NZDA-BOP TECT Park 300m Range

RANGE MANUAL

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Document Issue Record

This Issue	Status	Originated	Reviewed
13/11/24	To FSA for certification	G M Hammond	
Past issues			
12/6/23	Updated for certification.	G M Hammond	
21/6/22	For committee review	G M Hammond	Committee
15/6/2019	For certification issued 18/2/2021	G M Hammond	P Miles
18/7/22	Final review by Range Certifier	G M Hammond	
20/7/22	For implementation	G M Hammond	
1/8/22	A.3.4.4 & A.3.4.5 changed	G M Hammond	
26/8/22	Uploaded to website	G M Hammond	P Miles
12/8/24	Updated: A.6.6.4 B.3.6 2.1-ROP-GroupScore 2.2-ROP-GroupScore 2.3-ROP-Group	G M Hammond	
14/10/24	DRAFT with RSO separate out	G M Hammond	
21/10/24	Issued to FSA	G M Hammond	
8/11/24	To committee for approval	G M Hammond	

1 INTRODUCTION

1.1 PURPOSE AND SCOPE

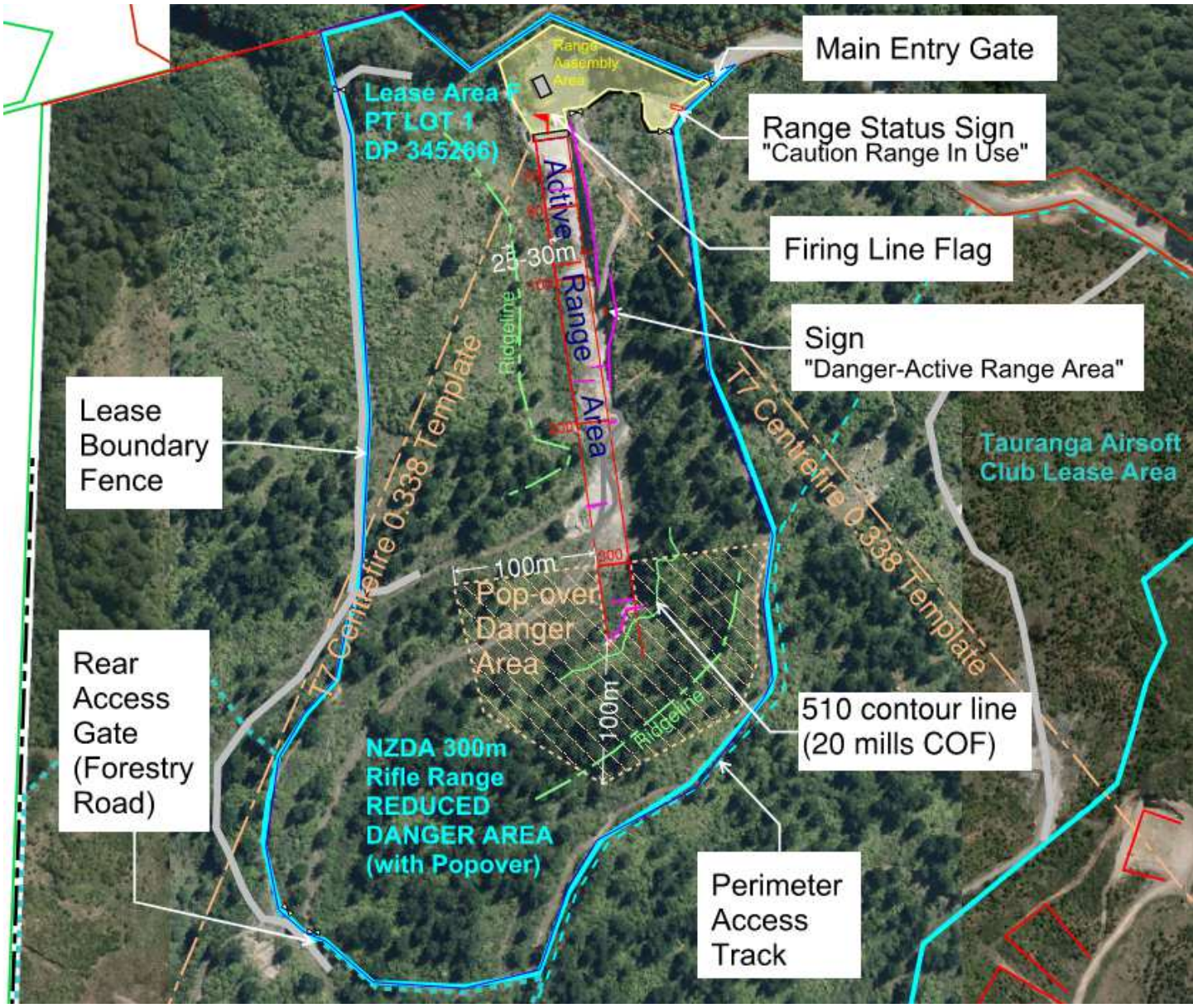
This manual sets out the policies, practices and procedures for operating the New Zealand Deerstalkers Assoc. (Bay of Plenty Branch) incorporated (NZDA-BOP) 300m Rifle Range at the TECT All Terrain Park.

These procedures cover all activities occurring within the lease area of the 300m Rifle Range defined by lease area F of the lease held between NZDA-BOP and WBOPDC.

The objective of these procedures is to provide for the safe operation of the rifle range by users, and to manage and minimise the risk of unintentional and uncontrolled entry to controlled areas within the leased land.

1.2 RANGE LAYOUT AND RANGE DANGER AREA

This range is a reduced danger area range, that relies on topographic, man-made features (such as the range floor baffles) and strict control of the shooter and firearm to capture all projectiles fired. The reduced danger area (extent of our lease) is approximately 16.5 ha, which extends 100-180m immediately beyond the 300m target line as shown below:



1.3 RELATED DOCUMENTS

This manual is to be read in conjunction with the Range Standing Orders.

1.4 RESPONSIBILITY LEVELS

NZDA-BOP Committee	Ratify and implementation of policies, rules and procedures contained in this document. Monitor and review policies and practices. Review any incidents and sanction members as required.
Range Sub-Committee	A sub-committee of the NZDA-BOP Committee that meets regularly to discuss operations and maintenance of the range.
Range Manager	Delegated position by NZDA-BOP Committee to have overall responsibility for managing the ranges operation. Delegated position on the Range sub-committee Reports to NZDA-BOP Committee on the effectiveness of policies and practices and recommendations for improvements or additional safeguards. Temporarily suspend range

	access of any authorised member not complying with the Range Standing Orders while the matter is investigated, and a report forwarded to the NZDA-BOP Committee for their consideration. Co-ordinates the investigation and reporting of incidents.
Range Officers	Direct control of range when shooting. Enforcement of policies, rules and procedures Reporting to Range Manager on the effectiveness of these and recommending improvements or additional safeguards.
Authorised Range Users	Comply with policies, rules and procedures. Contribute to policy development.

1.5 DOCUMENT CONTROL AND REVIEW

These procedures are intended to be a working document that is readily available to range users both in electronic form and hard copy.

The electronic version can be read on-line, or downloaded from http://deerstalkersbop.org.nz/range/

A printed copy is located on the left hand side of the entry door to the firing line, and in the range amenity building office.

These Range Standing Orders shall be reviewed as follows:

- after any incidents or accidents
- when Range Standing Orders are changed
- when there are any changes to the Arms Act or other governing legislation.

1.6 REFERENCE DOCUMENTS

The following documents have been referenced in the preparation of these Range Standing Orders:

Organisation/Publisher	Document Title
WBOPDC	TECT All terrain Park Management Plan TECT All Terrain Park Development Plan TECT All Terrain Park Operational Guidelines
NZDA-BOP	Deed of Lease
NZDA National Office	NZDA National Shooting Rules and Instruction Manual NZDA Manual of Range Design, Construction and Inspection Guideline
NZ Police	NZ Shooting Range Manual – V2.1 Dec 2022

2 LEGISLATION

2.1 THE ARMS ACT 1983

The safe use of firearms in New Zealand is controlled by the Arms Act 1983 and Regulations made under that Act. The New Zealand Police administer the Arms Act and issue licences and permits authorised by the Arms Act, through Police Arms Officers in each Police district.

The Arms Act 1983 defines a firearm as anything from which any shot, bullet, missile or other projectile can be discharged by force of explosive. It includes anything that can be adapted so that it can discharge any shot, bullet, missile or other projectile by force of explosive. It also includes anything that for the time being is not capable of discharging any shot, bullet, missile or other projectile by force of explosive, but which by its completion or repair would be capable of doing so.

2.2 THE ARMS REGULATIONS 1992

The Arms Regulations 1992 define all aspects of applications for firearms licences and types (including restricted weapons), registration, safe storage, exemptions, endorsements, importation, revocation and dealers licences.

The Arms Code describes requirements for safe and responsible firearms use, ownership, and storage.

2.3 THE ARMS LEGISLATION ACT 2020

This Act amends and adds to the 1983 Act and has been incorporated into the Nov 2022 reprint of the Arms Act 1983.

The Arms Legislation Act came into effect on 24th June 2020, however new sections providing for the establishment of a regulatory regime for shooting clubs and shooting ranges come into force on 24 June 2022.

The Act defines both shooting clubs and shooting ranges in sections 38A – 38X.

2.4 THE ARMS AMENDMENT REGULATIONS 2021

These regulations amend and adds to the 1992 Regulations and are incorporated in the June 2024 version of the 1992 Regulations.

The Arms Amendment Regulations 2021 came into effect on 1st February 2022.

2.5 NZ POLICE SHOOTING RANGE MANUAL

The NZ Police prepared a new range design manual in 2021. The purpose of this manual is to provide the New Zealand sport and target shooting firearms community and members of the New Zealand public with a set of principles for the safe planning, design, construction, and operation of civilian shooting ranges. It also provides existing shooting organisations, clubs, and individuals already responsible for operating a shooting range with an updated set of requirements which must be followed if their shooting range is to remain 'Certified' or be 'Certified' under the requirements of the legislation.

All ranges are designed, constructed, operated, and maintained to ensure the safety of both participants and non-participants of the shooting activity. Complying with the principles in this manual and in particular the Range Standing Orders (RSO) contained in appendix 5.4 is the primary means by which to achieve this requirement.

Complying with Police recognised national shooting range manuals for specific shooting disciplines and respective Range Standing Orders provides an alternate method of demonstrating how to meet this requirement.

Section 8 of the Police Range design manual sets out the requirements for certification, and for "Officers on Duty", which states:

> *8.11 The Commissioner will grant a certificate when satisfied that all legislative conditions are met. One of these conditions is that when a shooting range is in use, an officer is to be on duty (Officer on Duty or OD) who holds a firearms licence and is appropriately trained in shooting range safety management.*
>
> *This training as a minimum must cover:*
>
> *a. The duties and responsibilities of the OD.*
> *b. Understanding and compliance with RSOs.*
> *c. The correct preparation and set up of the range prior to commencement of firing to include clearance of the danger area.*
> *d. That only approved firearms, calibres and ammunition are used on the range.*
> *e. That they supervise all shooters and inspect firearms and ammunition in accordance with the respective shooting discipline requirements, e.g. specific range safety procedures, match/competition rules etc.*
> *f. That only approved targets are used, and target placement is correct.*
> *g. The control and supervision of firearms security and safe firearms handling within the range environment.*
> *h. That they assign shooters to targets.*
> *i. The safe conduct of the shooting activity using approved range commands and clearance of firearms.*
> *j. That they report all RSOs breaches.*
> *k. The appropriate control of all non-firing participants while firing is in progress.*

l. The procedure to follow in an emergency.

8.12 The officer who is on duty (OD) has a role of command and control and is responsible for the running of that range while on duty. When there are one or more shooters on the range, one of these must be designated as the OD. The OD can fulfil their role and participate as a shooter, ensuring that they can maintain control of the range at all times.

8.13 Some national shooting organisations currently provide training for their members to be a Range Officer or Range Safety Officer for their specific shooting discipline. The training must include the OD minimum training requirements listed in paragraph 8.11. It is a condition of operating the range that an OD must be on duty for each individual range in use.

8.14 A Shooting Range Operator should keep and maintain a register of persons that have been trained and can perform the role of OD. Evidence of the method used to deliver the training should also be included. It is recommended that a record is kept of individuals who fulfil the role of the OD each time a range is used by name, date, time and range used.

Refer to sections 3.3.1 and 3.5 below for the range officer qualifications and induction process that will be used to ensure the officer on duty meets these requirements.

2.6 ARMS REGULATIONS 2022

These regulations amend and adds to the 1992 Regulations and are incorporated in the June 2024 version of the 1992 Regulations.

2.7 UN-LICENCED SHOOTER

Range users are reminded of their responsibility under the Arms Act 1983 (Section 20-22) regarding the supervision of un-licensed shooters:

Clauses 20-22 of the 1983 Act and subsequent amendments are so convoluted it is too confusing to try and reproduce them here and define what the legal requirements are, however section 4b of the Arms Code (which has no legal status) provides the following guidance:

"Everyone who possesses or uses a firearm (except under immediate supervision of a licence holder) needs to have a firearms licence.

No matter how old you are, if you do not have a firearms licence but want to use a firearm, you may do so only under the immediate supervision of someone who has a firearms licence. In other words, the person with the licence must be with the shooter, and close enough to take control of the firearm if necessary. To meet this requirement the supervisor cannot be using a firearm at the same time. Generally, this means that there will be only one firearm".

2.8 FIT AND PROPER

The Arms Legislation Act 2020 section 24A expands on the circumstances where the Police may find a person is NOT a "Fit and Proper" to be in possession of a firearm, and in particular 24A 1) g) states:

"the person has engaged in any conduct involving non-compliance with any requirements of:
(i) this Act; or
(ii) any regulations made under this Act; or
(iii) any conditions to which a permit, licence, or endorsement previously issued to the person under this Act was subject"

What this means is that a member's non-compliance with our range standing orders could be justification for the Police to revoke their firearms licence and/or confiscate their firearms.

3 OPERATIONS

3.1 RANGE MANAGER

The Range Manager has overall responsibility of the operation of the range facility. Range Officers shall report to the Range Manager.

3.2 ANNUAL RANGE TICKET

The NZDA-BOP clubs lease rental for the land (to Western Bay of Plenty District Council), is based on the number of Annual Range Tickets sold to club members.

3.3 RANGE OFFICERS

3.3.1 Range Officer Qualification

Under the Arms Legislation Act 2020, the Commissioner will grant a certificate when satisfied that all legislative conditions are met. One of these conditions is that when a shooting range is in use, an officer is to be on duty (Officer on Duty) who holds a firearms licence and is appropriately trained in shooting range safety management as outlined by section 8.11.

There are two levels of Range Officer qualification provided for the operation of this range:

- National Qualified Range Officer (NRO)

  This level of qualification provides for Range Officers to control organised club events and shooting competitions or when more than 6 shooters are participating.

  Minimum Qualification:
  -current financial member of NZDA-BOP club
  -purchase an annual range ticket
  -NZDA national Warranted Range Officer qualification
  -pass NRO theory and practical training session
  -hold a current firearms licence with appropriate endorsement for the type of firearm being used.

- NZDA-BOP Club Range Officer (RO)

  This level of qualification enables a Range Officer to control up to 6 individual shooters who are Authorised Range Users when not participating in organised club events, and the range officer's secondary Financial family members shooting.

  Minimum Qualifications are:
  -current financial member of NZDA-BOP club
  -purchase an annual range ticket
  -pass induction theory and practical evaluation process
  -hold a current firearms licence with appropriate endorsement for the type of firearm being used.

Both our National Qualified Range Officer, and NZDA-BOP Club Range Officer qualifications are considered to meet minimum requirement to act as the "Officer on Duty" as defined in the Arms Legislation. . They must also hold a current firearms licence, and if this is suspended or revoked by the Police, they must notify the Range Manager immediately.

3.3.2 Powers and Responsibilities

The Range Officer in control of shooting has the following powers and responsibilities:

- The controlling Range Officer has control of the Range.
- The Range Officer is responsible for implementation of the Range Standing Orders and safety on the Range
- The Range Officer can at any time "Stop Shooting" and expel any person from the firing line and/or range complex if they believe there is a potential safety risk.

- The Range officer shall clearly identify themselves before shooting commences.
- The Range officer is responsible for investigating and reporting all incidents and accidents and reporting to the Range Manager.

Refer to appendix **5.1.1** for the Range Officer and Shooter Induction cue cards to assist Range Officers in adopting a standard terminology and style when controlling the firing line and providing inductions to shooters.

3.3.3 National Range Officers Have Seniority

National Qualified Range Officers have seniority over NZDA-BOP Club Range Officers and may stop or take over control of shooting at any time they choose to, or if they believe there is a potential safety risk.

Advisory Note: in the case where an NRO arrives at the range, and observes some actions they believe may be unsafe, the following protocols should be followed:

1. *The NRO should approach the controlling RO, identify themselves as an NRO and request the shooting be stopped. (NB if there isn't a clearly identified RO, or the RO has not been identified in the range register, then the NRO should stop the shooting and request the shooters elect one and record the selection in the range register!)*
2. *the NRO should explain they have some safety concerns.*
3. *the NRO should request the controlling RO show their membership and access tag so the person can be identified, and their RO qualification established.*
4. *The NRO should discuss the safety concerns and agree on appropriate action before shooting recommences*

If, after following this process, an agreement cannot be reached, the NRO has the power to either take over control of shooting from the RO or expel the shooters and RO from the firing line and requesting they hand in their access tag and attend further club run events for reassessment of their competence.

3.3.4 Numbers of Safety Personnel

When running a competition shoot, other club shoot or open days with licensed shooters, a Chief Range Officer should be appointed to have overall control of the event, with sufficient assisting Range Officers and safety personnel so that supervision and dealing with minor issues can be sorted without the shoot being interrupted.

Advisory Note: It is suggested that no more than 10 shooters for one RO, over that an assistant RO, when controlling 'experienced' shooters. Some events may dictate that 2 ROs are needed due to the 'type' of event and its activities.

If the shooters are unlicensed then there must be direct supervision of the unlicensed shooter.

3.3.5 Range Officer Identification

When running official events, Range Officers shall be clearly identified. High viz vests are available in the locker on the firing line for this purpose. The YELLOW Hi-Viz vest is designated for "CHIEF RANGE OFFICER", the ORANGE vets are designated for other range officers.

Advisory Note: Nationally Qualified Range Officers will be issued with hi-viz orange caps marked RANGE OFFICER on the front and NZDA-NRO on the rear. This will help identify when Nationally Qualified Range Officers are present on the range and available to answer questions authorised users may have.

3.3.6 Chief Range Officer Check Sheet

A check sheet is contained in appendix **5.3.1** for chief range officers to record relevant details when controlling shooting events.

3.3.7 NZDA National Range Officer Re-Validation

NZDA National Office has a 3 yearly re-validation process for all NZDA National Range Officers.

As part of the re-validation process all range officers registered with NZDA will be required to provide evidence of recent involvement in an official capacity on an active range. This evidence should amount to at least 8 hours in the previous twelve months.

Advisory Note: acting in an "official capacity" can be as a safety officer, coach, a private range training day assisting a new shooter zero a firearm. What we are looking for is familiarity with range and safety procedures and quantifiable time in a supervisory capacity.

It is recommended that Range Officers keep a record of their quantifiable time in a supervisory capacity so that they can provide clear evidence to the Range Manager who will be required to attest that they are satisfied that the member has the experience and current competency to perform the duties of a range officer.

3.4 ACCESS AND ENTRY CONTROLS

The approved entry point to the range is via the main gate located off the end of Ngawaro Road.

The range location and access plan is included in appendix **Error! Reference source not found.**

There are 3 distinct control areas within the exclusive lease area:

- Range Assembly Area
- Active Range Area
- Range Danger Area

These areas are identified on the range location and access plan contained in the appendix. There are different access and control measures for each of these areas as outlined in the following sections.

3.4.1 Range Assembly Area

The Assembly area may be freely entered by Authorised Range Users.

Non-club members must be escorted by an Authorised Range User.

3.4.2 Active Range Area and Firing Line Building

The Active Range Area for a range is defined as the downrange area, forward and to each side of the firing point that is designed, within the level of probability determined by current best practice, to contain bullets that pass over, or beyond, the backstop and/or sidewalls or berm (e.g. range floor).

Firing points are the specific locations from which individual shooters engage their targets. They are intended to control the location from which shooters fire and help to direct their firing.

A firing line is a group of individual firing points with a common attribute (e.g. distance to the targets).

The firing line and individual firing points are identified by yellow marker lines and numbers on the floor of the firing line building.

The Active Range Area and firing line building shall be always under the control of a Range Officer when the range is open.

3.4.3 Range Danger Area

The Range Danger Area for the range (which includes the Active Range Area) is defined as the area that is designed to contain bullets that pass over, or beyond, the backstop under specified conditions. These bullets can be the result of high angle shots (overshoots) or bullets that ricochet off targets, the backstop and other range surfaces.

The Range Danger Area shall be under direct control of Range Officer, with entry ONLY when the firing line is closed and secured in accordance with the protocols outlined in section 3.4.4

3.4.4 Securing Access To Active and Danger Areas Before Entry

Entering Active Range Area for Target Changing

As required by the Range Standing Orders all firearms shall be removed from the firing line before anyone goes downrange.

Advisory Note: The suggested protocol for the firearms handling and temporary storage in the firing line building is as follows:

1. *All firearms on firing line are to be removed from the firing line and placed in the firearm racks (with ECI's fitted) before RO gives instruction for anyone to go downrange to check targets. Ok for other gear to be left on the firing line.*

2. *Shooters who finish shooting before end of detail can hold hand up for RO to check firearm for safety indicator, and come off the firing line and store firearm in racks*
3. *RO to give clear instruction .."RANGE IS SAFE" after all firearms have been removed from firing line at end of each shooting detail before anyone down downrange.*
4. *RO to re-set the Range Status Sign to "SAFE TO GO DOWN RANGE"*

Undertaking Range Maintenance

Lock the Range Status sign shut and put the Range Maintenance Lockout card over the signboard (lockout cards and padlock stored in the firing line structure by the log book).

3.4.5 Emergency Access by TECT Park Staff

There are separate Park padlocks on the main gate and rear gate for use by Parks staff in emergency situations when access is required through the rifle ranges exclusive area. The protocol to secure the range is as follows:

- Lock the Range Status sign shut and put the Emergency Access Lockout card over the signboard (lockout cards and padlock stored in the firing line structure by the log book).
- Place the Range Floor Emergency Access sign out midway between the firing line and the 25m target line

Note that emergency access via the rear perimeter gate shall only be once the range has been secured by the above protocols.

3.5 RANGE INDUCTION

All shooters shall complete a range induction before they can shoot on the range. The purpose of the induction is to ensure range users understand the Range Standing Orders and are familiar with the requirements of this range manual, and operational issues that must be complied with for club run events and individual member use of the range.

Note that persons who have not completed a range induction **are not permitted** to shoot on the range.

There are three types of induction:

1. Visitor Inductions - All visitor shooters (a shooter who does not hold a current annual range ticket) must complete this induction process prior to shooting. This induction process shall consist of a verbal induction (Refer to appendix 5.1.1 induction cue card - Basic Induction) that must be provided by a nationally qualified range officer.
2. Member Inductions – All Authorised range Users are required to complete this induction process before they can shoot on the range without supervision. This induction process consists of completing a training event and multi-choice questionnaire on the range rules, followed by 3 practical competence assessments by a nationally qualified range officer. One of these assessments must be on an range open day.
3. Secondary Financial Member Inductions – All secondary financial family members of NZDA BOP branch primary members (spouse and children under 18) are required to complete this induction process prior to shooting. This induction process consists of a verbal induction (Refer to appendix 5.1.1 induction cue card - Basic Induction) that may be provided by the primary member who is an Authorised Range User.

Advisory notes:
-Repeat visitor shooters must receive a basic induction before every shooting session. There is no provision for wavering the requirement for repeat visitors to receive a basic induction even after they have received the induction a number of times.
-Past members who are re-joining who have previously completed the member induction process will need to compete the current induction questionnaire, and attend one practical competence assessment signed off by an NRO.

3.6 MODES OF OPERATION

There are the following modes of use for the range, with each mode of use having different requirements for use by club members and visitors as follows:

3.6.1 Individual Member Use

Authorised Range Users (not participating in a match or organised event) may use the range for their personal use subject to the restriction set out in the Range standing Orders.

3.6.2 NZDA-BOP Club Competitions

Where the club runs a competition that is restricted to NZDA-BOP club members, and controlled by National Qualified Range Officers, then any NZDA-BOP club members can compete (not required to be an Authorised Range User).

3.6.3 Open Competitions

Where the club runs a competition controlled by National Qualified Range Officers, there is no requirement for participants to be Authorised Range Users. NB this type of use will incur an additional lease rental commercial charge to Council (as percentage of the entry fee).

3.6.4 Range Open Days

Where the club runs events that are controlled by roasters NRO's and available to that are open to the wider shooting community where they pay a day member fee so they are covered by our public liability insurance.

3.6.5 Secondary Financial Family Members Range Use

NZDA BOP Branch family members (spouse and children under 18 named on the membership) may shoot under the direct supervision of the branch primary member who is an Authorised Range User.

3.6.6 Range Hire Agreements (C)

There are range hire agreements in place with the BOP Service Rifle Association and the Tauranga Precision Riffle Association to use the range for one day per month for their club shoots.

There events are required to be conducted under the Range Standing Orders, and must be under the control of a nationally qualified range officer.

3.6.7 Visitors

All other shooters not described above must be under direct supervision by a Nationally Qualified Range Officer.

This mode of use provides for "open days" hosted by the club and enables National Qualified Range Officers to invite friends along to the range for occasional use outside open and club days.

Advisory Note: Friends or other invited visitors who are shooting will be required to pay the casual day user fee. It will be the responsibility of the controlling Nationally Qualified Range Officer to ensure that this fee is collected on behalf of the club, recorded in the range log book (as proof of receipt) and the money handed over to the clubs treasurer as soon as reasonably practical.

Authorised Range Users who are not NRO's can bring non members up to range to observe, but their visitors cannot shoot.

Any shooter found not having paid the required day fee will be in violation of our insurance policy and may be deemed a trespasser.

3.6.8 Restricted Operating Procedures For Downrange Equipment

There are specific restricted operating procedures for the use of temporary or portable objects placed in the active downrange area which are either, not soft targets (on the target backers) and not a permanent piece of the range infrastructure.

Examples of these types of equipment that may pose a ricochet hazard are (but not limited to) target cameras, acoustic sensors, chronograph equipment, wind flags and moving backer systems etc.

The use of all downrange equipment must be approved first by the Range Manager after considering their appropriate use and ricochet risk. Restrictive Operation Procedures (ROP's) are provided for their use in the appendix.

3.7 PUBLIC LIABILITY INSURANCE

The branch holds public liability and rural fire insurance to cover the range use. NZDA members are automatically covered by this policy and the policy has an extension to include other users who have paid for usage/hire of the range under guidance/supervision of an NZDA-BOP Nationally Qualified Range Officer.

The branch's constitution has also been amended as follows to provide for a Range Day Member classification:

Every person who wishes to become a Range Day Member of the Branch Association shall make application to the Chief Range Officer or his authorised delegate, both of whom shall be paid up annual members of the branch, and if membership is granted, shall pay the required range day membership fee and attend the prescribed range safety induction. Range Day Members shall receive the range insurance benefits of annual members for range activities and have no right to any other annual membership category, entitlements or benefits. Range Day Member membership shall only last for the day it was applied for and continue during that day at the discretion of the Chief Range Officer.

This membership category enables non-members who pay a usage/hire fee to be eligible for the same range insurance cover as full members.

3.8 GUIDANCE NOTICES AND PRACTICES NOTES

3.8.1 Open Range Day Notice

Open Day notice is contained in appendix **5.1.3**. This should be displayed in a prominent location near the registration desk for visitors to refer to.

3.8.2 Open Day NRO Practice Note

There is a separate NRO Open Day Practice Note contained in sections 5.1.4 for NRO's to refer to when rostered on duty at Open Days

3.8.3 Verifying a Shooter holds a Current firearms Licence

The following section is subject to committee consideration:

Recording firearm details presents a very real data security risk for licenced firearm owners so our Club has adopted the policy of not recording firearm licence details.

However, there are the following situation where we do need to verify a shooter does hold a current firearms licence by either physically sighting the licence, or evidence of prior verification:

- Open range days – physically sight the licence
- Authorised Range User Induction process – physically sight the licence
- Club events
  - Authorised Range User – access tag provides evidence of prior verification by induction
  - other members – physically sight licence
- Shooting events open to non range ticket holders
  - Authorised Range User – access tag provides evidence of prior verification by induction
  - Other shooters – physically sight licence

3.9 FEES AND CHARGES

Fees and charges will be set by the Committee, and published on the website along with other membership costs based on the following types of use:

Item	Applicable To	Comments
Range Access Tag	Authorised Range User (range ticket holder)	One-off cost for multiple years
Annual Range Ticket	Adult and student members of BOP branch	Per membership year

Day Member Fee for casual range use and organised events	Authorised Range User (range ticket holder) Adult NZDA member any branch Adult-all other shooters All junior shooters	No fee Reduced day fee Full day fee juniors under the age of 18 who are accompanied by a fee paying adult will only pay a reduced day fee so they are covered by our public liability insurance. The fee paying adult will need to be the holder of a firearms license and be providing direct supervision of the junior shooter.
Range Hire		By negotiation

3.9.1 Handling Money On Range Open Days

The handling of cash on range days is the responsibility of the club members who has been assigned to registration duties.

A cash float will be made available (held by the Treasurer) along with standard forms for recording shooting participants and cash received for casual user fees and targets purchased and recording the cash reconciliation figures at the start and end of the day.

It is recommended that the club member responsible for registration make arrangements to pick up the cash float and standard forms from the Treasurer in the week prior to the range shoot, and drop off the cash taken, cash float, registration and cash reconciliation forms back to the Treasurer in the week after the shoot.

3.10 LEAD MANAGEMENT

There is a separate Lead Management Plan (prepared by ASRCI) that sets out the practices and procedures that must be implemented to ensure that the impact of depositing lead projectiles/shot within the exclusive lease areas do not exceed a reasonable, but undefined, level and to avoid, remedy or mitigate any adverse effects on the surrounding environment as a result of the deposit of lead projectiles/shot arising from the shooting clubs normal activities.

The lead management techniques required by this plan include physical (bullet traps, prevention of “float-off” in rainwater) and chemical (soil amendment).

The 300m rifle range has static target lines at 25, 50,200,200 and 300m that utilise 200l plastic drums filled with shredded rubber as bullet traps.

Due to the high velocity of rifle projectiles, most of the lead from the projectiles will disintegrate so it is not practical to salvage any lead from these bullet catchers. When the plastic drums become too perforated to contain the shredded rubber, either the contents shall be transferred to a new drum, or the shot out drum and content shall be disposed at an approved hazardous waste site such as the Tauranga landfill. (Refer to Hazard Register in the appendix, which identifies lead contaminants as a potential significant hazard.

The pH of the soil at the target lines has been tested with pH in the range 6.4-7.0. The Lead Management Plan sets the acceptable range at 5.5-7.5, so the soil does not require any chemical amendment for pH at the present time.

3.11 NOISE MANAGEMENT

There is a separate Noise Management Plan (prepared by ASRCI) that sets out the practices and procedures for noise mitigation and management to be followed to help ensure that the noise performance standards will be met and the effects of noise at any neighbouring rural dwelling will be no more than minor.

This plan does not require any special practices or procedures to be used in the day to day use of the range other than limiting the hours of shooting to between 7am and 10pm.

There is a requirement for each of the three shooting clubs to appoint a responsible person to receive and investigate any noise complaints. This person shall be the Range Manager.

3.12 RANGE MAINTENANCE

The Range Sub-Committee has an annual budget approved by the Committee for the following maintenance plan:

NZDA 300 m Rifle Range Maintenance Plan			
Tasks	Action	Frequency	Responsibility/Comments
Routine Inspection/Maintenance			
Perimeter Fence	Inspect visibility and condition of warning signs, corner flags and gates.	Periodically	Recommend spring and autumn to monitor new vegetation growth
Target Lines	Inspect 200 l drums for rubber chip consolidation and/or drum damage. Top up material as required. Replace drums as required Inspect target frames and backer timber for bullet impact damage and replace as required Inspect and reinstate lost soil behind backstop crest board	3-4 times per year	Range Manager
Active range area safety/warning signage	All downrange tags are accounted for on the board. First aid kit is well stocked	Before organised shoots	Chief Range Officer on duty
Toilet Holding Tank	Monitor volume and organise for pumpout as required	yearly	
Water UV and filter	Replace lamp and filter when it beeps	yearly	
Remedial Maintenance			
Specific repair/replace tasks	Identify damage, order materials and plan separate working bee to undertake work	Periodically	Range Manager
Preventative Maintenance			
Weed control	Weed spraying around target lines and perimeter fence	Periodically	

4 HEALTH AND SAFETY

The following sections of this manual outline our clubs understanding of their obligations under The Health and Safety at Work Act 2015 (HSWA) as they pertain to the operation of the TECT All Terrain Park 300m Rifle range.

4.1 NZDA BOP BRANCH HEALTH AND SAFETY MANUAL

NZDA BOP Branch is in the process of developing a separate health and safety manual for all the club activities, but this document has yet to be implemented.

4.2 THE HEALTH AND SAFETY AT WORK ACT 2015

The Health and Safety at Work Act 2015 (HSWA) is New Zealand's workplace health and safety law. It came into effect on 4 April 2016. HSWA repealed the Health and Safety in Employment Act 1992, and some sections of the Health and Safety in Employment Regulations 1995.

4.2.1 Officers And The Duty Of Due Diligence

HSWA makes health and safety everyone's responsibility, while at the same time recognising that officers in a business have more influence and control over the business than its workers.

Under HSWA, senior business leaders are responsible for ensuring that the business is meeting its health and safety responsibilities. They must make sure the business understands and manages its key risks.

An “Officer” is a person who holds a very senior leadership position in the business and has the ability to significantly influence the management of a business or undertaking.

Officers have a duty of due diligence to ensure their business understands and manages its key health and safety risks. This includes taking reasonable steps to:

- Have relevant, up-to-date knowledge of workplace health and safety.
- Understand the nature of the business and its operations and associated health and safety risks generally.
- Ensure the business has appropriate resources and processes to eliminate or minimise risk.
- Ensure the business has processes for receiving, considering and responding to information about incidents, hazards, and risks.

A number of the NZDA BOP Branch Committee delegated positions could be recognised as “Officers” in terms of HSWA if our club was considered a PCBU.

4.2.2 Person Conduction a Business or Undertaking (PCBU)

A PCBU is a Person Conducting a Business or Undertaking. It's a broad concept used throughout HSWA to describe all types of modern working arrangements which are commonly referred to as businesses.

The difference between a business and an undertaking is:

- businesses are usually conducted with a view to making a profit and have a degree of organisation, system and continuity.
- undertakings will have elements of organisation, systems, and possible continuity, but are usually not profit-making or commercial in nature

NZDA BOP Branch is not considered a business as it does not operate to make a profit. It does however fit under the description of an “undertaking” but as it does not employ any staff the NZDA BOP Branch is not considered a PCBU and therefore has no legal obligation under HSWA.

4.3 WORKSAFE NEW ZEALAND

WorkSafe New Zealand (WorkSafe) is the work health and safety regulator.

In addition, other government agencies (called designated agencies) can be designated to carry out health and safety regulatory functions for certain work eg:

- Maritime New Zealand for ships as workplaces and work aboard ships and all NZ ports and associated businesses outside of the confines of a port.
- Civil Aviation Authority (CAA) for work preparing aircraft for imminent flight and aircraft in operation.

WorkSafe's functions include:

- Monitoring and enforcing compliance with work health and safety legislation
- Providing guidance, advice and information on work health and safety
- Fostering a co-operative and consultative relationship between the people who have health and safety duties and the persons to whom they owe those duties and their representatives.
- Collecting, analysing and publishing statistics and other information relating to work health and safety

4.4 NZDA BOP OBLIGATIONS IN RELATION TO HEALTH AND SAFETY

Voluntary organisations that are not PCBUs (i.e. voluntary organisations that have no employees) have no legal obligations under the Act. Neither the organisation or its officers have any liability or risk under the Act.

However, that does not mean such organisations and their officers have no health and safety obligations. There are still some general legal principles that apply and create obligations for all voluntary organisations in relation to health and safety, whether they are PCBUs or not.

Consequently, our club needs to be cautious when considering employing anyone to carry out any work for our organisation. As soon as we employ someone (even if it is only for an hour a week), our club will become subject to the Act and will be subject to obligations not only to the new employee but also to all of our member volunteer workers and anyone else affected by our clubs activities.

Our club still needs to actively take steps to protect the health and safety of our members and others affected by our activities. Although legal liability for the club and its officers is unlikely and limited by the ACC regime, prudent steps to protect health and safety should still be taken in order to:

- Protect our members and other users of the range.
- Limit the risk of negligence claims for property damage; and
- Limit the risk of negligence claims for personal injury arising from gross negligence.

The following section of this manual sets out how we are meeting these obligations in relation to health and safety

4.5 SAFETY

4.5.1 Eye and Hearing Protection

Safety measures are covered in the Range Standing Orders.

4.5.2 Accident and Incident Reporting and Investigation

Accident and incident reporting is covered in the Range Standing Orders.

4.5.3 Serious Harm Accidents

The First Schedule from the Health and Safety in Employment Act 1992 defines serious harm as:

1. Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function: respiratory disease, noise-induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot metal burns of eye, penetrating wound of eye, bone fracture, laceration, crushing.
2. Amputation of body part.
3. Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
4. Loss of consciousness from lack of oxygen.
5. Loss of consciousness, or acute illness requiring treatment by a Registered Medical Practitioner, from absorption, inhalation, or ingestion, of any substance.
6. Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within seven days of the harm's occurrence.

In the event of a serious harm accident, the range shall be shut down immediately and appropriate emergency procedures followed. In addition to these the Range Officer shall investigate and record the accident using the "Form of register or notification of circumstances of accident or serious harm" contained in appendix **5.3.3**

The completed form shall be forwarded to the Department of Labour within 48 hours and a copy provided to the Committee. Accident scenes will not be disturbed until a full and complete Accident Investigation has been undertaken.

Step 1 - Gather information from:	**Step 2 - Analyse the Information**
-Physical evidence *-Photographs* *-Sketches* *-Plant and equipment* *-Specimens and materials* -Witnesses *Explain the purpose of the investigation* *Put them at ease – do not place blame* *Listen* *Ask open ended questions* *Ask for recommendations* *Obtain a written statement* -Documentation *Training records* *Hazard registers and task analysis* *Maintenance and inspections records* *MSDS* *Accident reports*	-Find the primary cause – the safety system failure -Find the secondary cause – the unsafe actions or conditions -Ask at least five "why's" – a series of why questions until you come to a conclusion where no more questions can be asked **Step 3 - Recommend Corrective** ---Action -Identify actions -Assign responsibility -Set target dates -Communicate results **Step 4 – Implement and Follow-up** -Ensure the actions are in place -Ensure they are controlling hazards -Make adjustments if necessary

4.5.4 Other Accidents and Incidents

Any accidents or incident that do not meet the criteria of a "Serious Harm Accidents" shall be investigated and the results recorded in the Incident register (appendix 5.3.4) and an incident file note completed (appendix 5.3.5) to record relevant information for reporting to the Range Manager.

4.6 HAZARD MANAGEMENT

4.6.1 Introduction

There are two distinct areas where hazard management needs to be considered:

- Firstly, where a range user may be exposed to a hazard as part of their use of the range.
- Secondly where any other person may be exposed to a hazard as a result of activities occurring on the range

4.6.2 Hazard Identification

The OSH Act defines "Hazard" as:

"means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm; and
includes- a situation where a person's behaviour may be an actual or potential cause or source of harm to the person or another person; and without limitation, a situation described in subparagraph (i) resulting from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour."

The hazard identification register is contained in appendix 5.3.2. All Authorised Range users shall familiarise themselves with the hazards identified in the register.

Any person identifying a new hazard must as soon as practicable, report it to the Range Officer on the day, whereupon the Range Officer will cease all shooting and inspect the identified hazard and take appropriate actions before recommencing shooting.

5 APPENDICIES

5.1 REFERENCE MATERIAL

5.1.1 Range Officer and Shooters Induction Que Card

5.1.2 TECT All Terrain Park Emergency Procedures

5.1.3 Open Range Day Notice

5.1.4 NRO Open Day Practice Note

5.2 RESTRICTIED OPERATING PROCEDURES

5.2.1 ROP01-Shooting With Designated Wind Flag Positions

5.2.2 ROP02-Shooting With Individual Wind flags No MTB

5.2.3 ROP03-Shooting With Individual Wind Flags and MTB

5.2.4 ROP04-22 Rimfire Silhouettes

5.2.5 ROP05-Other Downrange Equipment

5.3 RECORD FORMS

5.3.1 CRO Check Sheet

5.3.2 Hazard Identification Register

5.3.3 Notification of Accident Forms

5.3.4 Incident Register

5.3.5 Incident File Note

5.4 RANGE STANDING ORDERS