

# Want to lead your own hut or track maintenance activity?

There are seven simple steps to take with DOC so you can repair huts and tracks on public conservation land.



## 1. Get in touch

If you have identified a hut or track that is in need of some attention and have a bit of an idea about the work you might do, then get in touch with your local DOC office and have a chat.

The Backcountry Trust (BCT) can help you understand the potential work required, so talk to them and use their technical skills and experience to help inform your idea – have a chat with them before talking to DOC.

## 2. DOC will scope the idea

DOC staff will do some investigating to determine whether your great idea can proceed. We may need to check the Conservation Management Strategies and other policies that guide our work, and we might need to talk with Iwi, or other landowners as well.

DOC staff may need to have a few conversations with you as they work through this.

This should take between 2 to 4 weeks

## 3. Discuss and agree the activities

DOC staff will discuss the result of their investigating. The activity might get a big tick, or it might get a little tick as we need to get more information/permission for part of the activity.

We all agree to the activities you will undertake and move onto the next step. Remember things can always be added or changed to your scope of works later.



## 4. Write your Health and Safety plan

DOC staff will support you to develop your health and safety plan once we know what you are going to do. We have a template you can use, or you can make your own. Make sure we let you know about the site issues we are aware of and share our knowledge about how to do the activity safely.

## 5. DOC will complete the paperwork to authorise you to do these activities

DOC needs to give you permission to carry out conservation activities like hut maintenance on public conservation land. We do this through a community agreement for situations where you want to take on ongoing maintenance and a short-term authorisation for those 'reno' jobs that might take 10-20 days.

DOC staff will draft the paperwork based on their discussions with you. We will talk about which work standards (e.g. building codes), best practice guides and operating procedures you will follow.

All activities need to have public liability insurance. DOC can cover this but there are some conditions.

## 6. Discuss the paperwork

DOC staff will talk you through the draft community agreement or short-term authorisation, explaining what each section means, and answering any questions you have about the content.

It's really important that you are comfortable with the content of this document, so ask questions and request changes to the activities etc.

If you need funding for the work, DOC will provide you with a letter of support for your application to the BCT for funds at this stage and the draft paperwork.

## 7. Sign and get going

Once you are happy with the content of the community agreement/ short-term authorisation then we can sign it off and notify the Backcountry Trust so they can release your funding.

DOC staff are there to help you, if you have questions about anything you are doing don't hesitate to ask.

## What you need to do to keep yourselves safe

- As a volunteer you are responsible for your own safety and must take care not to do anything which could harm another person.
- Prepare a Health and Safety plan that is relevant to your activity, DOC will advise you of any hazards on site
- Ensure your members, volunteers and friends are able to carry out the work safely
- Notify DOC when you are going to undertake the work, if we have asked you to
- Report all serious incidents and near misses to DOC
- Report notifiable events to WorkSafe NZ. These include death, injuries such as serious burn, head, eye or spinal injury requiring hospitalisation, or an incident where people's health and safety is seriously threatened or endangered.