

Wellington Full-Day Tour Operational Checklist

This manual outlines the required actions, sequence of events, and logistical checkpoints for the Wellington Full-Day Tour.

1. Pickup and City Transit (Logistics)

Step	Action	Timing / Context
1.1 Pickup	Greet and confirm all guests at the designated pick-up points (iSite, hotels).	Start of the Tour
1.2 Itinerary Outline	Welcome the group and provide a brief overview of the day's itinerary and key timings (Otari, Terawhiti Station, Seal Colony, Return).	5 minutes post-pickup
1.3 City Transit	Drive through the city. Use either Whitmore St/Molesworth St or Bowen St/Tinakori Rd.	Initial Drive

2. Otari-Wilton's Bush (First Stop)

Step	Action	Timing / Context
2.1 Arrival & Parking	Head up through Wadestown and park the vehicle in the designated tour bus park at Otari-Wilton's Bush.	N/A
2.2 Visit & Duration	Advise the group that this stop focuses on the Native	Duration: 20 minutes

	Gardens.	
2.3 Departure Briefing	After the visit, advise the group that the drive to Terawhiti Station takes approximately 20 minutes.	Post-Visit

! IMPORTANT FARM GATE PROTOCOL WARNING !

UNIVERSAL RULE: You **MUST** leave all gates on the farm exactly as you found them. This rule applies to standard, unpadlocked gates **and** the two padlocked security gates.

- **If a gate is OPEN (unlocked or unpadlocked):** Leave it open after passing through.
- **If a gate is CLOSED (padlocked, locked, or unpadlocked):** Close and secure it exactly as it was (e.g., if padlocked, re-lock it) after passing through.

This strict adherence to the "**AS FOUND**" rule is essential for the landowner's stock management and access agreements.

3. Transit to Terawhiti Station

Step	Action	Timing / Context
3.1 Karori Transit	Drive through Karori (via Curtis Street) toward Makara Valley.	N/A
3.2 Makara Road	Turn left onto South Makara Road at Makara Village .	N/A
3.3 Station Introduction	Arrive at the entry to Terawhiti Station.	N/A
3.4 Gate 1 (Padlocked)	Stop, disembark, open the first padlocked gate, drive the van through, and secure it exactly as it was found (re-lock if closed, leave open if found open).	Critical H&S/Site Rule

4. Seal Coast Safari (The Rough Track)

Step	Action	Timing / Context
4.1 Road Briefing	Advise the Group about the gravel, winding, and rutted roads up and over the ridge to the Seal Colony.	Start of Farm Track
4.2 Ridge Top View	Take a left at the top of the climb, head over the cattle stop (left), and turn south (right) toward the coast. Stop at the top after approximately \$x\$ km.	Mid-Drive Stop
4.3 4WD Engagement	Advise the group that you are leaving the Meridian-maintained tracks and shifting into 4-Wheel Drive (D1) for the descent onto the rougher farm tracks.	Prior to Rough Descent
4.4 Gate 2 (Padlocked)	Stop, open, drive through, and secure the last padlocked gate exactly as it was found before reaching the coastline (which is public land).	Pre-Seal Colony

5. Red Rocks Seal Colony (The Coastal Stop)

Step	Action	Timing / Context
5.1 Seal Sighting	On approaching the Seal Colony, point out the first NZ Fur Seals (Kekeno)	Approach to Colony

	that come into sight.	
5.2 Parking	Stop and position the van facing directly into the prevailing wind.	Vehicle Positioning
5.3 H&S Briefing	Advise the group of the mandatory H&S rules around the seals (20-meter distance, never get between a seal and the sea).	Prior to disembarking
5.4 Observation Time	Introduce the seals and allow the group time to wander, observe, and take photos.	Duration: 10 minutes
5.5 Refreshment Service	Set up the refreshments (coffee/tea, cold drinks, etc.), take orders, and hand them out to the guests.	Following Observation Time
5.6 Break and Final Look	Allow the group time to have their refreshments and take a final look around.	Duration: 20 minutes

6. Return and Drop-off (Completion)

Step	Action	Timing / Context
6.1 Departure Advisory	Advise the group that it takes approximately one hour to return to the city.	Before leaving the Seal Colony
6.2 Gate 2 (Lock-up)	Drive back out of the farm and secure the final gate exactly as it was found.	Critical H&S/Site Rule
6.3 City Return	Return to the city via	N/A

	Karori. Drive down Glenmore Street and Bowen Street.	
6.4 Drop-offs	Drop off your group at the iSite and any other pre-arranged drop-off locations.	End of Tour

7. Post-Tour Logistics (Vehicle Maintenance)

Step	Action	Timing / Context
7.1 Mid-Day Wait	If finishing a morning tour and starting an afternoon tour, wait in position at the iSite.	1:30 pm start time
7.2 Refueling	Refuel the van at the Z station if the tank is less than half full .	End of Day (or before next tour)
7.3 Vehicle Return	Return the van to the Depot.	End of Shift