

MOTUTAPU OUTDOOR EDUCATION CAMP



STAFF INFORMATION PACK

Contents

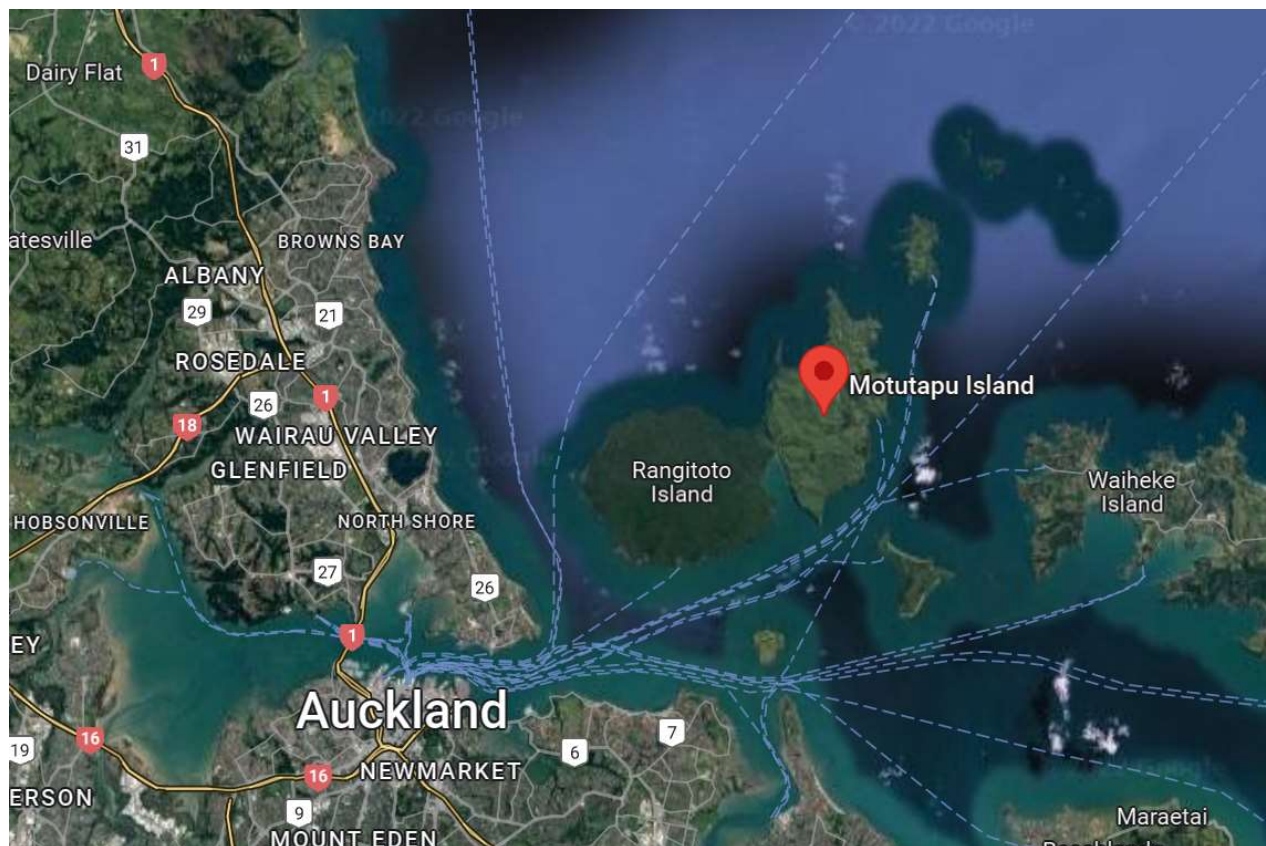
	Page Number
Introduction	3
Camp Activities	4
Staff Package	5
Packing & What to bring	6
Island Logistics	7
Reference Map	8
Bio Security	9
Welcome Week & Induction	10
Staff Expectations for Happy Campers	11
Fun Facts	13



Introduction

The camp is located at Administration Bay / Raupoiti on the northern shores of Motutapu Island. It encompasses five hectares of grounds within the boundaries of the camp.

Between 1936 and 1938 the camp facilities at Administration Bay were constructed as an Artillery Camp prior to and during WWII, serving as barracks for the three 6-inch battery (guns) personnel and the overall headquarters and administrative centre for the island. The military left in 1955 and had fully surrendered the site to the NZ Government by 1967. Since that time it has operated as an Outdoor Education Camp under a number of different entities.



Motutapu, a Recreation Reserve is connected to Rangitoto Island, a Scenic Reserve by way of a small bridge that provides access from one island to the other. Rangitoto is a short 30 minutes ferry ride from Downtown Auckland. The islands are Pest Free and are located on Public Conservation Land featuring a variety of walking tracks that are open to the public.

Our Clients

Our clients hire our accommodation facilities and organize their own logistics and catering. The majority of our groups are school camps participating in Education Outside the Classroom (EOTC) many of whom have been coming to our site on an annual basis for many years.

In addition to school clients we have a range of corporate, private, church, clubs and family groups with differing programme needs. Again, many of these groups are also repeat business reflecting high customer satisfaction. Some of these groups run across weekends and our instructors are required to be flexible around our weekend work requirements. This is known in advance and is carefully planned.

Camp Activities

Activities offered include a combination of Instructor Led Activities and Self Led Activities. As an Outdoors Mark accredited organization our safety systems and procedures meet or exceed legally required and industry best practice.

All instructors are required to be familiar with Self-Led Activities however our instructors may have specialty areas of responsibility for the delivery of Instructor-Led Activities (indicated with *).

Our staff may become lead instructors and become responsible within their area of expertise.

Land	Sea	Sky
*Motutapu Challenge Survivor Challenge Confidence Course *Low Ropes Burma Trail Duck Pond Bouldering Orienteering Frisbee Golf Historic Walk	*Kayaking *Snorkeling *Sailing *Kayaking Pontoon Raft Building	*High Ropes *Flying Kiwi *Climbing *Abseiling Flying Fox



Staff Package

We offer secure, full time employment to our contractors at a negotiated daily rate over the term of the contract

Accommodation

Accommodation is included in the contractors "package" and therefore no rent as such is charged across the duration of employment. This includes utilities such as Wi-Fi and Electricity.

Our contractor accommodation is comfortable. It features one large three-bedroom home (1 x large double room in addition to two single rooms). Typically, three contractors would share this space across the season. This dwelling features a split level dining and lounge area with wood burner. Adjoining the lounge is a deck with sea views and a BBQ. The dwelling is spacious and provides a nice social space should the occasion arise e.g. games night.

In addition we also have two self-contained "studio unit" style cabins (6m x 3m). These include a queen size bed, small kitchenette, and dining in one room with a separate ensuite. These are generally allocated to full time / salary staff or at times couples.

Management assign staff to appropriate accommodation reflecting the staff contractor group dynamics.

Food Provisioning

Contractors are expected to provide their own food provisions. From time-to-time campers will donate additional food supplies however this is not to be relied upon. This excess is usually shared if fresh around those staff who would like it or in the case of bulk frozen goods is stored in the staff freezer for a team potluck dinner or if any other need arises.

Staff are sometimes invited to dine with campers at the discretion of the clients. This is also not to be expected and nor should it be relied upon. Professional conduct should this occur is always expected from our staff during any client interaction. Staff members self determine if they wish to accept the invitation and there is no compulsion.

There are times when off island other staff members generously offer to shop for those on island. This is again not to be relied upon and it is courteous to plan ahead and organize oneself as much as possible.

Professional Development

Motutapu Outdoor Education Trust has always supported staff to upskill in areas of interest that will benefit not only the organization but the individual also. Should a staff member have an area of specialty that they would like to develop then they should discuss this with senior management in the first instance. It is at the discretion of the Facility Manager as to how and when professional development is supported.

Personal Protection Equipment (PPE)

Each contractor has provision for a PPE allowance within their contract across the duration of a season. This is reimbursed as it is used progressively over the duration of the contract. We have accounts with many providers, and we recommend that prior to purchasing PPE you discuss with management what options are available. It may be that you are eligible for a discount on a product that you desire.

Parking & Travel

Travel to and from the island (in normal circumstances) is organized from Auckland on a Monday at the start of a working week and from the island to Auckland on a Friday at the end of the working week at no cost to staff.

Free and reasonably secure parking is also available at Okahu Bay which is very nearby both the ferry terminal at Downtown Auckland as well as adjoins the Okahu Bay boat ramp and finger pier we often depart from. This is covered in Island Logistics information more thoroughly.

Please note that staff are not compelled to leave the island across non-working weekends and it is entirely up to each individual what their intentions are. Weekend intentions are notified at the beginning of each week so that appropriate transport arrangements may be made to meet the needs of staff as a team and work commitments.

Packing & What to Bring

Required Clothing for Health and Safety:

- Closed-toe footwear – for both land and water
- Appropriate bottoms for land and water activities (and some well-worn ones for maintenance days)
- Staff need to be fully covered for water activities i.e. not just in togs – we recommend a sun/rash shirt & shorts etc.
- Layers! Waterproofs! Sun Hat!
- Waterproof watch – the use of phones is not practical/professional during an activity
- Polarized or other good quality sunglasses
- Invoice book ("multipurpose invoice books" with carbon copies which are available from The Warehouse). Alternatively we recommend an electronic invoice may be sent weekly.

Optional Instructor related gear:

These are used on a regular basis. MOEC do have sets for instructors to use however most prefer to have their own.

- Wetsuit
- Fins
- Snorkel and mask
- PFD + knife + whistle
- Dive knife
- Harness
- Helmet

Staff Accommodation & Homelife:

- Food provisions
- All bedding/linen/towels
- Cleaning products/laundry detergent/toilet paper
- Personal hygiene accessories
- Book, Speaker etc.. (we have a pretty good honesty based library that all are free to use)

Uniform

- Staff will be issued a soft shell jacket, vest and shirts as uniform to be worn during instruction. These garments are to be well looked after and returned at the end of the contract.
- Overalls and maintenance shirts are also available for work that may damage personal clothing. At no stage is instructional uniform to be worn for maintenance purposes.

Miscellaneous

Please note all staff are provided with a radio and base set, keys and ferry green card pass. These are issued upon arrival and to be returned in good working order upon departure.



Island Logistics

There are a number of ways that staff get to and from the islands. Staff are expected to work in together wherever possible and there is normally one run off island on a Friday and one run back on island on a Monday. Fuel and running costs on the island are expensive and therefore logistics are centered around whole team work commitments and overall efficiency.

- From time to time a “Water Taxi” (image below) will be organized to ensure staff arrive on a Monday morning in time for group arrivals or on a Friday for departure after a group checks out. It takes some 30 minutes to get to and from Okahu and Islington Wharf. A Water Taxi would occur when there is a high number of staff required to travel for work purposes related purposes such as a client arrival or departure. Water Taxis are the most expensive option for getting to and from the island. Typically on a Monday departure time is 0815hrs and on a Friday 1630hrs.



- On a Monday and Friday the Department of Conservation boat Taikehu, may be able to provide transport for staff to and from Islington Wharf on the island. This is not guaranteed and neither is the timing. We tend to use this mode of transport on a Monday morning. It is a subject to availability / free service although if we do not book in time it may mean that we are not able to utilize this service.

It is a 15 minute vehicle journey each way to and from Islington Bay Wharf which is much closer than Rangitoto Wharf. (1.5 hour journey walk on foot.)




- The Motutapu Outdoor Education Trust is supported by Fullers Ferry Service. They provide a “Green Card” which allows our staff to ride for free on the ferry service to and from Rangitoto Wharf for work purposes. The ferry service has scheduled runs that leave Auckland for Rangitoto in the morning and depart Rangitoto in the afternoon. It is recommended that staff download the My Ferry App in order to check timings and so that they can monitor any travel alerts. There are times when the ferry may be cancelled due to inclement weather. <https://www.fullers.co.nz/myferryapp/>

Please note it is a 45 minute vehicle journey each way from Rangitoto Wharf to and from camp. (3 hour journey walking.)

- To get to and from wharves we utilize camps manual (stick shift) 4WD Land Cruiser “Troop Carrier” vehicles. It is desirable that our staff are fully licensed and are able to drive manual vehicles. Driver training may be provided on site to licensed individuals who show promise. Due to the rural nature of the roads, speed limitations and road rules across the island training is and essential

Reference Map



-  Rangitoto Wharf
-  Islington Wharf
-  Motutapu Outdoor Education Camp

Bio Security

The islands of Motutapu and Rangitoto are pest free and home to translocated endangered species such as takahe and kiwi. It is extremely important that we keep Rangitoto and Motutapu Islands free from pest incursions. The following rules are in place in relation to traveling to and from these islands.

- Packs:** Free of dirt and seeds, sealed or taped closed; plastic bins have tight fitting lids; plastic bags should not be used, but if this is unavoidable, they should be thick, unlikely to tear, and sealed closed.
- Food:** In sealed containers.
- Footwear:** Clean footwear. Check everyone's footwear prior to departure at the wharf for seeds and dirt. *(Remember to check the tread & around the laces.)*
- Equipment:** Free of rodents, dirt, seeds, spiders and insects. Please shake everything out. *(This is particularly important for outdoor gear.)*
- Pest Proof Containers:** Sealed or taped closed, plastic bins have tight fitting lids, plastic bags should not be used, but if this is unavoidable they need to be thick, unlikely to tear and sealed closed

Motutapu Outdoor Education Camp works in partnership with the Department of Conservation, Transport providers and the wider community to ensure that these islands remain pest free. This means taking every precaution to ensure incursions are minimized.

Our staff are expected to adhere to all bio security measures as ambassadors to the wider conservation efforts.



Did you know?

- By the early 1900s, North Island saddleback birds were confined to a single population on Hen Island (Taranga) off the northeast coast of the North Island. A series of successful translocations was initiated by the New Zealand Wildlife Service in the 1960s.
- The little blue penguin is the smallest species of penguin. They are also the most common penguin found around all coasts of New Zealand's mainland and many of the surrounding islands. Unfortunately their conservation status is in decline due to over fishing and introduced species such as dogs, rats, stoats etc.
- The flightless takahē (South Island takahē; *Porphyrio hochstetteri*), is the world's largest living rail (a family of small-medium sized ground-dwelling birds with short wings, large feet and long toes). The North Island takahē (moho; *P. mantelli*) is unfortunately extinct.

Welcome Week & Camp Induction

Upon arrival all staff receive full training. Wherever possible staff are trained together. All staff are trained across the following areas:

1. Island Overview
2. Partners & Stakeholders
3. Safety Management Plan
4. Emergency Procedures
5. Administration Requirements
6. Bio Security
7. Logistics & Driving procedures
8. Client Management
9. On Call Responsibilities
10. Code of Conduct
11. Media Policies
12. Radio and Communication Procedures
13. Working with Children
14. Workshop, Plant and Equipment familiarisation
15. Activity Management Plans
16. Activity Management Plans & Standard Operating Procedures

This can take up to two weeks and staff are paid across that time.

Staff will be expected to take part in physical activities as part of the team.



Not a bad day at the office!

Staff Requirements for Happy Campers 😊

Uniform	<ul style="list-style-type: none"> • Outer most layer must be a MOEC branded item at all times when clients on site (unless on water activities) • Closed toe shoes at all times when clients are on site (unless snorkelling) • Shorts must be a professional length at all times when clients on site e.g. Not to be shorter than the end of fingertips when arms pointing to heel down sides • Shorts must be knee length when wearing a harness – can wear skins underneath shorts but again must be minimum knee length • Swimwear – must have a shirt on/not bare skin in between snorkel briefings.
Radio	<ul style="list-style-type: none"> • Carried while on duty and charged overnight • Each staff member to radio office for check prior to first session as a “radio check” • Radio prowords and etiquette training will be provided • Phonetic alphabet knowledge is encouraged
Meetings	<ul style="list-style-type: none"> • Morning meetings start promptly one hour prior to first session timing (generally 8am) • Staff to be on time “ready to go” e.g. breakfast has been eaten, appropriately dressed, hair done, sunscreen on and folks are organised for the day etc • Bring water or a hot drink, that’s fine.
Work time	<ul style="list-style-type: none"> • Travel time to and from work on a Monday and Friday is not considered “work time” • For activities and meetings, 5 minutes early is on time.
Mobile phones	<ul style="list-style-type: none"> • No phones out in morning meeting • No phone use on session • Personal calls should be made on breaks/off time unless there is an emergency or similar that warrants • “Safe for work” playlist if playing music at work – appropriate lyrics etc.
Weekend Vehicle Runs	<ul style="list-style-type: none"> • Staff are expected to move off and on across weekends cohesively and collaboratively • One group / combined drive out and in across a weekend is allocated. • Exceptions are to be communicated with the Operations Manager which will be considered on a case by case basis • Staff rates for travel and other services may be applied where there are personal circumstances and engagements or commitments.
On call/on call phone	<ul style="list-style-type: none"> • All staff are expected to be on call from time to time shared across the team • On call weekends will be decided collaboratively but everyone needs to step up and do their share • An on call allowance is paid across the weekend • If unavailable on your weekend then please inform the Operations Manager with a self-initiated solution / swap. • Must be fit to respond to emergencies when on call • Staff are responsible for managing the On Call Phone and training will be provided
Workshop	<ul style="list-style-type: none"> • Must be wearing PPE when using tools • Tidy up as you go • Personal use is not to be assumed.
Vehicles	<ul style="list-style-type: none"> • Must have had appropriate training and sign off from Maintenance Coordinator • Appropriate PPE to be worn e.g.: earmuffs on tractor, closed footwear, helmet on quad etc
Checkout	<ul style="list-style-type: none"> • Our job is to manage the clients who are responsible for cleaning prior to leaving camp • Make the client clean up as fun as possible (there will be training) • Jobs across camp will be assigned on the day however it is important that we can all work as a team and help each other as we go with flexibility • Instructors and clients must complete and sign checkout check sheets

	<ul style="list-style-type: none"> We need to make sure that our clients respect the facility and report damage and loss so that if we need to, we can rectify and charge them appropriately
Contractor Leave	<ul style="list-style-type: none"> Must complete a leave application and provide this to the Operations Manager in the first instance Contract dates are guaranteed (inc benefits) Staff accommodation outside contracted dates is not to be assumed or expected
Office / Briefing Room	<ul style="list-style-type: none"> Courtesy and quiet voices are encouraged The office is considered a safe space for venting and discussion respectfully Everyone is encouraged to use the briefing room (not the office) as a break space however it is important that we clean up after ourselves e.g. food in the fridge, microwave, dishes etc.
Comms	<ul style="list-style-type: none"> We have set up a 2022 Whole Staff Team Chat on messenger which is valuable for ferry delays etc Important information may be posted on that as it comes to hand such as logistical or programme updates etc. During working hours the radio is the preferred and professional communication method Messenger is a fall back if radio coms are problematic or public comms is inappropriate Any concerns and/or issues are discussed face to face as neither messenger nor the radio are professional platforms in that circumstance.
All Areas	<ul style="list-style-type: none"> Cleaning, set up/take down/storage standards and systems will be set during training/refreshers Everything has a place here and it is important that staff keep to the systems that are tried and true. Random / Self initiated changes to these established systems are not acceptable. Opportunities in relation to system changes will be provided appropriately as a team as situations arise. Please do not walk past a problem or something that looks "not quite right" . do something!

FUN FACTS

Surprising Facts about the Island of Motutapu and it's neighbour Rangitoto:

- 1) Rangitoto is one of New Zealand's youngest landforms having last blasted up out of the seabed only around 600 years ago and is linked to Motutapu approximately 175 million years old (part of Gondwanaland).
- 2) The causeway linking the 2 island has the shortest bridge over the largest ocean in the world linking two islands together. It was built by the Americans during WWII when there were up to 1000 military personnel on the islands.
- 3) Rangitoto has the largest Pohutukawa forest in the world.
- 4) More than 100 Coromandel brown kiwi have been released on Motutapu to build a generically robust population. They are doing well!
- 5) The Karariki (Red and yellow crowned parrot) are the only native species able to be held and bred in captivity by a private person. Breeders require a permit from the Department of Conservation.
- 6) The Takahe was once thought to be extinct but in 1948 hit world headlines when an Invercargill doctor Geoffrey Orbell rediscovered the bird high in the tussock grasslands of the remote Fiordland. Motutapu Island has approximately 30 Takahe on the island.
- 7) 1870 Administration Bay & Pig Bay were designated Public Reserve. Today 96.5% of the island remains in public ownership by the people of New Zealand for everyone to enjoy. It is managed by the Department of Conservation and is Public Conservation Land.
- 8) Motutapu Camp accommodation is made up of Military buildings including the original barracks. Our clients sleep in these to this very day. A very good example of Adaptive reuse / repurposing. The buildings are valued at \$8,500,000!!
- 9) Motutapu was mentioned in the Guinness Book of Records when 219 volunteers planted 5,500 trees on Motutapu in a single day.
- 10) There are many gun emplacements and heritage military structures sited around Motutapu's Northern Junction. This is the most complete surviving gun battery of its type in the southern hemisphere.