



Tiritiri Matangi Wharf

Request for Proposals Opportunity

Process to select a licence holder to undertake a commercial ferry service to use the Tiritiri Matangi Wharf.

1.0 Introduction

Tiritiri Matangi is a 219-hectare island located a short distance offshore from Whangaparaoa in the Hauraki Gulf, which is managed as an open scientific reserve. The opportunity to land at the Tiritiri Matangi wharf for the purpose of a commercial ferry service to Tiritiri Matangi is currently managed by way of a licence granted to a single operator.

The existing licence is due to expire on 31 March 2027. The Department is seeking proposals to determine the new licence holder.

The Department has decided to run a Request for Proposals (“RFP”) process. As there is a daily limit on the number of ferry passengers that may be taken to Tiritiri Matangi Island by commercial operators, the access opportunity is restricted by that daily limit.

The RFP provides a transparent process to determine the most suitable Proposal for the opportunity on Tiritiri Matangi. Proposals will be assessed on their overall merits, based on the criteria more fully described at paragraph 5.0 of this document.

The RFP will follow three stages:

Stage 1: The RFP process will be open for applications.

Stage 2: The Department will consider applications as set out in this RFP document and may make a recommendation on a preferred party.

Stage 3: The Minister may consider a specific application and may grant a licence to a respondent for the use of the wharf to run commercial ferry operations to Tiritiri Matangi.

See Section 4.2 for a further explanation of the 3 stages.

Proposal Timeframe:

The Department will be accepting Proposals from 9:00am Friday 18 September until Friday 30 October 2026.

Please review the following documentation and ensure you understand the full process. Contact the Department if you have any queries about the RFP process: Email ltrewavas@doc.govt.nz.

2.0 Context

Tiritiri Matangi is one of New Zealand's great community conservation success stories, having been transformed by volunteers from a farmed island to one with extensive restored forest that complements the remnant coastal forest. Tiritiri Matangi is free of mammalian pests, and many rare or threatened species have been reintroduced or have returned naturally to the island.

Tiritiri Matangi is particularly significant to iwi and hapū. Under the Ngā Mana Whenua o Tāmaki Makaurau Collective Redress Act 2014, Tiritiri Matangi was vested in the trustee of the Tūpuna Taonga o Tāmaki Makaurau Trust on behalf of the 13 iwi/hapū of Ngā Mana Whenua o Tāmaki Makaurau for one month and then was vested back in the Crown. The Tūpuna Taonga o Tāmaki Makaurau Trust continues to be an integral part of the management of Tiritiri Matangi. Tiritiri Matangi is also the subject of cultural redress in a number of Treaty settlements, which are further discussed in section 3.3 below.

Tiritiri Matangi is a site of an important historic lighthouse complex, one of the most complete remaining in New Zealand. The lighthouse is managed by Maritime New Zealand and is classified Category 1 by Heritage New Zealand Pouhere Taonga. There are also a number of structures managed by the Department with assistance from the Supporters of Tiritiri Matangi.

The Supporters of Tiritiri Matangi formed in 1988 and have been a major contributor to the success of Tiritiri Matangi as a restored open scientific reserve. They provide significant volunteer effort and funding to Tiritiri Matangi. This includes replanting, biodiversity management, research, interpretation, visitor facilities, facilitating translocations and conserving historic features. They also run guiding operations on the island.

Annual visitor numbers to Tiritiri Matangi have grown from 13,000 in 1995 to approximately 30,000 people in recent years including approximately 5000 school students per year.

Access to Tiritiri Matangi is via a scheduled ferry service (the subject of this Request for Proposals), chartered commercial vessel, or private boat. Biosecurity measures (including pre-trip information) are essential to maintaining an island as an open scientific reserve. Rangers meet each ferry and provide a biosecurity briefing to visitors. School visits are popular.

The wharf is owned and managed by the Department of Conservation. The licence holder will be responsible for the existing gangway and maintenance of that structure and any mooring lines. Maintenance on the wharf is contributed by all users and calculated over a four-year period. The Annual wharf fees will be a proportion of the annual maintenance fees.

The annual wharf fees will be set by the Department and will be non-refundable. The fees will be based on maintenance and operating expenses of the wharf and will be calculated annually. An annual management fee will also be charged. The successful party will also need to ensure all necessary insurances are held. More information on fees can be provided on request.

3.0 What Proposals are being sought for:

This RFP is an invitation for suitably qualified persons to submit a proposal for rights to operate a commercial ferry service to Tiritiri Matangi.

3.1. Administration

Reserves Act 1977

The Tiritiri Matangi wharf services the Tiritiri Matangi Island Scientific Reserve, which is an open scientific reserve subject to the Reserves Act 1977. The reserve is administered by the Department of Conservation on behalf of the Crown. The Department must have regard to the purposes of the Act (s.3), and the purposes of scientific reserves (s.21), when considering proposals. This means all activities undertaken on the reserve must not adversely affect the values in the reserve.

Maritime Transport Act 1994

Use of wharves under the control or management of the Department is subject to the powers of the Minister of Conservation as set out in section 33W of the Maritime Transport Act 1994. Until such time as any regulations or bylaws are introduced under the Maritime Transport Act, the commercial operation of a ferry service to the Tiritiri Matangi Island wharf is regulated by way of licence.

Hauraki Gulf Marine Park Act 2000

The Reserve is administered in accordance with the Hauraki Gulf Marine Park Act 2000. The Act contains general policies that must be considered when making any statutory decisions in relation to any activities occurring within the Marine Park.

Auckland Conservation Management Strategy

The key statutory planning document is the Auckland Conservation Management Strategy 2014-2024 (CMS). The CMS is a statutory document which is provided for under section 17D of the Conservation Act 1987 and provides direction and policies for all Public Conservation Land, including reserves administered under the Reserves Act 1977.

The CMS sets out both high level and specific guidance for the Auckland region and places within it. The following information is included in the CMS about Tiritiri Matangi.

Tiritiri Matangi is an “Icon destination” which is identified as having a high-quality visitor experience. Tiritiri Matangi is one of New Zealand’s great community conservation success stories, transformed from farmland to an extensive restored forest with mammalian pest free status. The island is the site of an important historic lighthouse complex, one of the most complete remaining in New Zealand and which is a Category 1 site in the Heritage List administered by Heritage New Zealand Pouhere Taonga (List #5403).

The following extracts from the CMS specifically relate to the management of a ferry service to the island:

“Access to Tiritiri Matangi is via scheduled ferry service, chartered commercial vessel, or private boat. Biosecurity measures, which include providing pre-trip information to visitors, are essential to maintaining the island as an open scientific reserve. Rangers meet each ferry and provide a biosecurity briefing to visitors. School visits are popular, making Tiritiri Matangi an important place for conservation education.”

“Visitor management measures are necessary to protect the island’s natural, historic and cultural values, enable better management of biosecurity, and maintain a quality visitor experience. Measures to manage visitor impacts include controlling the number of visitors arriving by scheduled ferry, coordinating other commercial vessel arrivals with the ferry’s arrival and departure times, and limiting numbers on the introductory guided walk. Well-designed visitor facilities that can handle the pulse of visitors originating from the scheduled ferry service are also important.”

“The Department proposes to retain these control measures, and support a daily ferry service over the peak period (Boxing Day to the third Sunday in January inclusive) and for public holidays (except Christmas Day) with a 5-day per week scheduled service outside of these times (except Christmas Day). The daily limit on ferry passengers will increase from 150 to 170. This would allow more visitors to access the island, and provide more flexibility for visitors and others staying overnight on the island. This daily ferry limit may be exceeded for the purposes of landing and picking up visitors undertaking guided evening walks or attending one-off special events.” (page 96).

18.2.2.6 - Manage the following activities to minimise impacts on the visitor experience, research and translocation of wildlife, and natural, historic and cultural values, by applying the following provisions:

a) For the operation of the scheduled ferry service and other commercial vessels:

i) allow a ferry service to operate within the following parameters:

–daily over the peak period (Boxing Day to the third Sunday in January inclusive);

–all public holidays except Christmas Day; and

- a 5-day per week scheduled service shall be allowed at other times except Christmas Day;*
- ii) allow for a limit of up to 170 passengers per day on the scheduled ferry service;*
- iii) allow for the daily limit in sub-clause (ii) to be exceeded for the purpose of servicing evening guided walks and special events, subject to the limits set out in Policy 18.2.2.6(c) below;*
- iv) exclude Department of Conservation staff, guides, volunteers, researchers and other people on the island for management purposes from passenger numbers in sub-clause (ii); and*
- v) ensure that arrivals and departures by other commercial vessels do not operate around those times that the scheduled ferry service is arriving or departing the island wharf, to avoid congestion.*

3.2. Location and description of land

Tiritiri Matangi is located approximately 3.4km east of Whangaparaoa Peninsula and roughly 30km north-east of central Auckland.

The Scientific Reserve is 219 hectares more or less and is made up of the following parcels: Section 2, 5, 7, and 8 Block III Tiritiri Survey District and sections 1 and 2 SO477390.

Tiritiri Matangi is nationally renowned as a place for research, education and management of threatened species.

3.3. Tangata Whenua

Tiritiri Matangi falls within the rohe of:

- Ngāi Tai ki Tāmaki
- Ngāti Manuhiri
- Ngāti Maru
- Ngāti Tamaoho
- Ngāti Tamaterā
- Ngāti Te Ata

- Te Kawerau ā Maki
- Ngāti Whanaunga
- Ngāti Pāoa
- Ngāti Whātua

Tiritiri Matangi was one of four motu within Tīkapa Moana o Hauraki/the Hauraki Gulf that were returned to the thirteen iwi that were party to the “Tāmaki Collective” Treaty settlement, given effect to through the Ngā Mana Whenua o Tāmaki Makaurau Collective Redress Act 2014. The thirteen iwi then gifted Tiritiri Matangi back to the Crown to hold for the public of New Zealand. Te Kawerau Pā on the island was returned to Te Kawerau ā Maki through their individual Treaty settlement. Another pā site on the island, Papakura Pā, will be returned to Ngāti Pāoa under their recently enacted individual settlement. Other iwi have non-exclusive cultural redress instruments over Tiritiri Matangi such as statutory acknowledgements or conservation relationship agreements.

Tiritiri Matangi is traditionally regarded as one of the floats of an ancestral fishing net of Toi Te Huatahi, an early Māori ancestor and voyager, and marks a boundary between the hapū of the Tainui waka to the east and Kawerau a Maki to the west.

More information about the history of the island can be viewed on the Department’s website at:

<https://www.doc.govt.nz/parks-and-recreation/places-to-go/auckland/places/tiritiri-matangi-island/history/>

4.0 RFP process

4.1. Licence management

The Minister has implemented an RFP process for the operation of a commercial ferry service to the wharf at Tiritiri Matangi.

4.2. Stages of process

4.2.1. Stage One:

The RFP process will be open 9:00am on 18 September 2026 until 5:00pm on 30 October 2026. Please ensure your proposal is emailed to ltrewavas@doc.govt.nz by this closing date.

Ensure you have read all RFP Documents and understand what is required. Please get in contact with the Department if you have any queries about this process.

Note: The Department may answer questions of clarification about the context and about the RFP process, but cannot help to write, review or complete your proposal so we can remain impartial.

4.2.2. Stage Two:

The Department will follow the process for the consideration of Proposals as set out in section 6.0 below.

4.2.3. Stage Three:

The Minister will determine the most appropriate course of action once all Proposals have been evaluated. The Minister may consider a specific application and may grant a licence to a respondent for the use of the wharf to run commercial ferry operations to Tiritiri Matangi Island wharf under part 33W of the Maritime Transport Act 1994.

What is required from you?

Please submit the following:

1. Fill out and submit the application form attached in Appendix Two which includes all the information required under section 5.0 - Proposal criteria.
2. Pay the required lodgement fee.
Proposals will not be considered unless they include the proposal application form and the required lodgement fee of \$750.00 plus GST has been paid.

5.0 Proposal Criteria

The Proposal criteria are divided into five components below. Respondents must provide all of the information requested in sections 5.1-5.5 below.

A failure to provide the requested information may result in a Proposal being removed from consideration. Criteria are scored out of 100 points, with a specified number of points assigned to each section as outlined below.

5.1. Tiritiri Matangi Island values and features (30 points)

Set out how the commercial operation will be managed to provide for the following elements:

5.1.1 Significance to iwi/hapū (15 points)

- Describe how you will protect and enhance the relationship of mana whenua with Tiritiri Matangi.
- Discuss how you will support mana whenua to undertake cultural activities on Tiritiri Matangi, such as through collaborative initiatives or enhancing access to areas of significance.
- Will you provide iwi cultural interpretation information? If so, how will you ensure all accurate information is included from all iwi with mana whenua status?
- Explain if you will provide discounted travel for iwi organisations, and if so, by how much will you discount the cost.

5.1.2 Significance to the wider public (10 points)

- Describe how you will maintain and enhance the position of Tiritiri Matangi as a significant place for residents of Tāmaki Makaurau and Aotearoa.
- Describe how you will encourage people to visit Tiritiri Matangi.
- Explain if you will provide discounted travel for specific groups (such as schools), and if so, by how much will you discount the cost.

5.1.3 Significance to Other organisations (5 points)

- Explain how you will work with existing organisations involved in conservation and recreational activities on the Island, such as the Supporters of Tiritiri Matangi Incorporated. Identify if you will provide reduced/free travel for conservation volunteers?

- How will you promote Tiritiri Matangi so that its conservation values are highlighted and the work of the Department and the Supporters of Tiritiri Matangi on the restoration and maintenance of Tiritiri Matangi is acknowledged and supported.
- Set out how you will support both organisations to enable visitors to have a quality experience, such as guided tours and interpretation of Tiritiri Matangi's natural and historic features. Proposals to promote Tiritiri Matangi and support the conservation work of both organisations on Tiritiri Matangi must be attached to the proposal.
- Identify if you will provide free travel for Department of Conservation staff. Also set out if you will provide discounted travel for other organisations.

5.2. Operation of a commercial ferry service (50 points)

Provide information on the operation of a ferry service to Tiritiri Matangi as follows:

5.2.1. Set out details for each vessel that will use Tiritiri Matangi wharf (10 points)

This must include:

- The name of each vessel
- The survey capacity of each vessel
- Attach the current Certificate of Survey for each vessel issued under the Maritime Rules pursuant to the Maritime Transport Act and label as Appendix C.1

5.2.2. Biosecurity measures (15 points)

- Explain how you will implement effective biosecurity measures to prevent re-invasion of Tiritiri Matangi by weed and animal pests. All vessels will need to meet the standards and achieve a Pest-free Warrant for Commercial Vessels prior to and throughout operation of the service (see [Apply for a Pest-free Warrant](#) for how to do this from Auckland Council). Evidence on how this is going to be achieved must be attached to the proposal. The required standards are set out in this document [Biosecurity Checklist Contractors.docx](#), with further information found at [Visiting pest free islands: Know before you go](#).
- Describe how you will implement a pre-departure briefing for passengers and on-board biosecurity messaging. Details about the content of this messaging must be provided.

5.2.3. Operation of the ferry service (15 points)

- Provide details on how you will operate a scheduled commercial ferry service to Tiritiri Matangi. Note this can only be on Wednesdays to Sundays inclusive each week, carrying no more than 170 fee-paying passengers per day, at a price that is reasonable from Downtown Auckland and Gulf Harbour wharves. Monday and Tuesday sailings are permitted only on public holidays (excluding Christmas Day) and during the “Peak Period” defined as Boxing Day to the third Sunday in January inclusive.
- Set out what you will provide as a minimum scheduled service over any one week, including during the winter months. Note, there may be a condition in any licence which allows the licence to be cancelled if the minimum service is not met.
- Describe how you will provide a ferry service that is professional, safe, reliable, minimises missed sailings, facilitates access for the disabled, and provides a quality experience for visitors to Tiritiri Matangi. Evidence of standards to be achieved and how these are to be implemented must be attached to the proposal.
- Explain your plans for maintaining and/or replacing the existing gangway.
- Your proposal must set out your proposed arrival and departure times for sailings and the minimum time ferry passengers will have on Tiritiri Matangi. A proposed annual schedule of sailings must be attached to the proposal.
- A schedule of proposed fares must be attached.

5.2.4. Sustainability and climate change (10 points)

- Describe the sustainability measures you will implement within your operation. Explain if you have a sustainability plan, and if so, what it includes.
- Emissions from transport form a significant amount of New Zealand’s domestic greenhouse gas budget. Discuss any measures you will implement to reduce carbon emissions, such as offsetting.

5.3. Respondent capacity (15 points)

5.3.1. Previous experience (10 points)

- Outline the experience you have that is relevant to operating a commercial ferry service. Refer to examples of your past experience which support evidence of your ability to deliver a ferry service to the standards set out in your Proposal. If you plan to carry out the Proposal in conjunction with other parties, outline how you expect the parties to work together to achieve the desired outcomes.

Please provide references as appropriate.

5.3.2. Connection to Tiritiri Matangi (5 points)

- Describe your connection to Tiritiri Matangi, including any historical connections. Discuss how this connection supports your Proposal.

5.4. Aspirations for future management of Tiritiri Matangi (10 points)

- Discuss how the operation of a commercial ferry service to Tiritiri Matangi should be managed into the future such that it supports longer term aspirations for the future of the island, whether those be the aspirations of iwi, the community, the Supporters of Tiritiri Matangi or the Department. Discuss aspirations such as key overarching objectives and goals such as, for example, fostering recreation, enhancing biodiversity, or increasing historical knowledge. Include how any such longer term aspirations might be consistent with the scientific reserve status held by Tiritiri Matangi.
- Explain how the ferry service opportunity can underpin and contribute towards these aspirations.

5.5. Other supporting information (0 points)

Respondents may include other information about how their Proposal will contribute value to conservation. This could include to what extent you have a connection with conservation activities in the Hauraki Gulf or elsewhere.

6.0 Process for Consideration of Proposals

6.1. Evaluation process

All Proposals received will be evaluated following the process set out below. Proposals will be checked to ensure that Respondents have submitted a complete Proposal (comprising a fully completed application form and evidence that the Lodgment fee has been paid).

The Department will assemble a panel to assist the Minister's delegate to review Proposals that have been received.

6.2. Due diligence

In addition to the above, the Department may undertake the following due diligence in relation to shortlisted Respondents. The findings will be taken into account in the evaluation process:

- 6.2.1. Reference checks.
- 6.2.2. Other checks e.g. Companies Office.
- 6.2.3. Interviewing Respondents.

7.0 Terms and conditions of RFP process

7.1. RFP Period/submission of Proposals

Written Proposals will be accepted at the Department of Conservation Palmerston North Office, 28 North Street, Palmerston North 4410 or can be emailed to ltrewavas@doc.govt.nz until **5:00pm on Friday 30 October 2026**.

Proposals received after this date will not be considered unless it can be shown that the proposal was delivered late due to unanticipated factors out of their control.

Proposals must be addressed to Lynette Trewavas, National Permissions Advisor, and marked on the top outside left-hand corner **“Request for Proposals – Tiritiri Matangi Island.”**

7.2. Complete Proposals

Only Proposals which are complete and address all of the criteria in paragraphs 5.1 to 5.5 (including all information requested within the subparagraphs) will be considered.

The Proposal must be signed by a duly authorised officer of the Respondent.

Proposals from a partnership or unincorporated joint venture must include the full names and addresses of all partners or members of the joint venture. If a Proposal is signed by one person, that person may be asked to provide evidence of authority to act on behalf of the other partners or members.

The cost of preparing and submitting a Proposal shall be borne by the Respondent.

Proposals must be accompanied by the RFP Lodgement Fee. Any Proposal received without the RFP Lodgement Fee will not be accepted. See Appendix One for details on how to pay the Lodgement fee.

7.3. Ownership/confidentiality

The RFP Documents and any other documents resulting from this RFP process are the property of the Minister.

The Minister will take reasonable steps to protect the Proposal Documents and, subject to the provisions below, will not disclose the Respondent’s Confidential Information to a third party without the Respondent’s prior written consent.

The Minister may disclose the Respondent’s Confidential Information to any person who is directly involved in the RFP process on its behalf, such as officers, employees, consultants, contractors or professional advisors, and evaluation panel members, but only for the purpose of participating in the RFP.

The Minister's obligations are subject to requirements imposed by the Official Information Act 1982, the Privacy Act 1993, parliamentary and constitutional convention and any other obligations imposed by law.

7.4. Third party information

Each Respondent authorises the Minister to collect additional information, except commercially sensitive pricing information, from any relevant third party (such as a referee or a previous or existing client) and to use that information as part of its evaluation of the Respondent's Proposal.

Each Respondent is to ensure that all referees listed in support of its Proposal agree to provide a reference.

To facilitate discussions between the Minister and third parties each Respondent waives any confidentiality obligations that would otherwise apply to information held by a third party, with the exception of commercially sensitive pricing information.

7.5. Amendments to RFP Documents

Where any amendment to the RFP Documents is considered necessary by the Minister, a notice of amendment (Notice of Amendment) shall be published on the Department's website and sent to all Respondents and persons who have previously expressed an interest in the RFP process. Any such amendment shall, upon notification, become part of the RFP Documents.

Where the Minister issues a Notice of Amendment, Respondents have the right to withdraw their proposal, modify it in light of the Notice of Amendment and resubmit their proposal within the time specified in the Notice of Amendment.

7.6. Statutory or other requirements

It will be the sole responsibility of the Respondent to ensure they can meet any statutory or other requirements to carry out their proposal.

7.7. Lodgement Fee

Respondents must pay a non-refundable Lodgement fee of \$750.00 + GST with their proposal to offset the costs of running the Request for Proposals.

7.8. Respondents to be satisfied

Respondents are considered to be fully aware of the conditions relating to this RFP process and to have examined the RFP Documents and any other information supplied in writing.

Respondents are deemed to have satisfied themselves before applying as to the accuracy and sufficiency of their Proposal Documents.

7.9. No obligation

The Minister has no obligation whatsoever to compensate or indemnify any Respondent for any expenses or loss that the Respondent may incur in the preparation of their RFP. There is no guarantee that any Proposal will be accepted, and/or subsequent process run, and/or any Licence granted.

The Minister will give written notice to all Respondents who have submitted bona fide proposals advising the outcome of the RFP process.

The Minister is not bound to:

- a) Accept any Proposal;
- b) Give any reason to any person for the rejection or otherwise of any Proposal;
- c) Complete the RFP process.

The Minister reserves the right:

- a) To reject any Proposal;
- b) At any time to withdraw the RFP or again call for proposals or consider further proposals received.

7.10. No contract

Neither the RFP, nor the RFP process, creates a process contract or any legal relationship between the Minister and any Respondent.

The fact that this RFP process is being conducted is in no way to be taken as an indication that an Authority will be granted. That decision is one for the Minister to make under the Maritime Transport Act 1994 and Reserves Act 1977 and is a separate decision under Stage 3.

7.11. Disclaimer

The Minister will not be liable in contract, tort, equity, or in any other way whatsoever for any direct or indirect damage, loss or cost incurred by any Respondent or any other person in respect of the RFP process.

Nothing contained or implied in the RFP, or RFP process, or any other communication by the Minister to any Respondent shall be construed as legal, financial or other advice. The Minister has endeavoured to ensure the integrity of such information. However, it has not been independently verified and may not be up to date.

To the extent that liability cannot be excluded, the maximum aggregate liability of the Minister, its agents and advisors is \$1.

7.12. Respondents' Enquiries

Should interested parties have any questions in relation to the RFP, please contact the Department by email at the following address:

Lynette Trewavas, National Permissions Advisor

Department of Conservation

28 North Street

Palmerston North, 4410

Subject Line: Tiritiri Matangi Island – Request for Proposals

Email: ltrewavas@doc.govt.nz

7.13. Definitions

“Application” means an application in the form set out in Appendix Two.

“Confidential Information” is information that:

- is by its nature confidential (including culturally sensitive information);
- is marked by either the Minister or a Respondent as ‘confidential’, ‘commercially sensitive’, ‘sensitive’, ‘in confidence’, ‘top secret’, ‘secret’, ‘classified’ and/or ‘restricted’;
- is provided by the Minister, a Respondent, or a third party in confidence;
- the Minister or a Respondent knows, or ought to know, is confidential.

Confidential information does not cover information that is in the public domain through no fault of either the Minister or a Respondent.

“Proposal” means a proposal submitted in accordance with the RFP process.

“Proposal Documents” means all documents submitted in support of a Proposal.

“Respondent” means a person who submits a Proposal. The term Respondent includes the individual submitting the proposal and any entity or group on whose behalf it is submitted, together with its officers, employees, contractors, consultants, agents and other nominated contact persons.

“RFP Documents” mean all documents that form part of this Request for Proposals, including the appendices, schedules and attachments and any Notices of Amendment.

“RFP Period” means the period from 9:00am Friday 18 September 2026 to 5:00pm Friday 30 October 2026.

Appendix One

INFORMATION SHEET

1. CLOSING DATE FOR ACCEPTANCE OF PROPOSALS

5:00PM, 30 October 2026

Delivered to the Department of Conservation, Palmerston North Office,
28 North Street,
Palmerston North 4410

Attention: Lynette Trewavas, National Permissions Advisor – Tiritiri Matangi Island
Ferry Service – Request for Proposals

Or Email: ltrewavas@doc.govt.nz

Subject Line: Tiritiri Matangi Island Ferry Service – Request for Proposals

2. DEPARTMENT OF CONSERVATION CONTACT

Lynette Trewavas, National Permissions Advisor

Department of Conservation

28 North Street,

Palmerston North 4410

Phone: 07 974 6288

Email: ltrewavas@doc.govt.nz

3. PROPOSAL CHARGES

Lodgement Fees:

Respondents must pay a non-refundable Lodgement fee of \$750.00 + GST with their Proposal to offset the costs of conducting this RFP Process.

The RFP Lodgement Fee must be submitted by way of internet bank transfer as per the following details:

Department of Conservation

Westpac 03 0049 0002808 00

Reference: Tiritiri Matangi Island Ferry Service

Proof of transfer must be included along with the application form.

Application Form

Tiritiri Matangi wharf Request for Proposals



Department of
Conservation
Te Papa Atawhai

New Zealand Government

Provide all information requested with detail under each section, unless marked optional. If extra space is required for answering, please attach and label according to the relevant section (e.g. Attachment 5.1.1). The original copy of the Request for Proposal Application will be signed by the Applicant or by a duly authorised officer of the Applicant. Applications from a partnership or joint venture shall describe all details of all parties.

Note:

- Personal information will be managed by DOC confidentially. For further information check [DOC's privacy and security statements](#)¹.
- Information collected by DOC will be supplied to a debt collection agency in the event of non-payment of payable fees.

What fees will I pay?

You are required to pay a non-refundable lodgement fee of \$750 plus GST to offset the costs of undertaking the Request for Proposals process. This must be paid in advance, or the Proposal will not be considered.

If your proposal is successful and you progress to the next stage -

You may be required to pay a **processing fee** for this application if your proposal is successful and you progress to the consideration of a licence stage. This processing fee must be paid regardless of whether your application is granted or not. You may request an estimate of the processing fees for your application. If you request an estimate, DOC may require you to pay the reasonable costs of the estimate prior to it being prepared. DOC will not process your application until the estimate has been provided to you.

DOC will invoice your processing fees after your application has been considered. If your application is large or complex, DOC may undertake billing at intervals periodically during processing until a decision is made. If you withdraw your application DOC will invoice you for the costs incurred up to the point of your withdrawal.

Your application will set up a credit account with DOC. See the checklist at the end of the form for the terms and conditions you need to accept for a DOC credit account.

¹ <https://www.doc.govt.nz/footer-links/privacy-and-security/>

A. Applicant details

Legal status of applicant (tick)	☐ Individual (Go to ①)	
	☐ Registered company (Go to ②)	☐ Trust (Go to ②)
	☐ Incorporated society (Go to ②)	☐ Other e.g. Educational institutes (Go to ②)

①	Applicant name (individual)		
	Phone	Mobile phone	
	Email		
	Physical address	Postcode	
	Postal address (if different from above)	Postcode	

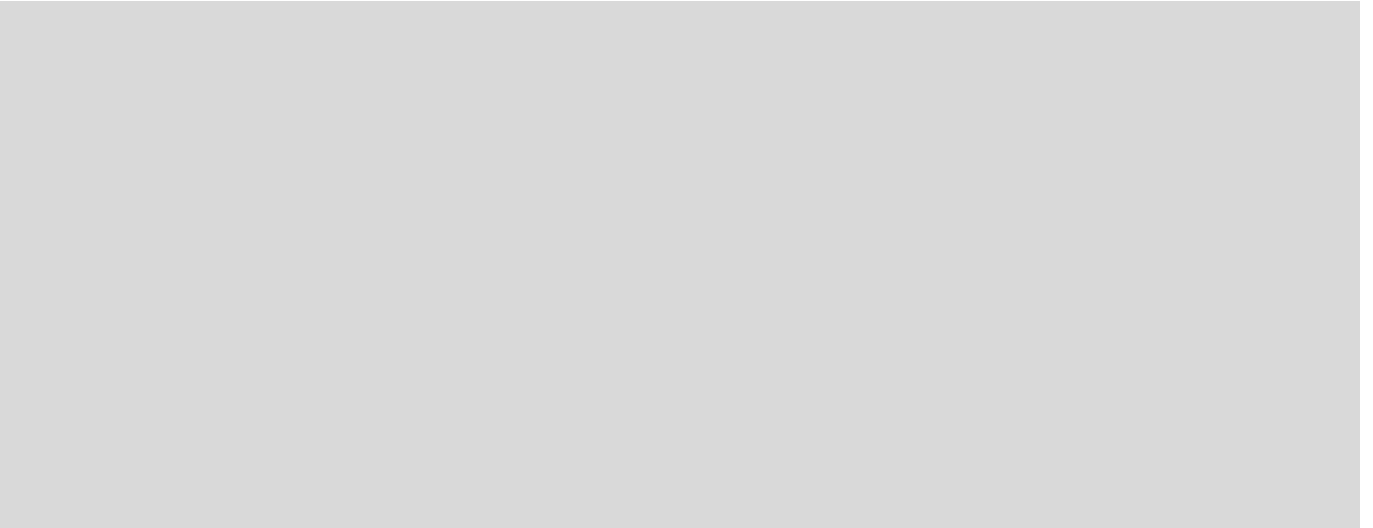
②	Applicant name (full name of registered company, trust, incorporated society or other)		
	Trading name (if different from applicant name)		
	NZBN if applicable (to apply go to: https://www.nzbn.govt.nz)	Company, trust or incorporated society registration number	
	Registered office of company or incorporated society (if applicable)		
	Company phone	Company website	
	Contact person and role		
	Phone	Mobile phone	
	Email		
	Postal address	Postcode	
	Street address (if different from postal address)	Postcode	

B. Proposal Criteria Responses

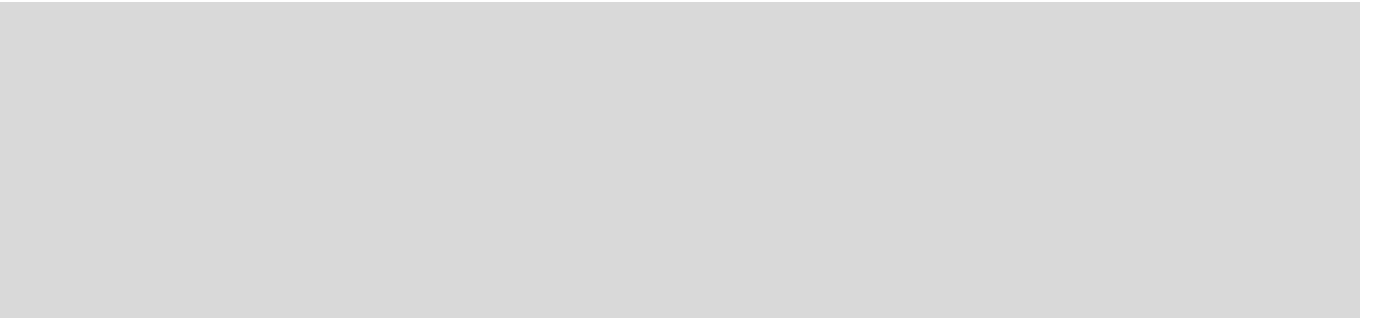
5.1 Tiritiri Matangi Island Values and Features (30 points)

Discuss how the commercial operation can be managed to provide for the following elements:

5.1.1 Significance to iwi/hapū (15 points)

- Describe how you will protect and enhance the relationship of mana whenua with Tiritiri Matangi.
 - Discuss how you will support mana whenua to undertake cultural activities on Tiritiri Matangi, such as through collaborative initiatives or enhancing access to areas of significance.
 - Will you provide iwi cultural interpretation information? If so, how will you ensure all accurate information is included from all iwi with mana whenua status?
 - Explain if you will provide discounted travel for iwi organisations, and if so, by how much will you discount the cost.
- 

5.1.2 Significance to the wider public (10 points)

- Describe how you will maintain and enhance the position of Tiritiri Matangi as a significant place for residents of Tāmaki Makaurau and Aotearoa.
 - Describe how you will encourage people to visit Tiritiri Matangi.
 - Explain if you will provide discounted travel for specific groups (such as schools), and if so, by how much will you discount the cost.
- 

5.1.3 Significance to other organisations (5 points)

- Explain how you will work with existing organisations involved in conservation and recreational activities on the Island, such as the Supporters of Tiritiri Matangi Incorporated. Identify if you will provide reduced/free travel for conservation volunteers?
- How will you promote Tiritiri Matangi so that its conservation values are highlighted and the work of the Department and the Supporters of Tiritiri Matangi on the restoration and maintenance of Tiritiri Matangi is acknowledged and supported.
- Set out how you will support both organisations to enable visitors to have a quality experience, such as guided tours and interpretation of Tiritiri Matangi's natural and historic features. Proposals to promote Tiritiri Matangi and support the conservation work of both organisations on Tiritiri Matangi must be attached to the proposal.
- Identify if you will provide free travel for Department of Conservation staff. Also set out if you will provide discounted travel for other organisations.

5.2 Operation of a commercial ferry service (50 points)

Information on the operation of a ferry service. Please answer all questions.

5.2.1 Details of each vessel that will use Tiritiri Matangi wharf which must include: (10 points)

- The name of each vessel
- The survey capacity of each vessel

- Attach the current Certificate of Survey for each vessel issued under the Maritime Rules pursuant to the Maritime Transport Act and label as Appendix C.1

5.2.2 Biosecurity measures (15 points)

- Explain how you will implement effective biosecurity measures to prevent re-invasion of Tiritiri Matangi by weed and animal pests. All vessels will need to meet the standards and achieve a Pest-free Warrant for Commercial Vessels prior to and throughout operation of the service (see [Apply for a Pest-free Warrant](#) for how to do this from Auckland Council). Evidence on how this is going to be achieved must be attached to the proposal. The required standards are set out in this document [Biosecurity Checklist Contractors.docx](#), with further information found at [Visiting pest free islands: Know before you go](#).
- Describe how you will implement a pre-departure briefing for passengers and on-board biosecurity messaging. Details about the content of this messaging must be provided.

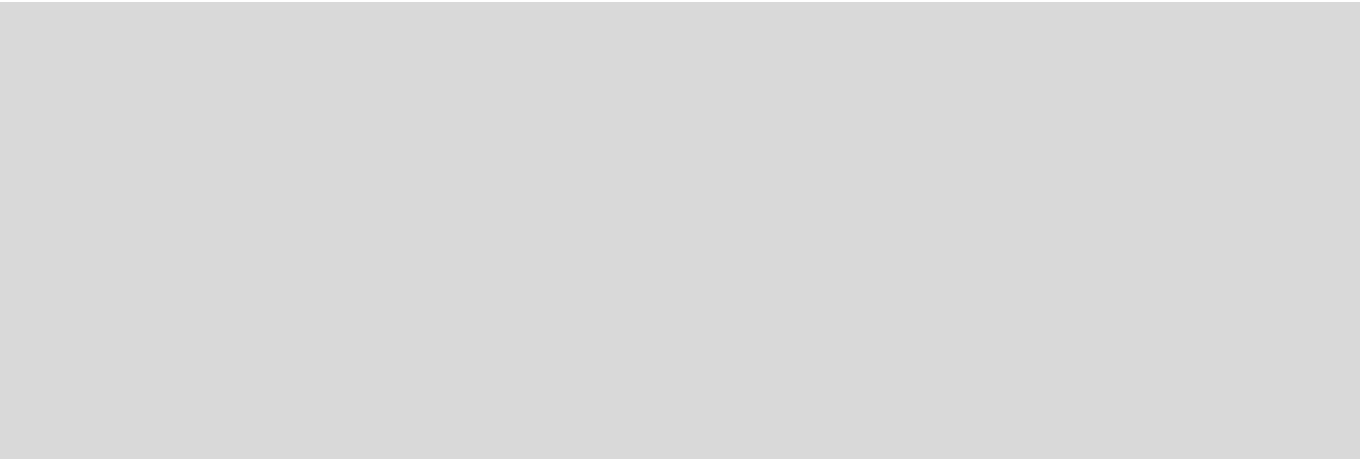
5.2.3 Operation of a ferry service – how you propose to operate the service (15 points)

- Provide details on how you will operate a scheduled commercial ferry service to Tiritiri Matangi. Note this can only be on Wednesdays to Sundays inclusive each week, carrying no more than 170 fee-paying passengers per day, at a price that is reasonable from Downtown Auckland and Gulf Harbour wharves. Monday and Tuesday sailings are permitted only on public holidays (excluding Christmas Day) and during the “Peak Period” defined as Boxing Day to the third Sunday in January inclusive.

- Set out what you will provide as a minimum scheduled service over any one week, including during the winter months. Note, there may be a condition in any licence which allows the licence to be cancelled if the minimum service is not met.
- Describe how you will provide a ferry service that is professional, safe, reliable, minimises missed sailings, facilitates access for the disabled, and provides a quality experience for visitors to Tiritiri Matangi. Evidence of standards to be achieved and how these are to be implemented must be attached to the proposal.
- Explain your plans for maintaining and/or replacing the existing gangway.
- Your proposal must set out your proposed arrival and departure times for sailings and the minimum time ferry passengers will have on Tiritiri Matangi. A proposed annual schedule of sailings must be attached to the proposal.
- A schedule of proposed fares must be attached.

5.2.4 Sustainability and climate change (10 points)

- Describe the sustainability measures your will implement within your operation. Explain if you have a sustainability plan, and if so, what it includes.
- Emissions from transport form a significant amount of New Zealand's domestic greenhouse gas budget. Discuss any measures you will implement to reduce carbon emissions, such as offsetting.



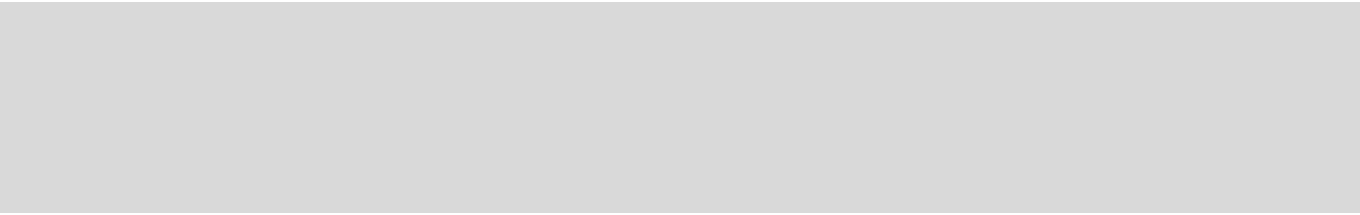
5.3 Respondent capacity (15 points)

5.3.1 Previous experience (10 points)

Outline the experience you have that is relevant to operating a commercial ferry service. Refer to examples of your past experience which support evidence of your ability to deliver a ferry service to the standards set out in your Proposal. If you plan to carry out the Proposal in conjunction with other parties, outline how you expect the parties to work together to achieve the desired outcomes. Please provide references as appropriate.



5.3.2 Connection to Tiritiri Matangi (5 points)

- Describe your connection to Tiritiri Matangi, including any historical connections. Discuss how this connection supports your Proposal.
- 



5.4 Aspirations for future management of Tiritiri Matangi Island (10 points)

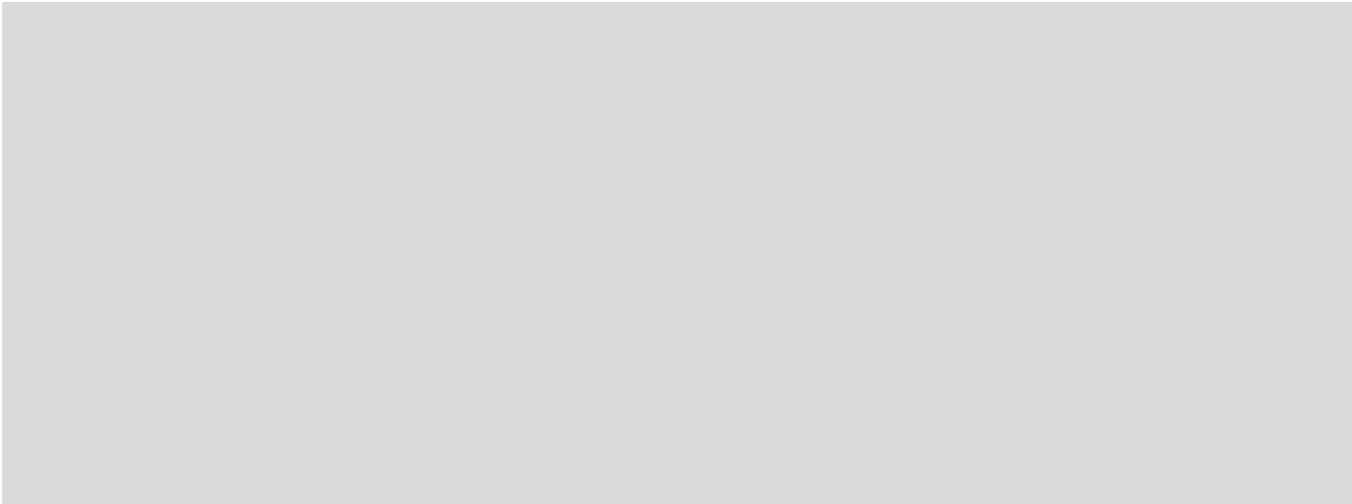
Discuss how the operation of a commercial ferry service to Tiritiri Matangi should be managed into the future such that it supports longer term aspirations for the future of the island, whether those be the aspirations of iwi, the community, the Supporters of Tiritiri Matangi or the Department. Discuss aspirations such as key overarching objectives and goals such as, for example, fostering recreation, enhancing biodiversity, or increasing historical knowledge. Include how any such longer term aspirations might be consistent with the scientific reserve status held by Tiritiri Matangi.

Explain how the ferry service opportunity can underpin and contribute towards these aspirations.



5.5 Other supporting information (0 points – optional section)

Respondents may include other information about how their Proposal will contribute value to conservation. This could include to what extent you have a connection with conservation activities in the Hauraki Gulf or elsewhere.



C. Attachments

Attachments should *only* be used if there is:

- Not enough space on the form to finish your answer
- You have additional information that supports your answer
- You wish to make an additional request of DOC regarding the application.

Label each document clearly and complete the table below.

Section of the application form the attachment relates to	Document title	Document format (e.g. Word, PDF, Excel, jpg etc.)	Description of attachment
<u>Correct example ✓</u> D	Locations	PDF	Trust Deed.
<u>Incorrect example X</u> Table	Doc1	Word	Table

D. Terms and conditions for a credit account with the Department of Conservation (if proposal is successful)

Have you held an account with the Department of Conservation before?	Tick
No	☐
Yes	☐
If 'yes' under what name	
Does your organisation require a purchase order number for invoicing purposes?	☐
If yes, please provide the number here:	
All invoices related to this Permission will be coded to this purchase order number unless otherwise advised. It is the applicant's responsibility to advise the Department if the purchase order needs to change through the lifetime of the Permission.	

In ticking this checklist and placing your name below you are acknowledging that you have read and agreed to the terms and conditions for an account with the Department of Conservation

Terms and conditions		Tick
I/We agree that the Department of Conservation can provide my/our details to the Department's Credit Checking Agency to enable it to conduct a full credit check.		☐
I/We agree that any change which affects the trading address, legal entity, structure of management or control of the applicant's company (as detailed in this application) will be notified in writing to the Department of Conservation within 7 days of that change becoming effective.		☐
I/We agree to notify the Department of Conservation of any disputed charges within 14 days of the date of the invoice.		☐
I/We agree to fully pay the Department of Conservation for any invoice received on or before the due date.		☐
I/We agree to pay all costs incurred (including interest, legal costs and debt recovery fees) to recover any money owing on this account.		☐
I/We agree that the credit account provided by the Department of Conservation may be withdrawn by the Department of Conservation, if any terms and conditions (as above) of the credit account are not met.		☐
I/We agree that the Department of Conservation can provide my details to the Department's Debt Collection Agency in the event of non-payment of payable fees.		☐
Typed applicant name/s		Date

For Departmental use			
Credit check completed			
Comments:			
Signed		Name	
Approved (Tier 4 manager or above)		Name	