Kermadec Islands

Vessel Operating Guidelines – November 2024

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Introduction

These Vessel Operating Guidelines (Guidelines) aim to provide pertinent information, requirements and expectations to enable vessel operators to undertake operations safely and understand and comply with requirements. This document is not exhaustive and vessel operators must ensure they undertake proper assessment and planning, including an understanding of all legislative requirements, before undertaking a voyage to the Islands.

The nearest of the Kermadec Islands (Islands) lies over 430 nautical miles offshore of the North Island of New Zealand. The Islands and their coastal marine areas[1] (CMAs) are subject to a range of protective measures under various legislation, including marine reserves and nature reserves.

The Islands' remoteness, the endemic nature of their flora and fauna, and the threat classification of many of the species present at the Islands mean that a maritime accident could have a catastrophic effect. The territorial seas of the Islands are marine reserves and the Islands themselves are National Nature Reserves. Any rescue or assistance required by vessels would likely be delayed because of the remoteness of the Islands, and would place those involved at risk because of the extreme environmental conditions experienced there.

The Department of Conservation (DOC) has engaged the Environment Canterbury Harbourmaster's Office – Coastal Team (HMO) to manage navigation safety for the internal waters and territorial sea surrounding the Islands.

Vessels navigating at the Islands are generally designed for the purpose and the harsh environment that will be encountered, and require a very high level of self-sufficiency, equipment and a highly competent crew.

To help mitigate and manage the risk of a maritime accident, a safety management system has been developed, in line with the NZ Port and Harbour Marine Safety Code, to ensure effective management of safety to an agreed national standard of leading practice. The safety management system includes:

- Risk assessments
- Documented systems and procedures with regular review and assessments
- Non-regulatory controls and guidance
- Regulatory controls and requirements
- Processes for assessment of activities prior to the activities taking place e.g., the HMO assessment of planned passages by cruise ships prior to the voyage commencing
- Provision of up-to-date information
- Integration with existing operator systems to help ensure that the system does not create additional work that does not improve safety

There are various controls and requirements that apply to any vessel wishing to visit the Islands. Some of these are in place for maritime safety purposes and some for

[1] Territorial Sea and Internal Waters

environmental purposes but they all affect how a vessel is navigated and the activities that may be undertaken. These controls and requirements include such matters as:

- How close a vessel may get to the Islands
- The maximum size of vessels that may enter certain areas
- Where a vessel may anchor, including maximum sizes of vessels allowed in an anchorage
- Speed of vessels
- Interaction with marine mammals
- Ancillary craft operations

Some statutory documents, such as the Regional Coastal Plan: Kermadec and Subantarctic Islands (RCP), also promote the use of "other methods" for the management of risk, threats and issues. The use of such a non-regulatory approach allows DOC, operators, biodiversity management staff, stakeholders, partners and regulators to work collaboratively and protect the very thing that engages us all, the Islands.

General Matters

The matters within this section are applicable to all the Islands.

Navigation Safety

The management of navigation safety for the CMA is undertaken in line with the NZ Port and Harbour Marine Safety Code, which means that the process, standards and expectations are in line with best practice and will be similar to those for all other ports, harbours and waters of NZ.

There is no harbourmaster based at the Islands. The management of navigation safety is undertaken from mainland NZ. DOC has contracted a NZ Harbourmaster's Office to undertake the management of navigation safety on their behalf.

The HMO may be contacted at any time:

Tel +64 3 328 9168 ext 1 for Duty Officer 24/7

harbourmaster@ecan.govt.nz

DOC may be contacted on:

Tel 0800 275 362 (business hours)

Tel 0800 362 468 (after hours emergencies)
kaitia@doc.govt.nz

Royal New Zealand Navy

Vessels of the Royal New Zealand Navy (RNZN) sometimes navigate within the CMA of the Islands. RNZN vessels may be involved in operations that preclude them from making VHF radio reports; or that mean they may be in an unusual area of a harbour or inlet; or may not be making an Automatic Identification System (AIS) transmission. RNZN vessels are supplied with a copy of these operating requirements and are advised of the operational limitations and requirements for other vessels. All mariners should observe the common practice of good seamanship when navigating within the CMA and provide suitable sea room for vessels undertaking any operation.

Hydrographic Information

Land Information New Zealand (LINZ) is responsible for providing New Zealand's long-term national hydrographic survey plan – HYPLAN[2]. HYPLAN has been developed in consultation with Maritime New Zealand and is aligned with LINZ's mandate to collect, maintain and share location information, including hydrographic and geographic information. HYPLAN is the result of detailed analysis of the adequacy and accuracy of New Zealand's nautical charts. Using an evidence-led, risk-based approach, areas and levels of hydrographic risk were identified and subsequently prioritised to develop this long-term hydrographic survey plan. At present the Islands are not identified for additional survey work.

The various nautical publications contain various warnings to mariners regarding navigation at or near the Islands. These warnings include:

[2] https://www.linz.govt.nz/resources/strategy/hyplan-new-zealand-long-term-prioritised-hydrographic-survey-plan

- NZ 222 – Kermadec Islands and NZ 2225 – Plans in the Kermadec Islands

  "COASTAL NAVIGATION – Mariners should exercise caution when navigating in the vicinity of these islands due to the lack of survey data and also due to known volcanic activity of the area; there may be less water than charted."

  The source data diagrams for charts NZ 222 and NZ2225 highlight the poor quality of the hydrographic data:

- NZ 222 – Kermadec Islands

  Extensive areas noted as "*Random soundings from various sources"*

- NZ2225 – Plans in the Kermadec Islands

  Extensive areas near to the coast of islands noted as "*Random Soundings from various sources"* and identify survey dates including "*HMNZS LACHLAN Sketch Survey 1964*" and "*HMS Herald 1854".*

- The New Zealand Pilot NP51 (NP51) carries the following warnings:

  "11.11 Caution. Large parts of the coastline of Raoul Island are obstructed with rocks up to about 3 cables offshore."

  "11.23 Depths, or reported depths, less than 200m, submarine volcanoes and vigias (see 1.9) are charted in a number of places in generally deep water in the vicinity of Kermadec and South Fiji Ridges. As much of the area has not been thoroughly surveyed other similar dangers, or potential dangers, may exist. Mariners are warned of the risk which may be involved, particularly for deep-draught vessels, when navigating in their vicinity, or when crossing the oceanic banks shown on the charts"

It is obvious from these warnings that a mariner following good seafaring practice would not navigate the waters adjacent to the islands without considerable planning and preparation, and would require a specific purpose other than a passing whim for seeing the Islands.

When navigating at the Islands, vessels of 40 m length or greater, or 500 gross tonnage or greater, should not plan or undertake voyages in areas where the category of zone of confidence (CATZOC) is shown as:

- C or less, nor

where the chart source data is noted as either:

- Unsurveyed, or
- Random Soundings from various sources

As the HYPLAN is enacted the quality of hydrographic data available to provide suitable charting will improve. It is unlikely that these improvements to charted areas will extend beyond the current areas of operation of large vessels.

Nautical publications carried onboard must be kept up to date and operators should be cognisant that information may be historical and not necessarily a representation of the current situation.

Operators passing hydrographic information to LINZ

Some vessels, including ancillary craft, are fitted with equipment capable of collecting hydrographic data to a recognised standard. Where the operator of a vessel can collect hydrographic data while at the Islands, these data should be passed to LINZ wherever possible. Improvements in charting and available information improve the safety of navigation and help protect the Islands from risks associated with vessel incidents, such as oil spills.

Aids to Navigation

There are no permanent Aids to Navigation (Aids) provided at the Islands. In some circumstances an Aid may be used to mark a temporary activity or to mark scientific equipment. In all cases the Aid(s) will be notified to mariners by:

- Notices to Mariners via LINZ
- Local notices to mariners issued by the HMO to vessel operators

Communications

There are currently no shore-based VHF radio communication facilities at the Islands. Vessels should maintain a listening watch on VHF channel 16.

Prior to approaching an area where visibility may be obstructed by a headland, vessels 40 m in length or greater, or 500 gross tonnage or greater, should make an all ships call on VHF channel 16 including:

- Vessel name
- Position
- Area being entered or departed
- Clear wording of their intentions

Automatic Identification System (AIS)

All vessels should be fitted with an operational AIS of Class A or B. This AIS must remain switched on and always transmitting. Ancillary craft should be fitted with an AIS that is switched on and always transmitting whilst the craft is on the water.

AIS should be monitored on all vessels to help ensure adequate early awareness of the presence of other vessels.

Weather conditions

The New Zealand MetService – Te Ratonga Tirorangi operates an automated weather station at Raoul Island[3]. The information for this weather station is available on the MetService website www.metservice.com.

Small commercial and recreational vessels

The CMA is visited by small commercial vessels throughout the year. These small commercial vessels (less than 40 m in length and/or less than 500 gross tonnage) operate throughout the year and include:

[3] https://www.metservice.com/weather-station-location/93994/raoul-island

- Fishing vessels sheltering during periods of poor weather at the fishing grounds
- Research vessels
- Supply vessels for shore-based operations
- RNZN and other government agency vessels

Recreational vessels also visit the islands throughout the year although in small numbers.

All vessel crews must be cognisant of the possible operational limits of other vessels and ensure that they navigate their own vessel in accordance with good seafaring practice. Where there are any doubts as to the operation of another vessel, or as to its intentions, it is prudent to wait in clear water until the other vessel is clear.

The Regional Coastal Plan: Kermadec and Subantarctic Islands

The Regional Coastal Plan: Kermadec and Subantarctic Islands[4] (RCP) provides rules for the sustainable management of the coastal marine areas of the Kermadec and Subantarctic islands. The RCP contains objectives, policies and methods including rules, which establish the framework within which certain uses are permitted and proposals for activities can be assessed. The following matters are amongst those covered within the RCP. It is recommended that operators become familiar with the RCP, and its requirements, rather than relying solely on these Guidelines.

Emergency or force majeure

The RCP acknowledges that there may be rare occasions where compliance with the requirements set out in the RCP would adversely affect safety[5]. Therefore, a vessel is able to access the CMAs of the Islands in the following circumstances:

a) emergency or other force majeure
b) distress or danger, or assisting others in distress or danger; or
c) where in the reasonable judgment of the captain of the vessel access is required to:
   I. avoid serious risk to life or health; or
   II. repair or prevent serious damage to the vessel

When using the clauses above, the master and/or vessel operator should notify the HMO and DOC as soon as possible and provide a written report detailing the nature of the incident and remedy.

Marine Biosecurity

The threat of a biosecurity breach is a key issue for the Kermadec Islands. One of the most common mechanisms of introduction of harmful aquatic organisms is via fouling on vessel hulls. Accordingly, the Plan has developed a thorough framework to address this issue.

The RCP requires vessels intending to go inside 1000 m from mean high-water springs (shore) of the Islands to have a clean hull. Depending on the age of the vessels antifouling coatings and when it was last inspected, hull and niche area inspections may be required prior to departure for visiting the CMA of the Islands, Inspection can be undertaken in dry dock or in the water. Details of the requirements, including time frames and the inspections themselves, can be found in the RCP itself.

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[4] https://www.doc.govt.nz/about-us/our-role/managing-conservation/coastal-management/regional-coastal-plan-kermadec-and-subantarctic-islands/

[5] RCP Policy 8 page 25

The RCP and a list of hull and niche area inspectors approved by the Minister of Conservation can be found on the DOC website.[6].

Exotic caulerpa

The risk of introducing exotic caulerpa to the marine environment of the Kermadec Islands is a critical risk. Two exotic caulerpa seaweeds have been found in waters in the northern North Island of New Zealand at the following locations:

- Great Barrier Island (Aotea),
- Great Mercury Island (Ahuahu),
- Te Rāwhiti Inlet in the Bay of Islands,
- Kawau Island, and
- Waiheke Island in the Hauraki Gulf.

Exotic caulerpa can spread rapidly, forming vast, dense underwater fields. It competes with other species, including our own native caulerpa species, for space and changes local ecosystems. It is unlikely to be found as biofouling on the vessel hull - anchors and anchor chains pose the biggest risk of spreading exotic caulerpa. The seaweed can tangle in anchors, chains and ropes and be carried to other waters when the vessel moves on. It can survive out of water for up to a week or more if it's in a moist location (like in an anchor locker).

Please take the following precautions to reduce the risk of spreading exotic caulerpa:

- Before the ship departs any location in mainland New Zealand waters, check your anchor, anchor chain and locker, ropes or any other lines or equipment that have been in the water. Even if you have an automatic anchor retrieval system, still keep watch for seaweed pieces.
- Remove any seaweed and throw it back into the waters it came from. Checking gear for seaweed and throwing it back at the location it originates from is good practice and means you do not need to be able to identify it.

For further information see MPI's website[7]. **If you think you see exotic caulerpa, note the location, take a photo and report it to Biosecurity New Zealand on 0800 80 99 66 or online at report.mpi.govt.nz**.

Access to the Coastal Marine Area

A vessel that meets the hull biofouling requirements of the RCP is permitted to access within certain distances of the shore[8] (zones) dependent upon the vessel length. It is unlikely any prudent mariner following good seafaring practice would navigate a vessel of 40 m or greater in length, or 500 gross tonnage or greater, close to shore when there was suitable sea room to navigate further offshore,

[6] https://www.doc.govt.nz/about-us/our-role/managing-conservation/coastal-management/regional-coastal-plan-kermadec-and-subantarctic-islands/

[7] https://www.mpi.govt.nz/biosecurity/exotic-pests-and-diseases-in-new-zealand/pests-and-diseases-under-response/exotic-caulerpa-seaweeds-caulerpa-brachypus-and-caulerpa-parvifolia-in-new-zealand/

[8] Mean High Water Springs

however, a vessel may theoretically access to within the distances identified within the RCP[9] and as shown in the planning maps and chartlets in the Specific Matters section of this document.

Raoul Island

Vessel Size	Minimum distance from shore (zone)
Ancillary craft	no minimum distance[10]
All other vessels	0.162 nautical miles (300 m) unless a coastal permit to go closer is applied for in advance[11]

Meyer, Chanter, Macauley, Curtis and Cheeseman Islands, L'Esperance and Harve Rocks

Vessel Size	Minimum distance from shore (zone)
Ancillary craft	no minimum distance[12]
All other vessels	0.324 nautical miles (600 m) unless a coastal permit to go closer is applied for in advance[13].

A vessel operator may apply for a coastal permit to allow a vessel to access closer to shore than the distances given above. Where a vessel master is to navigate a vessel closer to the shore, they should ensure they have a copy of the coastal permit onboard and fully understand and comply with the conditions of the coastal permit.

Priority of scientific research

While ancillary craft may access any part of the CMA up to the shore, the RCP states that this access is "*subject to there being no scientific research being undertaken in a particular location which requires isolation*"[14]. Vessel masters should ensure they have a clear understanding of any scientific research that might be underway and whether they will be in breach of this rule prior to entering any area where research may be underway. Please contact the DOC Kaitaia Office for information on current or planned scientific research work.

Anchorages and prohibited anchorages

A vessel that meets the hull biofouling requirements of the RCP may anchor in any location that it is permitted to access. Additionally, there are anchorages provided for vessels of certain lengths in positions having good shelter and reasonable water depth in which a vessel (within a certain length)

[9] The Plan contains provisions for vessels undertaking scientific research which may differ from those shown. Contact the Department of Conservation.

[10] Touching any part of the shoreline or vegetation is not allowed - it constitutes a landing which requires an entry permit.

[11] Rule 61 page 58 of RCP

[12] Touching any part of the shoreline or vegetation is not allowed - it constitutes a landing which requires an entry permit.

[13] Rule 62 page 58 of RCP

[14] RCP Rule 40 page 51

may anchor without requiring a coastal permit that are identified below and are shown on planning maps and chartlets (anchorage maps) within the Specific Matters section of this document.

For the Macauley, Curtis and Cheeseman Islands, L'Esperance and Harve Rocks, there are no permitted anchorages inside 600 m from shore, however, a coastal permit can be applied for in advance to anchor closer than 600m from shore. There are permitted anchorages at Raoul, Chanter and Meyer Islands as listed below (and shown on the planning maps and chartlets in the Specific Matters section).

Anchorages, for vessels of certain sizes, are shown below:

Location	**Maximum Vessel Size**
Raoul Island	
• Fishing Rock	30 m
• Boat Cove	Appropriate vessel length for confined cove

Note: Tide/tsunami gauges and power cables are installed from both Fishing Rock and Boat Cove wharf. To avoid damage to the gauge equipment and cables, no vessel should anchor within 1 cable (185 m) of either location.

Meyer Islands	
• West coast	Appropriate vessel length for area close to shore
Chanter Islands	
• Southwest coast	Appropriate vessel length for area close to shore

These anchorages are shown within the RCP and are reproduced as chartlets within the Specific Matters section of this document.

Cruise Ships

The RCP requires "*No more than one cruise ship*[15] *in any bay or in any harbour at any one time".* Vessel masters should follow good seafaring practice and allow sufficient sea room for a cruise ship to depart a location and get well clear, prior to commencing their own approach to the area.

Passage Plans should be submitted to DOC and the HMO well in advance of any visit to the Islands. Assessment of passage plans helps to reduce any issues with the possible overlap of vessel schedules[16]. See the Passage Planning and Execution section of this document.

Prohibition on certain fuel oils

With historical exception for certain fishing vessels sheltering offshore, the RCP prohibits the use and carriage of heavy fuel oil by any vessel entering the CMA of the Islands.

[15] Note Cruise ship and passenger ship carry the same definition.

[16] RCP Other Methods 2, page 26

Seabed disturbance

While anchoring of vessels is permitted in certain locations inside 300 m or 600m from shore and otherwise within the CMA generally, the RCP discourages disturbance of the seabed. The exception is minor disturbance associated with scientific research, subject to conditions as specified in the RCP. This restriction highlights the sensitivity of the seabed and should help to remind operators to take due care when anchoring. Once anchored, vessel masters should:

- Reduce the use of any thrusters to a minimum
- Maintain a high under keel clearance (UKC)
- Take care to anchor in the same location each time to minimise the possible disturbance to the area

Marine and Nature Reserves

All the Kermadec Islands are Nature Reserves, the highest possible NZ conservation status.

The marine reserves encompass all the territorial seas around the following islands and are shown on the DOC website[17] and are reproduced as chartlets within the Specific Matters section of this document.

- Raoul Island, including Meyer and Chanter islands
- Macauley Island
- Curtis and Cheeseman islands
- L'Esperance and Havre Rocks

Passage Planning and Execution

Following the grounding of a passenger ship at the Snares Islands in 2017, the Transport Accident Investigation Commission undertook an investigation. The investigation identified some safety issues including[18]:

- the voyage planning for the time in the Snares Islands and the standard of bridge resource management (BRM) on the bridge leading up to the contact did not meet the International Maritime Organisation standards or follow the guidelines published in other leading industry publications
- the operation of the vessels electronic chart display and information system did not meet good practice as defined in the International Maritime Organisation guidance or the standards set out in the operator's safety management system

The key lessons arising from the inquiry were:

- An electronic chart display and information system is a valuable aid to navigation. However, mariners need to understand fully and be familiar with all aspects of the system, otherwise relying on the electronic chart display and information system as a primary means of navigation can contribute to, rather than prevent, accidents

[17] https://www.doc.govt.nz/nature/habitats/offshore-islands/new-zealands-subantarctic-islands/

[18] https://www.taic.org.nz/inquiry/mo-2017-201

- Every part of a ship's voyage must be planned, and all members of the bridge team must be fully familiar with, and agree to, the plan; this is a cornerstone of good BRM
- Good BRM relies on a culture where challenge is welcomed and responded to, regardless of rank, personality or nationality

The matters covered within this section aim to help prevent similar incidents by applying a level of scrutiny to the planning and execution of voyages to the Islands.

Bridge Resource Management

BRM is the effective management and use of all resources (human and technical) available to ensure the planning, execution and debrief of a safe passage. The principles of good BRM include:

- Shared view of goals
- Delegation of responsibilities
- Effective organisation
- Sense of team ownership in achieving goals

Effective BRM must be maintained at all times.

Assessment of Passage Plans

All vessel masters must ensure the proper passage planning is undertaken for the proposed voyage. The International Maritime Organisation provides the guidance on the minimum standard for passage planning:

- Resolution 893(21): Guidelines on Voyage Planning
- Resolution 999(25): Guidelines on Voyage Planning for Passenger Ships Operating in Remote Areas

Vessel operators should provide their proposed passage plans, and support documentation, to the HMO prior to their voyage. The HMO uses a template for assessment of the submitted documentation against the requirements of the minimum standard. Vessel operators normally provide passage plans several months prior to any proposed voyage to ensure any matters may be addressed in good time with no adverse effects on a proposed voyage.

A copy of the assessment template is provided in Annex 1 – Passage Plan Assessment Template.

Please note that passage plans are not provided any 'approval'. Where a passage plan is believed to be deficient, and the vessel operator is provided with feedback on the deficiencies. Where deficiencies are not rectified the vessel may be prohibited from the Islands.

Charts and publications

A vessel must have all necessary charts and pilot books pertaining to the intended voyage. These charts and publications are to be in accordance with the International Convention for the Safety of Life at Sea (SOLAS) V and/or Maritime Rules Part 25.

Masters must ensure that all charts are corrected and up to date from the New Zealand Notices to Mariners. It should be noted that some NZ charts are not adopted by the UK Hydrographic Office or other flag state hydrographic offices and are therefore not corrected within the Admiralty Notices to Mariners or other flag state notices to mariners. Navigational charts and systems must therefore be checked to ensure they are up to date with the New Zealand Notices to Mariners issued by LINZ.

LINZ provides the following services free of charge:

- Notices to Mariners[19]
- Electronic Navigation Charts[20]

IMO Resolution 893(21): Guidelines on Voyage Planning, contains the following requirements:

- 2.1.5) appropriate scale, accurate and up-to-date charts to be used for the intended voyage or passage, as well as any relevant permanent or temporary Notices to Mariners (NTMs) and existing radio navigational warnings;
- 2.1.7) any relevant up-to-date additional information, including:
- 2.1.7.1) mariners' routeing guides and passage planning charts, published by competent authorities;

It is imperative that a voyage is undertaken using the most up-to-date information.

Under keel clearance (UKC)

The earlier section on Charting highlights the lack of hydrographic data in many areas. When planning or executing a voyage, vessel masters should look to maintain the maximum possible UKC. Maintaining the maximum possible UKC will help to reduce risk from older survey data and reduce possible disturbance of the seabed.

Whilst manoeuvring a vessel close to shore may be advantageous or attractive for passengers, it is neither prudent nor good seafaring practice and increases the risk of grounding. The RCP contains strict requirements on **minimum** distances from the shore.

Unfavourable wind or sea conditions

Whilst entry to an anchorage or area may be possible, despite the prevailing conditions, entry should only be made where strictly necessary. The protection of the area from risk of navigational incident must be one of the top priorities.

Visibility

Where visibility is restricted by fog, mist, heavy rainstorms, blown spray or other environmental causes, a master must consider the effects this may have on the navigation of their own vessel(s) and other vessels.

When considering appropriate activities and/or operations that may be undertaken during periods of restricted visibility, the following should be among the factors considered:

- The need to undertake the operation
- Alternative activities or operations with a lesser risk
- Ability to effectively manage a safe operation when the mothership or shore may be obscured
- Response capabilities in restricted visibility

[19] https://www.linz.govt.nz/products-services/maritime-safety/notices-mariners

[20] https://www.linz.govt.nz/products-services/charts/nz-enc-service

- The increase in risk to passengers, vessels and the environment

Where there is any doubt, the safest option is to retain ancillary craft and passengers/crew onboard and to remain clear of the islands.

Navigation during the hours of darkness

Vessel masters and ship operators should, where possible, plan their passages and voyages such that there is no need to navigate close to shore between the hours from sunset to sunrise.

In addition to the navigation safety reasons for avoiding navigation in darkness, the RCP encourages minimising the generation of artificial noise and light to reduce impacts on the wildlife, especially seabirds that are attracted to light [21]

Navigation with inoperative equipment

No vessel should navigate within the CMA with any of the following equipment or systems inoperative or defective:

- Main propulsion system
- Steering equipment
- Manoeuvring equipment, bow or stern thrusters
- Any bridge navigational equipment, including but not limited to, chart plotters, radar, GPS, echo sounders, speed log
- Any communications equipment, including marine VHF radios on the bridge and internal communication systems between bridge, engine room, steering gear flat, fore deck, aft deck, boat decks and the point of passenger embarkation/ disembarkation

Where any of the above equipment has been inoperative or suffered any type of failure within the previous 7 days, the master should inform the HMO at least 24 hours prior to entering the CMA.

Fuel oil transfers

The internal transfer of oil within the vessel whilst within the CMA should be avoided. Fuel transfers, where possible, should be made prior to entering the area[22].

Any transfer of fuel oil to an ancillary craft must be completed in an appropriate manner. It is preferable that ancillary craft are removed from the water during any transfer operation, or tanks are removed and refilled aboard the mothership.

The use of a refuelling system in which the ancillary craft's fuel tank filling pipe is sealed to the tank filling point, and the tank's vent pipe is connected to a hose back on board the ship, is recommended.

Hot work

No vessel should undertake any work involving gas or electric welding or cutting or grinding operations unless required for the safe passage of the vessel from the CMA.

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[21] RCP – Other Methods 3 – page 27

[22] RCP – Other Methods 3 – page 27

Ancillary craft operations

Ancillary craft operations at the Islands should only be carried out after a comprehensive assessment of the conditions, including wind, visibility, tide, sea state, swell and presence of other vessels and how these will affect the planned operations, including the launching of the ancillary craft, passenger embarkation and any landing on shore. Consideration should also be given to the forecast conditions for the time of the return of ancillary craft, including any pickup from shore, to ensure safe landing will be possible to pick up passengers from shore and ensure safe re-embarkation of passengers and retrieval of ancillary craft at the mothership.

In a letter to all cruise ship operators Maritime New Zealand stated:

"*Maritime New Zealand requires that cruise companies have documents proving their Zodiac operations conform to a recognised regulatory framework and that the craft comply with the relevant New Zealand regulatory standards*".

The letter further lists matters that should be covered within the documents. The list is not exhaustive but includes:

- *craft will be used safely*
- *safety briefings are provided to passengers*
- *craft does not exceed passenger loading specifications set by the manufacturer*
- *wearing correct-size lifejackets*
- *the craft is regularly maintained and checked for potential issues*
- *crew are properly trained and appropriately qualified*
- *VHF radio communications*

The Maritime New Zealand letter also states, "*We recommend that cruise companies engage directly with local harbour masters to ensure their use of Zodiac craft complies with local rules and requirements".*

As part of preparation for any visit to the Islands, the HMO reviews ancillary craft operating procedures. This review is usually undertaken at the same time as the review of passage plans.

The RCP permits the use of ancillary craft in all parts of CMA. Whilst the RCP does allow this wide-ranging area of operation, it is unlikely that any prudent mariner, following good seafaring practice, would navigate an ancillary craft in any area that was:

- Any significant distance from the mothership
- Subject to large seas, swells or in an area with unpredictable wave patterns
- Within an area the mothership could not safely or lawfully access sufficiently close to effect any rescue or support operations
- In a location where communications with the mothership were not possible
- In exposed locations where visual sight of the ancillary craft could not be maintained from the mothership
- In conditions that are marginal and could quickly change to become unsafe e.g., strong wind conditions with a worsening forecast

Accidents and Incidents

Any accident or incident including a near miss, or impact with another vessel or marine mammals, should be reported to the HMO and DOC. Where a Government Representative is onboard, they should also be notified.

There is also mandatory reporting of accidents and incidents to Maritime New Zealand[23].

Speed

Ancillary craft must be always operated at a safe speed[24]. A **maximum** speed of 5 knots is required when:

- within 50 m of any other vessel, raft or person in the water[25]; or
- within 200 m of the shore or of any structure[8]; and

When within 300 m of a marine mammal, a vessel should:

- travel no faster than idle or 'no wake' speed

Marine mammals are present at the Islands and vessels should be operated at appropriate speeds where marine mammals have been sighted or otherwise believed to be in the vicinity.

The safety of the vessel and those onboard is paramount. There may be occasions where exceeding 5 knots is required for safety (e.g. manoeuvring to avoid surf during a beach landing) but should be the exception rather than a part of standard operations.

Volume of ancillary craft and transits

The presence of ancillary craft may cause disturbance to wildlife. When using ancillary craft an operator should take practical steps to reduce unnecessary vessel use. This includes:

- Using only the number of ancillary craft necessary for a safe operation
- Ensuring effective use of ancillary craft to transport passengers and equipment efficiently by minimising unnecessary transits
- Using the appropriate ancillary craft for the proposed operation
- Proper planning

Wildlife

The disturbance of any wildlife, including marine mammals and seabirds, should be avoided. Under the Wildlife Act 1953[26], a person must not hunt, kill, molest, capture, disturb, harry, or worry protected or partially protected wildlife.

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[23] https://www.maritimenz.govt.nz/content/commercial/safety/accidents-reporting/default.asp

[24] Maritime Rule 22

[25] Maritime Rule 91

[26] https://www.legislation.govt.nz/act/public/1953/0031/latest/whole.html

The Marine Mammals Protection Regulations 1992[27] list the conditions governing behaviour around marine mammals. Commercial tourist operators require permits and are subject to further rules. All seals, sea lions, dolphins and whales are protected under the Marine Mammals Protection Act 1978. It is an offence to harass, disturb, injure or kill marine mammals. Anyone charged with harassing, disturbing, injuring or killing a marine mammal faces a maximum penalty of two years imprisonment or a fine to a maximum of $250,000.

Anywhere you encounter a marine mammal, protect them from stress or displacement.

Make sure you:

- Do not disturb, harass or make loud noises near marine mammals
- Cease contact if marine mammals show signs of being disturbed or alarmed
- Do not feed or throw any rubbish near marine mammals

Keep marine mammals and their young safe by following the right rules for the environment and species. This will make sure you and the animals have an enjoyable experience.

[27]http://www.legislation.govt.nz/regulation/public/1992/0322/latest/DLM168286.html?search=ts_act%40bill%40regulation%40deemedreg_marine+mammals_resel_25_a&p=1

At sea - If you're travelling at sea near marine mammals:

- Travel no faster than idle or 'no wake' speed within 300 m
- Make sure there are no more than three vessels within 300 m, including any aircraft
- Approach from a direction that is parallel and slightly to the rear
- Do not circle the marine mammals, obstruct their path or cut through any groups
- Idle slowly away

Whales including orca and pilot whales - For whales:

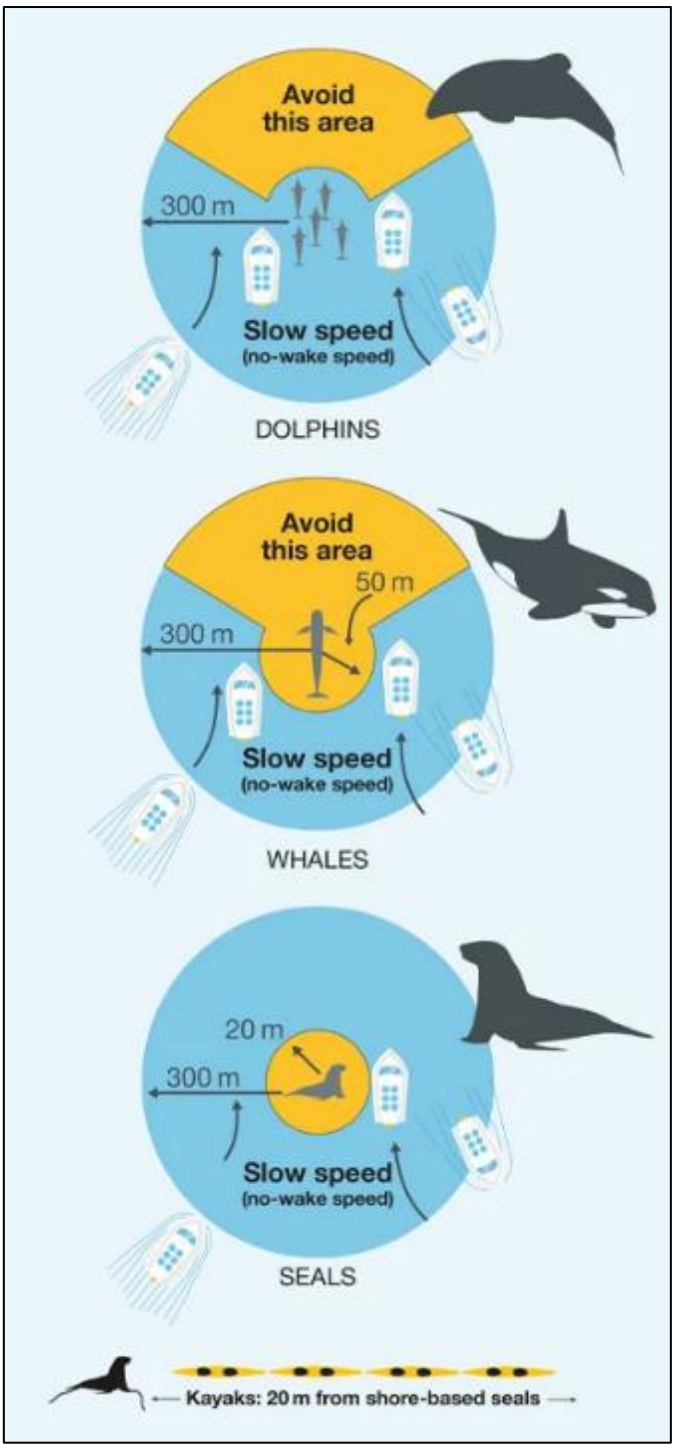
- Stay at least 50 m away from any whale
- Stay at least 200 m away from any baleen or sperm whale mother and calf
- Do not swim with whales

Dolphins - For dolphins:

- You may gradually increase speed to outdistance dolphins
- Do not exceed 10 knots until more than 300 m away
- Do not swim with dolphin pods containing juveniles. Juveniles are half the size or smaller of an adult

Seals - For seals:

- Vessels need to stay at least 20 m away from the water's edge where seals may be present
- Swimmers need to stay at least 5 m away from the water's edge



All vessels must be operated to minimise the disturbance of any wildlife, including seabirds. The disturbance of rafts of birds resting or feeding at sea should be avoided and vessels should remain clear and change route, if possible and safe to do so, to avoid disturbing rafts of birds.

Ancillary craft shown driving through a raft of seabirds causing disturbance to the birds

Ancillary craft route maps

In certain locations the presence of ancillary craft can have significant effects on the behaviour of wildlife and create a barrier to them undertaking their normal activities or cause them to change their daily activities.

Where such circumstances are known to exist, route maps are provided that detail how to minimise any possible adverse effects. Where there is no map provided this is not an indication that ancillary craft operations do not have any adverse effects. Operators should always take steps to minimise their possible impact on wildlife. If provided, such maps will be found within the Specific Matters section of this document.

Appraisal of ancillary craft operating procedures

To help ensure oversight and promote a reasonable level of planning for the safe operation of ancillary craft, an appraisal system is in place. This provides a simple template for the review of safe operating procedures (SOP) and supporting information for ancillary craft. The review process appraise whether the SOP contain a reasonable level of information for the safe operation of ancillary craft for the transfer of passengers at the Islands and provides feedback to operators. The appraisal process does not seek to approve or endorse zodiac operating procedures.

The review template is available in Appendix 2 - Zodiac Safe Operating Procedures Appraisal

Discharges and pollutants

Any pollutants entering the environment will have adverse effects. While some discharges may be allowed within the CMA (such as those associated with the normal operations of ships), dsicharges are restricted in marine reserves. It is prudent and would have a less adverse environmental effect, if all discharges are retained onboard until the vessel is clear of the CMA, and preferably landed ashore at the next port with suitable reception and disposal facilities.

Emissions and discharges from ancillary craft

Ancillary craft should be maintained to a very high standard. No pollutants should be discharged from an ancillary craft. Examples of such pollutants include oily bilge water, spilt fuel from connecting fuel lines to engines and thick exhaust smoke.

Noise

Noise may travel significant distances over water under certain conditions (calm or still days and at night). Additionally, high frequency noises may adversely affect marine mammals and other wildlife. To assist in the minimisation of any possible adverse effects of artificial noise, masters should ensure the following[28]:

Ships Horn

- The ships horn is to be sounded only as a manoeuvring and warning signal as prescribed in the International Regulations for Preventing Collisions at Sea, or as an emergency signal

Announcements

- Minimise external announcements to those required for the safety of passengers or for quarantine purposes only
- The volume of any external public address system is set to the minimum level for providing coverage onboard the vessel, which is consistent with the regulatory requirements governed by SOLAS

Music

- Noise from music or display screens is turned off on deck or any other external location

Underwater noise

Vessel operators should take suitable steps to minimise sources of artificial noise, especially high frequency noise, below the waterline of the vessel. This includes the postponement of non-essential running of machinery, maintenance or other activities that may produce such noise[29].

Lights

Vessel lights, whether external or internal, will create a hazard to the birds, as the birds get disorientated by artificial lights, leading to collisions with vessels (vessel strikes). Following vessel strikes, seabirds can be contaminated with chemicals on deck (eg oil or fuel), causing loss of waterproofing and subsequent drowning. Vessel strikes can also cause direct seabird injury and death. The risk of vessel strike is highest during foggy and rainy nights. Therefore, lighting should be kept to a minimum. Masters should adopt the guidance[30] provided by DOC[31] and MPI[32] regarding vessel lighting and seabirds. Specifically, masters should take the following actions, while maintaining vessel and crew safety:

- Eliminate lights not essential for operations and/or vessel/crew safety

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[28] RCP – Other Methods 3 – page 27

[29] RCP – Other Methods 3 – page 27

[30] RCP – Other Methods 3 – page 27

[31] https://www.doc.govt.nz/our-work/conservation-services-programme/csp-resources-for-fishers/how-to-manage-marine-light-pollution/

[32] https://www.mpi.govt.nz/dmsdocument/56320-Mitigation-Standards-to-Reduce-Light-induced-Vessel-Strikes-of-Seabirds-with-New-Zealand-Commercial-Fishing-Vessels

- Avoid nocturnal movements and activities
- Minimise light use, especially spotlights and floodlights, when within 5 km of an offshore island
- Shield lights to only light areas essential for safe operations
- Use the lowest light intensity appropriate for safe operations
- Use black-out blinds and/or shutters to shield internal lights wherever possible
- Use lights with reduced or filtered blue and violet wavelengths (e.g., 2200 K)
- Practice safe seabird handling and release techniques when vessel strikes occur
- Record and report vessel strikes to marine@doc.govt.nz

Accidents, incidents and near misses

All accidents, incidents and near misses involving the navigation of the ship, or its ancillary craft, must be reported to the HMO. This report should be by phone immediately following any significant incident and in writing within 48 hours for all incidents.

This reporting will allow the HMO to take any immediate actions required, and to follow up once a full report has been submitted.

Emerging Issues

There are matters that develop over time and may be managed without recourse to rules or other legislative frameworks. The HMO will endeavour to provide early information on emerging issues to enable potential discussion to minimise possible adverse effects before they occur. These emerging issues will be noted within this section, or within a location specific section, whichever is appropriate.

Any matter noted as an emerging issue may, or may not, be an actual issue. Further identification or research may be required to confirm if an issue exists or not. However, with wider awareness of a perceived issue across all operators we can help ensure we work together to protect the environment.

Ancillary Craft vs Whales

There have been two incidents where a small craft is believed to have encountered a whale and a fatality has resulted.

- Kaikoura[33] – wildlife tour vessel
- Sydney Harbour entrance[34] – recreational vessel

In both cases passengers ended up in the water with fatalities occurring. Both locations are close to rescue and health care facilities. Investigations are on-going in both cases.

All vessel masters are recommended to maintain a good lookout for whales and to remain well clear of whales. A vessel navigating at slow speed is less likely to encounter a whale unexpectedly.

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[33] September 2022

[34] September 2023

Specific Matters

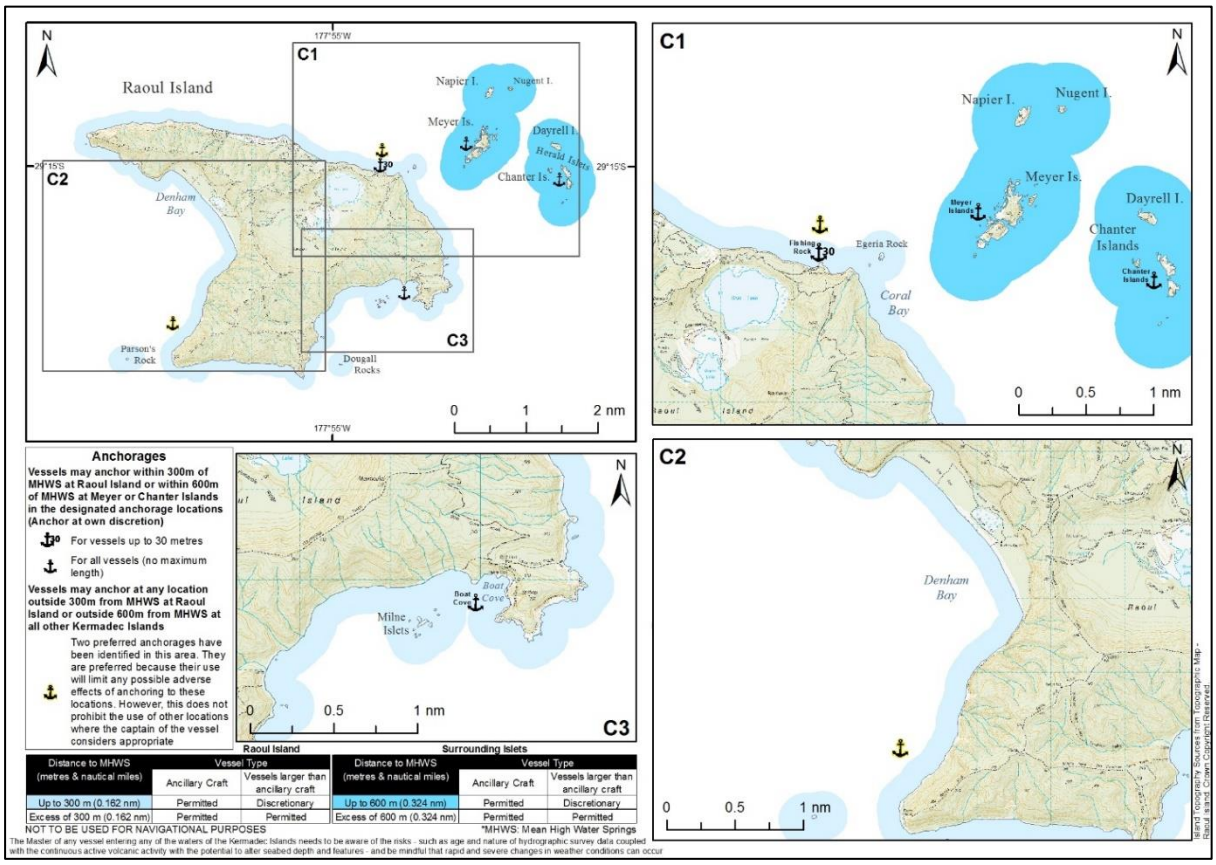
The matters within this section are applicable to individual island groups.

Raoul Island, Meyer Islands and Chanter Islands

Access

The chartlets below provide information on the zones a vessel may access dependent upon its length. Where a zone is shown as:

- ‘Permitted’ — a vessel of that length or less may access
- ‘Discretionary’ — a vessel of that length or less may apply for a coastal permit to access
- ‘Prohibited” — no access is allowed

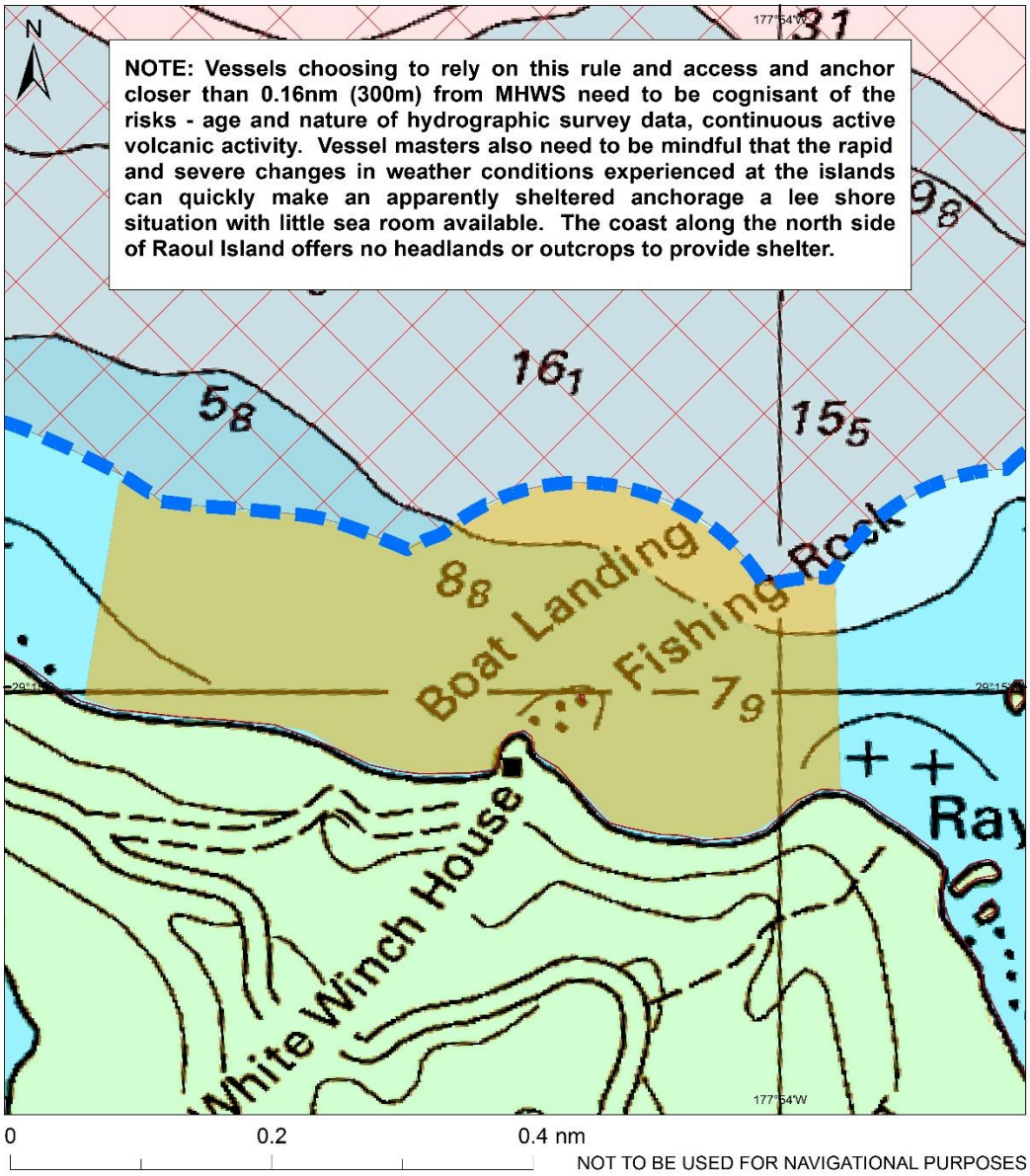


Anchoring

In addition to allowing a vessel to anchor in any zone that the RCP allows that vessel to access, the following anchorages are provided at Raoul Island, Meyer Islands and Chanter Islands:

Location	Maximum Vessel Size
Raoul Island	
• Fishing Rock	30 m
• Boat Cove	Appropriate vessel length for confined cove
• Meyer Islands - West coast	Appropriate vessel length for area close to shore
• Chanter Islands	Appropriate vessel length for area close to shore

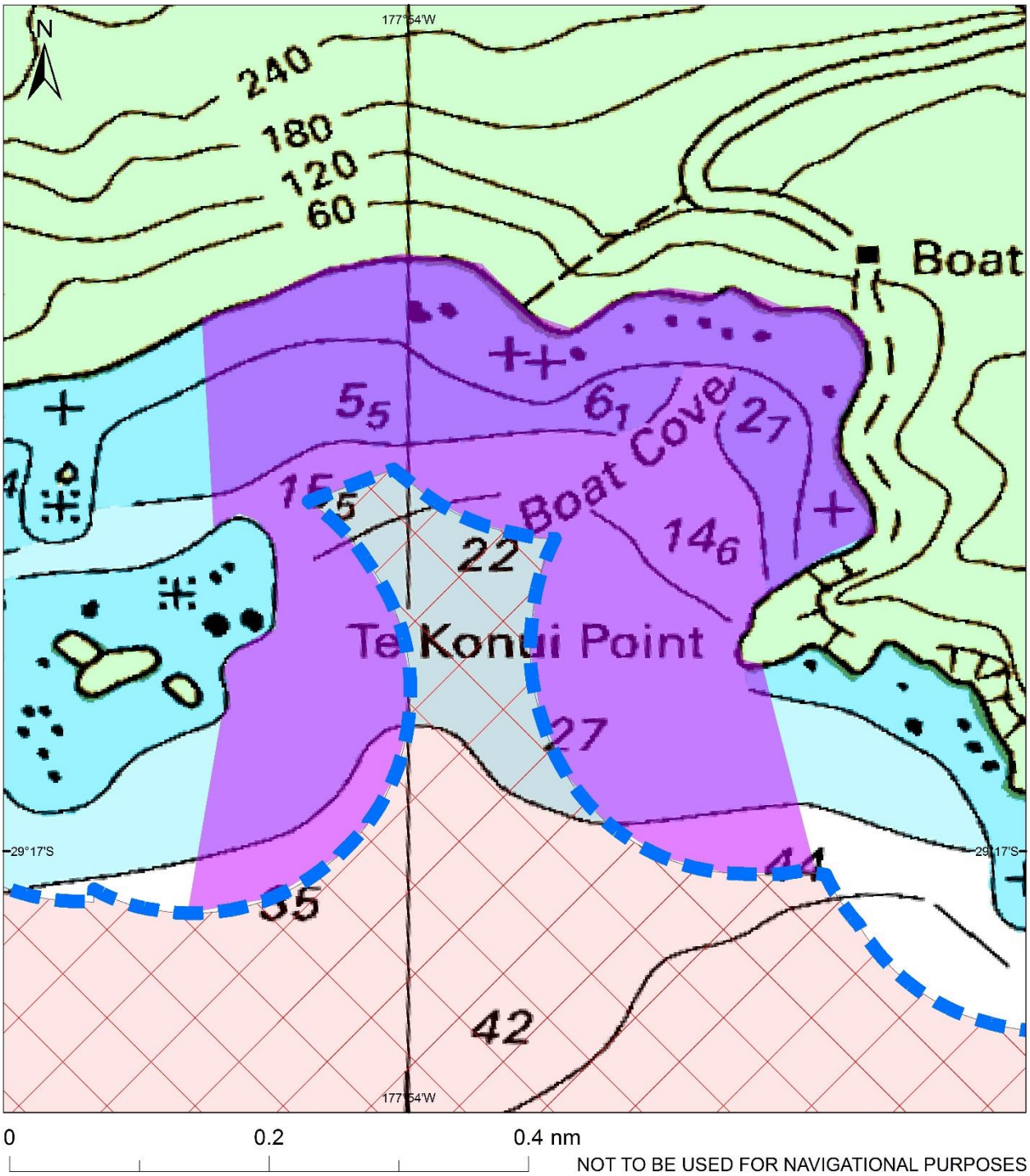
Note: Tide/tsunami gauges and power cables are installed from both Fishing Rock and Boat Cove wharf. To avoid damage to the gauge equipment and cables, no vessel should anchor within 1 cable (185 m) of either location.



Raoul Island Fishing Rock Anchoring Zone

More than 0.16nm (300m) from the MHWS - Vessels may anchor at own discretion

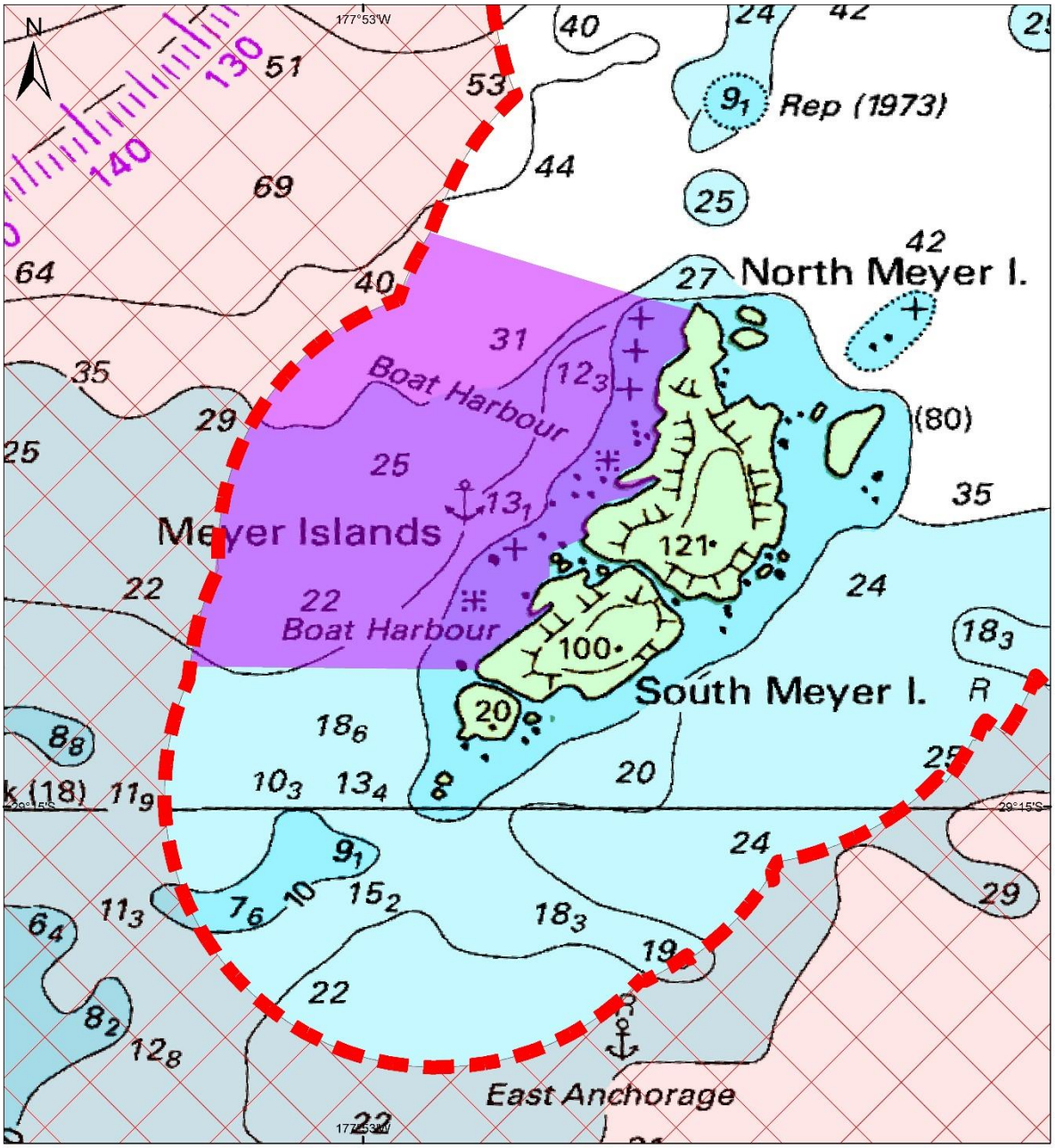
Designated Anchorage - Vessels up to 30m may anchor at own discretion



Boat Cove Anchoring Zone

More than 0.16nm (300m) from the MHWS - Vessels may anchor at own discretion

Designated Anchorage - Vessels may anchor at own discretion



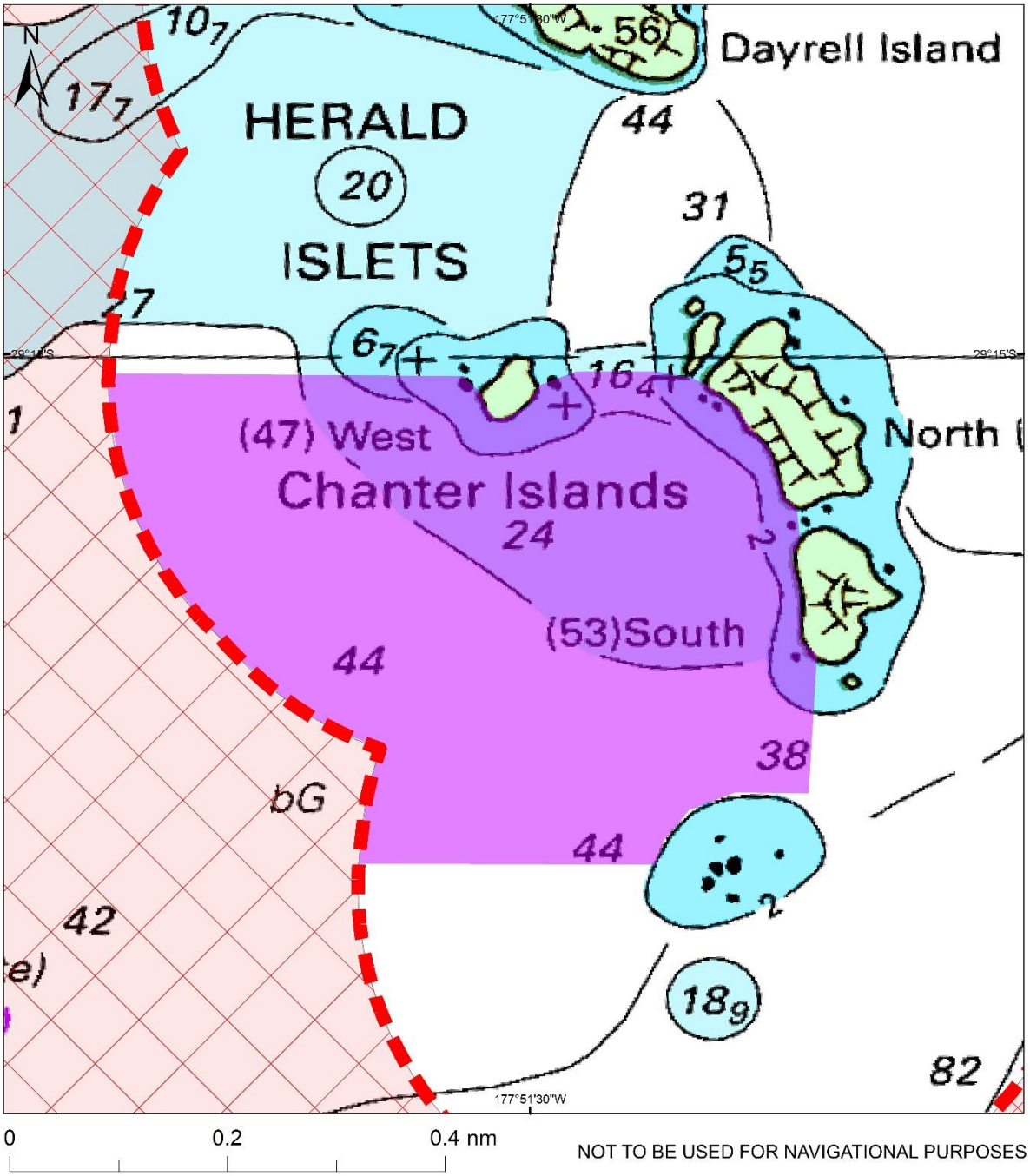
0 0.3 0.6 nm

NOT TO BE USED FOR NAVIGATIONAL PURPOSES

Meyer Islands Anchoring Zone

More than 0.32nm (600m) from the MHWS - Vessels may anchor at own discretion

Designated Anchorage - Vessels may anchor at own discretion



Chanter Islands Anchoring Zone

More than 0.32nm (600m) from the MHWS - Vessels may anchor at own discretion

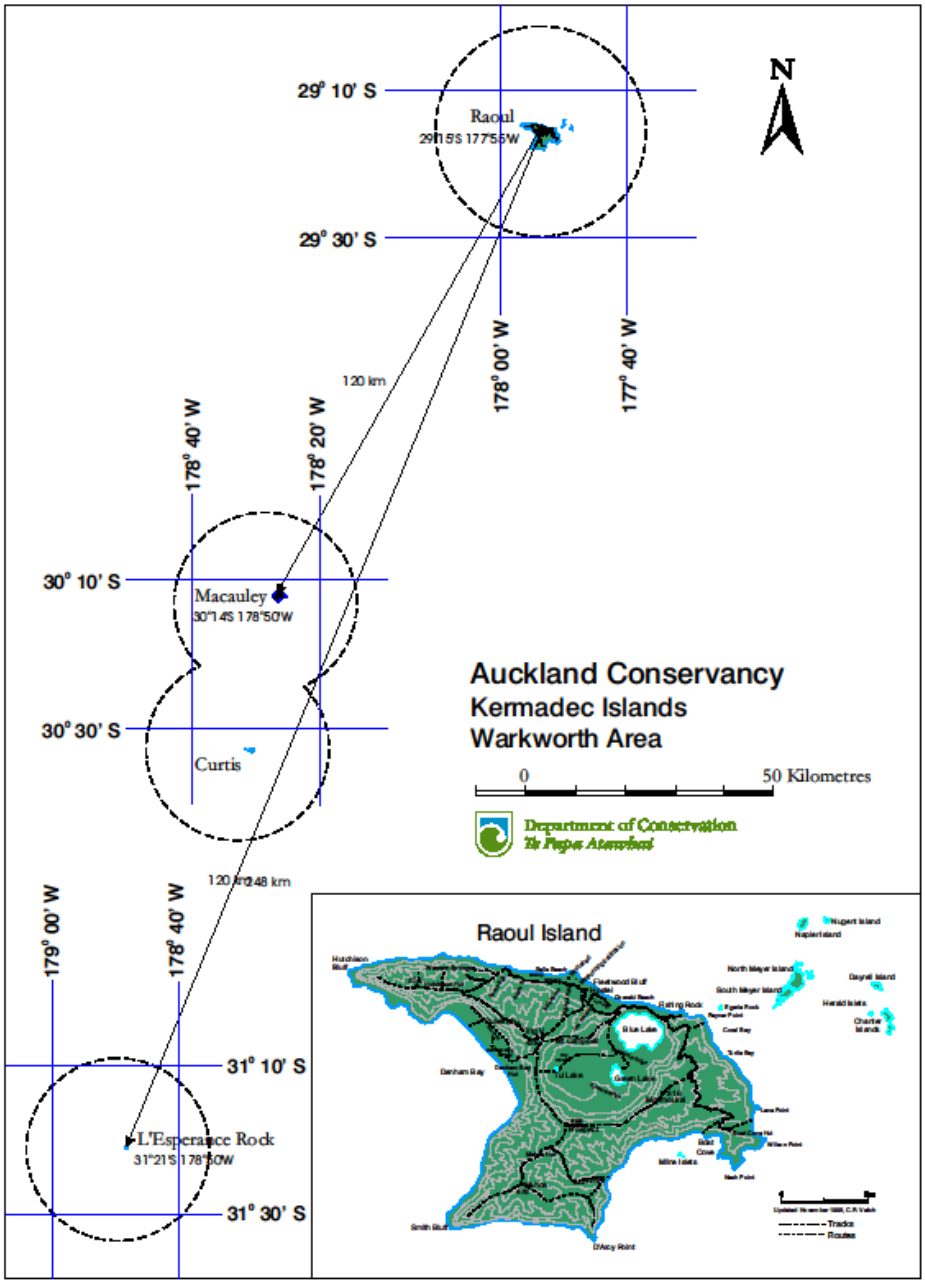
Designated Anchorage - Vessels may anchor at own discretion

Ancillary craft Operations

When operating ancillary craft:

- Marine mammals are present at the Islands and vessels should be operated at appropriate speeds where marine mammals have been sighted or otherwise believed to be in the vicinity

Marine Reserve[35]



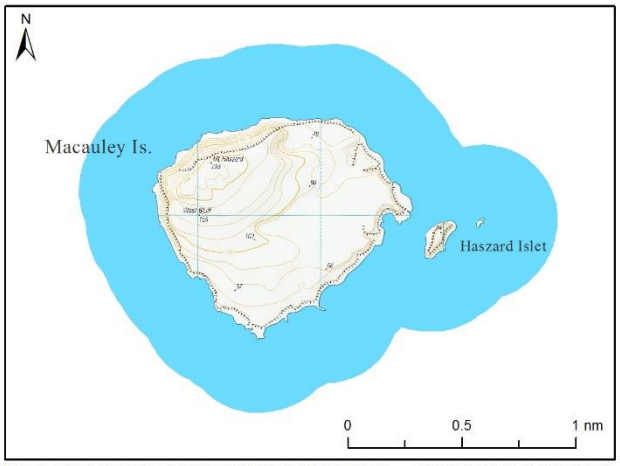
[35] https://www.doc.govt.nz/contentassets/65681a8df1ba4edab3a19081dbe292ad/kermadec-marine-reserve-map.pdf

Macauley, Curtis and Cheeseman islands, Haszard Islet and L'Esperance and Havre rocks

Access

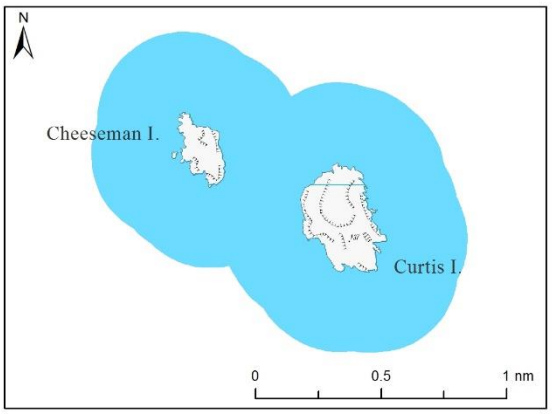
The chartlets below provide information on the zones a vessel may access dependent upon its length. Where a zone is shown as:

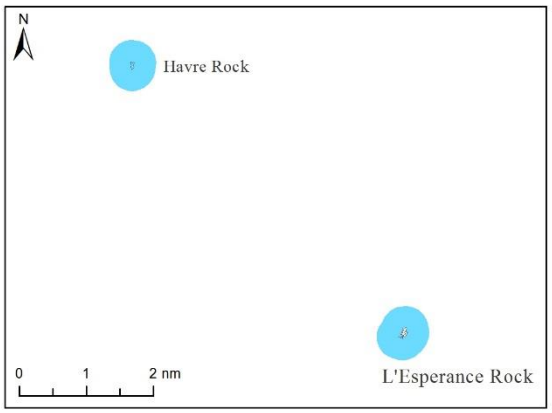
- 'Permitted' —a vessel of that length, or less, may access and/or anchor
- 'Discretionary' —a vessel of that length, or less, may apply for a coastal permit to access and/or anchor
- 'Prohibited" —no access and/or anchoring is allowed



The Master of any vessel entering any of the waters of the Kermadec Islands needs to be aware of the risks – such as age and nature of hydrographic survey data coupled with the continuous active volcanic activity with the potential to alter seabed depth and features - and be mindful that rapid and severe changes in weather conditions can occur.

Island Topography Sources from Topographic Map - Kermadec Islands. Crown Copyright Reserved





Distance to MHWS (metres & nautical miles)	Vessel Type	
	Ancillary Craft	Vessels larger than Ancillary Craft
0 - 600 m (0.324 nm)	Permitted	Discretionary
Excess of 600 m (0.324 nm)	Permitted	Permitted

NOT TO BE USED FOR NAVIGATIONAL PURPOSES

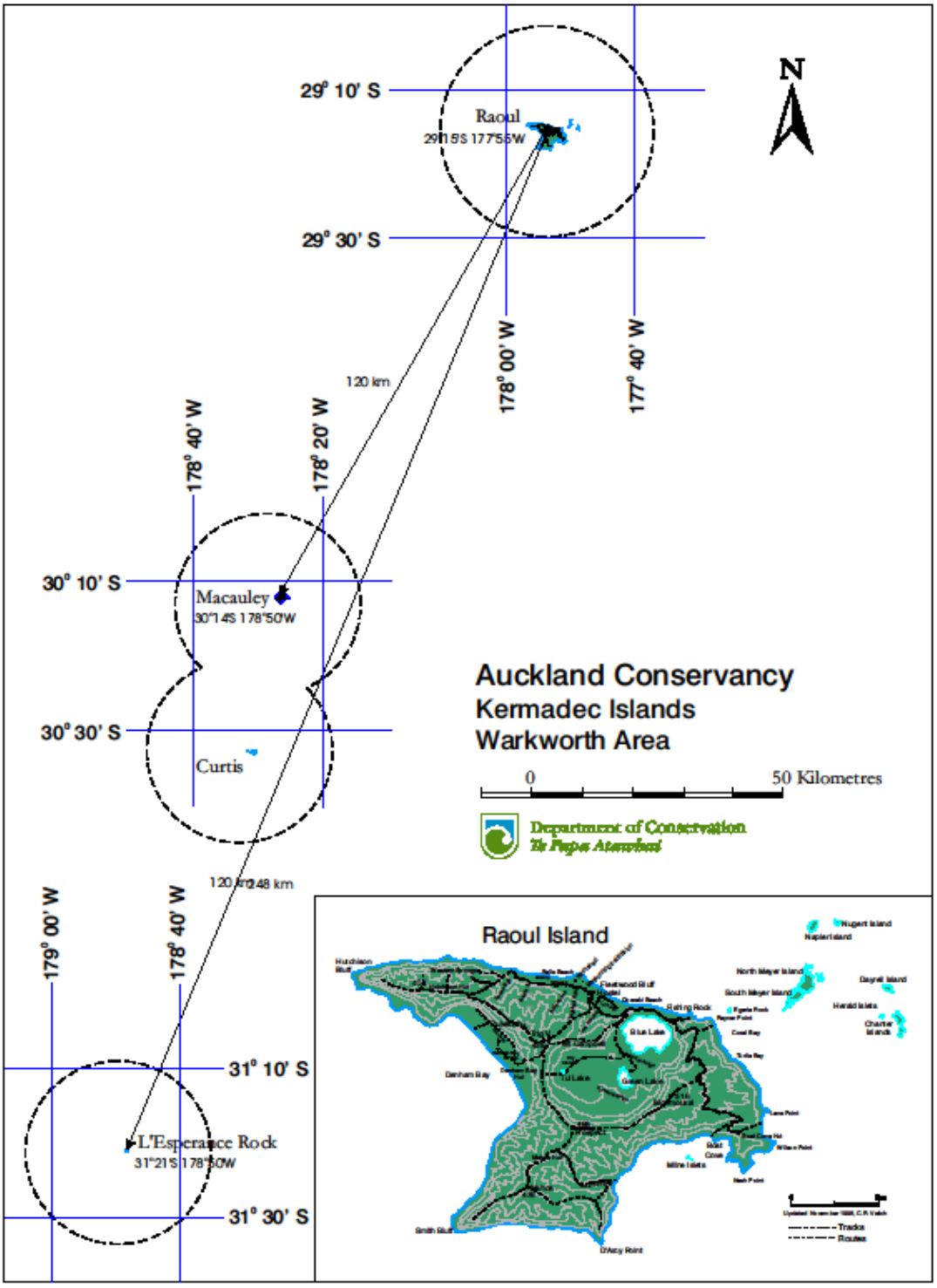
*MHWS: Mean High Water Springs

Anchoring

There are no permitted anchorages within the 0.16 nautical mile (300 m) zone at the Macauley, Curtis and Cheeseman islands, Haszard Islet and L'Esperance and Havre rocks except for vessels involved in approved research or DOC management work.

A vessel may anchor within any zone that the RCP allows it to access.

Marine Reserve[36]



[36] https://www.doc.govt.nz/contentassets/65681a8df1ba4edab3a19081dbe292ad/kermadec-marine-reserve-map.pdf

Appendix 1 – Passage Plan Appraisal Template

Template of passage plans referenced to IMO minimum standard

Vessel Voyage Date of Voyage

Vessel operator Date of assessment

	Relevant Guidelines IMO Resolution 893(21): Guidelines on Voyage Planning	**Applicant: provide reference to document, page or data to demonstrate compliance**	**DOC: does the information referenced demonstrate the minimum standard?**
Appraisal	**2.1)** All information relevant to the contemplated voyage or passage should be considered. The following items should be taken into account in voyage and passage planning:		
Appraisal	**2.1.1)** the condition and state of the vessel, its stability, and its equipment; any operational limitations; its permissible draught at sea in fairways and in ports; its manoeuvring data, including any restrictions;		
Appraisal	**2.1.2)** any special characteristics of the cargo (especially if hazardous), and its distribution, stowage and securing on board the vessel;		
Appraisal	**2.1.3)** the provision of a competent and well-rested crew to undertake the voyage or passage;		
Appraisal	**2.1.4)** requirements for up-to-date certificates and documents concerning the vessel, its equipment, crew, passengers or cargo;		
Appraisal	**2.1.5)** appropriate scale, accurate and up-to-date charts to be used for the intended voyage or passage, as well as any relevant permanent or temporary Notices to Mariners (NTMs) and existing radio navigational warnings;		
Appraisal	**2.1.6)** accurate and up-to-date sailing directions, lists of lights and lists of radio aids to navigation; and		
Appraisal	**2.1.7)** any relevant up-to-date additional information, including:		
Appraisal	**2.1.7.1)** mariners' routeing guides and passage planning charts, published by competent authorities;		
Appraisal	**2.1.7.2)** current and tidal atlases and tide tables;		
Appraisal	**2.1.7.3)** climatological, hydrographical, and oceanographic data as well as other appropriate meteorological information;		
Appraisal	**2.1.7.4)** availability of services for weather routeing (such as that contained in Volume D of the World Meteorological Organization's Publication No. 9);		

Appraisal	**2.1.7.5)** existing ships' routeing and reporting systems, vessel traffic services, and marine environmental protection measures;		
Appraisal	**2.1.7.6)** volume of traffic likely to be encountered throughout the voyage or passage;		
Appraisal	**2.1.7.7)** if a pilot is to be used, information relating to pilotage and embarkation and disembarkation including the exchange of information between master and pilot;		
Appraisal	**2.1.7.8)** available port information, including information pertaining to the availability of shore-based emergency response arrangements and equipment; and		
Appraisal	**2.1.7.9)** any additional items pertinent to the type of the vessel or its cargo, the particular areas the vessel will traverse, and the type of voyage or passage to be undertaken.		
Appraisal	**2.2)** On the basis of the above information, an overall appraisal of the intended voyage or passage should be made. This appraisal should provide a clear indication of all areas of danger; those areas where it will be possible to navigate safely, including any existing routeing or reporting systems and vessel traffic services; and any areas where marine environmental protection considerations apply.		
Appraisal	**Note requirements of IMO Resolution 999(25): Guidelines on Voyage Planning for Passenger Ships Operating in Remote Areas shown below:**		
Appraisal	**1.)** the source, date and quality of the hydrographic data on which the charts to be used are based;		
Appraisal	**2.)** limitations on available maritime safety information (MSI) data and Search and Rescue (SAR) resources;		
Appraisal	**3.)** availability or lack of Aids to Navigation; and		
Appraisal	**4.)** places of refuge.		
	Relevant Guidelines IMO Resolution 893(21): Guidelines on Voyage Planning	**Applicant: provide reference to document, page or data to demonstrate compliance**	**DOC: does the information referenced demonstrate the minimum standard?**
Planning	**3.1)** On the basis of the fullest possible appraisal, a detailed voyage or passage plan should be prepared which should cover the entire voyage or passage from berth to berth, including those areas where the services of a pilot will be used.		
Planning	**3.2)** The detailed voyage or passage plan should include the following factors:		

Planning	**3.2.1**) the plotting of the intended route or track of the voyage or passage on appropriate scale charts: the true direction of the planned route or track should be indicated, as well as all areas of danger, existing ships' routeing and reporting systems, vessel traffic services, and any areas where marine environmental protection considerations apply;		
Planning	**3.2.2)** the main elements to ensure safety of life at sea, safety and efficiency of navigation, and protection of the marine environment during the intended voyage or passage; such elements should include, but not be limited to:		
Planning	**3.2.2.1)** safe speed, having regard to the proximity of navigational hazards along the intended route or track, the manoeuvring characteristics of the vessel and its draught in relation to the available water depth;		
Planning	**3.2.2.2)** necessary speed alterations en route, e.g., where there may be limitations because of night passage, tidal restrictions, or allowance for the increase of draught due to squat and heel effect when turning;		
Planning	**3.2.2.3)** minimum clearance required under the keel in critical areas with restricted water depth;		
Planning	**3.2.2.4)** positions where a change in machinery status is required;		
Planning	**3.2.2.5)** course alteration points, taking into account the vessel's turning circle at the planned speed and any expected effect of tidal streams and currents;		
Planning	**3.2.2.6)** the method and frequency of position fixing, including primary and secondary options, and the indication of areas where accuracy of position fixing is critical and where maximum reliability must be obtained;		
Planning	**3.2.2.7)** use of ships' routeing and reporting systems and vessel traffic services;		
Planning	**3.2.2.8)** considerations relating to the protection of the marine environment; and		
Planning	**3.2.2.9)** contingency plans for alternative action to place the vessel in deep water or proceed to a port of refuge or safe anchorage in the event of any emergency necessitating abandonment of the plan, taking into account existing shore-based emergency response arrangements and equipment and the nature of the cargo and of the emergency itself.		
Planning	**3.3)** The details of the voyage or passage plan should be clearly marked and recorded, as appropriate, on charts and in a voyage plan notebook or computer drive.		

Planning	**3.4)** Each voyage or passage plan as well as the details of the plan, should be approved by the ships' master prior to the commencement of the voyage or passage.		
Planning	**Note requirements of IMO Resolution 999(25): Guidelines on Voyage Planning for Passenger Ships Operating in Remote Areas shown below.**		
Planning	**3.1)** The detailed voyage and passage plan should include the following factors:		
Planning	**3.1.1**) safe areas and no-go areas;		
Planning	**3.1.2)** surveyed marine corridors, if available; and		
Planning	**3.1.3)** contingency plans for emergencies in the event of limited support being available for assistance in areas remote from SAR facilities.		
	Relevant Guidelines IMO Resolution 893(21): Guidelines on Voyage Planning	**Applicant: provide reference to document, page or data to demonstrate compliance**	**DOC: does the information referenced demonstrate the minimum standard?**
Execution	**4.1)** Having finalized the voyage or passage plan, as soon as time of departure and estimated time of arrival can be determined with reasonable accuracy, the voyage or passage should be executed in accordance with the plan or any changes made thereto.		
Execution	**4.2)** Factors which should be taken into account when executing the plan, or deciding on any departure therefrom include:		
Execution	**4.2.1)** the reliability and condition of the vessel's navigational equipment;		
Execution	**4.2.2)** estimated times of arrival at critical points for tide heights and flow;		
Execution	**4.2.3)** meteorological conditions, (particularly in areas known to be affected by frequent periods of low visibility) as well as weather routeing information;		
Execution	**4.2.4)** daytime versus night-time passing of danger points, and any effect this may have on position fixing accuracy; and		
Execution	**4.2.5)** traffic conditions, especially at navigational focal points.		

Execution	**4.3)** It is important for the master to consider whether any particular circumstance, such as the forecast of restricted visibility in an area where position fixing by visual means at a critical point is an essential feature of the voyage or passage plan, introduces an unacceptable hazard to the safe conduct of the passage; and thus whether that section of the passage should be attempted under the conditions prevailing or likely to prevail. The master should also consider at which specific points of the voyage or passage there may be a need to utilize additional deck or engine room personnel.		
Execution	**Note requirements of IMO Resolution 999(25): Guidelines on Voyage Planning for Passenger Ships Operating in Remote Areas shown below.**		
Execution	**4.1)** The detailed voyage and passage plan should report changes to a previously advised voyage and passage plan, to the relevant authorities.		
	Relevant Guidelines IMO Resolution 893(21): Guidelines on Voyage Planning	**Applicant: provide reference to document, page or data to demonstrate compliance**	**DOC: does the information referenced demonstrate the minimum standard?**
Monitoring	**5.1)** The plan should be available at all times on the bridge to allow officers of the navigational watch immediate access and reference to the details of the plan.		
Monitoring	**5.2)** The progress of the vessel in accordance with the voyage and passage plan should be closely and continuously monitored. Any changes made to the plan should be made consistent with these Guidelines and clearly marked and recorded.		

	Concluding and other matters	**Applicant: provide reference to document, page or data to demonstrate compliance**	**DOC: does the information referenced demonstrate the minimum standard?**
Conclusion	Are there any matters within the minimum standards (above) that have not been addressed?		
Conclusion	Where there are minimum standards that have not been addressed please provide the assessment and additional information to demonstrate how the relevant section is not applicable, or has been addressed by other mechanisms.		
		Applicant	**DOC**
Conclusion	The passage plans and information provided demonstrate compliance with the minimum standards.		

Appendix 2 - Zodiac Safe Operating Procedures Appraisal

This document provides a simple template for the review of zodiac safe operating procedures (SOP) and supporting information. The review process aims appraise whether the SOP contains a reasonable level of information for the safe operation of zodiacs for the transfer of passengers at the NZ subantarctic or Kermadec islands.

Vessel **Voyage** **Date of Voyage**

Vessel operator **Date of assessment**

Subject Area	Applicant: provide reference to document, page or data to demonstrate compliance	System Component - Practical Information details	Comment
Operational appreciation - risk assessment for NZ Subantarctic or Kermadec islands			
Training of personnel			
Competency of personnel (including ongoing competency checks)			
Zodiac and equipment			
Safety equipment			
Maintenance			
Inspections and checks (pre-use/launching/in-use/weekly/monthly etc.)			
Deficiencies (how are these identified and managed and by whom)			
Reporting of issues (who reports issues, when, how are they managed)			
Launching and recovery			
Appropriate attire for passengers and crew			
Briefings			
Passenger embarkation/disembarkation			
Approaching/departing the mothership (pre planned routes, reporting, authorisation, issues e.g., thrusters),			
Transiting to/from shore/mothership (process, zodiac driver guidelines, passenger issues, speed, wildlife interactions etc.)			
Beach landings (process for differing landing areas/shore/conditions)			
Touring - zodiac touring/sightseeing (process, zodiac driver guidelines, passenger issues, speed, wildlife interactions, go/no-go distances or locations etc.)			

Reporting/communications (schedule, reporting timings, information required, lost contact procedure etc.)			
Trouble shooting (breakdowns, fuel issues, deflation etc.)			
Emergencies (flipped, swamped, broken down zodiacs etc.)			
Operating limits/limitations (wind, sea, swell, visibility etc.)			
Exclusion zones, wildlife habitats and routes, awareness of wildlife and wildlife protection requirements			
External verification body (external certification or approval of zodiacs and operating documents)			
Conclusion	Date	Appraiser	

The appraisal comments may assist operators in ensuring robust and appropriate SOP are in place to protect people, the environment and the ongoing safe operations at the NZ Subantarctic or Kermadec Islands.

Table of Abbreviations

Abbreviation/Term	Meaning
AIS	Automatic Identification System
Ancillary craft	Tenders, dinghies, zodiacs, canoes, kayaks, rigid-hulled inflatable boats and landing craft
BRM	Bridge Resource Management
BSA	Biosecurity Act 1993
CMA	Coastal marine area means the foreshore, seabed, and coastal water, and the air space above the water of which the seaward boundary is the outer limits of the territorial sea and the landward boundary is the line of mean high water springs, except that where that line crosses a river, the landward boundary at that point shall be a continuation of the line of mean high water springs straight across the mouth of all rivers.
Code	New Zealand Port and Harbour Marine Safety Code
Cruise ship	Has the same meaning as passenger ship
DOC	Department of Conservation
Guidelines	NZ Subantarctic Islands - Vessel Operating Guidelines
Heavy Fuel Oil	Has the same meaning as the IMO definition of Heavy Fuel Oil
HMO	Environment Canterbury Harbourmaster's Office – Coastal Team
IMO	International Maritime Organization
Islands	Kermadec Islands
LINZ	Land Information New Zealand | Toitū Te Whenua
MNZ	Maritime New Zealand
MPI	Ministry for Primary Industries
MTA	Maritime Transport Act 1994
NTM	Notices to Mariners
Guidelines	NZ Subantarctic Islands, Vessel Operating Guidelines
Passenger ship	Any ship with accommodation for more than 12 passengers
PHMSC	Port and Harbour Marine Safety Code
practice	An activity; a practice may or may not have a written, documented procedure

procedure	A written document that depicts the necessary steps of a practice, an activity, or a process
Procedures	Harbour Safety Procedures
process	A series of activities; a process may or may not have a written, documented procedure.
RCP	Regional Coastal Plan: Kermadec and Subantarctic Islands
RMA	Resource Management Act 1991
SCTW	International Convention on Standards of Training, Certification and Watchkeeping for Seafarers
SOLAS	International Convention for the Safety of Life at Sea

Amendment Record Sheet

Date	*Reason for Amendment*	*Person Amending*	*New version No.*
1-7-2023	*Initial DRAFT document*	*JD*	*DRAFT 1.0*
13-10-2023	*Update Lighting section to reflect feedback from DOC. Add Zodiac operations appraisal process and template*	*JD*	*DRAFT 1.1*
18-10-2023	*Add ancillary craft versus whale to 'emerging issues section'*	*JD*	*DRAFT 1.2*
8-11-2023	*Addition of further biosecurity information, final document proof and edit.*	*SH, JD, TM*	*November 2023*
1-11-2024	*Amend Zodiac Operating Procedure Appraisal description to clarify intent and purpose.* *Review of document for c2024-2025 season.* • *Clarify marine mammal regulations application to all vessels* • *Clarification of intent within wording* *Update contact details for DOC*	*JD*	*November 2024*