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| **WHANGANUI BAY MAORI RESERVATION TRUST****PAPAKAINGA O NGĀTI TE MAUNGA** |
| POLICY NAME: **VISITORS POLICY** | POLICY NUMBER: P005 |
| ORIGINAL AUTHORISATION: Chairperson | DATE: Sep 2017 |

Version Control:

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| Serial | Date | Change | Responsible | Sign |
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Associated policies: The associated policies include:

1. Whanganui Bay Maori Reservation Occupancy Policy P001.

Definition

1. A visitor is defined as a person who is not entitled to be in Whanganui Bay, that is, they are not a descendant of Ngati Te Maunga and Ngati Tuwharetoa.
2. Furthermore only descendents of Ngati te Maunga are eligible to stay overnight in Whanganui Bay unless they meet the following visitor criteria:
	1. A manuhiri to the marae for a specific cultural activity.
	2. A hunaunga and friends of an eligible person who must be accompanied by the eligible person during their stay.
	3. An approved worker by the Trust for purpose of completing an approved task ie water monitoring or builders of an approved building.
	4. An approved visitor by the Trust for the purpose of an approved stay.
	5. Approved Climbers to the Bay.

Authority

1. Only the Trust has the authority to make any changes to this policy. The Trust has the right and obligation to remove any visitor from the land who is not abiding by the rules and values of the Trust and of the people of Ngāti Te Maunga.

Managing Visitors

1. The following are required to be followed for each category of visitor:
	1. Manuhiri:
		1. Provided with full courtesy in keeping with the marae and are the responsibility of the marae committee.
	2. Hunaunga and Friends:
		1. Friends are to be escorted during all visits and must be aware of all the rules relevant to their stay.
		2. The hosts are responsible for their friends and the behaviour of their friends.
	3. Workers:
		1. These workers must have written approval from the Trust.
		2. The home-people must be informed of such workers.
		3. They must carry on them this written approval.
		4. They must make their presence known on the land to our home people before commencing work.
		5. Any builders working on approved occupancy buildings must be accompanied by the eligible person at all times.
		6. Visitors and Visiting Groups: Written approval must be obtained from the Trust. In general, visitors and visiting groups are not encouraged to be visiting the Bay. The charter and Strategic Plan clearly advocate that the Bay is for the exclusive use of the descendants of Te Maunga.
		7. Any workers must have written approval from the Trust.
		8. The home-people must be informed of such workers.
		9. They must carry on them this written approval.
		10. Suitable hosts are to be responsible for these people.
		11. Visitors will be required to pay a fee and this will be outlined in the written authority.
		12. Visitors will be responsible for any damage incurred.
		13. Fishing may occur in-line with the local fishing rules for visitors and reservation land. No boats maybe bought down the access road – boats may only be landed from the lake.
		14. No fires are permitted, unless written approval is given prior.
		15. Visitors to the marae must obtain written approval from the marae separate to the Trust.

Health and Safety

1. All visitors must present their own health and safety policy for review by the Trust prior, this includes individuals and groups – this must include the following:
	1. First Aid supplies.
	2. Communication devices for the visit.
	3. Transport for the visit.
	4. First Aid qualified people for the visit.
	5. Instruction to the nearest medical centre.
	6. Instructions on call for the Westpac Helicopter Service.
2. All visitors must read and acknowledge the Trust Health and Safety policies relevant to their stay.

Signing In and Signing Out

1. All visitors must sign in and out of the visitor’s book, excluding manuhiri.