or report to support any subsequent insurance claim. All information to support an insurance claim for DDM property is to be forwarded to the Treasurer who will pursue any subsequent claim.

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Defence Deer Management Procedures

For the Ministry of Defence Estate

Section Three:

Supplementary Information

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15.1 DE AND DDM COMMITTEE TERMS OF REFERENCE

15.1 THE DE DEER STEERING BOARD TERMS OF REFERENCE

Introduction

One of the six aims of the Defence Estate Strategy 2006 "In Trust and On Trust" is to manage and develop the MOD estate in a manner that integrates the Government's objectives for SD. The Strategy states: "We are continuing the sustainable management of the wild deer population in accordance with the recent Defra guidance and are recognised as exemplars of best practice in this field."

This strategic goal is underpinned by MOD policy and procedures which must be regularly reviewed and monitored. In addition, deer management operations must be kept under constant review to ensure they are contributing to the aforementioned strategy and are in keeping with SD on the Government Estate Principles (SOGE).

Pivotal to this is regular face to face dialogue between key personnel across all levels of deer management in both policy and operations.

Stakeholders

Externally, MOD must ensure that stakeholders understand how deer management contributes to the management of the estate. MOD must develop the deer management strategy and policy, and actively manage operations and relationships with other external stakeholders.

The DE Deer Steering Board will report to the COO for DE, via the head of the Environmental Advisory Service (EAS)

Role of the DE Deer Steering Board

The DE Deer Steering Board, chaired by the head of DE's EAS (part of the Professional and Technical Services Team), meets twice annually. Through this Group, deer management strategy, policy and operations can be developed and reviewed in accordance with SOGE.

DE Deer Steering Board Objectives:

- develop deer management strategy to ensure that it is in line with the wider Government/Defence agenda;
- provide a forum for proposing and discussing major new proposals for MOD deer management strategy, policy and operations;
- monitor the performance of deer management operations;
- review and advise deer management policy;
- ensure deer management is coherent with wider rural estate management activity;
- to identify solutions for internal deer management communications and external PR.

15.2 The DDM GENERAL COMMITTEE (GC) TERMS OF REFERENCE

Introduction

The DDM GC is responsible for directing the running of DDM's own operations in accordance with the agreed DDMPs.

Stakeholders

Pivotal to this is regular face to face dialogue between key personnel across all levels of DDM and with key customers and stakeholders. Externally, DDM must ensure that relevant key interested parties and stakeholders are consulted and informed about local level deer management operations.

Role of the DDM GC

The DDM GC chaired by Chairman DDM, meets twice annually in June and November. Through this Committee, DDM strategy, policy and operations can be reviewed and reported on in a controlled and coordinated manner. All members are expected to attend on every occasion.

DDM GC Objectives:

- to monitor and direct deer management operations;
- inform and assist in the formulation of MOD policy via the DE Deer Steering Board;
- the maintenance of deer management standards among DDM members in accordance with the DDM code of conduct and current best practice;
- advise on the appointment of DCs and PDMs;
- recruit and train deer managers;
- liaison with other deer organisations as agreed by the DE Deer Steering Board;
- Co-ordinate the DDM risk management programme
- represent MOD viewpoints at relevant national meetings by agreement with the DE DOM;
- review and authorise the activities of retired members on a bi-annual basis.

15.3 THE DDM EXECUTIVE COMMITTEE (EC) TERMS OF REFERENCE

Introduction

The DDM EC is responsible for directing the day to day running of DDM's own operations in accordance with the agreed DDMPs, between GCMs.

Stakeholders

Pivotal to this is regular face to face dialogue between key personnel across all levels of DDM and with key customers and stakeholders.

Externally, DDM must ensure that relevant key interested parties and stakeholders are consulted and informed about local level deer management operations.

The DDM EC will report, through Chairman DDM, to the DE Deer Steering Board and via the DDM GC as required.

Role of the DDM EC

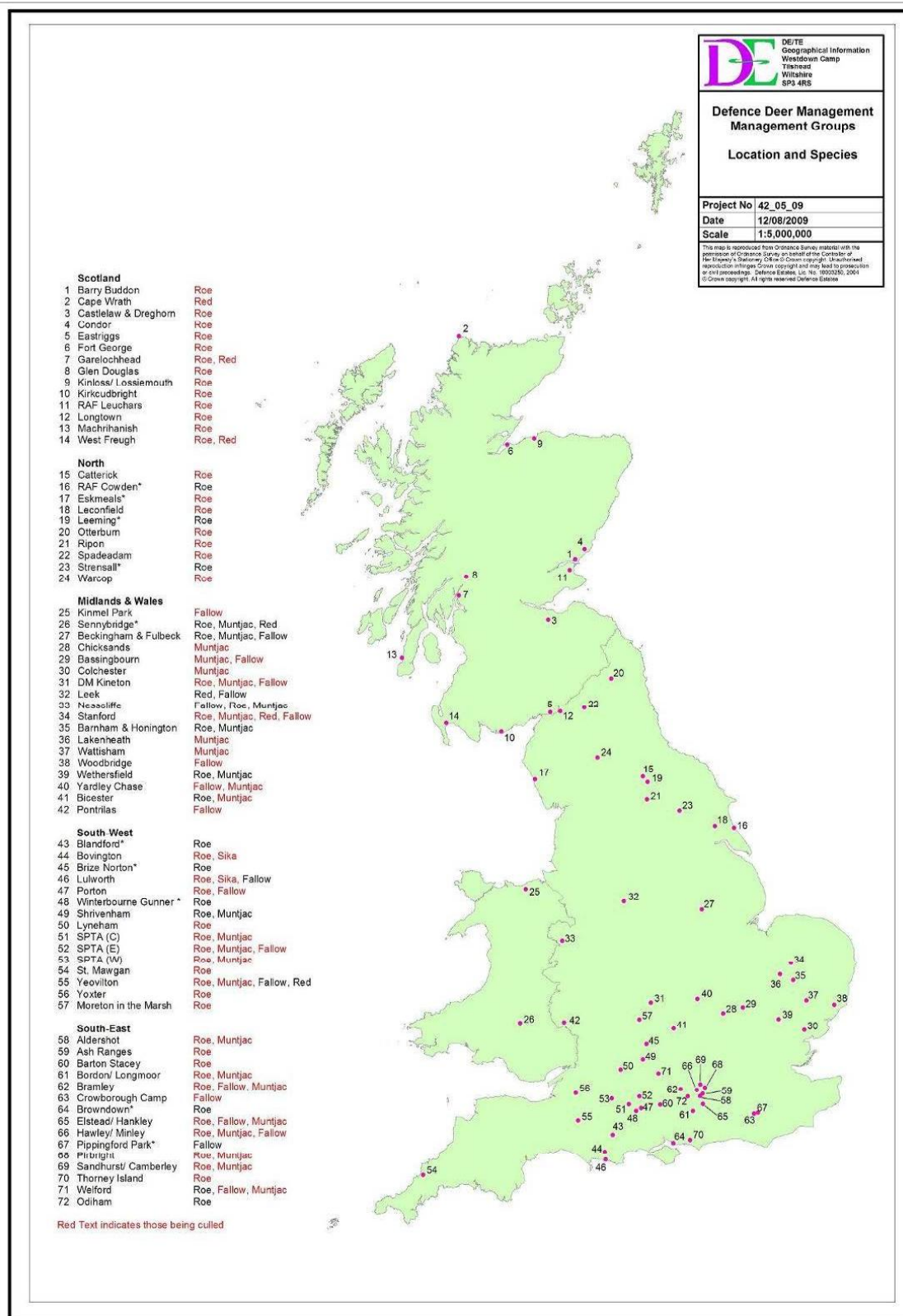
The DDM EC, chaired by Chairman DDM, meets on a monthly basis and day to day business usually takes the form of exchanges of telephone calls and email correspondence. Through this Committee, DDM Operations strategy, policy and operations can be reviewed and reported on in a controlled and centrally coordinated manner.

DDM EC Objectives:

- Routine management and administration of DDM in accordance with DDMPs;
- to advise on deer management operations;
- inform and assist in the formulation of MOD policy via the DE Deer Steering Board;
- the maintenance of deer management standards among DDM members in accordance with the DDM Code of Conduct and current best practice;
- liaison with the appropriate DDM GC personnel and other DDM members as necessary;
- liaison with other deer organisations as agreed by the DE Deer Steering Board;
- representing MOD viewpoints at relevant national meetings by agreement with the DE DOM.
- Consider membership issues and other special cases of interpretation of DDMP

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15.2 DDM DEER GROUP MAP



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15.3 DEER CULLING STATUTORY CLOSED SEASONS

Country	Act	Species	Closed Season	
			Males	Females
England and Wales	Deer Act 1991 & The Deer Regulatory Reform Order 2007	Red	1 May - 31 Jul	1 Apr - 31 Oct
		Fallow	1 May - 31 Jul	1 Apr - 31 Oct
		Sika	1 May - 31 Jul	1 Apr - 31 Oct
	Roe Deer (Close Seasons) Act 1977 & The Deer Regulatory Reform Order 2007	Roe	1 Nov - 31 Mar	1 Apr - 31 Oct
	The Deer Regulatory Reform Order 2007	Chinese Water Deer	1 Apr - 31 Oct	1 Apr - 31 Oct
		Sika/Red Hybrids	1 May - 31 Jul	1 Apr - 31 Oct
	NA	Muntjac	<i>No statutory closed season exists. Culling must be in accordance with Stalker's Code of Practice</i>	
Scotland <small>* DE EAS Natural Environment has approved guidelines for the culling of female muntjac which are designed to minimise the risk of orphaning fawns at foot. These are aught to all trainee managers</small>	(Deer (Scotland) Act 1996) Deer Close Seasons Act (Scotland) 1984	Red	21 Oct - 30 June	16 Feb - 20 Oct
		Fallow	1 May - 31 July	16 Feb - 20 Oct
		Sika	21 Oct - 30 Jun	16 Feb - 20 Oct
		Roe	21 Oct - 31 Mar	1 Apr - 20 Oct
	NA	Muntjac*	<i>No statutory closed season exists. Culling must be in accordance with Stalker's Code of Practice.</i>	
		Sika/Red Hybrids		

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CHAPTER 16: FORMS AND TEMPLATES

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16.1 DDM POSITION –EXPRESSIONS OF INTEREST FORM



Name:		Current Deer Group:	
Current DDM Grade:		Position of Interest:	
Closing date for expression of interest:			
Previous DDM positions held (include PDM, General and Training Committee) and approximate dates:			
Please insert any comment you wish to make in support of your application for this position:			
Applicant's Signature:		Date:	
DC/DDM Secretary's Comments as to suitability of individual for the aforementioned position:			
Signature of DC or DDM Secretary:		Date:	

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16.2 UPGRADING: AM → AM (A) ACHIEVEMENTS CHART

On completion, a copy of this record sheet must be attached to the candidates Log book when submitted for promotion to AM (A).



Name:	
Group:	
Instructor(s):	

Serial	Core Skill	Participated		Remarks
		Yes	No	
PC-01	Understand Policy & Procedures			
PC-02	Equipment Maintenance			
PC-03	Stalk & Dispatch Wild Deer			
PC-04	Carcass Inspection & Gralloching			
PC-05	Highseats: Building Maintenance			
PC-06	Census & Cull Planning			
PC-07	Liaison with interested parties			
PC-08	Poaching prevention			
PC-09	RTA			
PC-10	Training of others			
PC-11	Enthusiasm & Commitment			

PDMs Additional Remarks: (including current marksmanship test date)

Name:

Signature:

Date:

District Co-ordinators Comments:

Name:

Signature:

Date:

Promotions Member Comments:

Name:

Signature:



Date:

Training Officer Comments:

Name:

Signature:

Date:

16.3 INITIAL REPORT OF DEER ON MOD LAND	 DEFENCE ESTATES <i>Delivering Estate Solutions to Defence Needs</i>	 DEFENCE DEER MANAGEMENT
Produced On Behalf Of The DE DOM By:		
Unit/Establishment		
Address Of Establishment:		
Name And Contact Details Of Head Of Establishment:		
Name And Contact Details Of DE Estate Surveyor:		
SITE SUMMARY		
Area (Size Ha):		
Main Site Use: E.g.. Dry training, airfield etc.		
Brief Description Of Habitat:		
Brief Summary Of Conservation Interest:		
Is The Site A Designated SSSI? *Delete as appropriate	YES/NO*	
Is The Site Internationally Designated? *Delete as appropriate (Special Area of Conservation (SAC)) Special Protection Area for birds (SPA). Ramsar (wetlands only)	YES/NO*	
Forestry Interest: Please include a brief description of woodland interest including details of type, approximate age of planting and size of area e.g. coniferous / broadleaved / Mixed - planting activity has taken place during the last *3/6/9/12 years.		

Were There Signs Of Deer Damage In Woodland Areas? <small>*Delete as appropriate</small>	YES/NO*					
Is Further Planting Planned At This Establishment? <small>*Delete As Appropriate</small>						
Summary Of Tenant Interest (Include Farmers And Forestry):						
Is There An MOD Conservation Group On The Establishment? <small>*Delete as appropriate</small>	YES/NO*					
DEER POPULATION <small>*Delete As Appropriate</small>						
Deer Species Thought Or Known To Be Present:	<small>*</small> ROE DEER	<small>*</small> FALLOW DEER	<small>*</small> RED DEER	<small>*</small> SIKA DEER	<small>*</small> CWD	<small>*</small> MUNTJAC DEER
Approximate Numbers Known Or Estimated						
Sex Ratio If Known Male/Female						
Has A Deer Census Been Carried Out During The Past 12 Months? <small>*Delete as appropriate</small>	*YES/NO					
Are There Reported Road Traffic Collisions Involving Deer Around The Establishment? <small>*Delete as appropriate</small>	*YES/NO					
Are The Deer On Site A Risk To Health And Safety? <small>*Delete as appropriate</small>	*YES/NO					

COMMENTS and RECOMMENDATIONS:	
Signature	
Date	
Deer Advisor's Comments:	
Signature	
Date	
DE DOM Comments:	
Signature	
Date	

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16.4a DEER CULL CARD - MALE



General Information

Cull Season / Plan: _____ - _____

Cull Serial (generated by DMIS): _____

Stalker (name): _____ Grade: _____

Assistant (name): _____ Grade: _____

Deer Group: _____

Date: _____ Time: _____: _____

Grid Reference (Ex. SU 123 456): _____

Habitat: _____

Sub Area Name: _____

Species: Roe / Red / Sika / Fallow / Muntjac / CWD

Age (Yrs / Mths): _____ / _____

Grouping: Alone / In Company of:
_____ Male / _____ Female / _____ Kids / _____ Unidentified

Manner of Death: Found Dead / Poached / Shot

RTA Road Number: _____

Activity: Rutting / Feeding (static) / Fighting / Lying /
Ruminating / Travelling / Feeding (on move)

Culled Under Licence: Yes / No Reference: _____

Range of Shot (in m): _____

Calibre: _____ Bullet Weight (in gr): _____

Firers Position: Highseat / Kneeling / Lowseat / Prone /
Sitting / Standing / N/A

Support: _____

Animals Reaction to Shot: Dropped / Other _____

Animal Lost (If yes, follow-up action): Yes / No

Follow -up action: _____

External Inspection Data

Wound Area: _____

Tooth wear (%): _____ Canine Length: _____ cm

Premolar III: 2 Crown / 3 Crown / N/K

Normal Tongue: Yes / No Details: _____

Normal Feet: Yes / No Details: _____

Coat Change: Summer (%): _____ Winter (%): _____

Antler Weight: Heavy / Light / N/A / Normal

Antler Shape: Deformed / N/A / Narrow / Normal / Wide

Antler Pearlring: Heavy / N/A / Normal / Smooth / Velvet

Right Antler Length: _____ cms Points: _____

Left Antler Length: _____ cms Points: _____

Ticks: Nil / Light / Moderate / Heavy / N/K

Lice: Nil / Light / Moderate / Heavy / N/K

Keds: Nil / Light / Moderate / Heavy / N/K

Internal Inspection Data

Kidney Fat (% volume): _____

Normal Kidneys: Yes / No Details: _____

Normal Heart: Yes / No Details: _____

Normal Lymphatic System: Yes / No Details: _____

Worms Seen: Yes / No Details: _____

Flukes Seen: Yes / No Details: _____

Other Growths/Tumours Yes / No Details: _____

Stomach Contents: Crops / Grass / Heather / Herbs / Leaves /
Shoots / Twigs / Woody Browse / Other _____

Suspected Notifiable Disease: Yes / No

Action Taken: _____

Any other Wounds / Deformities: Yes / No
Details _____

Disposal of Carcass: Game Dealer / Gift / Own Use /
Unsaleable

Weight (Head & Legs on, Lbs or Kgs): _____

Dealers Name: _____

Price per Pound in Weight (in £) _____

Weight Sold (Head & Legs off, Lbs or Kgs): _____

Total Dealer Price (in £) _____ DDM Fee (in £): 1/6/9/12

Cheque Number: _____ / _____

Additional Comments Overleaf: Yes / No

Signed: (Stalker) _____

Date: _____

Signed: (Supervisor) _____

Signed: (PDM) _____

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General Information

Cull Season / Plan: _____ - _____

Cull Serial (generated by DMIS): _____

Stalker (name): _____ Grade: _____

Assistant (name): _____ Grade: _____

Deer Group: _____

Date: _____ Time: _____: _____

Grid Reference (Ex. SU 123 456): _____

Habitat: _____

Sub Area Name: _____

Species: Roe / Red / Sika / Fallow / Muntjac / CWD

Age (Yrs / Mths): _____ / _____

Grouping: Alone / In Company of:
_____ Male / _____ Female / _____ Kids / _____ Unidentified

Manner of Death: Found Dead / Poached / Shot

RTA Road Number: _____

Activity: Rutting / Feeding (static) / Fighting / Lying /
Ruminating / Travelling / Feeding (on move)

Culled Under Licence: Yes / No Reference: _____

Range of Shot (in m): _____

Calibre: _____ Bullet Weight (in gr.): _____

Firers Position: Highseat / Kneeling / Lowseat / Prone /
Sitting / Standing / N/A

Support: _____

Animals Reaction to Shot: Dropped / Other

Animal Lost (If yes, follow-up action): Yes / No

Follow -up action: _____

External Inspection Data

Wound Area: _____

Tooth wear (%): _____ Canine Length: _____ cm

Premolar III: 2 Crown / 3 Crown / N/K

Normal Tongue: Yes / No Details: _____

Normal Feet: Yes / No Details: _____

Coat Change: Summer (%): _____ Winter (%): _____

Ticks: Nil / Light / Moderate / Heavy / N/K

Lice: Nil / Light / Moderate / Heavy / N/K

Keds: Nil / Light / Moderate / Heavy / N/K

Internal Inspection Data

Kidney Fat (% volume): _____

Normal Kidneys: Yes / No Details: _____

Normal Heart: Yes / No Details: _____

Normal Lymphatic System: Yes / No Details: _____

Worms Seen: Yes / No Details: _____

Flukes Seen: Yes / No Details: _____

Other Growths/Tumours Yes / No Details: _____

Stomach Contents: Crops / Grass / Heather / Herbs / Leaves /
Shoots / Twigs / Woody Browse / Other _____

Number of Foetus / Corpus Lutea:
Foetus 1: M / F Length: _____ cm
Foetus 2: M / F Length: _____ cm
Foetus 3: M / F Length: _____ cm
Foetus 4: M / F Length: _____ cm

Suspected Notifiable Disease: Yes / No

Action Taken: _____

Any other Wounds / Deformities: Yes / No

Details _____

Disposal of Carcass: Game Dealer / Gift / Own Use /
Unsaleable

Weight (Head & Legs on, Lbs or Kgs): _____

Dealers Name: _____

Price per Pound in Weight (in £) _____

Weight Sold (Head & Legs off, Lbs or Kgs): _____

Total Dealer Price (in £) _____

DDM Fee (in £): 1 / 6 / 9 / 12

Cheque Number: _____ / _____

Additional Comments Overleaf: Yes / No

Signed: (Stalker) _____

Date: _____

Signed: (Supervisor) _____

Signed: (PDM) _____

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16.5 DDM LOGBOOK

DATE:
LOCATION:

AIM:

COMMENTS:



Supervisors comments:

Signed:

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16.6 DDM MARKSMANSHIP TEST RESULTS TEMPLATE



PDM (*Insert group details*)

(Insert PDM Details)

Telephone:

Direct Dialling:

DCSA DFTS:

Facsimile:

E-mail:

Insert name

Your Ref

Address

Our Ref

Date

21 September 2009

MOD DEER MANAGEMENT MARKSMANSHIP TEST

The following members of DDM passed the MOD Deer Management Marksmanship Test at *(Insert Location)*, on *(Insert Date)*:

	Name	DDM Grade	DMG
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			


RCO for the day was *(insert RCO name)*

(Insert PDM Name)

PDM *(insert group)*

Phone number

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16.7 DDM WATCHING BRIEF	 DEFENCE DEER MANAGEMENT
Produced On Behalf Of The DE DOM By:	
Unit/Establishment	
Address Of Establishment:	
Name and Contact Details of Head Of Establishment:	
Name and Contact Details Of DE Estate Surveyor:	
SITE SUMMARY	
AREA (Size ha):	
Main Site Use: E.g.. Dry training, airfield etc.	
Brief Description Of Habitat and Conservation Interest (including nature conservation designations):	
Forestry Interest: Please include a brief description of woodland interest including details of type, approximate age of planting and size of area e.g. coniferous / broadleaved / Mixed and condition - planting activity has taken place during the last *3/6/9/12 years. Were There Signs Of Deer Damage In Woodland Areas? *Delete as appropriate Is Further Planting Planned At This Establishment? *Delete as appropriate	
Tenant Issues (include farmers and forestry):	

DEER POPULATION						
Date Of Census: -.....						
*Delete as appropriate						
Deer Species thought or Known to be Present:	* ROE DEER	* FALLOW DEER	* RED DEER	* SIKA DEER	* CWD	* MUNTJAC DEER
Approximate Numbers Known or Estimated						
Sex Ratio if known Male / Female						
RTAs:	*YES/NO Number Per Annum: -					
Are the Deer on Site a risk To Health and Safety? <small>*delete as appropriate</small>	*YES/NO					
COMMENTS and RECOMMENDATIONS:						
Signature						
Date						
Deer Advisor's Comments:						
Signature						
Date						
DE DOM Comments:						
Signature						
Date						

CHAPTER 17: GLOSSARY OF TERMS AND ABBREVIATIONS

17.1 INTRODUCTION

This chapter provides a glossary of terms commonly used for deer management and abbreviations commonly used in MOD and DDM.

17.2 GLOSSARY OF ABBREVIATIONS

A-C

AC	Appointments Committee
ADP	Annual Deer Plan
AGM	Annual General Meeting
AM	Assistant Manager
AM (A)	Assistant Manager (Authorised)
AM (A)*	Assistant Manager (Authorised)*
BASC	British Association for Shooting and Conservation
BDS	British Deer Society
COO	Chief Operating Officer

D-J

Hd Prop	Director Property
D Prop	DE Property Directorate
DA	Deer Advisor
DC	District Coordinator
DCS	Deer Commission for Scotland
DDMPs	Defence Deer Management Procedures
DE	Defence Estates
ES	Defence Estates Advisor
DDM	Defence Deer Management
DI	Deer Initiative
DMG	Deer Management Group
DMIS	Deer Management Information System
DOM	Deer Operations Manager
Defra	Department of the Environment, Food and Rural Affairs
DSC	Deer Stalking Certificate
EAS	Environmental Advisory Service
EC	Executive Committee
EST	DE's Environmental Support Team
EWAC	England and Wales Area Council
GC	General Committee
GCM	General Committee Meeting
JSP	Joint Services Publication

M - T

M	Manager
MOD	Ministry of Defence
O	Observer
Ops	Operations
PDM	Principal Deer Manager
PM	Potential Manager
PR	Public Relations
PTS	Professional and Technical Services
R	Retired
RCO	Range Conducting Officer
SD	Sustainable Development
SOGE	Sustainable Operations on the Government Estate
SSSI	Site of Special Scientific Interest
TLB	Top Level Budget Holder

CHAPTER 18: CONTACTS AND FURTHER INFORMATION

18.1 INTRODUCTION

This chapter provides details of contacts for help and advice on deer management. The list is not exhaustive, but includes specialist DE posts and DDM Committee members. There is also a selection of references for those wishing to obtain further information on deer and deer management.

18.2 DE CONTACTS

Deer Operations Manager (DE DOM)

DE PTS EAS
Building 21
Westdown Camp
Tilshead
Salisbury
Wilts
SP3 4RS

18.3 DDM CONTACTS

Chairman

Head of Individual Capability Group
Elm 3 C #4336
MOD Abbeywood
Bristol
BS34 8JH

Secretary

SO2 Engr
CATTUK
Land Warfare Centre
Imber Road
Warminster
Wiltshire
BA12 ODJ

Treasurer

SOR G7 Trg Pol
HQ School of Infantry
Vimy Barracks
Catterick Garrison
North Yorkshire
DL9 3PS

Training Officer

Spring Cottage
Holton
Wincanton
Somerset
BA9 8AX

Members' Member

Platforms IPT (LV 1)
Teak/1 #6103 NH5
Stoke Gifford
Bristol BS34 8QW

Deer Advisor England & Wales

3 Main Street
Kirkby Green
Lincoln
LN4 3PE

Communications Officer

SO2 UAV
RSA
Larkhill
Salisbury
Wiltshire
SP4 8QT

rsatgtpxig@rsa.mod.uk

Deer Advisor Scotland

Bucharn Farm
Huntly
AB54 4PU

District Coordinator Scotland

2A Dalquhurn Lane
Renton
Dunbartonshire
G82 4LR

Email: dalquhurn@blueyonder.co.uk

Membership Secretary

SO2 ISM,
DCBM
HQ Land Forces
Erskine Barracks
Wilton
Salisbury
SP2 0AG

District Coordinator North

Control and Accounts Manager
DSDA
Room 32, Building 40
DSDA Longtown
PO Box Longtown
Carlisle
CA6 5LX

District Coordinator South-West

Headquarters Land Warfare Centre
Building 95
Imber Road
Warminster
Wiltshire
BA12 0DJ

District Coordinator Midlands & Wales

Beds & Herts ACF
TA Centre
Bedford Road
Kempston
MK42 8AJ

Email: caanorth@bedsarmycadets.co.uk

District Coordinator South-East

Assistant Director Cadets
HQ Land Forces
Erskine Barracks
Wilton
SALISBURY
Wiltshire
SP2 0AG

Email: LF-RF-Cdts-AD@mod.uk

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CHAPTER 19: REFERENCES

19.1 GENERAL

DCS (2009): *Scotland's Wild Deer – A National Approach – Action Plan 2009-2011*
DCS (2009): Best Practice Guidance
Deer Initiative (2009): Best Practice Guidance
Defra (2004): *The Sustainable Management of Wild Deer in England: An Action Plan*
FSA Wild Game Meat Guidelines
Firearms security handbook, 2005

19.2 STATUTES

Agriculture Act, 1947
Animal Health Act, 1981
Animal Welfare Act, 2006
Animal Welfare (Scotland) Act, 2006
Animal by Products Regulation, 2005
Animal by Products Order, 1999
Anthrax Order, 1991
Bovine Tuberculosis (Deer) Order, 1989 and 1993
Bluetongue Order, 2007
Control of Noise at Work Regulations, 2005
Criminal Justice Act, 1988
Control of Pollution Act, 1974
Control of Substances Hazardous to Health Regulations 2002 (COSHH)
Deer (Scotland) Act, 1996
Deer Act, 1991
Firearms Acts, 1968 to 1997.
Firearms Rules, 1998.
Firearms (Amendment) Act, 1988
Food Safety Act, 2002
Food Hygiene Regulation, 2006
Foot and Mouth Disease Order, 2006
Groundwater Regulations, 1998
Health and Safety at Work etc Act, 1974
Highways Act, 1980
Hunting Act, 2004
Lifting Operations and Lifting Equipment Regulations, 1998
Management of Health and Safety at Work Regulations, 1999
Manual Handling Operations Regulations, 1992
Nature Conservation (Scotland) Act, 2004
Provision and Use of Work Equipment Regulations, 1998
Protection of Wild Mammals (Scotland) Act 2002
Restriction of Offensive Weapons Act, 1959
Rabies (Importation of Dogs, Cats and Other Mammals) Order, 1974
Regulatory Reform (Deer) (England and Wales) Order, 2007 – SI 2183
Regulatory Reform (Game) Order, 2007
Statutory Instrument 2007 relating to Game Act, 1831 & Game Licences Act, 1890
Waste Management (England and Wales) Regulations 2006 (S.I. 2006 No. 937)
Welfare of Animals (Transport) Order (England), 2006
Welfare of Farmed Animals (Transport) (Wales) Order, 2007
Wild Mammals (Protection) Act, 1996
Wildlife (Northern Ireland) Order, 1985
Wildlife and Countryside Act, 1981
Workplace (Health, Safety and Welfare) Regulations, 1992.
Work at Height Regulations, 2005

19.3 POLICY

JSP 362: - Defence Lands Handbook
JSP 418 – MOD Sustainable Development manual
DE (2007): In Trust and On Trust – A Strategy for the Defence Estate

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