

Rangitoto and Motutapu Islands: Island Operating Procedure (IOP)



v. October 2019

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Foreword

This document is authorised for use as follows:

Document owner	Auckland Inner Islands Operations Manager
Document coordinator	DOC Island Senior Ranger
Approved by	Auckland Inner Islands Operations Manager
Date	01 August 2017
This version	October 2019

IOP Amendment Process

If you require information to be removed, added or amended in this IOP, please contact the DOC Community Ranger, North Head Office.

EMERGENCY INFORMATION

In an emergency where life or property is at risk
DIAL 111 first

AED (DEFIBRILLATOR UNITS) LOCATIONS

Home Bay

Back door of Reid Homestead (outside)

Nursery / DOC Office / Motutapu Farms Office

At the entrance to the Farms Office in their workshop nearest DOC Office

Administration Bay

Behind the MOEC Office door in black case with yellow "AED" text

Rangitoto Wharf Kiosk

Located on the outside of the kiosk

Island Key Contact Numbers

DOC Rangitoto Island Phone

██████████

Fullers

████████████████████

Ngai Tai Ki Tamaki

██████████

MOEC On-call Cell Phone

██████████

Motutapu Farm Ltd

██████████ *or* ██████████

Motutapu Restoration Trust

██████████

Rangitoto Island Bach Community Assoc.

██████████

Rangitoto Island Historic Conservation Trust

██████████

Part 1 Introduction

1. Introduction

1.1. Terminology

The terminology used throughout the IOP is explained in the following table:

Term	Meaning
DOC	Department of Conservation
H&S	Health and Safety
HSWA	Health and Safety at Work Act 2015
Islands	Rangitoto and Motutapu Islands
IOP	Island Operating Procedures
MOEC	Motutapu Outdoor Education Camp
MRT	Motutapu Restoration Trust
RIBCA	Rangitoto Island Bach Community Association
RIHCT	Rangitoto Island Historic Conservation Trust

1.2. Purpose

To provide information to help stakeholders understand each other's roles and expectations when interacting with each other.

1.3. Scope

The IOP focus is on interaction rather than the internal workings of how stakeholders perform tasks or business.

1.4. Legal Compliance

This IOP does not take precedence over any Act, Regulation, Bylaw, or any other similar legal requirement.

1.5. Mana Whenua

Ngai Tai Ki Tamaki have recognised mana whenua over Motutapu Island.

1.6. Overall Control

The DOC Auckland Inner Islands Operations Manager has overall management control of the Islands.

1.7. Day to Day Management and Control

The Islands Supervisor is responsible for the day to day management and control of the Islands.

Part 2 Biosecurity, Health and Safety

2. Biosecurity

2.1. Compliance

All practices must comply with the following:

- **Prior Notice:** A minimum of two weeks' notice must be given to the Island Biosecurity Ranger (North Head) prior to the movement of goods, stock, vehicles, machinery or bulk materials. Island emergencies are the only exception to this.
- **Island Biosecurity Emergencies:** In an emergency please use the following contact:
 - 0800 362 468 (0800 DOC HOT) Advise them your message is for the Auckland Duty Officer (DOC Inner Islands and DOC Mainland share a 24/7 duty officer).
- **Cleaning:** All bulk goods, vehicles or machinery travelling to or between the islands must be thoroughly cleaned inside and out prior to arrival at their mainland or island depot point. The latest checklists are available from the Senior Ranger, Island Biosecurity at North Head.

2.2. Dogs

No dogs are permitted except those approved by DOC. Please note for approvals:

- All farm dogs living on the Island must be approved and avian aversion trained
- Stock truck dog approvals are covered by the concession process.

2.3. DOC Boats

Biosecurity protocols must be strictly adhered to, otherwise boarding the boat or the loading of goods will be refused.

2.4. Felling Trees

Where tree felling may disturb an historic site please refer to the historic procedures section. Under the Hauraki Gulf Islands District Plan there are protected trees at Home Bay and Emu Bay

Pest trees may be felled during grounds care without consulting DOC.

2.5. Firewood

Firewood is not to be brought to the Islands nor trees chopped down for fires. Firewood may only be collected in designated areas as assigned by the Islands Supervisor. This would normally be from dead trees.

2.6. Kauri Dieback Hygiene Stations

It is compulsory to use Kauri Dieback Hygiene stations prior to entering any area that has them installed. If found empty, please notify the Islands Supervisor.

2.7. Legislation

All operations on the Islands are required to comply with the NZ Biosecurity Act 1993, including the Gulf Islands Controlled Area Notice.

2.8. Pest Sightings

Please report any pest sightings to the sightings hotline – 0800 362 468 (0800 DOC HOT).

2.9. Pest Traps

If any pest traps are found out of place e.g. on the road, please return to the side of the road.

2.10. Plant Protocols

All approved plants should be grown from seed on the Islands. The Biodiversity Senior Ranger can provide a list of vegetable, flower and herb seeds that are not to be propagated. Bare rooted plants are acceptable.

3. Health and Safety

3.1. Health and Safety at Work Act 2015

The Islands are considered worksites under the HSWA and all aspects of the Act will apply. The Islands Senior Ranger position is the nominated officer under the HSWA. All hazards and significant incidents are to be reported to a DOC staff member.

3.2. Alcohol and Drug Policy

- 3.2.1. DOC has an alcohol and Drug policy for all its personnel and premises.
- 3.2.2. All Concessionaires, stakeholders and partners must have their own alcohol and drug controls as part of their standard operating procedures. Any contractors or visitors whom Concessionaires are hosting must also comply with these procedures.
- 3.2.3. The consumption of alcohol is prohibited in DOC workplace areas. DOC workplaces are identified as the following:
 - the DOC workshop
 - DOC offices
 - Shearers Quarters
 - Blue House
 - Rangitoto Wharf Kiosk
- 3.2.4. Permission to consume alcohol within DOC workplace areas requires permission from the Islands Supervisor. Refer Annex C for details.
- 3.2.5. It is an offence under the Misuse of Drugs Act 1975 to use, possess, cultivate, traffic (deal) or be in possession of any equipment or material that is capable of being used in relation to illegal drugs.

3.3. Boat Section

The Boat Section is responsible for all passengers as soon as they step on- board a DOC vessel. All new passengers will be given a H&S brief upon boarding.

3.4. Concession Holders

- 3.4.1. Each Concession holder must have their own H&S plans in place at their own sites with up to date records kept at all times.
- 3.4.2. A copy of all Concession Holders' H&S policies and procedures must be presented to DOC and a copy kept by the concessionaire on site at all times.
- 3.4.3. A copy of a Concession Holders' Standard Operating Procedures must be presented to DOC for any machinery that is not aligned to DOC Standard Operating Procedures.

3.5. DOC Volunteers

- 3.5.1. All DOC volunteers receive a hard copy of the H&S Guidelines prior to visiting the Islands. Their signing of the DOC Volunteer Agreements shows they have read and understood the guidelines.

3.6. First Aid Support by MOEC

- 3.6.1. MOEC and DOC staff have regular first aid training and hold a large range of equipment from basic to higher level equipment e.g. medical grade oxygen, backboards, neck collars, AED, etc. They can help the public/wider island community by contacting a senior staff member or the On-Call person.
- 3.6.2. After using the AED located at MOEC, Reid Homestead and Rangitoto Wharf, please advise a staff member or the On-Call staff member as soon as possible after the AED use.

3.7. Home Bay Camping Ground

Campers are not to be disturbed or interacted with unless required by DOC staff or stakeholders for legitimate reasons. If campers approach stakeholders with DOC related queries, please redirect them to a DOC staff member.

3.8. Motutapu Outdoor Education Camp

- 3.8.1. All MOEC equipment is out of bounds unless MOEC staff have approved and trained the user.
- 3.8.2. All visitors will receive a Health and Safety induction. Please note:
 - Visitors must sign the Induction Book to acknowledge they have understood the induction
 - A visitor who has received the Health and Safety induction in the previous six months may not be required to have the full induction.

- However, they are required to complete the Visitor Intentions board.
- A *Visitor* or *Contractor* tag will be issued unless the visitor is in DOC uniform. The tags are to be returned to the MOEC Office when exiting.
 - Upon exit, all visitors must sign out at the MOEC Office.

3.9. Speed Limits

- 3.9.1. The red box contains the maximum speed limits. However, conditions may warrant a reduced speed e.g. pedestrians or animals present, children in the MOEC confines, weather conditions, etc.
- 3.9.2. Breaching these limits may result in your permission to operate a vehicle being revoked.

Motutapu Speed Limit = 30kph

Rangitoto Speed Limit = 25kph

The following areas are limited to 10kph:

- DOC House Compound
- DOC Compound
- Dusty Lane
- MOEC
- Gardiners Gap
- Home Bay Camping Ground

3.10. Trusts and Community Organisations

All Trusts and Community organisations who conduct voluntary work on the Islands are to conform to the same points as listed under Concession Holders at paragraph 3.4.

3.11. Use of Agrichemicals

All users should attempt to minimise the use of toxins at all time on the island.

- 3.11.1. All stakeholders who use agrichemicals are required to have their own operating procedures.
- 3.11.2. All users of agrichemicals must have the required certification e.g. an Introductory Growsafe and/or Approved Handler Certificate.

To manage risk when spraying, you must:

- Follow manufacturer's recommendations
- Wear the correct personal protective equipment in the correct manner
- Use the correct chemical at the recommended dilution rate

- Add marker dye
- Mix only as much as is likely to be used
- Avoid spraying when the wind is more than 10kph
- Display warning signs at strategic points near spraying noting that spraying is in progress and the type of agrichemical in use.

3.11.3. Prior to starting, all spraying operations must be noted as follows:

- If MRT related: on the MRT Intentions notice board in the MRT compound
- If DOC related: on the DOC Intentions notice board in the DOC compound.

3.11.4. Empty agrichemical containers must be rinsed at least three times after use. They can then be shipped to the North Head Office for recycling.

3.11.5. MRT Reporting: MRT shall provide a three-monthly spray calendar to DOC and use the MRT Spray Diary (DOCDM 1169500). A copy is attached at Annex B.

3.11.6 All Island concessionaires shall provide input into an annual spray calendar to the Senior Ranger Biodiversity by 31 March each year. This calendar will provide necessary overview of all operations to ensure public and species safety.

Part 3 General Information

4. Accommodation and Camping

4.1. Fires

There is a total fire ban on both Islands for all outdoor fires.

4.2. General Information

- 4.2.1. Overall responsibility for the Blue House and the Shearers' Quarters sits with the Islands Supervisor. This position is responsible for the maintenance, general upkeep, immediate surrounds and the cleanliness of both facilities.
- 4.2.2. Due to the need for visitors to remove their own rubbish, it is recommended that visitors bring a wheelie bin type receptacle onto the island. Heavy items and food can be carried onto the island in it and then rubbish carried off. If doing this, it is recommended that the lid is taped down while on the ferry so that other passengers do not use it as a rubbish bin.

4.3. Blue House or Shearers' Quarters

- 4.3.1. These facilities are for the use of contractors employed by DOC staff, contractors and approved volunteers. Those wishing to book these facilities outside of those listed, require permission from the DOC Administration Officer, North Head Office on (09) 445 9142 or email aucklandnorthhead@doc.govt.nz
- 4.3.2. Please note that a point of contact must be stated whether an individual or group booking is made.
- 4.3.3. The following requirements are to be adhered to when occupying these facilities:
 - **Rules Booklet:** There is a booklet of rules in each facility. Please read them upon arrival
 - **Health and Safety:** All users are to acquaint themselves with the emergency procedures for the Island and for their accommodation. Each facility is equipped with fire extinguishers and has highlighted emergency exits.
 - **Cleaning:** All users are to ensure the facility is kept clean and tidy while in use and upon departure. All cleaning products e.g. dish washing liquid, are the responsibility of the user. DOC will supply a mop, bucket, vacuum cleaner and a broom.
 - **Toilet Paper:** All users are to provide their own toilet paper for the duration of their stay
 - **Security:** Users are responsible for the security of their accommodation during use
 - **Rubbish:** The concept of "pack in and pack out" applies i.e. remove your own rubbish
 - **Breakages:** All breakages or replacements are to be reported to

the Islands Supervisor through the breakages/replacement book located in each facility.

4.3.4. It is recommended that the following items are brought to the island for those using the accommodation:

- First aid kit, food supplies, rubbish bags, tea towels
- Oven bags (these helps keep the oven clean), Dish cloths
- Personal hygiene items e.g. soap, shampoo, etc.
- Bedding including pillows
- Bath towels, flannels, etc.
- Cleaning materials.

4.4. Home Bay Camping

Bookings can be made at the DOC website (www.doc.govt.nz). The maximum number of campers is 250.

4.5. Motutapu Outdoor Education Camp

The water supply, toilets, showers and cooking facilities are for the use of MOEC clients only.

4.6. School House

This is for the private use of MRT volunteers and can only be entered by invitation or upon agreement. Bookings can be made through the MRT Manager. Users need to comply with the "School House Rules" and not wear shoes inside the house.

5. Booking of DOC Boats

5.3. Booking Process

Use of the DOC vessels is controlled by the DOC Boats Scheduler, Fleet Street Depot, Devonport. You can inquire about this service by contacting [REDACTED] for an “Auckland Boat Booking Request” form or use the copy at Annex A.

Email – [REDACTED] Landline – [REDACTED]

Mobile Phone – [REDACTED]

The DOC Boats Scheduler will confirm bookings via email.

5.4. Dangerous Goods

- 5.2.1. All dangerous goods and their quantities must be specified on the Auckland Boat Booking Request form.
- 5.2.2. Dangerous goods may be carried on the MV Hauturu.
- 5.2.3. The passenger vessel Taikehu is not to carry any dangerous goods noting:
 - LPG is forbidden to be carried
 - Some petroleum and other chemicals have quantity restrictions.

5.5. Passenger Limitations

The following are the voyage limitations on the passenger vessel Taikehu:

- Auckland Harbour and Inner Gulf = 18 passengers (passenger and gear allowance not to exceed 1600kg)
- Enclosed Coastal Waters = 12 passengers.

5.6. Delivery of Supplies/Freight

The MV Hauturu is used for delivering supplies and freight. To organise delivery please refer to the Booking of DOC Boats para 5.1

6. Bunker Opposite Plant Nursery

6.1. Guidelines

The bunker is for sole use of the MRT. Please seek permission from the MRT Manager prior to entry. The entry door is to be kept closed and locked after exiting.

7. Cultural Considerations

7.1. Ngai Tai Ki Tamaki

The content for this paragraph is currently under development.

8. DOC Sponsored Visitors

8.1. Intentions Board Signing In/Out

All DOC staff, contractors and volunteers are required to sign in upon arrival and note their intended schedule on a daily basis. They are then to sign out upon leaving the Islands. The Intentions Board can be found in the DOC compound.

8.2. Visitor and Contractor Register

All DOC visitors and contractors are required to sign the Visitor and Contractor register located in the DOC office upon arrival and departure.

9. Motutapu Farms Ltd

9.1. Farm Visitors

All visitors are required to report to the on-site Farm Manager [REDACTED]. He is contactable on [REDACTED]

9.2. Out of Bounds

All farm buildings are out of bounds unless access is approved by the Farm Manager at para 9.1 above.

10. Archaeological Sites and Historical Structures

Motutapu Island contains a significant and extensive cultural landscape reflecting the long occupation of the motu (island) from its first settlers to present day. The motu contains over 1500 visible recorded archaeological features. These features combine to create a unique landscape of Maori, farming and defence heritage. Ground disturbance and modification to structures have the potential to damage or destroy these heritage sites. A Heritage Management Plan has been developed for Motutapu which provides details on the legislative requirements listed below and operating procedures directed by heritage best practice to work within their parameters. All works on island must be carried out in compliance with this document to avoid damage to heritage. Any ground disturbance or issues relating to archaeological sites, features or built heritage structures should be indicated to the Senior Ranger Heritage as soon as possible.

Under the Reserves Act, it is an offence to disturb any historic feature of Motutapu without authority from the Department of Conservation.

Under the Heritage New Zealand Pouhere Taonga Act site it is an offence to modify, or cause to be modified, any archaeological site without authority. An archaeological site is defined as any place, including a building or structure, that

- a. Was associated with human activity that occurred before 1900 or is the site of the wreck of any vessel where the wreck occurred before 1900; and
- b. Provides or may provide, through investigation by archaeological methods, evidence relating to the history of New Zealand; and
- c. Includes a site for which a declaration is made under section 43(1) [none on Motutapu]

Under the Auckland Unitary Plan, two Motutapu historic sites are listed (Sunde site and Administration Bay stone working area) and a further 10 sites are listed in the Hauraki Gulf District Plan. These sites may require a resource consent to undertake any works.

Authorisation from one of DOC, Heritage New Zealand or Auckland Council is not an authority from any other agency – authorisation must be obtained from each agency as required. For example Heritage New Zealand authority to disturb pre-1900 archaeological sites is required irrespective of whether DOC consent or resource consent has been obtained. All three agencies' legislation contains penalties for unauthorised site modification, damage or destruction; and prosecutions may result in conviction.

Motutapu is so rich in archaeological sites that the precautionary approach is to treat all ground disturbance and modification to historic structures as a risk to historic heritage, unless proven otherwise. The landscape is best treated as a palette of known sites amongst unknown areas of high, medium and low risk.

10.1 Identification and assessment of archaeological sites

- 10.1.1 Written authority from the Inner Islands Operations Manager or Motutapu Island Supervisor is required for all disturbance below and above ground to an archaeological site or historic structure. Please email them exact locations details, a site photograph, the proposed works, and any knowledge you have of existing archaeology or historic heritage.
- 10.1.2 Where ground disturbance is proposed on, or within 20m of, any recorded archaeological or historic heritage sites, the written permission will likely include a requirement to seek an archaeological authority from HNZPT.
- 10.1.3 Where ground disturbance is proposed in an area that has not been previously assessed, the written permission will likely include a requirement for assessment of the area. Assessment may include, but not be limited to:
 - i. Checking for recorded archaeological sites as per the NZ Archaeological

Association ArchSite Archaeological Site Recording Scheme
(www.archsite.org.nz).

- ii. Checking for scheduled archaeological sites in the Auckland Unitary Plan and the Hauraki Gulf District Plan.
- iii. Internal DOC GIS database systems including maps of recorded archaeological sites/features undertaken in 2019.
- iv. Review by Senior Heritage Adviser.
- v. Agreement with Ngāi Tai ki Tāmaki, potentially including a cultural effects assessment.
- vi. Consultation with Heritage New Zealand Archaeologists.
- vii. Independent archaeological assessment, undertaken by an archaeologist who meets the requirements of s45 of the Heritage New Zealand Act 2014.

10.1.4 Where an area has been previously assessed and is known to be low risk for further unidentified archaeological sites, permission may be given to carry out works under an Accidental Discovery Protocol (see below).

10.1.5 DOC authority for works may include appropriate conditions for the protection, management and conservation of the site. Permission may be refused where the works are a risk to heritage and are not essential. Permission may also take into account cultural waahi tapu where no physical trace is present. Permission from DOC does not remove any requirement for authorities from other agencies.

10.2 Accidental Discovery Protocol

10.2.1 Work under an Accidental Discovery Protocol (ADP) may be allowed by the Operations Manager or Island Supervisor in areas assessed as low risk by an approved and suitable qualified archaeologist. Operations completed under an ADP may require training or briefing in the first instance so as to recognise archaeological sites.

10.2.2 In the event that an archaeological or historic heritage site is exposed during works:

- i. Stop work, take a photo and record the GPS location. Pick up the phone and call DOC.
- ii. Machinery is to be shut down and steps undertaken to secure the area, including a 20m buffer, to ensure the archaeology is undisturbed
- iii. Immediately contact the Inner Islands Operations Manager. The Inner Islands Operations Manager will contact Ngāi Tai ki Tāmaki, DOC Senior Heritage Advisor, Heritage New Zealand Pouhere Taonga Archaeologists, and Auckland Council Heritage Unit. If the Inner Islands Operations Manager is not available, immediately contact the Island Supervisor or DOC Senior Heritage Advisor.
- iv. In the event of the discovery of koiwi (human remains) the NZ Police must also be contacted.
- v. In the event of the discovery of Taonga Tuturu (artefacts relating to Maori culture origin e.g. an adze or wooden, shell or bone artefact), the Ministry of Culture and Heritage will be notified in line with the requirements of the Protected Objects Act 1975.
- vi. Works affecting the archaeological or historic heritage site shall not resume until Heritage New Zealand, Auckland Council Heritage Unit, the Police (if human remains are involved), Ngāi Tai ki Tāmaki and DOC have each given the appropriate approval for work to continue. Approval may include appropriate tikanga at the site.

11. Islands Infrastructure

11.1. Approval to Use or Adjust Plant/Equipment under DOC Control

Approval must be sought from the Islands Supervisor prior to the use or adjustment of the following plant and equipment if under DOC's control:

- Water pumps
- Water valves
- Gas bottles including removal or fitment
- Electrical Systems
- Motorised tools
- ATVs.

11.2. Building and Historical Building Damage

All building damage is to be reported to the Islands Supervisor.

11.3. Fuel Pump

Each user has been allocated a PIN and equipment number. To dispense fuel, these numbers will be required when following the instructions at the pump. It is recommended that you refuel your vehicle when the vehicle tank reduces to half full.

11.4. Gas Bottles

The Islands Supervisor is responsible for DOC, MRT, and Fullers gas bottle provision, fitment and removal. Please contact the Islands Supervisor when a gas bottle is empty to allow replacement prior to the second bottle becoming empty.

11.5. Lawn Mowing

DOC staff are responsible for the lawn mowing of all DOC facilities.

11.6. Power Supply

DOC own all the power supply infrastructure and are responsible for the maintenance and provision to all facilities. Notes on power supply:

- The stakeholder/concessionaire is responsible for maintenance within their facility.
- Please notify the Islands Supervisor if there are issues with supply.
- All invoicing for the power supply is carried out by DOC North Head.

11.7. Restricted Areas

The following are restricted to authorised personnel only. Please seek permission from the relevant stakeholder, noted in brackets, prior to entry:

- DOC Workshop (DOC)
- Farm Workshop (Motutapu Farm Ltd)
- MOEC
- MRT Nursery
- Power Generation Sheds (DOC)
- Red Barn.

11.8. Rubbish Removal

DOC remove the rubbish of Island residents only. Removal can be organised with the Boats Scheduler. See para 5.1 on booking information.

11.9. Water Supply

DOC own all the water supply infrastructure and are responsible for the maintenance and provision to all facilities. However, Motutapu Farm is responsible for the farm water supply except when used for non-farm activities. In this instance, DOC is responsible for the water supply.

11.9.1. Notes on the potable water supply:

- The stakeholder/concessionaire is responsible for maintenance within their facility
- Please notify the Islands Supervisor if there are issues with supply
- There is presently no billing for this service.

11.9.2. Notes on public toilets:

- They are not to be used for domestic type activities e.g. bathing, washing dishes, tooth brushing, etc.
- They are not to be used as a water supply point.

12. Moth Pod Pit

12.1. Guidelines

For use by MRT only. The pit should always be covered by the tarpaulin unless in use. The gate is to be kept closed.

13. Motutapu Outdoor Education Camp

13.1. Communication

The primary methods for contacting MOEC staff are found on the Island Communication List and listed here:

- Island Office - [REDACTED]
- City Office - [REDACTED]
- On-Call Staff Mobile Phone - [REDACTED]
- Radio on the Island – [REDACTED]

13.2. Equipment and Resources

13.2.1. MOEC have tools and supplies that can be shared with the Island community whenever possible. Please ask prior to using MOEC resources and seek permission from MOEC staff prior to entering any workshop or storage area.

13.2.2. The water supply, toilets, showers and cooking facilities are for the use of MOEC and their clients only.

13.3. Marine Visitors to Administration Bay

- 13.3.1. Any non-MOEC vessel that lands at Administration Bay must report to the MOEC office or call the On-Call staff phone as noted at Para 13.1.
- 13.3.2. Vessels anchoring off Administration Bay are not to use the MOEC temporary mooring buoys. They are designed to take small craft in light weather for short periods only. They can easily be damaged by large craft or from prolonged use.

13.4. MOEC Marine Activities

- 13.4.1. A majority of MOECs marine activities are based out of Administration Bay but can also operate in the areas shown at *Figure 13.1*.
- 13.4.2. All marine vessels are limited to 5kts within MOEC activity areas and 200m from the coastline or a dive flag.
- 13.4.3. MOEC uses two types of dive flags:
 - Anchored: near the outer boundary of a snorkelling area
 - Moveable: attached to the back of the safety kayak which moves with the kayaking group

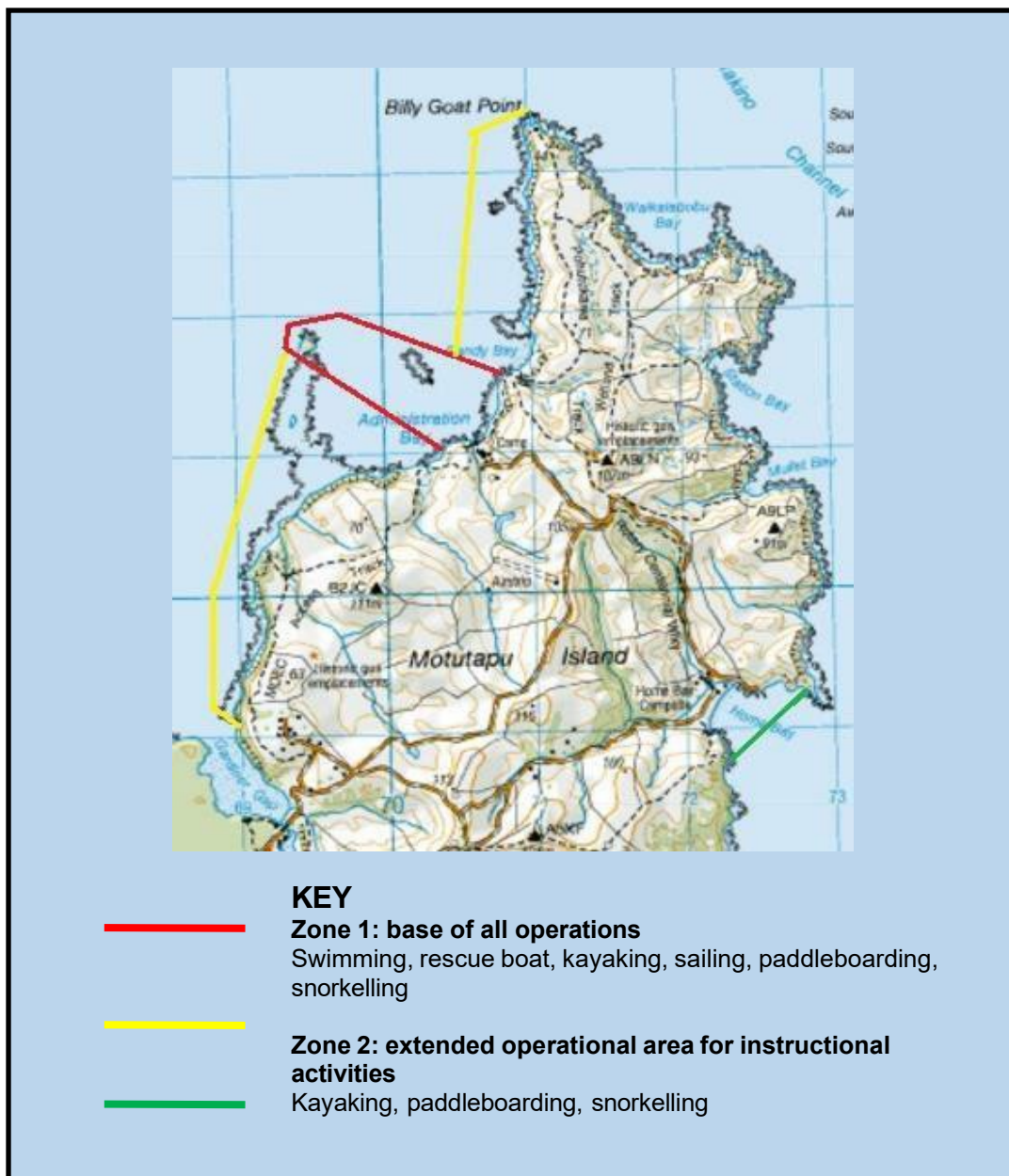


Figure 13.1- MOEC Marine Operational Areas

13.5. MOEC Use of Wharves

- 13.5.1. Arrival and departure of MOEC groups can congest wharves. MOEC appreciates your patience during these times when the wharf is occupied with vehicles, luggage and people.
- 13.5.2. A spreadsheet is sent to all island stakeholders outlining arrival and departure times and locations. Although developed to assist in biosecurity, this information is also to assist others in planning their operations and movements to avoid any conflict or inconvenience.

13.6. Parking

All vehicles must be parked clear of entrances, ramps and access ways. This includes avoiding parking anywhere that prevents access of people or other vehicles from roads, buildings etc.

13.7. Visitor Protocols

At the four main entrances to the MOEC facility there are signs outlining access protocols and restrictions. This includes how to contact MOEC Staff.

- 13.7.1. All visitors, contractors, stakeholders etc. must report their arrival on site and their intentions to MOEC Staff in the Office upon arrival. Advanced notice is preferred and appreciated.



- 13.7.2. If a MOEC staff member is not located in the office, please:
 - Use VHF radio base set located on northern wall of office to call an available staff member. To do this press the handset button down and state your name and who you are looking for; i.e. "This is Joe from DOC looking for MOEC staff available to come to the MOEC office, over".
 - Call the On Call Staff [REDACTED] also listed on outside of office doors).

13.7.3. MOEC require the following information when visiting their site:

- Your purpose
- Number in your group
- Location you wish to visit
- Intended duration of your visit
- What assistance you may require e.g. MOEC staff support, tools, equipment, etc.

14. Motutapu Restoration Trust

14.1. Areas of Responsibility

The MRT are responsible for the following areas, including their infrastructure:

- Bunker opposite Plant Nursery
- Moth Pit
- MRT vehicles and trailers
- Plant Nursery and environs
- Red Barn
- Reid Homestead
- School House.

14.2. Point of Contact

Please use the MRT Manager as the point of contact for assistance.

14.3. Portaloo

For use by MRT personnel only.

15. Motutapu Restoration Trust Plant Nursery

15.1. Biosecurity

The Kauri Dieback Hygiene station found at the nursery gate must be used prior to entering the Plant Nursery area. Goods entering the nursery are biosecurity checked at source or while in transit.

15.2. Birds

Do not disturb any birds in the nursery area.

15.3. Doors

Keep crop house/shade house doors shut to keep birds out.



15.4. Health and Safety

All notified visitors are emailed the H&S information and/or briefed upon arrival. If no one is present, visitors are not to enter the nursery unless prior permission has been given by MRT.

15.5. Nursery Gates

Keep gates shut to stop stock entering the nursery.

15.6. Slippery Surfaces

The weed mat and wood surrounds can become slippery. Please be careful when around them.

15.7. Trolleys

Do not take any trolleys onto the concrete standing out area.

15.8. Concrete Standing Out Area

There are irrigation stands and other stands in this area. Be cautious when moving around them.

15.9. Visitors

Notify MRT in advance if possible when wishing to visit. Bookings can be made through the MRT Manager. From Saturday to Thursday, please report to the volunteer nurseryperson. If no one is present, visitors are not to enter the nursery unless prior permission has been given by MRT.

15.10. Vehicles in Nursery

The only vehicles permitted in the nursery are MRT, MFL and DOC vehicles.

16. Motutapu Restoration Trust Vehicles and Trailer

16.1. Usage

Apply to the MRT Manager to use. Only specifically authorised people may drive MRT vehicles.

16.2. Rules of Use

Please comply with the following when using the MRT vehicles and trailer:

- Log books are to be completed
- MRT driving policy. The policy is found in H&S folder in the Nursery and in the glove compartment of each vehicle.
- Return to where it was picked up unless agreed otherwise
- Advise any maintenance issues to the MRT Manager.

17. Rangitoto Baches

17.1. General Information

When information concerning occupied family baches is sought, please contact RIBCA.

NOTE:

RIBCA represent the *occupied* baches and
RIHCT represents *unoccupied* baches

17.2. Museum Bach 38

Bach 38 at Rangitoto Wharf is open from the first Fullers ferry arrival until the last departure. For access outside these hours please contact info@rangitoto.org.nz.

18. Reid Homestead Visitor Centre

18.1. Booking Homestead

The MRT are responsible for the homestead.
Bookings can be made through the MRT Manager.



18.2. General Information

Shoes must be removed prior to entering the homestead and visitors must take their rubbish home. When open, the homestead acts as a Visitor Centre supplying maps and other information.

18.3. Opening Information

18.3.1. For public viewing, the homestead is open from 10:30am to 3pm as follows:

- the 2nd Sunday of every month during autumn, winter and spring
- the 2nd Saturday and Sunday of every month during summer.

18.3.2. Other times can be organised through the MRT Manager. The opening hours are also on the veranda window and available at www.motutapu.org.nz/.

18.3.3. Only approved volunteers may open the homestead up.

19. Red Barn

19.1. Booking

Contact the MRT Manager for permission to use the Red Barn.

19.2. Information

The Red Barn is a storage area for MRT volunteers' tools. It is closed to the public. However, as it is unlocked it can be used as a shelter in a storm.

19.3. Rules of Use

Please comply with the following rules when using the Red Barn:

- Do not remove any tools or other items without permission
- Do not swing on gates
- Close gates after use Leave barn tidy.

20. Restoration Planted and Bush Areas

20.1. Biosecurity

All visitors must use the Kauri Die-back Hygiene stations prior to entry.

20.2. Rules

Please comply with the following rules:

- Keep to the tracks
- No smoking
- Do not approach or disturb birds
- Keep gates closed (at the Water Shed, lock with the padlock)
- If stock found, notify the MRT Manager.

21. Vehicles

21.1. Introduction

DOC has overall control of vehicles on the Islands and DOC reserves the right to restrict vehicle use at any time. All transport legislation/regulations/rules apply. The most pertinent are the:

- NZ Land Transport Act 1998 NZ Reserves Act 1977
- NZ Land Transport Regulations (various)
- NZ Land Transport Rules (both 1999 and 2004).

21.2. Access and Restricted Access

21.2.1. Vehicles must stay on formed roads unless authorised by DOC.

21.2.2. At times there will be signage regarding access restrictions or no access of vehicles to an area. These signs must be strictly adhered to.

21.2.3. No vehicles are permitted on any wharf.

21.3. Booking DOC Island Vehicles

21.3.1. DOC have a booking system for use of their vehicles. The vehicles can be booked by visiting DOC staff, approved contractors and concessionaires.

21.3.2. To book please contact the DOC Administration Officer, North Head Office on (09) 445 9142 or email aucklandnorthhead@doc.govt.nz.

21.4. Resident Driver and Vehicle Registration with DOC

All resident drivers and their vehicles must be registered with the DOC Motutapu Island Office. Please contact them to action this.

21.5. Temporary Driver and Vehicle Registration with DOC

The Statutory Land Management team will provide the Motutapu Island office with details of any concessionaire short-term drivers and vehicles as permits are issued.

21.6. Fullers Tractor-trains

The tractor-trains are difficult to reverse. Therefore, when meeting one please reverse up to a siding rather than expect the tractor-train to do this.

21.7. Legal Reminders

As noted in the vehicle introduction, all legislation/regulations/rules apply on both islands. The following are reminders of areas where there has been concern in the past:

- Alcohol and Driving: All driving and alcohol limits apply. Stakeholders may have lower limits or a "no alcohol and driving" policy
- Licencing: All drivers must hold a current licence for the vehicle they are driving
- Passengers: All vehicles are to carry only the number of passengers that the vehicle is designed for
- Registration: All vehicles, including trailers, must be registered. They must have a current WOF/COF and RUC if applicable. The certificates for these items must be clearly displayed.
- Seatbelts: The wearing of seatbelts applies to all drivers and their passengers
- Vehicle Trays: No person is to be carried on the back tray of any vehicle.

21.8. Parking Guidelines

The following are the parking guidelines to ensure safety and consideration for all vehicle users:

- Signage: Do not park in front of any signage
- Front Lawn: Only DOC vehicles are permitted to park in this area
- Back Parking Area: This area has parking allocated as follows:
 - Iwi x 1 park
 - Motutapu Farms Ltd x 1 park
 - MOEC x 1 park
 - MRT x 2 parks.
- Parking on Rangitoto Island: It is recommended that shared travel is used to/from Islington Bay to reduce traffic congestion during ferry drop offs or picking up.

- Prolonged Absence: If leaving the Islands for a long period, please organise for vehicles to be returned to your own base
- Tennis Court: Please do not park on the Tennis Court.

21.9. Tractors and Farm Vehicles

DOC tractors are required to adhere to safety checks. Concession holders who have tractors and other farm vehicles must have their own safety policy/checks which align with DOC standard operating procedures.

21.10. Visitor Vehicle Permits

- 21.10.1. This permit is commonly used by non-stakeholders for special events e.g. film crews
- 21.10.2. People who wish to bring their vehicles to the Islands must complete an “Application to Operate a Vehicle” form. It is submitted to the Islands Ranger with a copy of their Driver Licence.
- 21.10.3. Any special conditions of use will be added by the Islands Supervisor when issuing the permit.
- 21.10.4. The permit must remain in the vehicle at all times while it is on the Islands.
- 21.10.5. All visiting vehicles must comply with biosecurity protocols.

22. Visitors – General Information

22.1. Aircraft or Parachutists

Unless in case of an emergency, no aircraft or parachutist is to land on the Islands without a permit. Permit applications can be made by contacting the DOC Auckland Permissions Office - aucklandpermissions@doc.govt.nz.

22.2. Fullers Tractor-train Schedule

The Fullers tractor-trains depart from:

- Rangitoto wharf at 10am and 1pm
- Rangitoto summit at 11.20am and 2.20pm.

22.3. Gates

All gates need to be returned to the position they were in prior to passing through them. There are signs on main thoroughfare gates to remind users of the position to leave them in. The signs are set by Motutapu Farms staff.

22.4. Location Limitations

Visitors need to be aware that there are no shops and no bedding is available.

22.5. Marine and Amphibious Craft

Marine and amphibious craft may land on the Islands' shorelines. However, a vehicle permit is required before an amphibious craft, such as a Sealegs craft, becomes land based.

22.6. Rubbish

All non-residents must take their rubbish off the Islands.

22.7. Walking Tracks

All visitors are to be aware of their surroundings. In particular:

- When on farmland, keep away from all farm animals. In particular bulls and newborn lambs
- Do not approach or disturb any wildlife.

22.8. Wharf Use

Use of the wharves varies between general public use and commercial use.

22.8.1. Public Use: Visitors may use the wharves for dropping off and picking up purposes. Docking for longer periods requires a permit as noted at para 22.8.3.

22.8.2. Commercial Use: ALL commercial operators must apply for a permit to use any wharf in any capacity. Refer para 22.8.3.

22.8.3. Permit Application Process: Contact the DOC Auckland Permissions Office via email - aucklandpermissions@doc.govt.nz.

Annexes

A. Boat Booking Request Form



DOC Auckland Boat Booking Request Form

All Biosecurity Protocols Must Be Met for Every Journey

Outwards			
Date		Pick up Time	
From		To	
Org. Name*		Org. Phone No.*	
Booked By			
Phone No.			
Cargo Req's			
Other Info			

*Only required if non-DOC

Return (if required)			
Date		Pick up Time	
From		To	
Org. Name*		Org. Phone No.*	
Booked By			
Phone No.			
Cargo Req's			
Other Info			

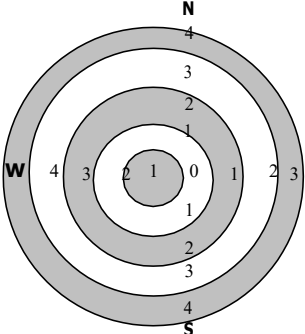
*Only required if non-DOC

Notes:

1. **Biosecurity** protocols must be met or boarding of people/cargo will be refused
2. Please fill in **all** details for each journey
3. Please fill in the **return** details if required
4. All travel is **conditional** and can be changed or cancelled at short notice e.g. for weather events
5. The Boat Section will **confirm** your booking via email. Those with a DOC email account can also check their booking by:
 - a. Opening your **Outlook email** account
 - b. Opening the **Folder List** (icon at bottom left)
 - c. Scroll down and open **All Public Folders**
 - d. Scroll down and open **Auckland AO Bookings**
 - e. Open **Boat Bookings**
 - f. This is a **view only** calendar



Motutapu Restoration Trust Spray Diary

Date:	Application method:	Start time: Finish time:	Name of area sprayed:																				
Applicators Name:		Total time taken:	Size of area sprayed (ha, m²):																				
Agrichemicals used:	Amount of agrichemical used:	Application rate:	Water rate:																				
Additives used:																							
Contact, Non-contact re-entry period:																							
Weather conditions:																							
Humidity (√)		Wind Speed																					
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List the sensitive areas/instructions/warnings:	Who was notified:																						
	Method: Faxed Phoned Visited Letter sent Other (please add)																						
Approved Handler Name:	Quantity Used and Tracking Records Updated:																						

Notes:

DOCDM 1169500



DOC Auckland Request To Hold a Function Form

Function Details			
Function Description			
Location of Function			
Date of Function		Number attending	
Start Time		End Time	

Alcohol	
Will alcohol be consumed? <small>(please tick one box)</small>	Yes <input type="checkbox"/> No <input type="checkbox"/> no, (if go to Host Details section)
Types of alcohol <small>(please tick applicable boxes)</small>	Beer <input type="checkbox"/> Wine <input type="checkbox"/> Spirits <input type="checkbox"/> Other <input type="checkbox"/>
What food will be provided	
is to promote safe driving	

Host Details	
Name	
Work Area/Organisation	
Email	
Phone	Application Date
Signature	

Approva	
Approver Name	
Signature	Approval Date

Tips for hosts if alcohol is to be consumed

1. Watch your own drinking so you can keep an eye on things.
2. Provide substantial food. Make it easy for yourself and ask others to bring a plate.
3. Don't mix alcohol with any potentially dangerous activities.
4. Look after your guests particularly young people.
5. If you see someone getting tiddly, offer them food or non-alcoholic drinks.
6. Don't let people walk home alone if they've had too much to drink.

if
Send completed form to Islands Supervisor

