

**GUIDELINES FOR RESEARCHERS  
PLANNING TO WORK ON LANDS ADMINISTERED  
BY THE EAST COAST BAY OF PLENTY CONSERVANCY OF THE  
DEPARTMENT OF CONSERVATION**

**January 2012**

Revised and updated by Brendon Christensen CSS / CA  
This document supersedes any previous East Coast Bay of Plenty Conservancy  
research guidelines and/or Bay of Plenty Conservancy research guidelines.

For all enquires please contact;

**Community Relations Officer – Concessions**

**Tel.: 07 349 7400**

**Fax.: 07 349 7401**

**East Coast Bay Plenty Conservancy**

**PO Box 1146**

**Rotorua**

## **Introduction**

This set of research guidelines was established to minimize risks to researchers, the public, Department of Conservation (DOC) structures and facilities, New Zealand's indigenous fauna and flora, and sites within the East Coast Bay of Plenty Conservancy from any research activity. In addition, it is to ensure appropriate scientific protocols are performed. DOC has a permit process for the review and authorization of research on land administered by the department, as well as collection and/or effect on wildlife under the Wildlife Act 1953.

## **Research Permitting process & Research Guidelines**

All research on land administered by DOC (LAD – also termed Public Conservation Land PCL) requires a research, collection or Wildlife Act permit. This is specifically for collection and/or undertaking research on plants, animals or geological samples or to take, hold, release or kill protected species. These permits help ensure the continued protection of natural, historic, cultural and recreational values managed by the Department of Conservation. These can be obtained through a DOC office or on the DOC website: <http://www.doc.govt.nz>. All permits will incur a cost for processing.

These permits cover:

- Any application to collect plant, animal, invertebrate, fresh water fish species or geological samples from public conservation land;
- Any application to undertake research on public conservation land;
- Any applications to hold, capture, take, release or keep in captivity any species protected under the Wildlife Act 1953; and
- Any collecting or research activities associated with species protected under the Wildlife Act 1953, undertaken by Tangata Whenua.

Depending on the intent and/or potential impact of the research either a general set or a site specific set of research guidelines is applicable.

## Section I. General Research Guidelines

### Introduction

These general research guidelines pertains to all land administered by DOC (LAD), and all protected wildlife pursuant to the Wildlife Act 1953 and subsequent legislation with the exception of those sites listed in section II: site specific research guidelines.

### Guidelines

The following protocols will be used to guide research, collection, and wildlife handling activities on LAD within the East Coast Bay of Plenty Conservancy.

1. All research, collection, or Wildlife Act activity on land administered by the Department of Conservation (LAD) requires a permit from the Department of Conservation. All authorisations have to be approved and signed by the Conservator (or by delegated responsibility). Depending on the location of the research, collection or wildlife being considered, please contact the concessions staff at the following offices;
  - East Coast Bay of Plenty Conservancy:  
Community Relations Officer – Concessions  
Ph 07 349 7400, Email: bayofplenty@doc.govt.nz  
99 Sala Street, or PO Box 1146, Bay of Plenty Conservancy Office,  
Department of Conservation, Rotorua 3010
  - Gisborne / Whakatane Area Office:  
Programme Manager – Community Relations  
Ph 06 869 0460, Email: gisbornewhakatane-ao@doc.govt.nz  
63 Carnarvon Street, or PO Box 668  
Gisborne 4040
  - Rotorua Area Office:  
Programme Manager – Biodiversity  
Ph 07 349 8218, Email: rotorualakesao@doc.govt.nz  
99 Sala Street, PO Box 1146, Rotorua Lakes Area Office,  
Department of Conservation, Rotorua 3010
  - Tauranga Area Office:  
Programme Manager – Community Relations  
Ph 07 571 2737, Email: taurangainfo@doc.govt.nz  
253 Chadwick Road West, Greerton West, Tauranga Area Office,  
Department of Conservation, Tauranga 3112
  - Te Urewera Area Office:  
Programme Manager – Biodiversity  
Ph 07 366 1080, Email: teureweravc@doc.govt.nz  
State Highway 38, Te Urewera Area Office,  
Department of Conservation, Murupara 3079

2. The applicant should consult with Tangata Whenua (where appropriate) prior to placing a permit application with the Department of Conservation. The Te Kahui Mangai website <http://www.tkm.govt.nz/> is a directory of Iwi and Maori Organizations. This website has the contact addresses of the representative iwi organizations. Permit applications shall be made as early as possible to avoid unnecessary workload for staff. Two months is the recommended lead time (and is essential over the summer and Christmas period). Permits may be withheld if unreasonable requests are made or if insufficient information is provided requiring additional information to be supplied by the applicant, however, every effort will be made to ensure that reasonable requests are met.
3. Permit applications will use the research, collection or Wildlife Act permit forms; these are found on the DOC website <http://www.doc.govt.nz/>. All parameters need to be filled in as comprehensively as possible. All permits will incur a cost for processing, and this fee is payable in advance.
4. The size of research parties shall be kept to the minimum required to do the research work and maintain safety standards. Parties should comprise two or more members (especially island research), except for mainland sites where experienced workers may operate alone who are familiar with the area where the research will take place.
5. Researchers shall not walk on or disturb sensitive or delicate sites where damage will be obvious and have long-standing detrimental effects. It is the responsibility of researchers to ensure that this does not happen.
6. Five years is the maximum term for a permit, although normally shorter terms will be applied depending on the proposed activity.
7. The Department can withdraw or cancel permits at any time for safety reasons (such as a volcanic eruption) or for non-compliance with conditions.
8. Teaching and conference parties are not regarded as research activities and will not be generally permitted. Teaching and conference parties should contact the local Area Office to inform the Area Manager of their proposed intentions, and actions within and upon any land administered by the department prior to any visits taking place.
9. Researchers shall indemnify the Department against any act or damage however caused by their activities.
10. Researchers will be responsible for repairing any damage caused by their activities.
11. Researchers must immediately report any damage caused by their activities to the Department.
12. Researchers shall be responsible for safety of themselves and all members of their party. They will call in at the nearest DOC office upon arrival. A brief

outline of expected movements shall be left at the office, or relevant staff informed.

13. A health & safety plan will usually be required before any activity is permitted.
14. A requirement of all permits is that the East Coast Bay of Plenty Conservancy Office, Department of Conservation, will receive a finished copy of the research findings and any subsequent published papers and/or report pertaining to the research. Copies of the raw data and seven-figure grid references (easting and northing) of all recording sites will help DOC in future management / research operations and would be appreciated.
15. The Department may require that a Departmental employee is present while any research is taking place, especially at sensitive sites. This is to be the sole discretion of the Area Manager (or by delegated responsibility).

## Section II. Site Specific Research Guidelines

### Introduction

There are number of sites their respective ecosystems (including species) that have been identified as being at high risk to damage and/or of having potential danger to people. These sites can be broadly grouped into two groups (islands and geothermal areas). Additionally there are three sites; Moutohorā (Whale Island) Wildlife Management Reserve, Tauwhare Pā Historic Reserve and Ōhope Scenic Reserve, administrated by Te Tapatoru ā Toi (Joint Management Committee), that require an additional level of processing. The following protocols will be used to guide research, collection, and Wildlife Act activities on land administered by the Department of Conservation, and Te Tapatoru a Toi (Joint Management Committee) within the Bay of Plenty Conservancy.

### Sites

Below is a table outlining the required permits and/or permissions for island sites. Ticks indicate whether iwi permission and/or a Wildlife, Research or Collection permit is required. Iwi shall be contacted in the first instance by the applicants for any work on full and partially iwi-owned islands (*in italics*).

| Island sites   | Iwi | Wildlife | Research<br>* Wildlife<br>only | Collection (of specimens, e.g.<br>flora, other fauna, geological<br>samples etc) |
|--|-----|----------|--------------------------------|--|
| Karewa Island Wildlife Sanctuary Reserve                             | ✓   | ✓        | ✓                              | ✓  |
| <i>Mayor Island</i> Wildlife Refuge                                  | ✓   | ✓        | ✓ *                            |  |
| <i>Mokoia</i> Island Wildlife Refuge                                 | ✓   | ✓        | ✓ *                            |  |
| Moutohorā (Whale Island) Wildlife Management Reserve                 | ✓   | ✓        | ✓                              | ✓  |
| <i>Moutoki</i> (including Rurima and Tokata Islands) Wildlife Refuge | ✓   | ✓        | ✓ *                            |  |
| <i>Motunau</i> (Plate Island) Wildlife Sanctuary                     | ✓   | ✓        | ✓                              | ✓  |

Research applications for Moutohorā (Whale Island), Tauwhare Pā and Ōhope Scenic Reserve need to be approved by Te Tapatoru ā Toi (Joint Management Committee) – see below for contact details. Te Tapatoru ā Toi meets once every three months, so a lead time of over four months is recommended. Contact:

Ranger (Community Relations)

Ph (07) 308 7079; (06) 869 0460, (07) 315 1001. Email: [whakatane\\_fc@doc.govt.nz](mailto:whakatane_fc@doc.govt.nz);  
[gisbornewhakatane\\_ao@doc.govt.nz](mailto:gisbornewhakatane_ao@doc.govt.nz); [opotiki\\_ao@doc.govt.nz](mailto:opotiki_ao@doc.govt.nz)

1/100 Valley Road, Whakatane Field Centre, Department of Conservation,  
Whakatane 3194

Waimangu Scenic Reserve, overlays a geothermal area with a leasehold agreement. This site has its own separate set of guidelines and descriptive introduction – see below.

## Guidelines

1. All research, collection, or Wildlife Act activity on land administered by the Department of Conservation (LAD) requires a permit from the Department of Conservation. All authorisations have to be approved and signed by the Conservator (or by delegated responsibility). Depending on the location of the research, collection or wildlife being considered, please contact the concessions staff at the following offices;
  - East Coast Bay of Plenty Conservancy:  
Community Relations Officer – Concessions  
Ph 07 349 7400, Email: bayofplenty@doc.govt.nz  
99 Sala Street, or PO Box 1146, Bay of Plenty Conservancy Office,  
Department of Conservation, Rotorua 3010
  - Gisborne / Whakatane Area Office:  
Programme Manager – Community Relations  
Ph 06 869 0460, Email: gisbornewhakatane-ao@doc.govt.nz  
63 Carnarvon Street, or PO Box 668  
Gisborne 4040
  - Rotorua Area Office:  
Programme Manager – Biodiversity  
Ph 07 349 8218, Email: rotorualakesao@doc.govt.nz  
99 Sala Street, PO Box 1146, Rotorua Lakes Area Office,  
Department of Conservation, Rotorua 3010
  - Tauranga Area Office:  
Programme Manager – Community Relations  
Ph 07 571 2737, Email: taurangainfo@doc.govt.nz  
253 Chadwick Road West, Greerton West, Tauranga Area Office,  
Department of Conservation, Tauranga 3112
  - Te Urewera Area Office:  
Programme Manager – Biodiversity  
Ph 07 366 1080, Email: teureweravc@doc.govt.nz  
State Highway 38, Te Urewera Area Office,  
Department of Conservation, Murupara 3079
2. The applicant should consult with Tangata Whenua (where appropriate) prior to placing a permit application with the Department of Conservation. The Te Kahui Mangai website <http://www.tkm.govt.nz/> is a directory of Iwi and Maori Organizations. This website has the contact addresses of the representative iwi organizations. Permit applications shall be made as early as possible to avoid unnecessary workload for staff. Two months is the recommended lead time (and is essential over the summer and Christmas period). Permits may be withheld if unreasonable requests are made or if insufficient information is provided requiring additional information to be supplied by the applicant, however, every effort will be made to ensure that reasonable requests are met.
3. Permit applications will use the research, collection or Wildlife Act permit forms; these are found on the DOC website <http://www.doc.govt.nz>. All parameters need to be filled in as comprehensively as possible. All permits will incur a cost for processing, and this fee is payable in advance.

4. The size of research parties shall be kept to the minimum required to do the research work and maintain safety standards. Parties should comprise two or more members (especially island research), except for mainland sites where experienced workers may operate alone who are familiar with the area where the research will take place.
5. Researchers shall not walk on or disturb sensitive or delicate sites where damage will be obvious and have long-standing detrimental effects. It is the responsibility of researchers to ensure that this does not happen.
6. Five years is the maximum term for a permit, although normally shorter terms will be applied depending on the proposed activity.
7. The Department can withdraw or cancel permits at any time for safety reasons (such as a volcanic eruption) or for non-compliance with conditions.
8. Teaching and conference parties are not regarded as research activities and will not be generally permitted. Teaching and conference parties should contact the local Area Office to inform the Area Manager of their proposed intentions, and actions within and upon any land administered by the department prior to any visits taking place.
9. Researchers shall indemnify the Department against any act or damage however caused by their activities.
10. Researchers will be responsible for repairing any damage caused by their activities.
11. Researchers must immediately report any damage caused by their activities to the Department.
12. Researchers shall be responsible for safety of themselves and all members of their party. They will call in at the nearest DOC office upon arrival. A brief outline of expected movements shall be left at the office, or relevant staff informed.
13. A health & safety plan will usually be required before any activity is permitted.
14. A requirement of all permits is that the East Coast Bay of Plenty Conservancy Office, Department of Conservation, will receive a finished copy of the research findings and any subsequent published papers and/or report pertaining to the research. Copies of the raw data and seven-figure grid references (easting and northing) of all recording sites will help DOC in future management / research operations and would be appreciated.
15. The Department may require that a Departmental employee is present while any research is taking place, especially at sensitive sites. This is to be the sole discretion of the Area Manager (or by delegated responsibility).
16. The Lessee (where appropriate) shall be notified in writing by the Department that a permit has been issued, and a copy of the permit attached.



17. The Lessee (where appropriate) shall allow foot access to track and other access facilities for researchers holding a valid permit within their leased area.
18. The Lessee (where appropriate) shall be able to withhold access to tracks and other facilities for researchers that do not hold a valid permit.
19. Access onto sites and islands (where appropriate) including logistical support such as boat transport is to be funded by the researcher. While some level of logistical support may be supplied by the Department, it is not a given and is to be the sole discretion of the Area Manager (or by delegated responsibility).
20. Management operations including emergency responses take precedence over all other activities including research. For example such tasks including Firewatch can only be performed by qualified/certified and trained personnel.
21. If management operations require DOC structures and/or facilities to be utilized/maintained by DOC personnel and/or authorized and tasked individuals, then such structures and/or facilities may be temporarily unavailable to researchers.
22. In the case of where an approved Conservation Management Plan (CMP – a statutory document) exists, the researcher must adhere closely to the provisions outlined in the CMP, should they be granted a permit.
23. The researcher (permit holder) must follow the Island Biosecurity Plan: East Bay of Plenty Conservancy where appropriate, and fulfil quarantine and operational standard requirements during any island visit. The researcher must liaise directly with the local Area Office (DOC) prior to departure and report any biosecurity breaches or incursion immediately.

## WAIMANGU SCENIC RESERVE

### **Waimangu Scenic Reserve:**

Waimangu Scenic Reserve contains active geothermal features and a commercial tourism operation that is based on these features and Lake Rotomahana. Vehicle access through the Rotomahana Forest to Lake Rotomahana, and Lake Rotomahana Wildlife Management Refuge requires a permit from Kaingaroa Timberlands Ltd (Their security contractors ISCL's address is given in point 7 below.);

P O Box 1284  
99 Sala St  
Te Papa Tipu Innovation Park  
Rotorua  
Ph 07 343 1070)

Large numbers of people visit the reserve, and use the tracks and other facilities. There is also a lot of research activity in the valley, this is centred mainly on active geothermal features; the same features are of interest to the Lessee (Waimangu Volcanic Valley Ltd) and most visitors to the reserve. Research at Waimangu is internationally significant because of the active and unique nature of the area. This importance results from the recent and on-going active volcanism, historic record, the Waimangu geyser, large-scale hydrothermal eruptions, and the unique geohydrology and special botany.

There have been some concerns about research at Waimangu related to:

- structures and cables
- research activity away from tracks
- vehicle access and parking
- safety (of researchers)
- damage to vegetation and geothermal features
- informal tracks
- permits (lack of them)
- unreasonable time allowed for permit applications (by applicants)
- research activity coinciding with high public activity

The Department of Conservation encourages and supports appropriate research in areas it administers, particularly the geothermal areas which are so characteristic of the Rotorua-Taupo area. It needs to ensure that undesirable impacts are avoided, and that potential conflicts with other users are minimised.

## **Guidelines**

The following protocols will be used to guide research and collection at Waimangu Scenic Reserve:

1. All research and collection of specimens at Waimangu Scenic Reserve requires a permit from the Department of Conservation – contact details below. All authorisations have to be approved and signed by the Conservator or Area Manager.
  - Rotorua Area Office:  
Programme Manager – Biodiversity  
Ph 07 349 8218  
99 Sala Street, P.O. Box 1146, Rotorua Lakes Area Office,  
Department of Conservation, Rotorua 3010
2. Permit applications shall be made as early as possible to avoid unnecessary workload for staff. One month would be a suitable lead time. Permits may be withheld if unreasonable requests are made or staff are not available to service requests. However, every effort will be made to ensure that reasonable requests are met, including urgent requests associated with new volcanic activities. All permits will incur a cost for processing, and this fee is payable in advance.
3. Permit applications shall include the following details:
  - term required (see 17 below)
  - frequency of visits
  - numbers in field parties
  - address for contact(s)
  - primary researcher(s)
  - names of people likely to be in field party
  - type/s of research proposed
  - types and quantities of specimens to be collected
  - ongoing monitoring requirements including requirements for any structures or cables)
  - who the work if funded by
  - likely outputs from the research
  - details of outputs to be supplied to the Department
  - an assessment of the likely physical impacts of the research
  - proposed vehicle usage.
4. The Lessee shall be notified in writing by the Department that a permit has been issued, and a copy attached.
5. The Lessee shall allow foot access to track and other access facilities for researchers holding a valid permit.
6. The Lessee shall be able to withhold access to tracks and other facilities for researchers that do not hold a valid permit.

- 7 Vehicle access on the Lake Rotomahana access road will be by permit only, with vehicle access to be specified on the permit. Contact;  
Kaingaroa Timberlands c/o Independent Security Consultants Ltd  
66 Tarewa Rd  
P.O. Box 35  
Rotorua Ph 07 347 8880

Vehicles are only to be used on the access road to Lake Rotomahana. No vehicles are to be used on dedicated walking tracks unless permitted by the Lessee. Researchers must liaise with the Lessee about appropriate timing of vehicle movement on the access road.

- 8 Vehicles shall only be taken down the Lake Rotomahana access road for essential purposes such as:
- collection of heavy or bulky specimens
  - heavy or bulky monitoring or collection equipment

Vehicle access may be restricted while road construction or maintenance is underway, or during times when the Lessee's bus fleet is busy.

- 9 The number of vehicles taken down the Lake Rotomahana access road must be kept to a minimum, preferably only one vehicle at a time. Vehicles must be parked as directed by the Lessee where they do not impede other traffic flow or recognised turning points.
- 10 As the visitor car parking area is limited there is strong demand for parking spaces. Vehicles must be parked as directed by the Lessee.
- 11 No indigenous vegetation or plant may be cut, damaged by trampling or otherwise damaged or removed, or disturbance of rocks, water flows or other features allowed without specific authority.
- 12 It is the intention of the Department that where possible existing or new structures be either removed or located out of sight of walking tracks and viewing platforms.
- 13 Researchers shall be responsible for safety of themselves and all members of their party. They will call in at the Lessee's office upon arrival. A brief outline of expected movements shall be left at the office, or relevant staff informed. Access outside of work hours (8:30am – 5:00pm) needs to be agreed with the Lessee.

Harvey James  
Waimangu Volcanic Valley Ltd  
P.O. Box 6141  
587 Waimangu Road  
Rotorua  
Ph 07 366 6137, Fax 07 366 6607

14. Researchers are to take care that members of the public do not follow them off formed tracks.
15. The size of research parties shall be kept to the minimum required to do the research work and maintain safety standards. Parties should comprise two members, except for experienced workers familiar with the area.
16. Researchers shall not walk on to sensitive or delicate sites where damage will be obvious and long- standing. It is the responsibility of researchers to ensure that this does not happen.
17. Access to the steaming cliffs area (Lake Rotomahana) should only be undertaken outside of the operating time of the tourist launch.
18. The Lessee must be advised in advance of any visit to the reserve.
19. Collection of specimens by large parties is discouraged, especially if it involves leaving established structures/tracks.
20. The Department can withdraw or cancel permits at any time for safety reasons (such as a volcanic eruption) or for non-compliance with conditions.
21. Teaching and conference parties are not regarded as research activities. Teaching and conference parties should contact the Lessee to discuss preferential access fees.
22. Researchers shall indemnify both the Department and the Lessee against any act or damage however caused by their activities.
23. Researchers will be responsible for repairing any damage caused by their activities.
24. Researchers must immediately report any damage caused by their activities to the Lessee and to the Department.

# Environmental Care Code

## Protect Plants and Animals

Treat New Zealand's forest and birds with care and respect. They are unique and often rare.

## Remove Rubbish

Litter is unattractive, harmful to wildlife and can increase vermin and disease. Plan your visits to reduce rubbish, and carry out what you carry in.

## Bury Toilet Waste

In areas without toilet facilities, bury your toilet waste in a shallow hole well away from waterways, tracks, campsites and huts.

## Keep Streams and Lakes Clean

When cleaning and washing, take the water and wash well away from the water source. Because soaps and detergents are harmful to water life, drain used water into the soil to allow it to be filtered. If you suspect the water may be contaminated, either boil it for at least three minutes, or filter it, or chemically treat it.

## Take Care With Fires

Portable fuel stoves are less harmful to the environment and are more efficient than fires. If you do use a fire, keep it small, use only dead wood and make sure it is out by dousing it with water and checking the ashes before leaving.

## Camp Carefully

When camping, leave no trace of your visit.

## Keep to the Track

By keeping to the track, where one exists, you lessen the chance of damaging fragile plants.

## Consider Others

People visit the back-country and rural areas for many reasons. Be considerate of other visitors who also have a right to enjoy the natural environment.

## Respect Our Cultural Heritage

Many places in New Zealand have a spiritual and historical significance. Treat these places with consideration and respect.

## Enjoy Your Visit

Enjoy your outdoor experience. Take a last look before leaving an area; will the next visitor know that you have been there?

Protect the environment for your own sake, for the sake of those who come after you, and for the environment itself.

# Water Care Code

## Find Out First

Find out and follow the regulations governing recreational use of waterways and access. They are designed to minimise conflict between users and protect everyone's health and safety.

## Stay on Established Tracks and Use Existing Facilities

By using existing facilities, where these are provided, you run less chance of disturbing wildlife and damaging riverbanks and foreshores.

## Take Care of Your Gear

Careless use of equipment can harm wildlife and other users.

## Remove Rubbish

Litter is unattractive, harmful to wildlife and pollutes water. Plan your visit to reduce rubbish, and carry out what you carry in.

## Dispose of Toilet Waste Properly

Improper disposal of toilet waste can contaminate water, damage the environment and is culturally offensive. Use disposal facilities where provided or bury waste in a shallow hole at least 50 metres away from waterways.

## Be Careful with Chemicals

Use chemicals sparingly, and refuel with care. Dispose of cooking or washing water well away from the source.

## Respect Our Cultural Heritage

Many New Zealand waterways have special cultural, spiritual or historical values. Treat these places with consideration and respect.

## Take Only the Food You Need

When taking food from the sea or freshwater, don't overdo it. Sustain life in our waterways by taking only what you need and no more than the legal limit.

## Consider Plants and Animals

Remember we are only visitors to water environments. Other animal and plant species live there all the time.

## Consider Other People

Respect other visitors ... everyone has the right to enjoy the environment in safety.