

**10**

Research or Collection Authorisation

Application form 10

This application form must be used if you wish to collect, and /or undertake research on material which is on public conservation land, and/or introduce any material to public conservation land including:

- plants
- soil
- rocks
- historic material
- invertebrates (non-protected)

Using this application form

Completing the application



Save – You can save this application form to your digital device and edit or fill it in your own time.



Fill – You can fill this application digitally using Microsoft word.



Print – You can print this application form and fill it manually, or you can fill it digitally, then print it.



Submit – This application form can be submitted by email or by post.



Email – Email your application and all the required labelled attachments to:
permissionshamilton@doc.govt.nz



Post – Post your application and all the required labelled attachments to:
Statutory Process Team
Private Bag 3072
Hamilton 3240

! Application checklist

☐ Have you included labelled attachments as required for your activities (including maps, testimonials, and consultations)?

☐ Have you read the section regarding liability of the applicant for payment of fees?

☐ Have you signed your application (digitally or manually)?

Navigation



Hints – Use the links through the hints column on the right hand side of the application form



Scroll – Simply use your mouse or keyboard arrows to scroll through the document page-by-page.

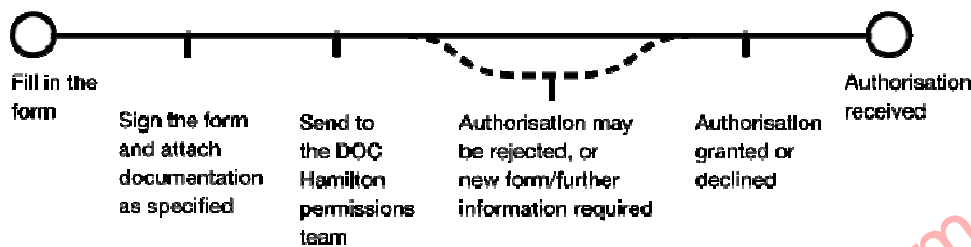
Before you start

If you want to:

Do any activity involving any protected wildlife, whether on public conservation land or not then you must fill in Application form 9. If the reason for the collection or research is for commercial purposes then you will be required to apply for a concession.

! If you need to apply for a concession, please contact the permissions team for guidance, or visit the [application forms webpage](#).

Process



! An application is deemed complete when all information requested has been received.

! Any amendments requested after lodgement may require a Form 10a variation application to be completed resulting in a delay of processing of your application.

Applications for proposals of activities are categorised as either standard or complex proposals:

- Standard proposals are those activities that are likely to have little or no significant effect on conservation values. See the fee section for information on what fees are likely to apply.
- Complex proposals are those activities likely to have more significant effects, and therefore require careful consideration. See the fee section below for information on what fees are likely to apply.

! Please see also the [fees](#) section.

! Please take the timeframes below into consideration when submitting your application.

Consultation:

- Consultation is required on most applications. In general Iwi have 20 working days to respond to DOC once we make a formal request. If there are considerable iwi values to consider they may request a further 20 working days to respond. If no response is received from iwi within the specified period DOC will continue to process your application, as we may be able to locate relevant information about their interests from other sources.

! For more information please see the [iwi consultation section](#).

Contact

Statutory Process Team
Private Bag 3072
Hamilton 3240

+64 27 308 8958
permissionshamilton@doc.govt.nz

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Section A | Applicant details

Full name (registered company, institute, organisation, or individual)

Craig Douglas Bishop

! Enter your details in the grey fields.

Legal status of applicant:



Individual



Trust



Registered company



Research institute

Other (specify)

! Please attach a copy of Trust Deed

Registration number (if company, trust or incorporated society)

Trading name (if different from applicant name)

Any previous Authorisations held? ☐ Yes ☐ No

If yes, please provide Authority number

Postal address

s9(2)(a)

Street address (if different from postal)

! You must provide a New Zealand address for service.

Registered office of company or incorporated society (if applicable)

Phone

s9(2)(a)

Website

Contact person and role

Craig Bishop (Course co-ordinator for Plant Taxonomy Course)

! Please fill these three fields for your company contact person or if you are applying as an individual.

Phone

s9(2)(a)

Mobile

s9(2)(a)

Email

Craig.bishop@aut.ac.nz

Section B | Activities

1. Activities

Please select all the actions that are applicable to the activity you wish to carry out.

- ☒ Research on-site without removal or disturbance of the species or material
- ☐ Remove samples/collection of species or material from public conservation land
- ☐ Introduce material or species to public conservation land

Other:

Tick the relevant boxes for your activity:

- ☐ Rocks ☐ Soil ☒ Plants ☐ Historic Material ☐ Invertebrates
- ☐ Non-protected Wildlife under Wildlife Act 1953
- ☐ Other:

! See list of protected invertebrates [here](#)

! If the species is protected under the Wildlife Act 1953 please see list of application forms [here](#)

! A New Zealand classification system guide can be found [here](#) on the DOC website.

2. Species/material to be collected/researched/introduced

2.1. Species name

Please list the common and scientific name/s of all species for which the authorisation is sought.

Common name	Scientific name	NZ threat classification	

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Section B (continued) | Activities

2.2. Description

Please provide a description of materials you propose to collect / research / introduce.

3. Collection / research / introduction site

State the area/s in which the collection/research/introduction will be carried out and why this site is the best option. Include a map (and GPS co-ordinates if available).

We would like to sample at five different locations off the Tamahunga track – with the locations spaced out to capture any change in vegetation associated with the 350m altitude range from the bush entry point to the summit. Our proposed locations are shown in the table & figure below.

Table 1: Approximate location of start point for sampling transects. Two 90m transects each side of the track at each sample point

Name	Altitude	X	Y
Edge	85m	1754319	5980060
First spur	120m	1754076	5980154
Mid flat	220m	1753987	5980444
Top flat	320m	1753966	5980977
Summit ridge	420m	1753856	5981402

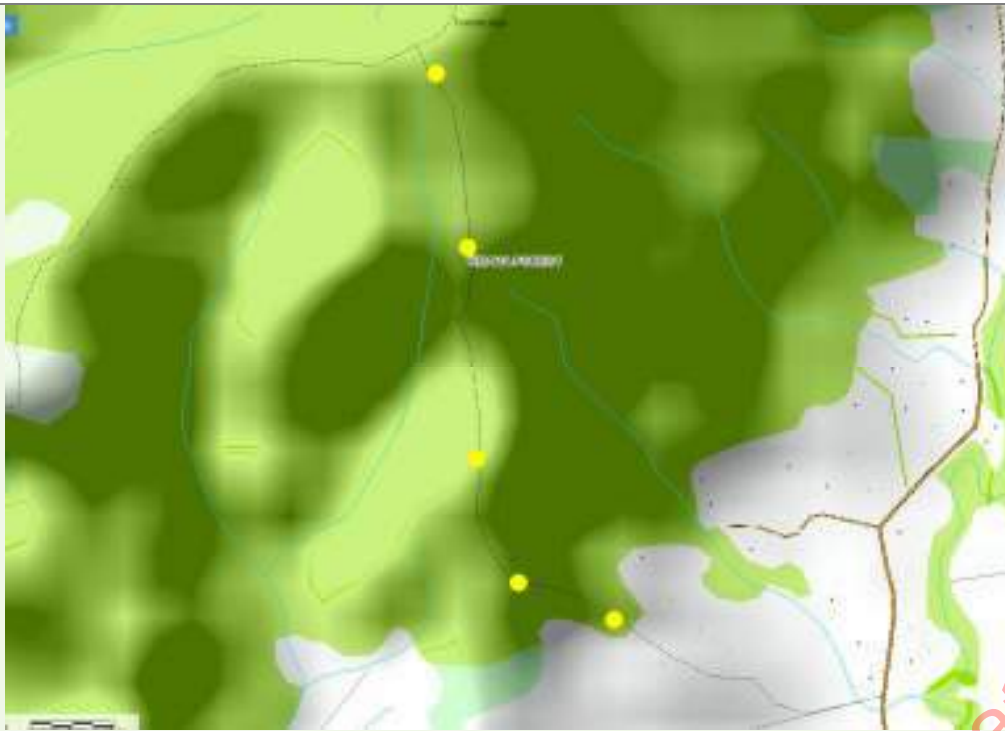
Figure 1: Proposed sample locations (yellow dots) in relation to the Tamahunga Track (black dotted line)



Use [DOCgis](#) to view Conservation Land



Attach map and label Attachment as B.3.



The locations have been chosen based on distance between sample points and contour maps of the site (i.e. in less steep locations). However, exact placement would vary based on avoiding very steep slopes and any kauri. Although we note that kauri is relatively rare on Tamahunga and we are not expecting to encounter this species at any of the locations we are proposing to sample

Section B (continued) | Activities

3.1. Access to Restricted Land

Special permission is required to enter some public conservation lands that have particularly high levels of protection. If you wish to enter land of any status listed below to carry out the proposed activity, please select the status and state the full name of the land to which permission for access is sought.

Nature Reserve (s20 Reserves Act 1977)

Name of land to be accessed

Scientific Reserve (s21 Reserves Act 1977)

Name of land to be accessed

Government Purpose (s22 Reserves Act 1977)

Name of land to be accessed

Specially Protected Area in a National Park (s13 National Parks Act 1980)

Name of land to be accessed

State why?

Wildlife Sanctuary (s9 Wildlife Act 1953)

Name of land to be accessed

Wildlife Refuge (s14 Wildlife Act 1953)

Name of land to be accessed

Wildlife Management Reserve (s14 Wildlife Act 1953)

Name of land to be accessed

! Wildlife Act

Authorisations apply to private land and public conservation land. If the location is private land, you will also need the consent of the land owner.

! If special permission is sought you must provide this information or your application may be rejected.

! If proposing to undertake your activity in a National Park, your activity must be essential for management, research, interpretation or educational purposes. Please state why?

! Use [DOCgis](#) to view Conservation land.

Section B (continued) | Activities

1. Collection / research / introduction amounts and methods

Please list exactly what samples are to be taken and the methods/s to be used, including amounts to be taken.

Sample	Method	Amount	Proportion/population

! Where possible, please state: The target number of individuals of each non-protected species and what proportion of the local and global species population you estimate would be affected by your activity.

Section B (continued) | Activities

2. Purpose

- 2.1. Please state the purpose for which the samples are being taken, or the material is being introduced, include a copy of any research proposal. Include names of all those people who will be undertaking the activity as listed above.

Please provide a brief summary paragraph (100 words or less) here:

Auckland University of Technology (AUT) student field trip to Mount Tamahunga on Wednesday 8th September. This exercise aims to introduce students to plot-less vegetation sampling using PCQ lines and other dispersed sampling methods. The broader objectives are to get experience with plot-less vegetation sampling methods & gain an understanding of how vegetation stature and composition can change with altitude and disturbance history.

Please provide a more detailed summary of your proposal here:

I (Craig Bishop) teach a Plant Ecology course at Auckland University of Technology (AUT) in Auckland. The total class size is around 40 students with at least six staff supervising. However, students will be split-up for this work and the number of students at any single sample point will be limited to 3 – 4 people. Students will be briefed on taking care with crushing seedlings and saplings while sampling and the number of individual students at any one location will be restricted to 3 – 4 people for c. 15 minutes.

No plant, soil or any other material will be removed from the sites. Students are instructed to take photos of unknown plants if there is no demonstrator close by – rather than collecting them.

This activity is a one-off sample for teaching purposes and the transect start points, sample locations, tree measured etc. will **not** be marked. No tags, pegs, flagging tape etc. will be left on -site at the end of the day.

- 2.2. Samples for genetic modification.

If any collected species/material will be used for genetic modification outside of gene sequencing for taxonomic purposes, please list and describe these activities and attach your EPA application. Label this attachment B.5.2.

n/a



Attach proposal and label Attachment B.5.1

Section B (continued) | Activities

2.3. Species/material being sent overseas If any collected species/materials or its DNA will be sent overseas, please state where it is proposed to send and store the samples.

Facility address

n/a

! Find information on making your EPA application [here](#).

3. Authorisation term

Authorisations will be granted for a limited term. Please specify the start and end dates that you want your proposed authorisation to cover and explain why this term is sought. e.g. '10 years' or 'July 2015 – March 2015'

Term: 6th – 10th September 2021

Reason: While we are planning to do the trip on Wednesday 8th September, having the entire week will allow some leeway in case of weather or other unforeseen circumstances.

! If you apply for more than 10 years, processing may take longer as longer term impacts need to be assessed and there may be additional legal requirements.

4. Management of effects

Please list all actual and potential adverse (or positive) effects of the proposed activity at the site including effects on the target species, other indigenous species, ecosystems at the site, historic or archaeological sites, and any effects on any visitors or their access to the site. Where adverse effects are identified please state what methods will be used to manage those effects.

! See Authorisations and Special Conditions [for your information](#).

Effect

Management method

Trampling of forest undergrowth by students

Students will be split-up for this work and the number of students at any single sample point will be limited to 3 – 4 people. Students will be briefed on taking care with crushing seedlings and saplings while sampling and the number of individual students at any one location will be restricted to 3 – 4 people for c. 15 minutes.

Damage to the general vegetation


No plant, soil or any other material will be removed from the sites. Students are instructed to take photos of unknown plants if there is no demonstrator close by – rather than collecting them.

Spread of kauri dieback	Although we note that kauri is relatively rare on Tamahunga and we are not expecting to encounter this species at any of the locations we are proposing to sample. Areas with Kauri will be avoided. We will stay on the track and away from kauri forest and rickers. Hygiene protocols including boot cleaning and use of sterigene will be adhered to.
Impact from sampling	This activity is a one-off sample for teaching purposes and the transect start points, sample locations, tree measured etc. will not be marked. No tags, pegs, flagging tape etc. will be left on -site at the end of the day.

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Section C | Applicant skills and experience

Please provide relevant information relating to your ability to carry out the proposed activity (e.g. details of previous authorisations, membership of professional organisations and relevant qualifications and experience). List full names of all individuals who will be involved in the activity.

 Please attach details and label as Attachment C.

All individuals involved in activity

Full Names

Dr Craig Douglas Bishop is a lecturer in terrestrial ecology at AUT who has had 30 years' experience in biological surveys (covering plants, birds and freshwater invertebrates), vegetation sampling and teaching. He has taught on dozens of student fieldtrips to locations throughout the North Island of NZ in the past 20 years and has a good taxonomic knowledge of plants in northern NZ forests.

Has the applicant or any company directors, trustees, partners, or anyone involved with the application been convicted of any offense?

☐ Yes

☒ No

If yes please provide details:

Does the Applicant or any of the company directors, trustees, partners, or anyone involved with the Application have any current criminal charges pending before the court?

☐ Yes

☒ No

If yes please provide details:

Section D | Consultation

Many applications require consultation with Tāngata whenua (local Māori), and other interested parties. Please attach proof and details of all consultation, including with hapū or iwi, to this application and label as attachment D.

Please attach any additional written expert views, advice or opinions you have obtained concerning your proposal to support the application and label them attachment D.

! If you are unsure of any consultation requirements for your proposal, please see the [iwi consultation section](#) or contact your [local DOC Partnerships office](#) to discuss what is required

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Section E | Fees

Please note

This section only applies to applications with a commercial focus – which will include applications from registered companies. The Department does not charge fees for non-commercial Wildlife Act authorisations.

! If you are making an application for non-commercial activity, [proceed to declaration](#).

Processing fees

Section 60B of the Conservation Act contains the statutory provisions regarding processing fees.

The Department recovers all direct and indirect costs to process an application from applicants regardless of whether the application is approved or declined. If at any stage an application is withdrawn, the Department will invoice the applicant for the costs incurred by the Department up to that point.

Standard application fee

The estimated standard application fee is **\$400 +GST**.

This covers most applications. However if your application is likely to have significant effects, is novel, or spans multiple DOC regions, it will require more careful consideration and may take up to 6 weeks to process and cost approximately **\$800 +GST**.

Particularly complex applications may incur further costs – you will be sent an estimate of costs in this situation. We will contact you to advise if the fee is more than the estimated standard cost. Applicants are also entitled to request an estimate of costs at any point, but the Department may impose a charge for preparing such an estimate. Estimates are not binding.

! Applicants are required to pay the processing fees within 28 days of receiving an invoice. The Director-General is entitled to recover any unpaid fees as a debt.

Paying fees

The Department will ordinarily invoice the applicant for processing fees after a decision has been made on the application, but in some cases interim invoices will be issued.

Please select your method of payment below.

- ☐ I have attached a cheque
- ☐ I have direct credited the DOC account

Please use the Applicant name and permissions number (which the permissions team will give to you) as the references.

Department of Conservation
Westpac Bank
Account number: 03 0049 0002808 00

- ☐ I do not intend to pay the fees at the time of applying and/or I require an invoice for payment

- ☐ I have a purchase order/number from an organisation registered with DOC

! If you are applying from outside New Zealand we can process a credit card payment – please [contact us](#) to request this procedure.

Section E (continued) | Fees

Fee waivers and reductions

The Director-General has discretion to reduce or waive processing fees. You may apply for a fee waiver or reduction if you can provide information to the permissions team about how your application meets at least one of the following criteria.

- The activity will make a direct contribution to management
- The activity will support or contribute to the Department's priority outcomes – stated in the Department's 2013 – 2017 Statement of Intent
- There will be other non-commercial public benefits from the activities covered by the authorisation (if approved)
- Activity covered by the authorisation (other than research, collection or educational activities) will make a contribution to the management of, or the public interest in, the lands that are covered by the authorisation

The Department may obtain further information either from the applicant or from any other relevant source in order to process the application. The applicant will be advised of any information obtained from other sources. The cost of obtaining such information will be charged to and recovered from the applicant. The applicant will be informed as soon as practicable from receipt of the application if further information is required before this application form can be fully processed by the Department.

Terms and conditions: Account with the Department of Conservation

Have you held an account with the Department before?

☐ Yes

☐ No

If **yes**, under what name?

Terms and conditions: Account with the Department of Conservation

1. I/We agree that the Department of Conservation can provide my details to the Department's Credit Checking Agency to enable it to conduct a full credit check.
2. 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.
3. I/We agree to notify the Department of Conservation of any disputed charges within 14 days of the date of the invoice.
4. I/We agree to fully pay the Department of Conservation for any invoice received on or before the due date.
5. I/We agree to pay all costs incurred (including interest, legal costs and debt recovery fees) to recover any money owing on this account.
6. 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 of the credit account are not met.
7. 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.

! View the Department's 2013 – 2017 Statement of Intent [here](#) for the priority outcomes.

Section E (continued) | Fees

Reduction in fees for exceeding processing timeframe

If the Department fails to meet its own processing timeframes the estimate of fees will be reduced at a rate of 1% per day late, up to a maximum of 50% of the total processing fee. The reduction will not apply if the Applicant's actions have delayed the process.

Additional Fees

You may also be required to pay additional fees. These may include:

- Annual management fee to cover administration time; and/or
- Monitoring fee to cover the cost of monitoring the effects of your activity.

! Please [contact the Permissions team](#) to discuss whether these fees apply.

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Section G | Declaration

I certify that the information provided on this application form and all attached additional forms and information is to the best of my knowledge true and correct.

Signature (applicant)

s9(2)(a)

Date (dd/mm/yyyy)

25/06/2021

! An Authorisation may be varied or revoked if the information given in this application contains inaccuracies.

This application is made pursuant to Section/s 41(1)(g), 53; 54; 55; and/or 56 of the Wildlife Act 1953 [and (where applicable) Section/s 22; 49; 50; 51; 57; and/or 59 of the Reserves Act 1977; and/or Section/s 5; 13; 14(3) of the National Parks Act 1980; and/or 38 of the Conservation Act].

Applicants should familiarise themselves with the relevant provisions of the Wildlife Act 1953, the Conservation Act 1987, the Reserves Act 1977 and the National Parks Act 1980 relating to authorisations.

The purpose of collecting this information is to enable the Department to process your application. The Department will not use this information for any reason not related to that purpose.

Applicants should be aware that provisions of the Official Information Act may require that some or all information in this application be publicly released.

For Departmental use

Credit check undertaken?

☐ Yes

☐ No

Comments

Signed

Name

Approved

Name

! Approval is to be by a Tier 4 Manager or above.



Authority for research and/or collection and/or introduction of material on public conservation land

Plants, Soil, Rocks, Historic Material

Authorisation Number: 94811-RES

THIS AUTHORITY is made this 29th day of September 2021

PARTIES:

The Minister of Conservation, and where required, the Director-General of Conservation (the Grantor)

AND

Auckland University of Technology (the Authority Holder)

BACKGROUND

- A.** The Minister of Conservation is empowered to issue authorisations under the Conservation Act 1987, the National Parks Act 1980 the Reserves Act 1977 and the Wildlife Act 1953 (the Conservation Legislation).
- B.** The Authority Holder wishes to exercise the authorisation issued under the Conservation Legislation subject to the terms and conditions of this Authority.

OPERATIVE PARTS

In exercise of the Grantor's powers the Grantor:

PERMITS the Authority Holder pursuant to Part 3B of the Conservation Act 1987

PERMITS the Authority Holder pursuant to section 59A of the Reserves Act 1977

subject to the terms and conditions contained in this Authority and its Schedules.

SIGNED on behalf of the Grantor by Deidre Ewart, Business Support Manager, Planning, Permissions and Land
acting under delegated authority
in the presence of:

Witness Signature

A copy of the Instrument of Delegation may be inspected at the Director-General's office at 18-32 Manners Street, Wellington.

SCHEDULE 1

1.	Authorised Activity (including approved quantities of material and collection methods) (Schedule 2, clause 2)	Introduce sampling transects to Public Conservation Land for educational purposes.
2.	The Land (Schedule 2, clause 2)	Omaha Scenic Reserve / Omaha Conservation Area - Tamahunga Track
3.	Personnel authorised to undertake the Authorised Activity (Schedule 2, clause 3)	Auckland University of Technology Staff Craig Bishop Others supervised by the above personnel
4.	Term (Schedule 2, clause 4)	Commencing on and including 29/09/2021 and ending on and including 28/09/2031
5.	Authority Holder's address for notices (Schedule 2, clause 10)	The Authority Holder's address in New Zealand is: Auckland University of Technology (AUT) Private Bag 92006 Auckland 1142 , New Zealand Phone: 9(2)(a) Email: craig.bishop@aut.ac.nz
6.	Grantor's address for notices	The Grantor's address is: Permissions Team 73 Rostrevor Street Level 4 Hamilton

	Email: permissions@doc.govt.nz
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SCHEDULE 2

STANDARD TERMS AND CONDITIONS OF THE AUTHORITY

1. Interpretation

- 1.1. The Authority Holder is responsible for the acts and omissions of its employees, contractors or, agents. The Authority Holder is liable under this Authority for any breach of the terms of the Authority by its employees, contractors or agents as if the breach had been committed by the Authority Holder.
- 1.2. Where obligations bind more than one person, those obligations bind those persons jointly and separately.

2. What is being authorised?

- 2.1. The Authority Holder is only allowed to carry out the Authorised Activity on the Land described in Schedule 1, Item 2.
- 2.2. The Authority Holder must advise the Department of Conservation's local Operations Manager(s) one week prior to carrying out the Authorised Activity in the District, when the Authority Holder intends to carry out the Authorised Activity.
- 2.3. The Authority Holder and Authorised Personnel must carry a copy of this Authority with them at all times while carrying out the Authorised Activity.
- 2.4. Unless expressly authorised by the Grantor in writing, the Authority Holder must not donate, sell or otherwise transfer to any third party any material, including any genetic material, or any material propagated or cloned from such material, collected under this Authority.
- 2.5. The Authority Holder may publish authorised research results.
- 2.6. The Authority Holder must immediately notify the Grantor of any taxa found which are new to science. In addition, the Authority Holder must lodge holotype specimens and a voucher specimen of any new taxa with a recognised national collection.

3. Who is authorised?

- 3.1. Only the Authority Holder and the Authorised Personnel described in Schedule 1, Item 3 are authorised to carry out the Authorised Activity, unless otherwise agreed in writing by the Grantor.

4. How long is the Authority for - the Term?

- 4.1. This Authority commences and ends on the dates set out in Schedule 1, Item 4.

5. What are the obligations to protect the environment?

- 5.1. Other than what is authorised by this Authority, the Authority Holder must not cut down or damage any vegetation; or damage any natural feature or historic resource on any public conservation land being part of the Land; or light any fire on such public conservation land; or erect any structure such public conservation land without the prior consent of the Grantor.
- 5.2. The Authority Holder must ensure that it adheres to the international "Leave No Trace" Principles at all times (www.leavenotrace.org.nz).

5.3. The Authority Holder must not bury:

- a) any toilet waste within 50 metres of a water source on any public conservation land being part of the Land; or
- b) any animal or fish or any part thereof within 50 metres of any water body, water source or public road or track.

6. What are the liabilities?

- 6.1. The Authority Holder agrees to exercise the Authority at the Authority Holder's own risk and releases to the full extent permitted by law the Grantor and the Grantor's employees and agents from all claims and demands of any kind and from all liability which may arise in respect of any accident, damage or injury occurring to any person or property arising from the Authority Holder's exercise of the Authorised Activity.
- 6.2. The Authority Holder must indemnify the Grantor against all claims, actions, losses and expenses of any nature which the Grantor may suffer or incur or for which the Grantor may become liable arising from the Authority Holder's exercise of the Authorised Activity.
- 6.3. This indemnity is to continue after the expiry or termination of this Authority in respect of any acts or omissions occurring or arising before its expiry or termination.

7. What about compliance with legislation and Grantor's notices and directions?

- 7.1. The Authority Holder must comply with all statutes, bylaws and regulations, and all notices, directions and requisitions of the Grantor or any competent authority relating to the conduct of the Authorised Activity. Without limitation, this includes the Conservation Act 1987, the Acts listed in the First Schedule of that Act, and all applicable health and safety legislation and regulation.

8. Are there limitations on public access and closure?

- 8.1. The Authority Holder acknowledges that the public conservation land being part of the Land is open to the public for access and that the Grantor may close public access to that public conservation land during periods of high fire hazard or for reasons of public safety or emergency.

9. When can the Authority be terminated?

- 9.1. The Grantor may terminate this Authority at any time in respect of the whole or any part of the Land, and/or the whole or any part of the Authorised Activity if:
 - a) the Authority Holder breaches any of the conditions of this Authority; or
 - b) in the Grantor's opinion, the carrying out of the Authorised Activity causes or is likely to cause any unforeseen or unacceptable effects.
- 9.2. If the Grantor intends to terminate this Authority in whole or in part, the Grantor must give the Authority Holder such prior notice as, in the sole opinion of the Grantor, appears reasonable and necessary in the circumstances.

10. How are notices sent and when are they received?

- 10.1. Any notice to be given under this Authority by the Grantor is to be in writing and made by personal delivery, by pre-paid post or email to the Authority Holder at the address, fax number or email address specified in Schedule 1, Item 5. Any such notice is to be deemed to have been received:
 - a) in the case of personal delivery, on the date of delivery

- b) in the case of post, on the 3rd working day after posting
 - c) in the case of email, on the date receipt of the email is acknowledged by the addressee by return email or otherwise in writing.
- 10.2. If the Authorised Holder's details specified in Schedule 1, Item 5 change then the Authorised Holder must notify the Grantor within 5 working days of such change.

11. What about the payment of costs?

- 11.1. The Authorised Holder must pay the standard Department of Conservation charge-out rates for any staff time and mileage required to monitor compliance with this Authority and to investigate any alleged breaches of the terms and conditions of it.

12. Use of species/materials/future use/disposal

- 12.1. The Authority Holder must comply with any reasonable request from the Grantor for access by the Grantor or the Grantor's nominee to any collected species or material.

13. Biosecurity

- 13.1. The Authority Holder must take all precautions to ensure weeds and non-target species are not introduced to the Land; this includes ensuring that all tyres, footwear, gaiters, packs and equipment used by the Authority Holder, its staff and clients are cleaned and checked for pests before entering the Land.

14. Are there any Special Conditions?

- 14.1. Special Conditions are specified in Schedule 3. If there is a conflict between this Schedule 2 and the Special Conditions in Schedule 3, the Special Conditions shall prevail.

15. Can the Authority be varied?

- 15.1. The Authority Holder may apply to the Grantor for variations to this Authority.

SCHEDULE 3

SPECIAL CONDITIONS

1. The Authority Holder must comply and ensure all personnel comply with all guidelines and notices issued by the Kauri Dieback Programme (lead by Ministry of Primary Industry) to prevent and avoid the spread of the pest organism *Phytophthora taxon Agathis* (PTA) Kauri Dieback Disease as specified by the website www.kauridieback.co.nz/. The Authority Holder and personnel must comply with the [general guidelines](#) and for specific concession activities the relevant guidelines as specified on www.kauridieback.co.nz/publications. The Authority Holder must update itself on these websites on a regular basis.
2. The Authority Holder must ensure that all vehicles and equipment are thoroughly cleaned of all visible soil and that footwear once cleaned is sprayed with SteriGENE (formally known as Trigene) solution before entering and when moving between areas where there are kauri. This is to reduce the potential for spread of PTA. Contact details for suppliers of SteriGENE may be obtained through the Department of Conservation.
3. Sites for the Authorised Activity shall be selected to avoid, or minimise, the need for cutting down or clearing vegetation, or causing any damage to any historic heritage site.

4. At the conclusion of the Authorised Activity the Authority Holder must remove all track markers, flagging tape or other material used while undertaking the Authorised Activity.
5. Any sightings of threatened or at risk species must be reported the Department of Conservation. Please submit photographs and location information to atownsend@doc.govt.nz

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Application form 10

This application form must be used if you wish to collect, and /or undertake research on material which is on public conservation land, and/or introduce any material to public conservation land including:

- plants
- soil
- rocks
- historic material
- invertebrates (non-protected)

Department of
Conservation
Te Papa Atawhai

Using this application form

Completing the application



Save – You can save this application form to your digital device and edit or fill it in your own time.



Fill – You can fill this application digitally using Microsoft word.



Print – You can print this application form and fill it manually, or you can fill it digitally, then print it.



Submit – This application form can be submitted by email or by post.



Email – Email your application and all the required labelled attachments to:
permissionshamilton@doc.govt.nz



Post – Post your application and all the required labelled attachments to:
Permissions Team
Private Bag 3072
Hamilton 3240

! Application checklist

☐ Have you included labelled attachments as required for your activities (including maps, testimonials, and consultations)?

☐ Have you read the section regarding liability of the applicant for payment of fees?

☐ Have you signed your application (digitally or manually)?

Navigation



Hints – Use the links through the hints column on the right hand side of the application form



Scroll – Simply use your mouse or keyboard arrows to scroll through the document page-by-page.

Before you start

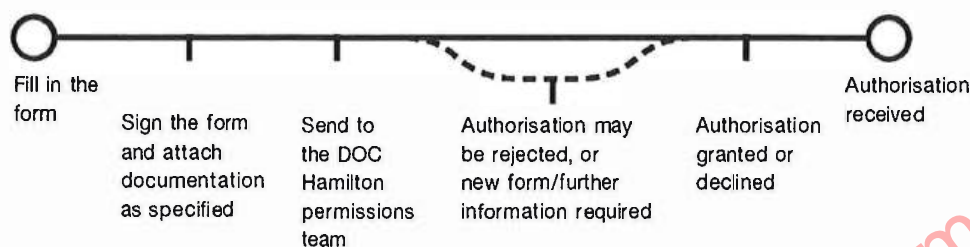
If you want to:

Do any activity involving any protected wildlife, whether on public conservation land or not then you must fill in

Application form 9. If the reason for the collection or research is for commercial purposes then you will be required to apply for a concession.

! If you need to apply for a concession, please contact the permissions team for guidance, or visit the [application forms webpage](#).

Process



! An application is deemed complete when all information requested has been received.

! Any amendments requested after lodgement may require a Form 10a variation application to be completed resulting in a delay of processing of your application.

Applications for proposals of activities are categorised as either standard or complex proposals:

- Standard – activities that are likely to have little or no significant effect on conservation values. These will normally be processed within fifteen working days of receiving the application.
- Complex – activities likely to have more significant effects, and therefore require careful consideration and may take up to six weeks or longer to process.

! Please see also the [fees](#) section.

! Please take the timeframes below into consideration when submitting your application.

Consultation:

- Consultation is required on most applications. In general Iwi have 20 working days to respond to DOC once we make a formal request. If there are considerable iwi values to consider they may request a further 20 working days to respond. If no response is received from iwi within the specified period DOC will continue to process your application, as we may be able to locate relevant information about their interests from other sources.

! For more information please see the [iwi consultation section](#).

Contact

Permissions Team
Private Bag 3072
Hamilton 3240

+64 27 308 8958
permissionshamilton@doc.govt.nz

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Section A | Applicant details

Full name (registered company, institute, organisation, or individual)

Te Pūkenga-Waikato Institute of Technology

! Enter your details in the grey fields.

Legal status of applicant:

☐ Individual

☐ Trust

☐ Registered company

☐ Research institute

Other (specify)

Tertiary Education Provider

! Please attach a copy of Trust Deed

Registration number (if company, trust or incorporated society)

Trading name (if different from applicant name)

Any previous Authorisations held? ☒ Yes ☐ No

If yes, please provide Authority number

Postal address

Private Bag 3036, Waikato Mail
Centre, Hamilton 3240

Street address (if different from postal)

Tristram Street, Hamilton 3240

! You must provide a New Zealand address for service.

Registered office of company or
incorporated society (if applicable)

Phone

0800 2946832

Website

<https://www.wintec.ac.nz/>

Contact person and role

Nicolas Sandoval, module tutor

Phone

Mobile

9(2)(a)

! Please fill these three fields for your company contact person or if you are applying as an individual.

Email

nicolas.sandoval@wintec.ac.nz

Section B | Activities

1. Activities

Please select all the actions that are applicable to the activity you wish to carry out.

- ☐ Research on-site without removal or disturbance of the species or material
- ☒ Remove samples/collection of species or material from public conservation land
- ☒ Introduce material or species to public conservation land

Other:

Tick the relevant boxes for your activity:

- ☐ Rocks ☐ Soil ☒ Plants ☐ Historic Material ☒ Invertebrates
- ☐ Non-protected Wildlife under Wildlife Act 1953
- ☐ Other:

! See list of protected invertebrates [here](#)

! If the species is protected under the Wildlife Act 1953 please see list of application forms [here](#)

2. Species/material to be collected/researched/introduced

2.1. Species name

Please list the common and scientific name/s of all species for which the authorisation is sought.

Common name	Scientific name	NZ threat classification
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.

! A New Zealand classification system guide can be found [here](#) on the DOC website.

Section B (continued) | Activities

2.2. Description

Please provide a description of materials you propose to collect/ research/ introduce.

1. Random invertebrates collected in pitfall traps, leaf litter, and beating
2 Plant vegetation surveys using modified FORMAK method
3 Stream monitoring using SHMAK method
4 Invertebrate transects and vegetation plots marked with flagging tape and triangular markers
5
6

3. Collection / research / introduction site

State the area/s in which the collection/research/introduction will be carried out and why this site is the best option. Include a map (and GPS co-ordinates if available).

Te Kauri Park Scenic Reserve will be used for this teaching activity. Students will learn about current methods for monitoring invertebrates, vegetation and stream health indices. Te Kauri Park offers a convenient site for all 3 activities to be taught over a period of 2-3 days with a suitable lodge on site for accomodation.

! Use [DOCgis](#) to view Conservation Land

! Attach map and label Attachment as B.3.

Section B (continued) | Activities

3.1. Access to Restricted Land

Special permission is required to enter some public conservation lands that have particularly high levels of protection. If you wish to enter land of any status listed below to carry out the proposed activity, please select the status and state the full name of the land to which permission for access is sought.

Nature Reserve (s20 Reserves Act 1977)

Name of land to be accessed

Scientific Reserve (s21 Reserves Act 1977)

Name of land to be accessed

Government Purpose (s22 Reserves Act 1977)

Name of land to be accessed

Specially Protected Area in a National Park (s13 National Parks Act 1980)

Name of land to be accessed

State why?

Wildlife Sanctuary (s9 Wildlife Act 1953)

Name of land to be accessed

Wildlife Refuge (s14 Wildlife Act 1953)

Name of land to be accessed

Wildlife Management Reserve (s14 Wildlife Act 1953)

Name of land to be accessed

! Wildlife Act

Authorisations apply to private land and public conservation land. If the location is private land, you will also need the consent of the land owner.

! If special permission is sought you must provide this information or your application may be rejected.

! If proposing to undertake your activity in a National Park, your activity must be essential for management, research, interpretation or educational purposes. Please state why?

! Use [DOCgis](#) to view Conservation land.

Section B (continued) | Activities

1. Collection / research / introduction amounts and methods

Please list exactly what samples are to be taken and the methods/s to be used, including amounts to be taken.

Sample	Method	Amount	Proportion/population
1. Invertebrates	Pitfall trapping-traps in place for 1 week		
2. Invertebrates	Leaf litter extraction		
3. Invertebrates	Beating vegetation		
4.			
5.			
6.			

! Where possible, please state: The target number of individuals of each non-protected species and what proportion of the local and global species population you estimate would be affected by your activity.

Section B (continued) | Activities

2. Purpose



Attach proposal and
label Attachment
B.5.1

- 2.1. Please state the purpose for which the samples are being taken, or the material is being introduced, include a copy of any research proposal. Include names of all those people who will be undertaking the activity as listed above.

Please provide a brief summary paragraph (100 words or less) here:

This activity is intended to teach students current methods used to monitor/sample invertebrates, vegetation and stream health.

Please provide a more detailed summary of your proposal here:

The module name for this teaching activity is Ecology for Applied Science, NSCI6114 and is a level 6 (second year) module forming part of Wintec's Degree of Technology and Diploma for Applied Science. All invertebrates collected will be kept at Wintec for potential future research purposes. Likewise all data from the 3 teaching activities will be kept on file at Wintec and data between years and between sites compared.

- 2.2. Samples for genetic modification.

If any collected species/material will be used for genetic modification outside of gene sequencing for taxonomic purposes, please list and describe these activities and attach your EPA application. Label this attachment B.5.2.

NA

Section B (continued) | Activities

- 2.3. Species/material being sent overseas If any collected species/materials or its DNA will be sent overseas, please state where it is proposed to send and store the samples.

Facility address

NA

! Find information on making your EPA application [here](#).

3. Authorisation term

Authorisations will be granted for a limited term. Please specify the start and end dates that you want your proposed authorisation to cover and explain why this term is sought. e.g. '10 years' or 'July 2015 – March 2015'

Term: 5 years.

Reason: It is intended that this teaching activity will be repeated once per year in the first semester with each new cohort of students.

! If you apply for more than 10 years, processing may take longer as longer term impacts need to be assessed and there may be additional legal requirements.

4. Management of effects

Please list all actual and potential adverse (or positive) effects of the proposed activity at the site including effects on the target species, other indigenous species, ecosystems at the site, historic or archaeological sites, and any effects on any visitors or their access to the site. Where adverse effects are identified please state what methods will be used to manage those effects.

! See Authorisations and Special Conditions [for your information](#).

Effect

Students and Wintec staff trampling in off track areas

Removal of invertebrates from the site.

A continuing database of invertebrates, vegetation and stream health will be kept at Wintec and this data would be available

Management method

The number of people working inside plots and along transects will be limited. This issue will form part of the student learning experience.

Pitfall traps will remain in place for a week only so will have minimal impacts on the ecosystem. The activity will only take place once per year.

This effect is beneficial

to any interested parties.

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Section C | Applicant skills and experience

Please provide relevant information relating to your ability to carry out the proposed activity (e.g. details of previous authorisations, membership of professional organisations and relevant qualifications and experience). List full names of all individuals who will be involved in the activity.

! Please attach details and label as Attachment C.

All individuals involved in activity

Full Names

Nicolas Sandoval - Wintec tutor, MEnvMgt

Has the applicant or any company directors, trustees, partners, or anyone involved with the application been convicted of any offense?

☐ Yes

☒ No

If yes please provide details:

Does the Applicant or any of the company directors, trustees, partners, or anyone involved with the Application have any current criminal charges pending before the court?

☐ Yes

☒ No

If yes please provide details:

Section D | Consultation

Many applications require consultation with Tāngata whenua (local Māori), and other interested parties. Please attach proof and details of all consultation, including with hapū or iwi, to this application and label as attachment D.

Please attach any additional written expert views, advice or opinions you have obtained concerning your proposal to support the application and label them attachment D.

! If you are unsure of any consultation requirements for your proposal, please see the [iwi consultation section](#) or contact your [local DOC Partnerships office](#) to discuss what is required

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Section E | Fees

Please note

This section only applies to applications with a commercial focus – which will include applications from registered companies. The Department does not charge fees for non-commercial Wildlife Act authorisations.

! If you are making an application for non-commercial activity, [proceed to declaration](#).

Processing fees

Section 60B of the Conservation Act contains the statutory provisions regarding processing fees.

The Department recovers all direct and indirect costs to process an application from applicants regardless of whether the application is approved or declined. If at any stage an application is withdrawn, the Department will invoice the applicant for the costs incurred by the Department up to that point.

Standard application fee

The estimated standard application fee is **\$400 +GST**.

This covers most applications. However if your application is likely to have significant effects, is novel, or spans multiple DOC regions, it will require more careful consideration and may take up to 6 weeks to process and cost approximately **\$800 +GST**.

Particularly complex applications may incur further costs – you will be sent an estimate of costs in this situation. We will contact you to advise if the fee is more than the estimated standard cost. Applicants are also entitled to request an estimate of costs at any point, but the Department may impose a charge for preparing such an estimate. Estimates are not binding.

! Applicants are required to pay the processing fees within 28 days of receiving an invoice. The Director-General is entitled to recover any unpaid fees as a debt.

Paying fees

The Department will ordinarily invoice the applicant for processing fees after a decision has been made on the application, but in some cases interim invoices will be issued.

Please select your method of payment below.

- ☐ I have attached a cheque
- ☐ I have direct credited the DOC account

Please use the Applicant name and permissions number (which the permissions team will give to you) as the references.

Department of Conservation
Westpac Bank
Account number: 03 0049 0002808 00

☒ I do not intend to pay the fees at the time of applying and/or I require an invoice for payment

☐ I have a purchase order/number from an organisation registered with DOC

! If you are applying from outside New Zealand we can process a credit card payment – please [contact us](#) to request this procedure.

Section E (continued) | Fees

Fee waivers and reductions

The Director-General has discretion to reduce or waive processing fees. You may apply for a fee waiver or reduction if you can provide information to the permissions team about how your application meets at least one of the following criteria.

- The activity will make a direct contribution to management
- The activity will support or contribute to the Department's priority outcomes – stated in the Department's 2013 – 2017 Statement of Intent
- There will be other non-commercial public benefits from the activities covered by the authorisation (if approved)
- Activity covered by the authorisation (other than research, collection or educational activities) will make a contribution to the management of, or the public interest in, the lands that are covered by the authorisation

! View the Department's 2013 – 2017 Statement of Intent [here](#) for the priority outcomes.

The Department may obtain further information either from the applicant or from any other relevant source in order to process the application. The applicant will be advised of any information obtained from other sources. The cost of obtaining such information will be charged to and recovered from the applicant. The applicant will be informed as soon as practicable from receipt of the application if further information is required before this application form can be fully processed by the Department.

Terms and conditions: Account with the Department of Conservation

Have you held an account with the Department before?

☐ Yes

☒ No

If **yes**, under what name?

Terms and conditions: Account with the Department of Conservation

1. I/We agree that the Department of Conservation can provide my details to the Department's Credit Checking Agency to enable it to conduct a full credit check.
2. 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.
3. I/We agree to notify the Department of Conservation of any disputed charges within 14 days of the date of the invoice.
4. I/We agree to fully pay the Department of Conservation for any invoice received on or before the due date.
5. I/We agree to pay all costs incurred (including interest, legal costs and debt recovery fees) to recover any money owing on this account.
6. 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 of the credit account are not met.
7. 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.

Section E (continued) | Fees

Reduction in fees for exceeding processing timeframe

If the Department fails to meet its own processing timeframes the estimate of fees will be reduced at a rate of 1% per day late, up to a maximum of 50% of the total processing fee. The reduction will not apply if the Applicant's actions have delayed the process.

Additional Fees

You may also be required to pay additional fees. These may include:

- Annual management fee to cover administration time; and/or
- Monitoring fee to cover the cost of monitoring the effects of your activity.

! Please [contact the Permissions team](#) to discuss whether these fees apply.

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Section G | Declaration

I certify that the information provided on this application form and all attached additional forms and information is to the best of my knowledge true and correct.

! An Authorisation may be varied or revoked if the information given in this application contains inaccuracies.

Signature (applicant) s9(2)(a)	Date (dd/mm/yy/yy) 15/11/23
Full name (witness) David Hall, Team Manager	Address (witness) % Wintec Te Tūkenga
Signature (witness) s9(2)(a)	Date (dd/mm/yyyy) 15/11/23

This application is made pursuant to Section/s 41(1)(g), 53; 54; 55; and/or 56 of the Wildlife Act 1953 [and (where applicable) Section/s 22; 49; 50; 51; 57; and/or 59 of the Reserves Act 1977; and/or Section/s 5; 13; 14(3) of the National Parks Act 1980; and/or 38 of the Conservation Act].

Applicants should familiarise themselves with the relevant provisions of the Wildlife Act 1953, the Conservation Act 1987, the Reserves Act 1977 and the National Parks Act 1980 relating to authorisations.

The purpose of collecting this information is to enable the Department to process your application. The Department will not use this information for any reason not related to that purpose.

Applicants should be aware that provisions of the Official Information Act may require that some or all information in this application be publicly released.

For Departmental use

Credit check undertaken?

☐ Yes

☐ No

Comments

Signed

Name

Approved

Name

! Approval is to be by a Tier 4 Manager or above.



Authority for research and collection and introduction of material on public conservation land

Authorisation Number: 111495-RES

THIS AUTHORITY is made this 18th of February 2025

PARTIES:

The Minister of Conservation, and where required, the Director-General of Conservation (the Grantor)

AND

Waikato Institute of Technology (the Authority Holder)

BACKGROUND

- A.** The Minister of Conservation is empowered to issue authorisations under the Conservation Act 1987, the National Parks Act 1980 the Reserves Act 1977 and the Wildlife Act 1953 (the Conservation Legislation).
- B.** The Authority Holder wishes to exercise the authorisation issued under the Conservation Legislation subject to the terms and conditions of this Authority.

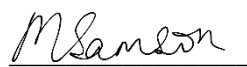
OPERATIVE PARTS

In exercise of the Grantor's powers the Grantor:

PERMITS the Authority Holder pursuant to Part 3B of the Conservation Act 1987, section 49 and 59A of the Reserves Act 1977

subject to the terms and conditions contained in this Authority and its Schedules.


SIGNED on behalf of the Grantor by Jane Wheeler, Operations Manager Waikato acting under delegated authority
in the presence of:


Witness Signature

A copy of the Instrument of Delegation may be inspected at the Director-General's office at 18-32 Manners Street, Wellington.

SCHEDULE 1

1.	<p>Authorised Activity (including approved quantities of material and collection methods) (Schedule 2, clause 2)</p>	<p>a. Activity –</p> <p>i. to introduce pitfall traps onto public conservation land as listed in Schedule 4</p> <p>ii. to take invertebrates and leaf litter from public conservation land as listed in Schedule 4</p> <p>b. Quantity – as required</p> <p>a. Method -</p> <p>a. Sweep netting for invertebrates</p> <p>b. Pitfall trapping for invertebrates</p> <p>c. Beating vegetation for invertebrates</p> <p>d. Leaf litter extraction by hand</p>
2.	<p>The Land (Schedule 2, clause 2)</p>	<p>Te Kauri Park Scenic Reserve, east of Kawhia Harbour and immediately south-west of Te Kauri Lodge, subject to Schedule 3, Clause 5 of this authorisation and as listed in Schedule 4</p>
3.	<p>Personnel authorised to undertake the Authorised Activity (Schedule 2, clause 3)</p>	<p>a. Nicolas Sandoval</p> <p>b. Helen Ranson</p> <p>c. All personnel under the direct supervision of authorised personnel</p>
4.	<p>Term (Schedule 2, clause 4)</p>	<p>Commencing on 18 February 2025 and including and ending on and including 17 February January 2030</p>
5.	<p>Authority Holder's address for notices (Schedule 2, clause 10)</p>	<p>The Authority Holder's address in New Zealand is: Private Bag 3036 Waikato Mail Centre Hamilton 3240 New Zealand Phone: 07 834 8800 Email: nicolas.sandoval@wintec.ac.nz</p>
6.	<p>Grantor's address for notices</p>	<p>The Grantor's address is: Permissions Team 73 Rostrevor Street Hamilton 3204 New Zealand</p>

		Email: permissions@doc.govt.nz
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SCHEDULE 2

STANDARD TERMS AND CONDITIONS OF THE AUTHORITY

1. Interpretation

- 1.1. The Authority Holder is responsible for the acts and omissions of its employees, contractors or, agents. The Authority Holder is liable under this Authority for any breach of the terms of the Authority by its employees, contractors or agents as if the breach had been committed by the Authority Holder.
- 1.2. Where obligations bind more than one person, those obligations bind those persons jointly and separately.

2. What is being authorised?

- 2.1. The Authority Holder is only allowed to carry out the Authorised Activity on the Land described in Schedule 1, Item 2.
- 2.2. The Authority Holder must advise the Department of Conservation's local Operations Manager(s) one week prior to carrying out the Authorised Activity in the District, when the Authority Holder intends to carry out the Authorised Activity.
- 2.3. The Authority Holder and Authorised Personnel must carry a copy of this Authority with them at all times while carrying out the Authorised Activity.
- 2.4. Unless expressly authorised by the Grantor in writing, the Authority Holder must not donate, sell or otherwise transfer to any third party any material, including any genetic material, or any material propagated or cloned from such material, collected under this Authority.
- 2.5. The Authority Holder may publish authorised research results.
- 2.6. The Authority Holder must immediately notify the Grantor of any taxa found which are new to science. In addition, the Authority Holder must lodge holotype specimens and a voucher specimen of any new taxa with a recognised national collection.

3. Who is authorised?

- 3.1. Only the Authority Holder and the Authorised Personnel described in Schedule 1, Item 3 are authorised to carry out the Authorised Activity, unless otherwise agreed in writing by the Grantor.

4. How long is the Authority for - the Term?

- 4.1. This Authority commences and ends on the dates set out in Schedule 1, Item 4.

5. What are the obligations to protect the environment?

- 5.1. Other than what is authorised by this Authority, the Authority Holder must not cut down or damage any vegetation; or damage any natural feature or historic resource on any public conservation land being part of the Land; or light any fire on such public conservation land; or erect any structure such public conservation land without the prior consent of the Grantor.
- 5.2. The Authority Holder must ensure that it adheres to the international "Leave No Trace" Principles at all times (www.leavenotrace.org.nz).
- 5.3. The Authority Holder must not bury:
 - a) any toilet waste within 50 metres of a water source on any public conservation land being part of the Land; or

- b) any animal or fish or any part thereof within 50 metres of any water body, water source or public road or track.

6. What are the liabilities?

- 6.1. The Authority Holder agrees to exercise the Authority at the Authority Holder's own risk and releases to the full extent permitted by law the Grantor and the Grantor's employees and agents from all claims and demands of any kind and from all liability which may arise in respect of any accident, damage or injury occurring to any person or property arising from the Authority Holder's exercise of the Authorised Activity.
- 6.2. The Authority Holder must indemnify the Grantor against all claims, actions, losses and expenses of any nature which the Grantor may suffer or incur or for which the Grantor may become liable arising from the Authority Holder's exercise of the Authorised Activity.
- 6.3. This indemnity is to continue after the expiry or termination of this Authority in respect of any acts or omissions occurring or arising before its expiry or termination.

7. What about compliance with legislation and Grantor's notices and directions?

- 7.1. The Authority Holder must comply with all statutes, bylaws and regulations, and all notices, directions and requisitions of the Grantor or any competent authority relating to the conduct of the Authorised Activity. Without limitation, this includes the Conservation Act 1987, the Acts listed in the First Schedule of that Act, and all applicable health and safety legislation and regulation.

8. Are there limitations on public access and closure?

- 8.1. The Authority Holder acknowledges that the public conservation land being part of the Land is open to the public for access and that the Grantor may close public access to that public conservation land during periods of high fire hazard or for reasons of public safety or emergency.

9. When can the Authority be terminated?

- 9.1. The Grantor may terminate this Authority at any time in respect of the whole or any part of the Land, and/or the whole or any part of the Authorised Activity if:
 - a) the Authority Holder breaches any of the conditions of this Authority; or
 - b) in the Grantor's opinion, the carrying out of the Authorised Activity causes or is likely to cause any unforeseen or unacceptable effects.
- 9.2. If the Grantor intends to terminate this Authority in whole or in part, the Grantor must give the Authority Holder such prior notice as, in the sole opinion of the Grantor, appears reasonable and necessary in the circumstances.

10. How are notices sent and when are they received?

- 10.1. Any notice to be given under this Authority by the Grantor is to be in writing and made by personal delivery, by pre-paid post or email to the Authority Holder at the address, fax number or email address specified in Schedule 1, Item 5. Any such notice is to be deemed to have been received:
 - a) in the case of personal delivery, on the date of delivery
 - b) in the case of post, on the 3rd working day after posting
 - c) in the case of email, on the date receipt of the email is acknowledged by the addressee by return email or otherwise in writing.

- 10.2. If the Authorised Holder's details specified in Schedule 1, Item 5 change then the Authorised Holder must notify the Grantor within 5 working days of such change.

11. What about the payment of costs?

- 11.1. The Authorised Holder must pay the standard Department of Conservation charge-out rates for any staff time and mileage required to monitor compliance with this Authority and to investigate any alleged breaches of the terms and conditions of it.

12. Use of species/materials/future use/disposal

- 12.1. The Authority Holder must comply with any reasonable request from the Grantor for access by the Grantor or the Grantor's nominee to any collected species or material.

13. Biosecurity

- 13.1. The Authority Holder must take all precautions to ensure weeds and non-target species are not introduced to the Land; this includes ensuring that all tyres, footwear, gaiters, packs and equipment used by the Authority Holder, its staff and clients are cleaned and checked for pests before entering the Land.

14. Are there any Special Conditions?

- 14.1. Special Conditions are specified in Schedule 3. If there is a conflict between this Schedule 2 and the Special Conditions in Schedule 3, the Special Conditions shall prevail.

15. Can the Authority be varied?

- 15.1. The Authority Holder may apply to the Grantor for variations to this Authority.

SCHEDULE 3

Special Conditions

General

1. Any material collected for a restoration project but surplus to requirements may be offered for general sale or stored until the Department of Conservation has been consulted on ultimate disposal of such material.
2. The Authority Holder must comply with any reasonable request from the Grantor for access by the Grantor to any collected species or material.
3. The Director-General may direct the Authority Holder to return biological materials held under this Authority where the Director-General considers this appropriate. The Director-General assures that any samples returned will not be transferred to a third party without sound justification.
4. The activities listed in Schedule 1 Clause 1 shall only be undertaken in the area north of State Highway 31, within Te Kauri Park Scenic Reserve specified in map 2 of Schedule 4..
5. The Authority Holder shall not disturb more than 10% of the soil litter in shrubland or forest understory of any of the land where the Authorised activities are undertaken.
6. A new clause 13.2 is added to Schedule 2, to read as follows:
"The Authority Holder shall, as far as is practicable, take all reasonable care not to create undue disturbance in streams and on the land where the Authorised Activity will take place".
7. The Authorised Activities shall only be undertaken for the purpose of research and this research is limited to that contained in the application submitted to the Grantor, to obtain this Authority.
8. While undertaking the Authorised Activity the Authority Holder must not exclude or impede the public from accessing any sites, tracks or facilities.
9. If approached by members of the public while carrying out the Authorised Activity, the Authority Holder shall provide an explanation of why the Authorised Activity is taking place.
10. The Authority Holder shall remove all pitfall traps from the Authorised lands within one week of the traps being laid, and all other equipment daily.
11. The Authority Holder shall supply mana whenua with information about what pitfall traps are so iwi can make informed decisions.
12. Pesticide operations are undertaken at various times on the land. The Authority Holder shall check <http://www.doc.govt.nz/nature/pests-and-threats/pesticide-summaries/> for up-to-date information about where pesticides have been laid or are planned to be laid on Te Kauri Park Scenic Reserve.

Invertebrate research survey and/or monitoring

13. Should new species of invertebrates be found, the Authority Holder must ensure the type specimens are to be lodged at an appropriate national collection among the following:

New Zealand Arthropod Collection (NZAC) Ko te Aitanga Pepeke o Aotearoa
Landcare Research Manaaki Whenua
231 Morrin Rd, St Johns, Auckland 1072

14. In an exceptional circumstance, the Authority Holder can seek permission from the Grantor to deposit specimens in another institutional collection that meets the following criteria:
- Is a government institution; and
 - Maintains existing invertebrate collections; and
 - Has a curator tasked to actively manage invertebrates; and
 - Routinely loans invertebrates for taxonomic research.
15. The Authority Holder must ensure all live capture traps, (e.g. pitfall traps and G-minnow traps), are checked at least every 24 hours

Track markers

16. At the conclusion of the Authorised Activity the Authority Holder must remove all track markers, flagging tape or other material used while undertaking the Authorised Activity

Vegetation clearance, historic sites and non-target wildlife

17. Sites for the Authorised Activity shall be selected to avoid, or minimise, the need for cutting down or clearing vegetation, or causing any damage to any historic heritage site.

Reporting

18. The Authority Holder shall:
- a. Report to the Grantor any new taxa or threatened species of invertebrates found.
 - b. forward the report electronically to the Grantor at warcteam@doc.govt.nz and waikato@doc.govt.nz and the Hamilton Junior Naturalist Club at mjsafey@gmail.com.
 - c. cite Authority Number 111495-RES
 - d. submit the report by 30 June each year.

Myrtle Rust Biosecurity

19. The Authority Holder and members of their team shall know the plants that are affected by myrtle rust, and what the rust symptoms look like. This serious fungal disease only affects plants in the Myrtle (*Myrtaceae*) family which includes pohutukawa, manuka, kanuka, and ramarama. See <http://www.mpi.govt.nz/protection-and-response/responding/alerts/myrtle-rust>.
20. The Authority Holder and members of their team shall not park vehicles under myrtle species where vehicles can easily be contaminated while undertaking the Authorised Activity.

21. The Authority Holder shall carry large black plastic bags and ties, 2% SteriGENE spray bottle and Isopropanol wipes while undertaking the Authorised Activity on Public Conservation Land where *Myrtaceae* are part of the flora.
22. If the Authority Holder or any members of their team believe they have seen the symptoms of myrtle rust, they are not to touch the plant.
 - a. Call the MPI Exotic Pest and Disease Hotline immediately on 0800 80 99 66.
 - b. If possible, take clear photographs, including the whole plant, the whole infected leaf, and a close-up of the spores/affected area of the plant.
 - c. Do not touch or try to collect samples as this may increase the spread of the disease.
23. If the Authority Holder or members of their team believe they are in an infected area, all team members must decontaminate with SteriGENE as per below:
 - a. Spray obviously contaminated clothing/hats and then place items in a large plastic bag;
 - b. Tie and spray the outside of the bag;
 - c. Mist spray other clothing being worn;
 - d. Clean and spray all footwear and equipment, including packs, phones, glasses, watches etc.;
 - e. Repeat decontamination steps again at 100m from the infected area and before entering a vehicle.
24. The Authority Holder and their team members shall have a hot shower and clean their hair as soon as possible to remove any spores (which may be invisible). Clothing worn while undertaking the Authorised Activity must be washed in a hot wash with detergent.

Kauri Dieback Disease Biosecurity

25. The Authority Holder must comply with all guidelines and notices issued by the Kauri Dieback Programme to prevent and avoid the spread of the pest organism Kauri Dieback Disease (*Phytophthora taxon agathis*) as specified on the website <http://www.kauridieback.co.nz/>. This includes ensuring that all vehicles, personal items and equipment are thoroughly cleaned of all visible soil and is sprayed with SteriGENE (formally known as Trigen) solution before entering and when moving between areas where there are kauri.
26. The Authority Holder shall avoid accessing or putting in vegetation plots or having students/staff within 3 times the canopy drip line (radius) of Kauri and this will reduce any risks of PA transfer and the cleaning needs.
27. Kauri dieback hygiene (footwear cleaning and spraying with 2% Sterigene) needs to be practiced on entry and exit to the forest. The cleaning material will need to be collected and disposed of in the municipal sewerage system. Cleaning should not take place near freshwater streams and Sterigene must not enter water systems.
28. All soil used for pitfall traps needs to be retained at the site and the trowels used need to be cleared to be free of soil after each hole is dug. They need to be sprayed with alcohol (mentholated spirit) and air dried if at all possible (use multiple trowels if there are time constraints).

29. All equipment that becomes contaminated with soil within 3 times the canopy radius of any kauri tree needs to be cleaned and sprayed with 2% Sterigene at the site. This includes clothing. Dirty clothing that cannot be cleaned at the site can be bagged and cleaned in a hot wash using 50mil Sterigene per hot wash instead of detergent.

Didymo Biosecurity

30. The Authority Holder must comply with the Ministry for Primary Industries' (MPI)'s "Check, Clean, Dry" cleaning methods to prevent the spread of didymo (*Didymosphenia geminata*) and other freshwater pests when moving between waterways. "Check, Clean, Dry" cleaning methods can be found at - <http://www.biosecurity.govt.nz/cleaning>.

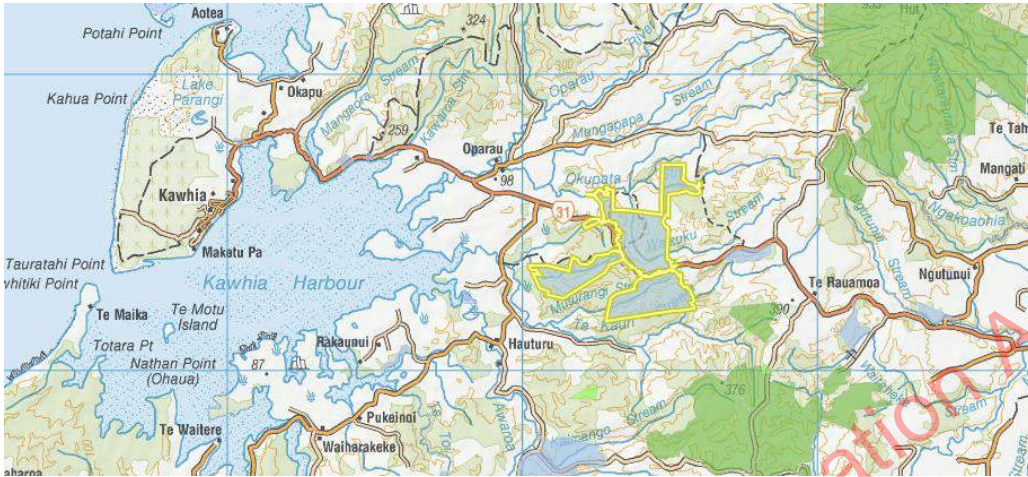
Revocation clause

31. The Grantor may at any time revoke this Authority, or may at any time review and or vary the conditions pertaining to this authority if any conditions contained in this Authority are breached or for any other reason that the Grantor may decide.
32. A new clause 9.1 (c) is added to Schedule 2, to read as follows:
"Or for any other reason that the Grantor may decide".

SCHEDULE 4

Locations:

Map 1: This is an entirely local application that only affects Te Kauri Park Scenic Reserve, east of Kawhia Harbour.



Map 2: The activity will only take place in the section of the reserve immediately south-west of Te Kauri Lodge, as outlined in pink below.



Applicant Information Form 1a Notified or Non-notified Process



Department of
Conservation
Te Papa Atawhai
New Zealand Government

Is this the right application form for me?

This **Applicant Information Form 1a** – Notified or Non-notified Process must be completed for **the following longer term applications** (i.e. not one-off applications):

- Grazing
- Land use: Tenanted and/or using existing DOC facility/structure
- Land use: Use of public conservation land for private commercial facility/structure
- Guiding/Tourism/Recreation: Watercraft activities
- Filming
- Sports events
- Marine reserves application form 11a: Structure in a marine reserve

For other activities use the specific activity application forms that combine applicant and activity information or book a pre-application meeting.

How do I complete this applicant information form?

- Complete all sections of this **applicant information form**.
- In addition, you must complete the **activity application form/s** that you wish to undertake.
- DOC encourages electronic applications (e.g. typed Word document), rather than handwritten applications. Electronic applications are easier to read and less likely to be returned to you for clarification.
- If you need extra space, attach or include extra documents and label them according to the relevant section. Record all attachments in the table at the back of the application information form section **F Attachments**.

How do I submit my application?

Email the following to permissions@doc.govt.nz:

- **Completed applicant information form 1a**
- **Completed activity application form**
- Any other relevant attachments.

If I need help, where do I get more information?

- Check the [DOC webpage for the activity you are applying](https://www.doc.govt.nz/get-involved/apply-for-permits/apply-for-a-permit/)¹ for.

¹ <https://www.doc.govt.nz/get-involved/apply-for-permits/apply-for-a-permit/>

- Arrange a pre-application meeting (either face to face or over the phone) by contacting the [Department of Conservation Office](#)² closest to where the activity is proposed. You can use [DOC maps](#)³ to identify which District Office you should contact. Or arrange a meeting with any of our [four offices that process concessions](#)⁴ – choose the one closest to where the activity is proposed.
- If your application covers multiple districts, contact the office nearest most of the locations you are applying for, or nearest to locations you have a specific question about.

What happens next?

Once your application forms are received, your application will be assessed by DOC. If your application is complete, DOC will begin processing.

If your application is incomplete it will be returned to you for more information.

Why does DOC ask for this information?

The questions in this application information form and the activity application form/s are designed to cover the requirements set out in conservation legislation. Your answers allow us to assess:

- Your most up-to-date details so that DOC can contact you about your application.
- Your qualifications, resources, skills and experience to adequately conduct the activity on public conservation land.
- Your creditworthiness will help determine whether DOC should extend credit to you and set up a DOC customer accounts receivable credit account for cost recovery. To make this assessment DOC will supply your information to a credit checking agency.

Note:

- Personal information will be managed by DOC confidentially. For further information check [DOC's privacy and security statements](#)⁵.
- 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 may be required to pay a **processing fee** for this application 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. In addition, if you are granted a guiding concession on public conservation land you may be required to pay annual **activity and management fees**. These fees are listed on the [DOC webpage for the activity you are applying](#)⁶ for.

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.

² www.doc.govt.nz/footer-links/contact-us/office-by-name/

³ <http://maps.doc.govt.nz/mapviewer/index.html?viewer=docmaps>

⁴ <https://www.doc.govt.nz/get-involved/apply-for-permits/contacts>

⁵ <https://www.doc.govt.nz/footer-links/privacy-and-security/>

⁶ <https://www.doc.govt.nz/get-involved/apply-for-permits/apply-for-a-permit/>

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.

Will my application be publicly notified?

Your application will be publicly notified if:

- It is a license with a term of more than 10 years.
- It is a lease.
- After having regard to the effects of the activity, DOC considers it appropriate to do so.

Public notification will increase the time and cost of processing of your application.

What does DOC require if my application is approved?

If your application is approved DOC requires:

- **Insurance** to indemnify the Minister of Conservation against any claims or liabilities arising from your actions. The level of insurance cover will depend on the activity.
- A copy of your **safety plan** audited by an external expert (e.g. Health and Safety in Employment (Adventure Activity) Regulations 2011 audit or a DOC listed organisation). See the [Safety Plan](#)⁷ information on the DOC website for further information.

Note: DOC/Minister can vary the concession if the information on which the concession was granted contained material inaccuracies. DOC may also recover any costs incurred.

⁷ <https://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/safety-plans/>

A. Applicant details

Legal status of applicant (tick)	<input type="checkbox"/> Individual (Go to ①)	
	<input checked="" type="checkbox"/> Registered company (Go to ②)	<input type="checkbox"/> Trust (Go to ②)
	<input type="checkbox"/> Incorporated society (Go to ②)	<input checked="" type="checkbox"/> 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)		Sustainability & Outdoor Education Programmes Ara Institute of Canterbury Ltd	
	Trading name (if different from applicant name)		Ara Institute of Canterbury Ltd	
	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		David Irwin Programme Manager, Sustainability & Outdoor Education	
	Phone	s9(2)(a)	Mobile phone	s9(2)(a)
	Email	David.irwin@ara.ac.nz		
	Postal address	PO Box 540 Christchurch Mail Centre	Postcode	8140
	Street address (if different from postal address)	HS Block Corner of Ferry Road & Williams Street	Postcode	8140

B. Pre-application meeting

Have you had a pre-application meeting or spoken to someone in DOC?

No	<input type="checkbox"/>
Yes	<input checked="" type="checkbox"/>

- If yes record the:

Date of DOC pre-application meeting	Various
Name of DOC staff member	Nicci Mardle
Name of person who had the pre-application meeting with DOC	

C. Activity applied for

Tick the **activity application form** applicable to the activity you wish to undertake on public conservation land. Complete the applicant information form and the activity application form and email them with any attachments to permissions@doc.govt.nz

ACTIVITY APPLICATION FORM*	FORM NO.	TICK
Grazing	2a	<input type="checkbox"/>
Land use: Tenanted and/or using existing DOC facility/structure	3a	<input type="checkbox"/>
Land use: Use of public conservation land for private/commercial facility/structure	3b	<input type="checkbox"/>
Guiding/Tourism/Recreation: Watercraft activities	4b	<input checked="" type="checkbox"/>
Filming	5a	<input type="checkbox"/>
Sporting Events	6a	<input type="checkbox"/>
Marine reserves application form: Structure in a marine reserve	11a	<input type="checkbox"/>
Other activities (not covered in the above forms or in the new activity application forms that combine applicant and activity information)	7a	<input type="checkbox"/>

Note: If the activity is not in this list check the activity on the DOC website to find the correct application form or book a pre-application meeting. Application forms that combine applicant and activity information on the DOC website include:

- [Aircraft activities](https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/aircraft-activities/)⁸
- [Easements](https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/access-easements/)⁹
- [Land based guiding](https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/)¹⁰

⁸ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/aircraft-activities/>

⁹ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/access-easements/>

¹⁰ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

D. Are you applying for anything else?

Are you submitting any other application forms in relation to this application?

No

☐

Yes

☒

- If yes, state which application forms:

Watercraft 4b plus maps

E. Background experience of applicant

Provide relevant information relating to your ability to carry out the proposed activity (e.g. details of previous concessions, membership of professional organisations, and relevant qualifications).

Multiple staff holding a wide variety of academic and practical qualifications, including:

- PhD's, Masters and degree qualifications in related fields
- New Zealand Outdoor Instructors Association (NZOIA) award holders and assessors in bush, alpine, white-water kayak, sea kayak, rock climbing and abseiling
- Education Outdoors NZ committee members
- Leave No Trace Master Educators

F. 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
Watercraft 4b	Maps for Watercraft 4b Zip file	Zip file	Maps for watercraft 4b

G. Checklist

Application checklist	Tick
I have completed all sections of this applicant information form relevant to my application and understand that the form will be returned to me if it is incomplete.	<input checked="" type="checkbox"/>
I certify that the information provided in this applicant information form, and any attached additional forms is, to the best of my knowledge, true and correct.	<input checked="" type="checkbox"/>
I have completed the activity application form .	<input checked="" type="checkbox"/>
I have appropriately labelled all attachments and completed section F Attachments .	<input checked="" type="checkbox"/>
I will email permissions@doc.govt.nz my: <ul style="list-style-type: none"> • Completed applicant information form • Completed activity application form/s • Any other attachments. 	<input checked="" type="checkbox"/>

H. Terms and conditions for a credit account with the Department of Conservation

Have you held an account with the Department of Conservation before?	Tick
No	<input checked="" type="checkbox"/>
Yes	<input type="checkbox"/>
If 'yes' under what name	

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.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
I/We agree to notify the Department of Conservation of any disputed charges within 14 days of the date of the invoice.	<input checked="" type="checkbox"/>
I/We agree to fully pay the Department of Conservation for any invoice received on or before the due date.	<input checked="" type="checkbox"/>
I/We agree to pay all costs incurred (including interest, legal costs and debt recovery fees) to recover any money owing on this account.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>

Typed applicant name/s	David Irwin & Mike Atkinson	Date	22 May 2022
------------------------	-----------------------------	------	-------------

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

Application for Land Based Guiding Activities



Department of
Conservation
Te Papa Atawhai
New Zealand Government

Is this the right application form for me?

Use this application form for commercial land based guiding activities on public conservation land e.g.

- Walking, hiking and tramping (day, night and overnight)
- Climbing
- Biking (manual and e-bike)
- Hunting
- Fishing
- Horse riding
- Vehicle activities (motorbikes, 4x4, quad bike and snow mobile)
- Other land based guiding activities.

Use this form for all new applications and variations to existing guiding concessions.

Is your activity on a conforming track?

There are a number of tracks, called [conforming tracks](#)¹, that are already approved and available for guided walking if certain conditions are followed. For guided activities on conforming tracks, use the Department of Conservation (DOC) [conforming track application form](#)².

How do I complete this application form?

- Complete all sections of this form
- DOC encourages electronic applications (e.g. typed Word document), rather than handwritten applications. Electronic applications are easier to read and less likely to be returned to you for clarification
- If you need extra space, attach or include extra documents and label them according to the relevant section. Record all attachments in the table at the back of the application form (section L).

Personal information will be managed by DOC confidentially. For further information check [DOC's privacy and security statements](#)³.

¹ <https://www.doc.govt.nz/guided-walking-conforming>

² <https://www.doc.govt.nz/guided-walking-conforming>

³ <https://www.doc.govt.nz/footer-links/privacy-and-security/>

If I need some help, where do I get more information?

- Check the DOC's '[Land-based guided activities](#)'⁴ webpage
- Arrange a pre-application meeting (either face to face or over the phone) by contacting the [Department of Conservation Office](#)⁵ closest to where the activity is proposed. You can use [DOC maps](#)⁶ to identify which District Office you should contact. Or arrange a meeting with any of our [four offices that process concessions](#)⁷ – choose the one closest to where the activity is proposed.
- If your application covers multiple districts, contact the office nearest most of the locations you are applying for, or nearest to locations you have a specific question about.

Have you considered DOC's statutory planning documents?

Your concession must not be inconsistent with [DOC's relevant statutory planning documents](#)⁸ as they set out how DOC and our Treaty partners manage public conservation land. Statutory planning documents can have a direct impact on your application, for example they may set the specific track limitations and maximum group size allowed.

Book a pre-application meeting with DOC staff if you require assistance with navigating DOC's statutory planning documents.

How do I submit my application?

Email your completed application and any other attachments to: permissions@doc.govt.nz

What happens next?

Once it is received, your application will be assessed by DOC. If your application is complete, DOC will begin processing.

If your application is incomplete it will be returned to you for more information.

Why does DOC ask for this information?

The questions in this application form are designed to cover the requirements set out in DOC's conservation legislation. Your answers allow us to assess:

- The effects of your activity and your proposed methods to avoid, remedy or mitigate any adverse effects of the activity.
- Your qualifications, resources, skills and experience to adequately conduct the activity on public conservation land.
- Your creditworthiness is a factor in determining whether DOC should extend credit to you and set up a DOC customer accounts receivable credit account for cost recovery. To make this assessment DOC will supply your information to a credit checking agency.

Note: Information collected by DOC will be supplied to a debt collection agency in the event of non-payment of payable fees.

⁴ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

⁵ www.doc.govt.nz/footer-links/contact-us/office-by-name/

⁶ <http://maps.doc.govt.nz/mapviewer/index.html?viewer=docmaps>

⁷ <https://www.doc.govt.nz/get-involved/apply-for-permits/contacts>

⁸ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

Treaty Partner consultation

DOC has a statutory responsibility to give effect to the principles of the Treaty of Waitangi. One component of this may be DOC consulting with Treaty Partners about your application. This consultation will feed into DOC's decision-making process. More information can be found on the DOC website on our [iwi/hapū/whānau consultation](#)⁹ page.

Contact your local [DOC office](#)¹⁰ if you require further information about consultation.

What fees will I pay?

You may be required to pay a **processing fee** for this application 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. In addition, if you are granted a guiding concession on public conservation land you may be required to pay annual **activity and management fees**. These fees are listed on the [Land-based guided activities](#)¹¹ page on the DOC website.

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.

Will my application be publicly notified?

Your application will be publicly notified if:

- It is a license with a term of more than 10 years
- It is a lease
- After having regard to the effects of the activity, DOC considers it appropriate to do so

Public notification will increase the time and cost of processing of your application.

What does DOC require if my application is approved?

If your application is approved DOC requires:

- **Insurance** to indemnify the Minister against any claims or liabilities arising from your actions. The level of insurance cover will depend on the activity.
- A copy of your **safety plan** audited by an external expert (e.g. Health and Safety in Employment (Adventure Activity) Regulations 2011 audit or a DOC listed organisation). See the [Safety Plan](#)¹² information on the DOC website for further information.

Note: DOC/Minister can vary the concession if the information on which the concession was granted contained material inaccuracies. DOC may also recover any costs incurred.

⁹ <https://www.doc.govt.nz/get-involved/apply-for-permits/iwi-consultation/>

¹⁰ <https://www.doc.govt.nz/footer-links/contact-us/office-by-name/>

¹¹ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

¹² <https://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/safety-plans/>

A. Applicant details

Legal status of applicant (tick)	<input type="checkbox"/> Individual (Go to ①)	
	<input type="checkbox"/> Registered company (Go to ②)	<input type="checkbox"/> Trust (Go to ②)
	<input type="checkbox"/> Incorporated society (Go to ②)	<input checked="" type="checkbox"/> Other (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)		Sustainability & Outdoor Education Programmes Ara Institute of Canterbury Ltd	
	Trading name (if different from applicant name)		Ara Institute of Canterbury Ltd	
	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		David Irwin Programme Manager, Sustainability & Outdoor Education Mike Atkinson Safety Coordinator, Sustainability & Outdoor Education	
	Phone	David s9(2)(a) Mike s9(2)(a)	Mobile phone	David s9(2)(a) Mike s9(2)(a)

Email	David.irwin@ara.ac.nz & Michael.atkinson@ara.ac.nz		
Postal address	PO Box 540 Christchurch Mail Centre	Postcode	8140
Street address (if different from Postal address)	HS Block Corner of Ferry Road & Williams Street CHRISTCHURCH	Postcode	8140

B. Variation of an existing concession

Is this application *varying* an existing concession?

No	<input checked="" type="checkbox"/>
Yes	<input type="checkbox"/>

- Only complete the parts of the form that relate to the variation you are seeking.
- State the concession number of which you wish to vary and describe the variation.

Concession number you wish to vary

- Briefly describe the variation you are seeking to your existing concession:

C. Pre-application meeting

Have you had a pre-application meeting or spoken to someone in DOC?

No	<input type="checkbox"/>
Yes	<input checked="" type="checkbox"/>

- State when and who with:

Nicci Mardle. Various meetings but was a few years ago now.

D. Description of activity

Select all the guiding activities you are applying for.

<input checked="" type="checkbox"/>	Day walks, hiking and tramping	<input type="checkbox"/>	Hunting*
<input type="checkbox"/>	Night walks, hiking and tramping	<input type="checkbox"/>	Fishing
<input checked="" type="checkbox"/>	Overnight walks, hiking and tramping	<input type="checkbox"/>	Motorbike
<input checked="" type="checkbox"/>	Climbing	<input type="checkbox"/>	4x4 vehicle
<input checked="" type="checkbox"/>	Manual bike rides	<input type="checkbox"/>	Quad bike
<input type="checkbox"/>	Electric bike rides	<input type="checkbox"/>	Snow mobile
<input type="checkbox"/>	Horse riding	<input type="checkbox"/>	Other ^

* If you selected **hunting**, state which type of animal/s you plan to hunt.

n/a

^ If you selected **other** explain below the type of guiding activity. (location details can be completed in section L below). **A pre-application meeting is strongly recommended for new or unusual guiding.**

n/a

E. Are you applying for anything else?

Are you submitting any other application forms in relation to this application?

No

☐

Yes

☒

- If yes, state which application forms:

[Watercraft activities form 4b](#)

F. Duration

State how long (months and years) you want your concession to last?

[10 years](#)

- Explain why you are seeking this duration:

G. Background experience of applicant

Provide relevant information relating to your ability to carry out the proposed activity (e.g. details of previous concessions, membership of professional organisations, and relevant qualifications).

Multiple staff holding a wide variety of academic and practical qualifications, including:

- PhD's, Masters and degree qualifications in related fields
- New Zealand Outdoor Instructors Association (NZOIA) award holders and assessors in bush, alpine, white-water kayak, sea kayak, rock climbing and abseiling
- Education Outdoors NZ committee members
- Leave No Trace Master Educators

H. Consultation undertaken

DOC has a statutory obligation to give effect to the principles of the Treaty of Waitangi. This often requires consultation with our Treaty Partner (iwi/hapū/whānau of local Maori) on your application. If you have already consulted with our Treaty Partner, or with other interested stakeholders, DOC would like to know about it.

We recommend you discuss consultation with a DOC staff member before starting your application.

No	<input checked="" type="checkbox"/>
Yes	<input type="checkbox"/>

- If yes, supply details for each group consulted with:

Whānau/hapū/iwi consulted with:	
Name of individual you consulted with:	
Date of consultation:	
Form of consultation (e.g. email, meeting):	
Outcome of consultation*:	

Other interested stakeholders consulted with e.g. Conservation Boards or community groups:	
--	--

Name of individual you consulted with:	
Date of consultation:	
Form of consultation (e.g. email, meeting):	
Outcome of consultation*:	

If you received a written response to consultation attach a copy to this application. Record the document details in section 'L Attachments' of this form.

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I. Location(s) and activity(ies)

List all the areas of your proposed operation. All columns must be completed. If the column is not applicable you must state so. If you require more space attach a separate document.

Need help? If you are unable to identify a location contact the local District Office or use DOC's online mapping system - maps.doc.govt.nz¹³.

- ① **Activity:** State the type of guiding you are undertaking: e.g. walking (day, night or overnight), biking (manual or e-bike), hunting, fishing, horse riding vehicle activities (state which type e.g. motor bike vehicle, 4x4 vehicle, quad bike, snow mobile) or you must specify any other type of guiding.
- ② **Public conservation land:** Should include the official name and type (e.g. Nature Reserve, National Park) of the Public Conservation Land that the track or location is within (use maps.doc.govt.nz¹⁴).
- ③ **Track name:** If the proposed activity is on a track you must include the official name of the track. If you intend to operate on part of the track, state where you plan to begin and end [see Example over page]. If the activity is off track you must include NZTM GPS coordinates and an annotated map outlining the proposed area [see Example over page].
- ④ **DOC facilities:** List any DOC facilities used in detail e.g. shelters, huts, campsites, drop off at car parks etc. Include the number of nights if applicable. Include the location even if it is used as a planned lunch/snack stop.
- ⑤ **Dates of operation:** The time of year you plan to operate e.g. all year activity or the exact months of the operation. Listing a season e.g. summer, will not be accepted.
- ⑥ **Maximum group number:** Provide the maximum guiding group number including the guide/s.
- ⑦ **Maximum number of trips:** List the maximum number of trips per day, week, and year.
- ⑧ **Duration of visit:** Select from: less than 1 hour; 1-4 hours; 4-12 hours; 12-24 hours; overnight (state total number of nights).

¹³ maps.doc.govt.nz

¹⁴ maps.doc.govt.nz

1	2	3	4	5	6	7	8
Activity	Public Conservation Land	Track Name	DOC Facilities	Dates of Operation	Max. Group Size (Incl. Guides)	Max. Number of Trips	Duration of Visit
Day walking	Fiordland National Park	<u>Correct example</u> ✓ Kaka Track – Control Gates to Kiwi Shelter and return	Kaka Track car park, Kiwi Shelter (lunch stop)	01 May to 31 July each year	6 people	1 per day 3 per week 50 per year	4-12 hours
		<u>Incorrect example</u> ✗ Kaka Walk	Campsite	Autumn / Winter	TBC	12	Unknown
Overnight Walk	Fiordland National Park	<u>Correct example</u> ✓ Off track. From Kea summit, along ridgeline, down to Kiwi Shelter (starting at NZTM X:1,212,333, Y:5,032,320 – marked map attached)	Kaka Track car park, Kiwi Shelter (lunch stop), Saddleback Hut (1 night)	All year	6 people	1 per month 12 per year	Overnight – 1 night

1	2	3	4	5	6	7	8
Activity	Public Conservation Land	Track Name	DOC Facilities	Dates of Operation	Max. Group Size (Incl. Guides)	Max. Number of Trips	Duration of Visit
Walking & Rock climbing (overnight)	Mt Somers & Hakatere Conservation Areas	Miners and/or Rhyolite Tracks return	Woolshed creek hut and campsite	March - April	7 pax	Twice per year	3 nights
Walking (overnight)	Mt Somers & Hakatere Conservation Areas	Miners, Rhyolite and/or Mt Somers Tracks return	Woolshed creek and Pinnacles campsites	September - October	12 pax	Twice per year	2 nights
Rock climbing (day)	Sebastopol Bluffs, Aoraki/Mt Cook National Park	n/a	n/a	March - April	7 pax	Once per year	4-12 hours
Walking (day)	Hooker Valley, Aoraki/Mt Cook National Park	Hooker Valley Track	White Horse Hill Campground	May	15 pax	Once per year	1-4 hours
Walking (day)	Tasman Valley, Aoraki/Mt Cook National Park	Blue Lakes Track	White Horse Hill Campground	May	15 pax	Once per year	1-4 hours

1	2	3	4	5	6	7	8
Activity	Public Conservation Land	Track Name	DOC Facilities	Dates of Operation	Max. Group Size (Incl. Guides)	Max. Number of Trips	Duration of Visit
Walking (day)	Awaroa Godley Head Farm Park Reserve	Pilgrims Way coastal track and Breeze Bay track	Godley head carpark	February & October	16 pax	5 times per year	1-4 hours
Camping (day)	Awaroa Godley Head Farm Park Reserve	n/a	Godley head campground	February	22 pax	Once per year	1 night
Camping & walking	Otamahua Quail Island Recreation Reserve	Quail Island track	Quail Island campground	March & May	20 pax	Once per year	1 night
Walking (day)	Craigieburn Forest Park	Dracophyllum flat, cuckoo creek tracks & and off track in this area	Texas flat car park	August - October	11 pax	5 times per year	4-12 hours
Walking (day)	Craigieburn Forest Park	Mt Cheeseman ski field	Mt Cheeseman carpark	July-August	11 pax	Twice per year	4-12 hours

1	2	3	4	5	6	7	8
Activity	Public Conservation Land	Track Name	DOC Facilities	Dates of Operation	Max. Group Size (Incl. Guides)	Max. Number of Trips	Duration of Visit
Walking (day)	Kura Tawhiti Scenic reserve	Kura Tawhiti access track	Kura Tawhiti carpark	August - November	20 pax	Twice per year	1-4 hours
Mountain biking (manual)	Oxford Forest Conservation Area	Wharfdale track	Carpark	October	11 pax	Once per year	4-12 hours
Walking (day)	Oxford Forest Conservation Area	Ryde falls & Koromiko tracks	Carpark	October	12 pax	Twice per year	4-12 hours
Walking (day)	Mt Thomas Forest Conservation Area	Mt Thomas: Summit & Wooded Gully track	Mt Thomas carpark	October	11 pax	Once per year	4-12 hours
Walking (day)	Mt Thomas Forest Conservation Area	Mt Richardson, Blowhard and Bypass track	Mt Richardson carpark	February	11 pax	Five per year	4-12 hours

1	2	3	4	5	6	7	8
Activity	Public Conservation Land	Track Name	DOC Facilities	Dates of Operation	Max. Group Size (Incl. Guides)	Max. Number of Trips	Duration of Visit
Walking (overnight)	Craigieburn Forest Park	Cass Lagoon Saddle Track	Hamilton hut and campsite.	September - October	11 pax	Once every 2-3 years	2 nights
Walking (overnight)	St James Conservation Area, Lake Sumner Forest Park & Lewis Pass Scenic Reserve	St James walkway	Campsites near various huts	September - October	11 pax	Once every 2 years	3-4 nights
Walking (overnight)	Lewis Pass Scenic reserve, Lake Sumner Forest Park & Conservation Area Nina Doubtful Rivers	Nina valley track, Devil Skin Saddle and Doubtful tracks	Nina & hut and campsite. Doubtful hut campsite	August	11 pax	Once per year	2 nights
Mountain Biking (manual)	Hanmer Forest Park	Dog stream and Woodland areas (Easy rider, Upper dog stream, timberlands tracks)	n/a	May & October	11 pax	Twice per year	4-12 hours

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J. Consistency with DOC statutory plans

List the [DOC statutory planning documents](#)¹⁵ relevant to your application:

Canterbury (Waitaha) Conservation Management Strategy
Aoraki/Mount Cook National Park Management Plan (under review)
Arthur's Pass National Park Management Plan

Are you aware of any potential inconsistency of your activity with DOC's statutory planning documents?

No



Yes



If you have answered yes explain why it is inconsistent with the statutory planning documents.

¹⁵ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

K. Effects assessment

The table below suggests some common environmental effects and ways to remedy, mitigate or avoid them. Tick the boxes that are relevant to your application.

If you have identified effects or mitigation measures that are *not* included in the table below, or you have an unusual activity, you will need to attach a document listing your potential effects and how you propose to avoid, remedy or mitigate them. Record this additional information in section L as an attachment.

Feature	Potential effects	Proposed methods to avoid, remedy or mitigate the effect	Tick which apply
Flora and fauna	Disturbance of vegetation or natural area	- Educate staff, and clients on the sensitivities of the area and advise them of low impact techniques	<input checked="" type="checkbox"/>
		- Remain on formed tracks or well used routes	<input checked="" type="checkbox"/>
		- Do not cut down or damage any vegetation or natural feature	<input checked="" type="checkbox"/>
		- Ensure vehicles remain on formed roads	<input checked="" type="checkbox"/>
	Damage to wildlife or habitat	- Remain on formed tracks or well used routes	<input checked="" type="checkbox"/>
		- Ensure vehicles remain on formed roads	<input checked="" type="checkbox"/>
		- Stay at least 20m away from wildlife and educate staff and clients on appropriate behaviour where wildlife is present (a separate permit is required for viewing marine mammals)	<input checked="" type="checkbox"/>
		- Don't startle wildlife with noise or camera flashes	<input checked="" type="checkbox"/>
		- Use infra-red torches for nighttime viewing	<input checked="" type="checkbox"/>
		- Do not feed any species	<input checked="" type="checkbox"/>
		- Do not harass any species	<input checked="" type="checkbox"/>
		- Do not take animals, including domestic pets, onto the land	<input checked="" type="checkbox"/>
		- Do not play recordings of bird song	<input checked="" type="checkbox"/>
		- When driving vehicles, ensure that special care is taken during bird nesting periods. Ensure speed is dramatically reduced where wildlife may be present	<input checked="" type="checkbox"/>

Biosecurity	Introduction of new or increase in existing threats to indigenous ecosystems e.g. pests, weeds and pathogens	- Follow Biosecurity New Zealand's Check Clean Dry procedure when in and around waterways	<input checked="" type="checkbox"/>
		- Ensure footwear is cleaned at designated cleaning stations (e.g. Kauri die back areas) or with appropriate cleaning methods when cleaning stations are not available	<input checked="" type="checkbox"/>
		- Take all precautions to ensure weeds are not introduced to the land	<input checked="" type="checkbox"/>
Other users of the land	Crowding – too many people in a hut, campsite, car park or along the track in relation to the visitor setting.	- Ensure party sizes are kept to the limits set out in the statutory planning documents	<input checked="" type="checkbox"/>
		- Complete accurate annual activity returns to allow DOC to monitor usage	<input checked="" type="checkbox"/>
		- Consider timing of visits to off peak periods of the day, week, season or year where possible	<input checked="" type="checkbox"/>
		- Ensure clients and guides do not monopolise any part of the track, viewing area or car park	<input checked="" type="checkbox"/>
		- Allow other users to pass the group easily	<input checked="" type="checkbox"/>
	Cumulative impacts of additional concessionaire operating at already busy sites	- Park vehicles in designated parking spaces	<input checked="" type="checkbox"/>
		- Co-ordinate visits with other concessionaires (where possible)	<input checked="" type="checkbox"/>
		- Limit hut use to 50% for all commercial operators combined and ensure all relevant details are recorded in the 'hut book'	<input checked="" type="checkbox"/>
		- Carry tents in case hut is full	<input checked="" type="checkbox"/>
		- Ensure no permanent camp sites are created and no stores of equipment left on the land	<input checked="" type="checkbox"/>
	Conflict between different activities and visitors	- Co-ordinate visits with other concessionaires (where possible)	<input checked="" type="checkbox"/>
	Noise invasion of people's quiet enjoyment of the area e.g. loud noises.	- Educate staff and clients on the need for respect for other visitors and their right to quiet enjoyment of the area	<input checked="" type="checkbox"/>
	Damage or impingement on other existing public use facilities	- Educate staff and clients to respect public facilities	<input checked="" type="checkbox"/>

Cultural values	Offensive to Tangata Whenua or members of the public generally. Incorrect stories/history about the site	- Consult with Iwi over any proposal for cultural interpretation	<input checked="" type="checkbox"/>
		- Ensure any cultural interpretation is consistent with Iwi values	<input checked="" type="checkbox"/>
		- Educate clients to respect cultural values or traditions	<input checked="" type="checkbox"/>
Historic values	Damage to historic sites or objects, including Wahi Tapu e.g., disturbance of the ground	- Educate staff, and clients on the sensitivities of the area and advise them of low impact tramping/riding etc. techniques	<input checked="" type="checkbox"/>
		- Limit approach distance and stay on existing paths	<input checked="" type="checkbox"/>
Rubbish and waste	Rubbish, toilet waste or debris left on public conservation land	- Follow the ' Leave no Trace ' and ' Visit the Kiwi way ' principles	<input checked="" type="checkbox"/>
		- Do not bury any toilet waste within 50 metres of a water source	<input checked="" type="checkbox"/>
		- Designate someone in the party as a 'Tail-End Charlie' to ensure no rubbish or debris is dropped/left behind	<input checked="" type="checkbox"/>
		- Provide rubbish bags, proper waste containers and removal procedures and ensure these are not accessible to wildlife or able to be blown away	<input checked="" type="checkbox"/>
Fires	Wildfires	- Ensure no open fires	<input checked="" type="checkbox"/>
Private / leased land	Entering private land or public conservation land leased by DOC, without consent	- Ensure permission is obtained from the land owner if required	<input checked="" type="checkbox"/>
Positive effects	Allow members of the public to experience public conservation land in a safe manner and in areas they may not be capable of experiencing on their own	- N/A	<input checked="" type="checkbox"/>

L. 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	Excel	Spreadsheet of all NZTM GPS locations and activities using the table format set out in section D
<u>Correct example ✓</u> K	Effects assessment	Word	List of additional potential effects (e.g. due to unusual activity) and proposed methods to avoid, remedy or mitigate the effect.
<u>Incorrect example X</u> Table	Doc1	Word	Table

M. Checklist

Application checklist	Tick
I have completed all sections of this form relevant to my application and understand that the form will be returned to me if it is incomplete.	<input checked="" type="checkbox"/>
I certify that the information provided in this application form and any attached additional forms is, to the best of my knowledge true and correct.	<input checked="" type="checkbox"/>
I have supplied maps to accompany my NZTM GPS locations listed in section 'I. Locations' (maps are <i>not</i> required if you have used the official track name).	<input type="checkbox"/>
I have appropriately labelled all attachments and completed section 'L. Attachments' to match.	<input type="checkbox"/>

N. Terms and conditions for a credit account with the Department of Conservation

Have you held an account with the Department of Conservation before?	Tick
No	<input type="checkbox"/>
Yes	<input type="checkbox"/>
If "yes", under what name:	

In ticking this checklist and placing your name below you are acknowledging that you have read and agreed to these 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.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
I/We agree to notify the Department of Conservation of any disputed charges within 14 days of the date of the invoice.	<input checked="" type="checkbox"/>
I/We agree to fully pay the Department of Conservation for any invoice received on or before the due date.	<input checked="" type="checkbox"/>
I/We agree to pay all costs incurred (including interest, legal costs and debt recovery fees) to recover any money owing on this account.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>

Applicant Name/s (of authorised person/s)	David Irwin & Mike Atkinson	Date	22 May 2022
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For Departmental use			
Credit check completed			
Comments:			
Signed		Name	
Approved (Tier 4 manager or above)		Name	



The Department recommends that you contact the Department of Conservation Office closest to where the activity proposed to discuss the application prior to completing the application forms. Please provide all information requested in as much detail as possible. Applicants will be advised if further information is required before this application can be processed by the Department.

This form is to be used when the proposed activity involves using watercraft on public conservation land. Examples may include kayaking, boat landings, or use of Department of Conservation wharves. This form is to be completed in conjunction with either Applicant Information Form 1a (longer term concession) or Applicant Information Form 1b (one-off concession) as appropriate.

- If your application involves guiding clients or aircraft transportation on public conservation land please also fill in Form 4a and/or Form 4c as appropriate.
- If your application includes building, extending or adding to any permanent or temporary structures or facilities on public conservation land, please also fill in Form 3b,
- If your application includes tenancy of any DOC managed buildings (other than overnight usage of huts) please also fill in Form 3a.

Please complete this application form, attach Form 1a or Form 1b, and any other applicable forms and information and send to permissions@doc.govt.nz. The Department will process the application and issue a concession if it is satisfied that the application meets all the requirements for granting a concession under the Conservation Act 1987.

If you require extra space for answering, please attach and label according to the relevant section.

A. Location(s) and Activities

List the areas of your operation, please use NZTM GPS coordinates where possible, and attach a map and label Attachment 4a: C. If you are unable to identify the areas or you do not know them, please seek the assistance of Departmental staff.

Name of Conservation Area	Activity	Waterway being used, location and/or name of all landing sites	Size, type, colour and name of all water craft	Proposed months/season	Max. Party Size (incl. guides)	Frequency of Use (trips/landings)
<i>EG: Mana Island Scientific Reserve</i>	<i>Transporting clients to island</i>	<i>Boat landing site</i>	<i>10m Launch; blue; "Bluebird"</i>	<i>October - April</i>	<i>6 pax</i>	<i>6 landings per week Saturdays and Sundays only</i>
Tasman - Buller River – Map: Buller River – Ariki Falls Take out						
Ariki Falls Buller River – Ariki Falls Take out Exit Location: Ariki Falls Exit 1: WGS84 (DM): Lat: 41°46.54'S Long: 172°11.41'E NZTM (NZGD2000): E 1532694 N 5374813 NZTopo50 Map Reference: BR22 Conservation Area/Status Upper Buller Gorge Scenic Reserve	Kayaking	Buller river. - Ariki Falls. Kayak landing site Please note, this location has been identified on map: Buller River – Ariki Falls Take out	Ara, Institute of Canterbury owned fleet of white-water kayaks. individually identified with ID numbers. Boats may range in make and model and may include the following: Dagger rpm Dagger rpm MAX Dagger Redline Dagger Axiom Perception Whip it Prijon Fly	Feb - May	8 pax	12 days per year Feb – May Mon – Fri only

Canterbury - Roto Kohatu Reserve - Lake Rua – Map: Lake Rua

<p>Roto Kohatu Reserve Lake Rua</p> <p>Entry/Launch and Exit Location: 1: WGS84 (DM): Lat: 43°27.68'S Long: 172°34.65'E NZTM (NZGD2000): E 1565824 N 5187858 NZTopo50 Map Reference: BX24</p> <p>Conservation Area/Status Reserve land</p>	Kayaking	<p>Lake Rua</p> <p>Kayak landing/launching site</p>	<p>Ara, Institute of Canterbury owned fleet of white-water and sea kayaks. individually identified with ID numbers. Boats may range in make and model and may include the following:</p> <p>Dagger rpm Dagger rpm MAX Dagger Redline Dagger Axiom Perception Whip it Prijon Fly Q Kayaks Skua Q Kayaks Penguin Q Kayaks Tasman Q Kayaks Shearwater Chatham Eco – double Sea Bear – double Necky</p>	Feb - May	12 pax	<p>8 days per year</p> <p>Feb – May</p> <p>Mon – Fri only</p> <p>2 hours per session</p>
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Canterbury - Lyttelton Harbour and inner islands – Map: Lyttelton Harbour

<p>Lyttelton Harbour</p> <p>Entry/Launch and Exit Location:</p> <p>Alternative Entry/Launch/Exit sites:</p> <p>A: Otamahua/Quail Island Recreation Reserve</p> <p>WGS84 (DM): Lat: 43°37.84'S Long: 172°41.69'E</p> <p>NZTM (NZGD2000): E 1575381 N 5169109</p> <p>NZTopo50 Map Reference: BX24</p> <p>Conservation Area/Status</p> <p>Otamahua/Quail Island Recreation Reserve</p> <p>B: Ripapa Island Historic Reserve</p> <p>WGS84 (DM): Lat: 43°37.25'S Long: 172°45.23'E</p> <p>NZTM (NZGD2000): E 1580132 N 5170217</p> <p>NZTopo50 Map Reference: BX24</p> <p>Conservation Area/Status</p> <p>Ripapa Island Historic Reserve</p> <p>C: Waitata/Little Port Cooper</p> <p>WGS84 (DM): Lat: 43°37.02'S Long: 172°48.92'E</p> <p>NZTM (NZGD2000): E 1585099 N 5170643</p> <p>NZTopo50 Map Reference: BX24</p> <p>Conservation Area/Status</p> <p>Adderly Head Scenic Reserve</p>	<p>Sea kayaking</p> <p>Environmental Education</p>	<p>Lyttelton Harbour.</p> <p>Kayak landing/launching site</p> <p>Otamahua/Quail Is R.R wharf.</p> <p>Ripapa Island Historic Reserve</p> <p>Waitata/ Port Little Cooper</p> <p>Camping or day trip</p> <p>Please note, these locations have been identified on:</p> <p>Map - Lyttelton Harbour</p>	<p>Ara, Institute of Canterbury owned fleet of white-water and sea kayaks. individually identified with ID numbers.</p> <p>Boats may range in make and model and may include the following:</p> <p>Q Kayaks Skua</p> <p>Q Kayaks Penguin</p> <p>Q Kayaks Tasman</p> <p>Q Kayaks Shearwater</p> <p>Chatham</p> <p>Eco – double</p> <p>Sea Bear – double</p> <p>Necky</p>	<p>Feb - May</p>	<p>Sea kayak – max 12 pax.</p> <p>Enviro Education 30 pax</p>	<p>4 trips per year</p>
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Abel Tasman

Abel Tasman

Entry/Launch and Exit Location:

A: [Apple Tree Bay](#)

WGS84 (DM): **Lat:** 40°58.95'S **Long:** 173°02.27'E

NZTM (NZGD2000): E 1603179 N 5463181

NZTopo50 Map Reference: BP25

Conservation Area/Status

Abel Tasman Scenic Reserve

B: [Stilwell Bay](#)

WGS84 (DM): **Lat:** 40°58.40'S **Long:** 173°02.59'E

NZTM (NZGD2000): E 1603631 N 5464196

NZTopo50 Map Reference: BP25

Conservation Area/Status

Abel Tasman Scenic Reserve

C: [Akersten Bay](#)

WGS84 (DM): **Lat:** 40°58.34'S **Long:** 173°02.86'E

NZTM (NZGD2000): E 1604005 N 5464307

NZTopo50 Map Reference: BP25

Conservation Area/Status

Abel Tasman Scenic Reserve

Abel Tasman National Park

D: [Observation Beach](#)

Sea
kayaking,
Marine
Ecology

Walking,
observing
wildlife

Please note, these
locations have been
identified on:

Map: Abel Tasman 1a

Map: Abel Tasman 1b

Map: Abel Tasman 1c

Ara, Institute of
Canterbury owned
fleet of white-water
and sea kayaks.
individually identified
with ID numbers.
Boats may range in
make and model and
may include the
following:
Q Kayaks Skua
Q Kayaks Penguin
Q Kayaks Tasman
Q Kayaks Shearwater
Chatham
Eco – double
Sea Bear – double
Necky

April – May
or
September

Max 16 pax
– Camp
locations
based on
Booking
availability,
tent site and
DoC site
capacity.

5 days
annually

WGS84 (DM): **Lat:** 40°57.96'S **Long:** 173°03.12'E
NZTM (NZGD2000): E 1604372 N 5465015
NZTopo50 Map Reference: BP25

Conservation Area/Status

Abel Tasman Scenic Reserve
Abel Tasman National Park

E: Watering Cove

WGS84 (DM): **Lat:** 40°57.85'S **Long:** 173°03.37'E
NZTM (NZGD2000): E 1604732 N 5465221
NZTopo50 Map Reference: BP25

Conservation Area/Status

Abel Tasman Scenic Reserve
Abel Tasman National Park

F: Te Pukatea Bay

WGS84 (DM): **Lat:** 40°57.19'S **Long:** 173°03.86'E
NZTM (NZGD2000): E 1605416 N 5466442
NZTopo50 Map Reference: BP25

Conservation Area/Status

Abel Tasman Scenic Reserve
Abel Tasman National Park

G: The Anchorage

WGS84 (DM): **Lat:** 40°57.40'S **Long:** 173°03.49'E
NZTM (NZGD2000): E 1604896 N 5466053
NZTopo50 Map Reference: BP25

Conservation Area/Status

Abel Tasman Scenic Reserve
Abel Tasman National Park

H: Bark Bay

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WGS84 (DM): **Lat:** 40°54.99'S **Long:** 173°03.04'E
NZTM (NZGD2000): E 1604262 N 5470514
NZTopo50 Map Reference: BP25

Conservation Area/Status

Abel Tasman Scenic Reserve
Abel Tasman National Park

I: Mosquito Bay

WGS84 (DM): **Lat:** 40°54.72'S **Long:** 173°03.60'E
NZTM (NZGD2000): E 1605050 N 5471008
NZTopo50 Map Reference: BP25

Conservation Area/Status

Tonga Island Marine Reserve
Abel Tasman National Park

J: Onetahuti

WGS84 (DM): **Lat:** 40°53.37'S **Long:** 173°02.81'E
NZTM (NZGD2000): E 1603943 N 5473505
NZTopo50 Map Reference: BP25

Conservation Area/Status

Tonga Island Marine Reserve
Abel Tasman National Park

K: Totaranui

WGS84 (DM): **Lat:** 40°49.14'S **Long:** 173°00.30'E
NZTM (NZGD2000): E 1600424 N 5481342
NZTopo50 Map Reference: BN25

Conservation Area/Status

Abel Tasman Scenic Reserve
Abel Tasman National Park

L: Anapai Bay

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WGS84 (DM): **Lat:** 40°48.14'S **Long:** 173°00.24'E

NZTM (NZGD2000): E 1600331 N 5483179

NZTopo50 Map Reference: BN25

Conservation Area/Status

Abel Tasman Scenic Reserve

Abel Tasman National Park

Canterbury and Kaikoura Coastal Areas

Please see attached documentation and maps for sites and entry locations.

SURF LOCATIONS

Oaro Beach, Kaikōura

Map: Surf Location 1 - Oaro Beach, Kaikōura

WGS84 (DM): **Lat:** 42°30.42'S **Long:** 173°30.54'E

NZTM (NZGD2000): E 1641813 N 5293804

NZTopo50 Map Reference: BU27

Conservation Area/Status

Conservation area – Oaro

Marine Ecology

Snorkelling

Walking,
observing
wildlife

Canterbury and Banks Peninsula

Hikurangi Marine Reserve and Kaikoura Peninsula

n/a

March - May

20 pax

3 days per year

SNORKEL LOCATIONS

Taylors Mistake, Christchurch

MAP: Snorkel Location 1 - Black Rock Point, Taylors Mistake, Christchurch

Black Rock Point (Map 1)

WGS84 (DM): **Lat:** 43°35.00'S **Long:** 172°47.10'E

NZTM (NZGD2000): E 1582638 N 5174387

NZTopo50 Map Reference: BX24

Conservation Area/Status

Awaroa/Godley Head Farm Park Reserve

Harris Bay, Christchurch

Beach access track

MAP: Snorkel Location 2 - Harris Bay, Christchurch

WGS84 (DM): **Lat:** 43°35.19'S **Long:** 172°47.02'E

NZTM (NZGD2000): E 1582542 N 5174033

NZTopo50 Map Reference: BX24

Conservation Area/Status

Awaroa/Godley Head Farm Park Reserve

Jimmy Armers Beach, Kaikōura

MAP: Snorkel Location 3 - Jimmy Armers Beach, Old wharf, Kaikōura

Old Wharf (Map 3)

WGS84 (DM): **Lat:** 42°25.03'S **Long:** 173°42.45'E

NZTM (NZGD2000): E 1658212 N 5303660

NZTopo50 Map Reference: BT27

Conservation Area/Status

Conservation area – Armers Beach

East Head, Kaikōura

Rocky shore

Released under the Official Information Act 1982

MAP: Snorkel Location 4 - East Head, Rocky shore, Kaikōura

WGS84 (DM): **Lat:** 42°25.87'S **Long:** 173°41.76'E

NZTM (NZGD2000): E 1657256 N 5302124

NZTopo50 Map Reference: BT27

Conservation Area/Status

Scenic Reserve – Kaikōura Peninsula

Conservation area – Kaikōura Peninsula

Hikurangi Marine Reserve, Kaikōura

MAP: Snorkel Location 5a - Hikurangi Marine Reserve, Beach, Kaikōura

Beach access (Map 5a)

WGS84 (DM): **Lat:** 42°27.51'S **Long:** 173°33.17'E

NZTM (NZGD2000): E 1645453 N 5299166

NZTopo50 Map Reference: BT27

Conservation Area/Status

Hikurangi Marine Reserve

Hikurangi Marine Reserve, Kaikōura

MAP: Snorkel Location 5b - Hikurangi Marine Reserve, Beach, Kaikōura

Beach access (Map 5b)

WGS84 (DM): **Lat:** 42°27.58'S **Long:** 173°32.85'E

NZTM (NZGD2000): E 1645010 N 5299045

NZTopo50 Map Reference: BT27

Conservation Area/Status

Hikurangi Marine Reserve

B. Environmental Impact Assessment

This section is one of the most important factors that will determine the Department's decision on the application. Please answer in detail.

In column 1 please list all the locations of your proposal, please use NZTM GPS coordinates where possible. In column 2 list any special features of the environment or the recreation values of that area. Then in column 3 list any effects (positive or adverse) that your activity may have on the values or features in column 2. In column 4 list the ways you intend to mitigate, remedy or avoid any adverse effects noted in column 3. Please add extra information or supporting evidence as necessary and label Attachment 4a:B.

Refer to Steps 1 and 2 in your Guide to Environmental Impact Assessment to help you fill in this section.

Location on public conservation land	Special feature or value	Potential effects of your activity on the feature or value (positive or adverse)	Methods to remedy, mitigate or avoid any adverse effects identified
<i>EG: Mana Island Scientific Reserve</i>	<i>Endemic geckos and skinks at landing site</i>	<i>Damage to habitat when disembarking Increase knowledge of native species through interpretation</i>	<i>Ensure all clients stay on paths at landing site and are advised of known habitats</i>
Tasman - Buller River Buller River	Cultural Significance. Fragile native ecosystems and habitats	<p>Biosecurity risk (adverse). Pollution and damage to habitat (adverse). Increase in cultural and appreciation and knowledge (positive)</p> <p>Minimal effects are anticipated. Tents will be erected in designated camp areas and established cooking and toileting areas used.</p> <p>Students are developing interpretive knowledge relating to flora and fauna within the park, as well as learning to mitigate impacts through Leave no trace</p>	<p>Keeping to designated trails, educate, and follow the Leave No Trace (NZ) principles. Staying within preferred maximum party size.</p> <p>Follow Biosecurity New Zealand's Check Clean Dry procedure when in and around waterways</p> <p>Ensure footwear is cleaned at designated cleaning stations or with appropriate cleaning methods when cleaning stations are not available</p> <p>Ensure all staff and students stay within designated camp areas (where applicable), obey all DOC signs, remove all rubbish, apply Leave no trace principles.</p> <p>Don't startle wildlife with noise or camera flashes</p> <p>Do not feed any species</p>

			<p>Do not harass any species</p> <p>Co-ordinate visits with other concessionaires (where possible)</p> <p>Ensure no permanent camp sites are created and no stores of equipment left on the land</p> <p>Consult with Iwi over any proposal for cultural interpretation</p> <p>Stay at least 20m away from wildlife and educate clients on appropriate behaviour where wildlife is present</p>
Canterbury - Roto Kohatu Reserve Lake Rua	As above	As above	As above
Canterbury - Lyttelton Harbour and inner islands Lyttelton Harbour: Quail Island Recreation Reserve Ripapa Island Historic Reserve Waitata Little Port Cooper	As above	As above	As above Record locations and follow biosecurity NZ procedures regarding invasive species. E.g., Sea squirt
Abel Tasman National Park Abel Tasman	As above	As above	As above Limit hut use to 50% for all commercial operators combined and ensure all relevant details are recorded in the 'hut book' Carry tents in case hut is full

			<p>Ensure no open fires</p> <p>Record locations and follow biosecurity NZ procedures regarding invasive species. E.g., Sea squirt</p>
Canterbury and Kaikoura Coastal Areas / Reserves Hikurangi Marine Reserve	As above	As above	<p>As above</p> <p>Record locations and follow biosecurity NZ procedures regarding invasive species. E.g., Sea squirt</p>
Canterbury and Kaikoura Coastal Areas / Reserves Kaikoura Peninsula	As above	As above	<p>As above</p> <p>Record locations and follow biosecurity NZ procedures regarding invasive species. E.g., Sea squirt</p>

C. Term

Please detail the length of the term sought (i.e. number of years or months) and why. If you are applying for a one-off permit please state the specific dates and/or times sought.

Note: An application for a concession for a period over 10 years must be publicly notified, an application for a concession up to 10 years will not be publicly notified unless the adverse effects of the activity are such that it is required, or if an exclusive interest in the land is required.

10 years

D. Bulk fuel storage

Under the Hazardous Substances and New Organisms Act 1996 (HSNO Act) 'Bulk fuel storage' is considered to be any single container, stationary or mobile, used or unused, that has a capacity in excess of 250 litres of Class 3 fuel types. This includes petrol, diesel, aviation gasoline, kerosene and Jet A1. For more information on Hazardous Substances, go to:

<http://www.business.govt.nz/worksafe/information-guidance/legal-framework/hsno-act-1996>

Do you intend to store fuel in bulk on the land as part of the activity?

NO

If you have answered yes, then please provide full details of how and where you intend to store the fuel, and label any attachments including plans, maps and/or photographs as Attachment 4b:D. If your concession application is approved, you will be required to provide a copy of your HSNO compliance certification to the Department before you begin the activity.

E. Safety Plan

The Department requires that all concessionaires holding concessions for recreation or tourism activities have a safety plan which has been audited by an external expert.

If your activity is covered by the **Health and Safety in Employment (Adventure Activity) Regulations 2011** proof of that audit is sufficient. If your activity is **not** covered by the Adventure Activity Regulations, please read the *Guidelines on the Requirements for Concessionaire Safety Plans* on the Department's website. If you are unsure, please go to the WorkSafe website and read their [guidance](#).

If your concession application is approved, you will be required to provide a copy of an independent auditor's approval of your safety plan to the Department before you begin the activity.

F. Other

Is there any further information you wish to supply in support of your application? Please attach if necessary and label Attachment 4b:F.



Item 3c



Raramai
Tur

Rileys Lookout
(Panau Island)

45

46





South Bay

108m

1163

The Point

South Bay
Lookout Walk

Walk

Clifftop

South Bay

Kaikōura Peninsula

Atia Point

East Head





Summer Head

Scarborough

Whitewash Head

Giants Nose

Moki Point

Taylors
Mistake

Black Rock
Point

Harris Bay

Boulder Bay

Coastal

SUMMIT

ROAD

Pilgrims Way
Breeze Col Loop

B1E6

246m

Track

Track







ALT: Entry/Exit

ALT: Entry/Exit

ALT: Entry/Exit



ALT: Entry/Exit

Tasman Bay / Te Tai-o-Aorere

ALT: Entry/Exit

ALT: Entry/Exit



ALT: Entry/Exit

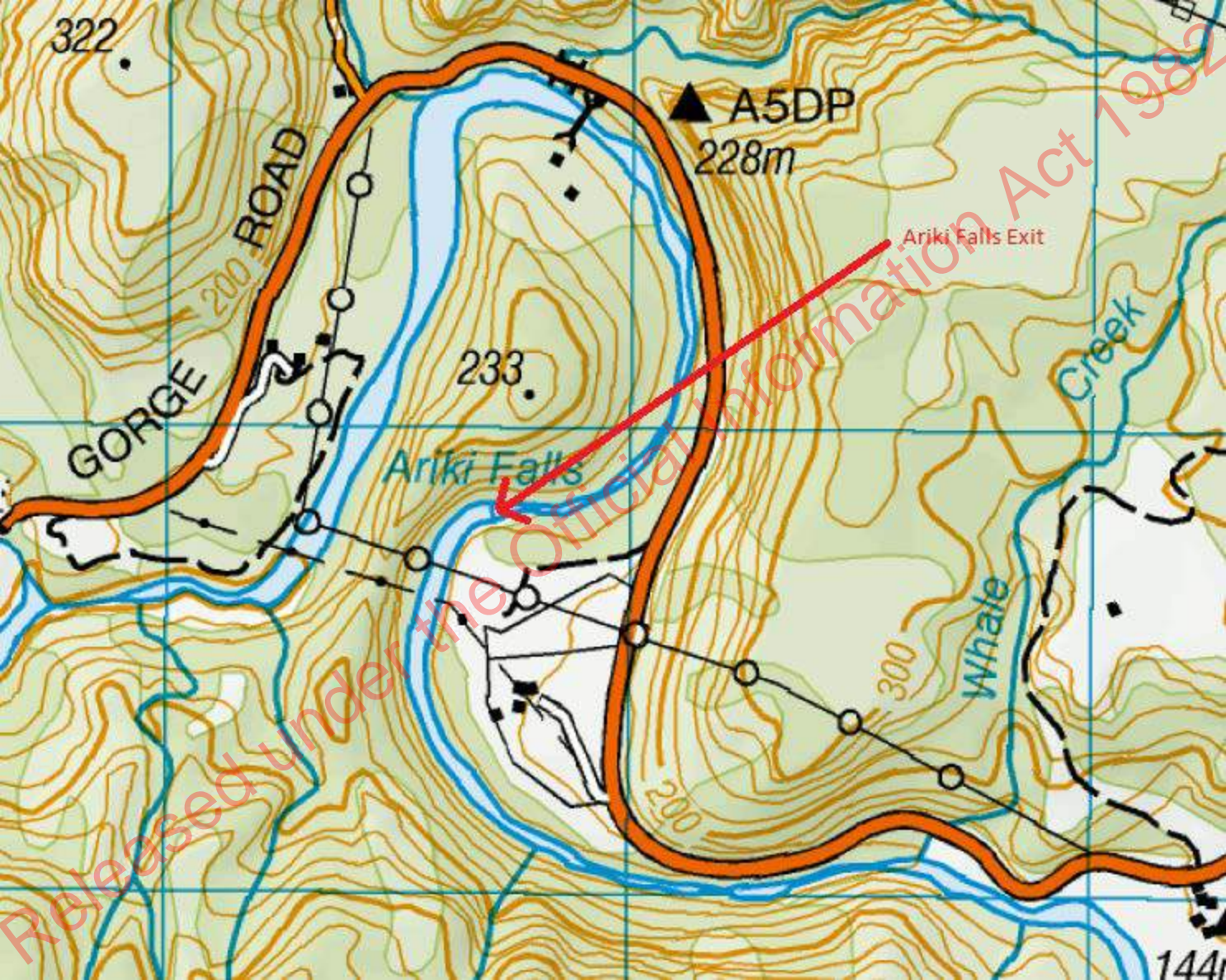
ALT: Entry/Exit

ALT: Entry/Exit

ALT: Entry/Exit

ALT: Entry/Exit

ALT: Entry/Exit



Entry/Launch and Exit



Christchurch Airport



Concession Document (Guiding Permit)

Concession Number: 81385-INS

THIS CONCESSION is made this 9th day of February 2023

PARTIES:

Minister of Conservation (the Grantor)

Te Pūkenga – New Zealand Institute of Skills and Technology (the Concessionaire)

BACKGROUND

- A.** The Department of Conservation ("Department") Te Papa Atawhai is responsible for managing and promoting conservation of the natural and historic heritage of New Zealand on behalf of, and for the benefit of, present and future New Zealanders.
- B.** The Department is under the control of the Grantor.
- C.** The carrying out of these functions may result in the Grantor granting concessions to carry out activities on public conservation land.
- D.** The Grantor administers the public conservation land described in Schedule 1 as the Land.
- E.** The Conservation legislation applying to the Land authorises the Grantor to grant a concession over the Land.
- F.** The Concessionaire wishes to carry out the Concession Activity on the Land subject to the terms and conditions of this Concession.
- G.** The Concessionaire acknowledges that the land may be the subject of Treaty of Waitangi claims.
- H.** The parties wish to record the terms and conditions of this Concession and its Schedules.

OPERATIVE PARTS

- I.** In exercise of the Grantor's powers under the Conservation legislation the Grantor **GRANTS** to the Concessionaire a **GUIDING PERMIT** to carry out the Concession Activity on the Land subject to the terms and conditions contained in this Concession and its Schedules.



SIGNED on behalf of the Minister of Conservation by Leeann Ellis acting under delegated authority

in the presence of:



Witness Signature

Witness Name: Max Clark

A copy of the Instrument of Delegation may be inspected at the Director-General's office at 18-32 Manners Street, Wellington.

9(2)(a)

SIGNED for Te Pūkenga – New Zealand Institute of Skills and Technology by Michelle Teirney, CFO, as authorised signatory

9(2)(a)

Witness Signature

Witness name: Marlene Krone

SCHEDULE 1

1.	Land (Schedule 3)	As listed in Schedule 3 (clause 1)
2.	Concession Activity (clause 2)	Using PCL (typically within a 200km range of Christchurch) for running a tertiary outdoor education programme. Activities include: Tramping, Whitewater Kayaking, Adventure based learning, Environmental education activities more specifically as listed in Schedule 3 (condition 1) together with rights of vehicular access over formed roads and use of formed car parks located on public conservation land and which service the Land.
3.	Term (clause 3)	Ten (10) years commencing on 01 February 2023
4.	Renewal(s) (clause 3)	None
5.	Final Expiry Date (clause 3)	31 January 2033
6.	Concession Fee (clause 4)	<p>Annual Activity Fees:</p> <p>Fees are based on the amount of time guiding takes place on Public Conservation Land during a calendar day (the 24-hour period from 12:00am to 11.59pm):</p> <ul style="list-style-type: none"> • \$10.00 plus GST per adult guided for a period of more than 4 hours but no more than a calendar day. • \$5.00 plus GST per adult guided for a period of more than 1 hour but no more than 4 hours during a calendar day. • \$1.00 plus GST per adult guided for a period of one hour or less during a calendar day. <p>For any client charged by the concessionaire at a reduced rate as a 'child', the activity fee is to be half the adult client concession activity fee.</p> <p>These fees are valid for an activity waiver of 50% applied for the first three years.</p> <p>Annual Management Fee:</p> <p>\$450.00 per annum plus GST</p> <p>Annual Environmental Monitoring Fee:</p> <p>Standard Departmental charge-out rates for staff time and mileage required to monitor the effects of the Concession Activity apply.</p>
7.	Activity Returns Dates	Annually on 31 st January each year

	(clause 6.1)	
8.	Concession Fee Payment Date(s) (clause 4)	As specified on invoice
9.	Penalty Interest Rate (clause 4)	Double the current Official Cash Rate (OCR). See Reserve Bank of New Zealand website
10.	Concession Review Date(s) (clause 5)	31 January 2026; 31 January 2029; 31 January 2032
11.	Health and Safety (clause 12)	Audited Safety Plan: Required Auditors certificate of approval to be provided to Grantor
12.	Concessionaire Identification (clause 23)	Required
13.	Insurance (To be obtained by Concessionaire) (clause 11)	Types and amounts: Public Liability Insurance for: (a) General indemnity for an amount no less than \$1,000,000.00; and (b) Third party vehicle liability for an amount no less than \$500,000.00. Subject to review on each Concession Fee Review Date
14.	Addresses for Notices (clause 21)	The Grantor's address is: Department of Conservation Level 1, John Wickcliffe House 265 Prince Street Dunedin, 9016 New Zealand P O Box 5244 Dunedin 9054 New Zealand Email: transactioncentre@doc.govt.nz
		The Concessionaire's address in New Zealand is: 18 Williams Steet Christchurch 8140 New Zealand

		Phone: 9(2)(a) (David Irwin, Manager) Email: david.irwin@ara.ac.nz or Michael.Atkinson@ara.ac.nz
15.	Special Conditions (clause 25)	See Schedule 3
16.	Processing Fee (clause 4)	\$3797.50 plus GST

Note: The clause references are to the Minister of Conservation's Standard Terms and Conditions for Guiding Permits set out in Schedule 2.

Released under the Official Information Act 1982

SCHEDULE 2

STANDARD TERMS AND CONDITIONS FOR GUIDING PERMITS

1. Interpretation

- 1.1 The Concessionaire is responsible for the acts and omissions of its employees, contractors, agents, clients and invitees (excluding other members of the public accessing the Land). The Concessionaire is liable under this Concession for any breach of the terms of the Concession by its employees, contractors, agents, clients and invitees (excluding other members of the public accessing the Land), as if the breach had been committed by the Concessionaire.
- 1.2 Where this Concession requires the Grantor to exercise a discretion or give any approval or provides for any other actions by the Grantor, then the Grantor must act reasonably and within a reasonable time. When a consent is required under this Concession such consent must not be unreasonably withheld.

2. What is being authorised?

- 2.1 The Concessionaire is only allowed to use the Land for the Concession Activity.
- 2.2 The Concessionaire must not commence the Concession Activity until the Concessionaire has signed the Concession Document and returned one copy of this Document to the Grantor, as if it were a notice to be given under this Concession.

3. How long is the Concession for - the Term?

- 3.1 This Concession commences on the date set out in Item 3 of Schedule 1 and ends on the Final Expiry Date specified in Item 5 of Schedule 1.
- 3.2 If there is a right of renewal then the Grantor at the Concessionaire's cost must renew the Term for a further period as set out in Item 4 of Schedule 1 provided the Concessionaire:
 - (a) gives the Grantor at least three month's written notice before the end of the Term, which notice is to be irrevocable, of the Concessionaire's intention to renew this Concession; and
 - (b) at the time notice is given in accordance with this clause the Concessionaire is not in breach of this Concession.
- 3.3 The renewal is to be on the same terms and conditions expressed or implied in this Concession except that the Term of this Concession plus all further renewal terms is to expire on or before the Final Expiry Date.

4. What are the fees and when are they to be paid?

- 4.1 The Concessionaire must pay the Processing Fee (Item 16 of Schedule 1) to the Grantor in the manner directed by the Grantor. Except where the Grantor's written consent has been given, the Concessionaire cannot commence the Concession Activity until the Processing Fee has been paid.

4.2 The Concessionaire must pay to the Grantor in the manner directed by the Grantor the Concession Fee (which includes the Annual Activity Fees, the Management Fee, and the Environmental Monitoring Fee) plus GST in the instalments and on the Concession Fee Payment Dates specified in Items 6, 7 and 8 of Schedule 1.

4.3 If the Concessionaire fails to make payment within 14 days of the Concession Fee Payment Date then the Concessionaire is to pay interest on the unpaid Concession Fee from the Concession Fee Payment Date until the date of payment at the Penalty Interest Rate specified in Item 9 of Schedule 1.

5. When can the fees be reviewed?

5.1 The Grantor is to review the Concession Fee on the Concession Fee Review Date stated in Item 10 of Schedule 1. The new Concession Fee is to be the market value of the Concession Activity carried out on the Land having regard to the matters set out in section 17Y(2) of the Conservation Act 1987.

5.2 Both parties are to agree on the new fee within 30 working days of the Grantor giving the Concessionaire written notice of the review.

5.3 If the parties cannot so agree then each party is to appoint a Registered Valuer who must meet and agree on the new fee. If the Registered Valuers fail to reach agreement the new fee is to be determined by an umpire appointed by the two Registered Valuers. Each party is to bear that party's own costs and half the costs of the umpire (if any).

6. What about Activity return forms?

6.1 The Concessionaire must complete a Client Activity Return form in the format required by the Grantor, and return them to the Grantor on the Activity Return Dates stated in Item 7 of Schedule 1. The Grantor may request further or different activity related information to better monitor and determine any effects of the Concession Activity on the Land.

7. When can the Concession be assigned?

7.1 The Concessionaire must not transfer, sub licence, assign, mortgage or otherwise dispose of the Concessionaire's interest under this Concession or any part of it (which includes the Concessionaire entering into a contract or any other arrangement whatsoever whereby the Concession Activity would be carried out by a person (called the assignee) other than the Concessionaire) without the prior written consent of the Grantor.

7.2 The Grantor may in the Grantor's discretion decline any application for consent under clause 7.1.

7.3 Sections 17P, 17S, 17T, 17U, 17W, 17X, 17ZB and 17ZC of the Conservation Act 1987 apply to applications for consent under this clause unless the Grantor, in the Grantor's discretion, decides otherwise.

7.4 If the Grantor gives consent under this clause then the Concessionaire remains liable to observe and perform the terms and conditions of this Concession throughout the Term and is to procure from the Assignee a covenant to be bound by the terms and conditions of this Concession.

7.5 The Concessionaire must pay the costs reasonably incurred by the Grantor incidental to any application for consent, whether or not such consent is granted.

7.6 Any change in the shareholding of the Concessionaire altering the effective control of the Concessionaire is to be deemed to be an assignment and requires the consent of the Grantor.

8. What are the obligations to protect the environment?

8.1 The Concessionaire must not cut down or damage any vegetation; or damage any natural feature or historic resource on the Land; or light any fire on the Land without the prior consent of the Grantor.

8.2 The Concessionaire must ensure that it adheres to the international "Leave No Trace" Principles at all times (www.leavenotrace.org.nz).

8.3 The Concessionaire must not bury:

- (a) any toilet waste within 50 metres of a water source on the Land; or
- (b) any animal or fish or any part thereof within 50 metres of any water body, water source or public road or track.

9. When can structures be erected?

9.1 For purposes of this Concession, "Structures" means chattels of any description.

9.2 The Concessionaire must not place any Structures on the Land without the prior written consent of the Grantor.

9.3 The Concessionaire must keep all Structures, buildings, fences, gates, drains and other improvements now or hereafter upon the Land, in good order, condition and repair.

10. What if the Concessionaire wishes to surrender the Concession?

10.1 If the Concessionaire wishes to surrender this Concession during the currency of the Term, then the Grantor may accept that surrender on such conditions as the Grantor considers appropriate.

11. What are the liabilities and who insures?

11.1 The Concessionaire agrees to use the Land at the Concessionaire's own risk and releases to the full extent permitted by law the Grantor and the Grantor's employees and agents from all claims and demands of any kind and from all liability which may arise in respect of any accident, damage or injury occurring to any person or property in or about the Land.

11.2 The Concessionaire must indemnify the Grantor against all claims, actions, losses and expenses of any nature which the Grantor may suffer or incur or for which the Grantor may become liable arising from the Concessionaire's performance of the Concession Activity.

- 11.3 This indemnity is to continue after the expiry or termination of this Concession in respect of any acts or omissions occurring or arising before its expiry or termination.
- 11.4 Without prejudice to or in any way limiting its liability under this clause 11 the Concessionaire at the Concessionaire's expense must take out and keep current policies for insurance and for the amounts not less than the sums stated in Item 13 of Schedule 1 with a substantial and reputable insurer.
- 11.5 The Grantor may on each Concession Fee Review Date on giving 10 working day's notice to the Concessionaire alter the amounts of insurance required under clause 11.4. On receiving such notice the Concessionaire must within 10 working days take out and keep current policies for insurance and for the amounts not less than the sums specified in that notice.
- 11.6 The Concessionaire must, provide to the Grantor within 5 working days of the Grantor so requesting :
 - (a) details of any insurance policies required to be obtained under this Concession, including any renewal policies if such renewal occurs during the Term; and/ or;
 - (b) a copy of the current certificate of such policies.

12. What about Health and Safety?

- 12.1 The Concessionaire must exercise the rights granted by this Concession in a safe and reliable manner and must comply with the Health and Safety at Work Act 2015 and its regulations and all other provisions or requirements of any competent authority relating to the exercise of this Concession. The Concessionaire must comply with its safety plan (if one is required in Item 11 of Schedule 1), and with any safety directions of the Grantor.
- 12.2 Before commencing the Concession Activity the Concessionaire must, where the Concessionaire has Qualmark or Outdoorsmark certification, provide the Grantor with a copy of that certification.
- 12.3 If the Concessionaire does not hold Qualmark or Outdoorsmark certification then before commencing the Concession Activity the Concessionaire must, if required by Item 11 of Schedule 1:
 - (a) prepare a safety plan;
 - (b) have it audited by a suitably qualified person approved by the Grantor; and forward to the Grantor a certificate from the auditor certifying that the safety plan is suitable for the Concession Activity; and
 - (c) the Concessionaire must obtain from the auditor details as to when the safety plan is to be re-audited. The Concessionaire must comply with any such requirement to re-audit and forward a copy of the re-audit certificate to the Grantor within 5 working days of the certificate being issued.
- 12.4 For any Concession Activity that is subject to the Health and Safety at Work (Adventure Activities) Regulations 2016, proof of registration with WorkSafe New Zealand will satisfy the Grantor's requirement under clause 12.3(b).
- 12.5 The Grantor may at any time request the Concessionaire to provide the Grantor with a copy of the current safety plan in which case the

Concessionaire must provide the copy within 10 working days of receiving the request.

12.6 Receipt of the certified safety plan by the Grantor is not in any way to limit the obligations of the Concessionaire under clause 11 and is not to be construed as implying any responsibility or liability on the part of the Grantor.

12.7 The Concessionaire must:

- (a) notify the Grantor of any natural events or activities on the Land or the surrounding area which may endanger the public or the environment;
- (b) take all practicable steps to protect the safety of all persons present on the Land and must, where necessary, erect signposts warning the public of any dangers they may encounter as a result of the Concessionaire's operations;
- (c) take all practicable steps to eliminate any dangers to the public and must clearly and permanently mark any that remain and of which the Concessionaire is aware;
- (d) record and report to the Grantor all accidents involving serious harm within 24 hours of their occurrence and forward an investigation report within 3 days of the accident occurring;
- (e) ensure that all contracts between the Concessionaire and any contractors contain, at a minimum, the same requirements as clause 11;
- (f) be satisfied that facilities or equipment provided by the Grantor to enable the Concession Activity to be carried out meet the safety requirements of the Concessionaire;
- (g) not bring onto the Land or any land administered by the Department any dangerous or hazardous material or equipment which is not required for purposes of the Concession Activity; and if such material or equipment is required as part of the Concession Activity, the Concessionaire must take all practicable steps at all times to ensure that the material or equipment is treated with due and proper care.

13. What are the compliance obligations of the Concessionaire?

13.1 The Concessionaire must comply where relevant:

- (a) with the provisions of any conservation management strategy or conservation management plan under the Conservation Act 1987 or Part IIA of the Reserves Act 1977, or any general policy statement made under the Conservation Act 1987, Reserves Act 1977, National Parks Act 1980, or Wildlife Act 1953, or management plan under section 45 of the National Parks Act 1980, whichever is appropriate to the Land, together with any amendment or review of any policy, strategy or plan whether approved before, on, or after the date on which this Concession takes effect; and
- (b) with the Conservation Act 1987, the Reserves Act 1977, the National Parks Act 1980, Wildlife Act 1953, Climate Change Response Act 2002 and any other statute, ordinance, regulation, bylaw, or other enactment (collectively the "Legislation") affecting or relating to the Land or

affecting or relating to the Concession Activity, including any regulations made under the Conservation Act 1987 and Wildlife Act 1953 or bylaws made under the Reserves Act 1977 or the National Parks Act 1980; and

(c) with all notices and requisitions of any competent authority affecting or relating to the land or affecting or relating to the conduct of the Concession Activity; and

(d) with all Department signs and notices placed on or affecting the Land

13.2 The Concessionaire must comply with this Concession.

13.3 A breach or contravention by the Concessionaire of a relevant conservation management strategy, conservation management plan, management plan or any statement of general policy referred to in clause 13.1 (a) is deemed to be a breach of this Concession.

13.4 A breach or contravention by the Concessionaire of any Legislation affecting or relating to the Land or affecting or relating to the Concession Activity is deemed to be a breach of this Concession.

14. When can the Concession be suspended?

14.1 If, in the Grantor's opinion, there is a temporary risk to any natural or historic resource on or in the vicinity of the Land or to public safety whether arising from natural events such as earthquake, land slip, volcanic activity, flood, or arising in any other way, whether or not from any breach of the terms of this Concession on the part of the Concessionaire, then the Grantor may suspend this Concession.

14.2 If, in the Grantor's opinion, the activities of the Concessionaire is having or may have an adverse effect on the natural, historic or cultural values or resources of the Land and the Grantor considers that the effect can be avoided, remedied or mitigated to an extent satisfactory to the Grantor, then the Grantor may suspend this Concession until the Concessionaire avoids, remedies or mitigates the adverse effect to the Grantor's satisfaction.

14.3 The Grantor may suspend the Concession for such period as the Grantor determines where the Concessionaire has breached any terms of this Concession.

14.4 The Grantor may suspend this Concession while the Grantor investigates any of the circumstances contemplated in clauses 14.1 and 14.2 and also while the Grantor investigates any potential breach or possible offence by the Concessionaire, whether or not related to the Concession Activity under the Conservation Act 1987 or any of the Acts mentioned in the First Schedule of that Act.

14.5 The word "investigates" in clause 14.4 includes the laying of charges and awaiting the decision of the Court.

14.6 During any period of temporary suspension arising under clauses 14.1 or 14.2 the Concession Fee payable by the Concessionaire is to abate in fair proportion to the loss of use by the Concessionaire of the Land.

- 14.7 The Grantor is not to be liable to the Concessionaire for any loss sustained by the Concessionaire by reason of the suspension of the Concession under this clause 14 including loss of profits.

15. When can the Concession be terminated?

15.1 If:

(a) the Concessionaire breaches any of the conditions of this Concession; or

(b) the whole or any part of the Land is required for the Grantor's use the Grantor may terminate this Concession at any time in respect of the whole or any part of the Land. Before so terminating the Grantor must give the Concessionaire either

(a) one calendar month's notice in writing; or

(b) such other time period which in the sole opinion of the Grantor appears reasonable and necessary

of the Grantor's intention so to terminate this Concession. If this Concession is terminated then the Grantor, at the Grantor's sole discretion, may adjust the Concession Fee payable or refund any Concession Fee paid in advance.

16. What are the Grantor's Rights to remedy defaults?

- 16.1 The Grantor may choose to remedy at any time without notice any default by the Concessionaire under this Concession. Where that occurs, the Concessionaire must pay forthwith on demand all reasonable costs incurred by the Grantor in remedying such default.

17. What happens on termination or expiry of the Concession?

- 17.1 Upon the expiry or earlier termination of this Concession, either as in whole or in part, the Concessionaire is not entitled to compensation for any Structure or other improvement erected or carried out by the Concessionaire. The Concessionaire must within such time as the Grantor determines, remove all such Structures or other improvements making good at the Concessionaire's expense any damage caused by such removal and leaving the Land in a clean and tidy condition.

18. When is the Grantor's consent required?

- 18.1 Where the Grantor's consent or approval is expressly required under this Concession then the Concessionaire must seek that approval or consent for each separate time it is required even though the Grantor may have given approval or consent for a like purpose on a prior occasion. Any such consent or approval may be made on such conditions as the Grantor considers appropriate.

19. Are there limitations on public access and closure?

- 19.1 The Concessionaire acknowledges that the Land is open to the public for access and that the Grantor may close public access during periods of high fire hazard or for reasons of public safety or emergency.

20. How will disputes be resolved?

- 20.1 If a dispute arises between the parties in connection with this Concession the parties must, without prejudice to any other rights or entitlements they may have, attempt to resolve the dispute by agreement using informal dispute resolution techniques such as negotiation, mediation, independent expert appraisal or any other alternative dispute resolution technique. The rules governing any such technique adopted are to be agreed between the parties.
- 20.2 If the dispute cannot be resolved by agreement within 14 days of written notice by one party to the other (or such further period as the parties may agree to in writing) either party may refer the dispute to the Disputes Tribunal, where relevant, or to arbitration which arbitration is to be carried out in accordance with the provisions of the Arbitration Act 1996.
- 20.3 If the parties do not agree on an arbitrator within 10 working days of a party giving written notice of the requirement to appoint an arbitrator the President of the New Zealand Law Society is to appoint the arbitrator. In either case the arbitrator must not be a person who has participated in an informal dispute resolution procedure in respect of the dispute.
- 20.4 The arbitrator must include in the arbitration award reasons for the determination.
- 20.5 Despite the existence of a dispute, each party must continue to perform its obligations under this Concession.

21. How are notices sent and when are they received?

- 21.1 Any notice to be given under this Concession is to be in writing and made by personal delivery, fax, by pre paid post or email to the receiving party at the address, fax number or email address specified in Item 14 of Schedule 1. Any such notice is to be deemed to have been received:
- (a) in the case of personal delivery, on the date of delivery;
 - (b) in the case of fax, on the date of dispatch;
 - (c) in the case of post, on the 3rd working day after posting;
 - (d) in the case of email, on the date receipt of the email is acknowledged by the addressee by return email or otherwise in writing.
- 21.2 If either party's details stated out in Item 14 of Schedule 1 change then the party whose details change must within 5 working days of such change provide the other party with the changed details.

22. What about the payment of costs?

- 22.1 The Concessionaire must pay the Grantor's legal costs and expenses of and incidental to preparing and signing this Concession or any extension or variation of it.
- 22.2 The Concessionaire must pay in full immediately and on demand all costs and fees (including solicitor's costs and fees of debt collecting agencies engaged by the Grantor) arising out of and associated with steps taken by the Grantor to enforce or attempt to enforce the Grantor's rights and powers under this Concession. This includes the right to recover outstanding money owed to the Grantor.

23. What about Identification cards and the Grantor's Approved Label?

- 23.1 Before commencing the Concession Activity the Concessionaire must, if required by the Grantor in Item 12 of Schedule 1, obtain Concessionaire Identification cards from the Grantor. The Grantor is to supply such cards to the Concessionaire on a cost recovery basis.
- 23.2 The Concessionaire and any person acting under the authority of the Concession must carry and display a Concession Identification card when carrying out the Concession Activity.
- 23.3 The Concessionaire must obtain sufficient cards to ensure all people acting under the authority of the Concession can carry and display such cards when undertaking the Concession Activity.
- 23.4 The Concessionaire may also access, use and/ or display the Grantor's "Approved Label". This right only exists once the Concessionaire agrees to comply with the Grantor's Approved Label terms and conditions and while the Concession remains operative. When the Concessionaire so requests the Grantor is to forward the Concessionaire an electronic link to the Approved Label. This electronic link is to contain the Approved Label terms and conditions.
- 23.5 The right under this clause 23.4 does not affect the obligation in this clause 23 to carry and display a Concession Identification card.

24. When can the conditions of the Concession be varied?

- 24.1 The Grantor may on each Concession Fee Review Date, after first consulting with the Concessionaire, vary any condition of this Concession to make the condition more effective in addressing adverse effects resulting from the Concession Activity.
- 24.2 Nothing in clause 24.1 otherwise affects the Grantor's rights to vary the Concession under section 17ZC of the Conservation Act 1987.

25. Are there any Special Conditions?

- 25.1 Special conditions are specified in Schedule 3. If there is a conflict between this Schedule 2 and the Special Conditions in Schedule 3, the Special Conditions shall prevail.

26. The Law

- 26.1 This Concession is to be governed by, and interpreted in accordance with the laws of New Zealand.

SCHEDULE 3

SPECIAL CONDITIONS

Concession Activity and Locations – maximum numbers of people

- Activities and locations approved are as follows subject to stated maximum party size, maximum number of clients per guide and frequencies.

Locations Listed in Application								
Activity	Public Conservation Land	Land status	Track name	DOC facilities	Time of year	Max. group size	Max freq of trips	Duration of stay
Walking & Rock climbing (overnight)	Mount Somers Conservation Area, Hakatere Conservation Area, Hakatere Conservation Park	Conservation Area	Miners and/or Rhyolite Tracks return	Woolshed creek hut and campsite	March - April	7	Twice per year	3 nights
Walking (overnight)	Mount Somers Conservation Area, Hakatere Conservation Area, Hakatere Conservation Park	Conservation Area	Miners, Rhyolite and/or Mt Somers Tracks return	Woolshed creek and Pinnacles campsites	September - October	12	Twice per year	2 nights
Rock climbing (day)	Aoraki Mount Cook National Park	National Park	NA	NA	March - April	7	Once per year	4-12 hours
Walking (day)	Aoraki Mount Cook National Park	National Park	Hooker Valley Track	White Horse Hill Campground	May	15	Once per year	1-4 hours

Walking (day)	Aoraki Mount Cook National Park	National Park	Blue Lakes Track	White Horse Hill Campground	May	15	Once per year	1-4 hours
Walking (day)	Godley Head Farm Park Reserve	Government Purpose Reserve	Pilgrims Way Coastal Track and Breeze Bay Walking Track	NA	February & October	16	5 per year	1-4 hours
Camping (day)	Godley Head Farm Park Reserve	Government Purpose Reserve	NA	Godley Head Campsite	February	22	Once per year	1 night
Camping & walking	Quail Island Recreation Reserve	Recreation Reserve	Quail Island Track	Quail Island Campsite	March & May	20	Once per year	1 night
Walking (day)	Craigieburn Forest Park	Conservation Park	Dracophyllum Flat Track, Cuckoo Creek Track & off track in this area	Texas flat car park	August - October	11	5 per year	4-12 hours
Walking (day)	Craigieburn Forest Park	Conservation Park	Mt Cheeseman Skifield Road	NA	July - August	11	Twice per year	4-12 hours
Mountain biking (manual)	Oxford Forest Conservation Area	Stewardship Area	Wharfedale Track	Carpark	October	11 pax	Once per year	4-12 hours
Walking (day)	Oxford Forest Conservation Area	Stewardship Area	Ryde Falls Track & Koromiko Track	Carpark	October	12 pax	Twice per year	4-12 hours
Walking (day)	Mt Thomas Forest Conservation Area	Stewardship Area	Summit Track & Wooded Gully Track	Mt Thomas Carpark	October	11 pax	Once per year	4-12 hours
Walking (day)	Mt Thomas Forest Conservation Area	Stewardship Area	Mt Richardson Track, Blowhard Track & Bypass Track	Mt Richardson Carpark	February	11 pax	Five per year	4-12 hours

Walking (overnight)	Craigieburn Forest Park	Conservation Park	Cass Lagoon Saddle Track	Hamilton Hut	September - October	11	Once every 2 years	2 nights
Walking (overnight)	St James Conservation Area, Lake Sumner Forest Park & Lewis Pass Scenic Reserve	Conservation Area/Forest Park/Scenic Reserve	St James Cycle Trail	Campsites near various huts	September - October	11	Once every 2 years	3-4 nights
Walking (overnight)	Lewis Pass Scenic reserve, Lake Sumner Forest Park & Conservation Area Nina Doubtful Rivers	Stewardship Area /Forest Park/Scenic Reserve	Nina Valley Track, Devil Skin Saddle Track & Doubtful Track	Nina Valley Hut & Nina Valley Campsite, Doubtful Hut	August	11	Once per year	2 nights
Mountain Biking (manual)	Hanmer Forest Park	Conservation Park	Dog Stream Waterfall Track, Woodland Walk (Bridle Path Track to Pawsons Road, Jollies Pass Road Carpark to Bridle Path Track, South Dog Stream Walk)	NA	May & October	11	Twice per year	4-12 hours
Kayaking	Upper Buller Gorge Scenic Reserve	Scenic Reserve	Buller River – Ariki Falls	NA	Feb - May	8	12 days per year	4-12 hours
Sea kayaking Walking (day)	Quail Island Recreation Reserve, Ripapa Island Historic Reserve, Adderly Head Scenic Reserve	Recreation Reserve/ Historic Reserve/ Scenic Reserve	Lyttelton Harbour	NA	Feb - May	12 (sea kayaking) 20 (walking)	4 trips per year	4-12 hours

Walking	Kaikōura: Conservation area – Oaro, Conservation area – Armors Beach, Scenic Reserve – Kaikōura Peninsula, Conservation area – Kaikōura Peninsula	Conservation Area, Scenic Reserve	NA	NA	March - May	20	3 days per year	4-12 hours
Snorkelling Walking	Canterbury: Godley Head Farm Park Reserve	Government Purpose Reserve	NA	NA	March - May	20	3 days per year	4-12 hours

Released under the Official Information Act 1982

Group Sizes

2. The Concessionaire must ensure groups sizes are no larger than those indicated on Schedule 3 special condition 1, and if the Concessionaire has more than one group guiding at one time, there must be spacing equivalent to 30 minutes between each group, and each group must have its own guide.

Visitor Levels

3. In areas of high use, the Concessionaire should carry tents in case a hut is full.

Fire Precautions

4. The Concessionaire shall brief all clients with respect to potential fire danger and ensure that cigarettes are completely extinguished when outside of a motorised vehicle.
5. All motorised vehicles shall be equipped with a 2.5kg dry powder or CO₂ fire extinguisher and a shovel.
6. The Concessionaire shall follow guidelines by Fire and Emergency NZ (FENZ) for using campfires or gas cookers outdoors. Contact FENZ on <http://checkitsalright.nz> or 04 496 3600.
7. The Concessionaire shall consult guidelines from the Grantor about whether campfires or gas cookers are permitted. A year-round Restricted Fire Season is in place on public conservation land. More information is available on <https://www.doc.govt.nz/> or enquiries@doc.govt.nz.

Rock Climbing

8. The Concessionaire shall follow the NZAC Code of Conduct for rock climbers (<https://alpineclub.org.nz/climb/rock/code-of-conduct>).
9. The Concessionaire shall obtain approval from the relevant Operations Manager before doing any work requiring the use of fixed protection (i.e rock bolts, piton and anchor chains) on:
 - The maintenance of established routes; or
 - The development of new rock climbing routes and areas on the Land
10. The Concessionaire shall not dominate rock climbing routes for long periods of time. When other climbers are present, the Concessionaire shall give them due consideration and allow them access to the rock climbing routes.
11. The Concessionaire shall not remove or damage any native vegetation in order to maintain access to climbing areas.

Ripapa Island

12. The Concessionaire may not consume food while on Ripapa Island due to the Tōpuni status of the site.

Interpretation materials

13. The Concessionaire must consult with and seek the guidance of iwi claiming mana whenua over any parts of the Land prior to providing interpretation on matters of cultural significance to such iwi.

14. The Concessionaire must provide detailed information of any historical, cultural or natural science interpretation provided by the Concessionaire to its clients in the course of the Concession Activity, to the Grantor within thirty days of the date of any such written request by the Grantor.
15. If the Grantor considers the interpretative material provided by the Concessionaire above unsatisfactory, the Concessionaire must prepare an interpretation plan for approval by the Grantor within 60 days of advice from the Grantor that this is required.

Wāhi Tapu

16. The Concessionaire must recognise the sensitivity of wāhi tapu and urupa and seek guidance of iwi who claim mana whenua over any parts of the Land prior to providing interpretation on matters of iwi cultural significance and recognise the sensitivity of wāhi tapu and urupa.

In respect to Ngāi Tahu

17. The Concessionaire is requested to consult the relevant Papatipu Runanga (www.ngaitahu.iwi.nz) if they wish to use Ngāi Tahu cultural information. If the Concessionaire wishes to use the Tōpuni or statutory acknowledgement information contained in schedules 14-108 of the Ngāi Tahu Claims Settlement Act 1998, or any Department produced interpretative material in respect to Ngāi Tahu cultural information, they are requested to notify the relevant Papatipu Rūnanga, as a matter of courtesy.
18. The Concessionaire and any persons employed by the Concessionaire are requested to recognise and provide for Ngāi Tahu values in the conduct of their activities. In particular, the cultural significance of Ripapa Island and its Tōpuni status, should be explained to the clients of the Concessionaire.
19. The Concessionaire and their staff should note that, to Ngāi Tahu:

Aoraki/Tititea

Standing on the very top of Aoraki/Tititea Tōpuni is like standing on the head of one of Ngāi Tahu's tūpuna (sacred ancestors) and denigrates its tapu status.

Ripapa Island

Eating food on the Island denigrates its tapu status.

20. The Concessionaire must, as far as practicable, attend any workshops held by the Department for the purpose of providing information to concessionaires, which is to include the Ngāi Tahu values associated with Topuni areas.
21. The Concessionaire must ensure any persons employed by the Concessionaire are requested to recognise and provide for Ngāi Tahu values in the conduct of their activities.

Biosecurity

22. The Concessionaire must take all precautions to ensure weeds are not introduced to the Land; this includes ensuring that all tyres, footwear, gaiters

and packs used by the Concessionaire, its staff and clients are clean before entering the Land.

23. The concessionaire must record locations and follow biosecurity procedures regarding invasive marine species. More information is available on <https://www.mpi.govt.nz/> or <https://www.marinebiosecurity.org.nz/>
24. The Concessionaire must comply and ensure its clients comply with the Ministry for Primary Industry (MPI)'s "Check, Clean, Dry" cleaning methods to prevent the spread of didymo (*Didymosphenia geminata*) and other freshwater pests when moving between waterways. "Check, Clean, Dry" cleaning methods can be found at - <https://www.mpi.govt.nz/outdoor-activities/boating-and-watersports-tips-to-prevent-spread-of-pests/check-clean-dry/> The Concessionaire must regularly check this website and update their precautions accordingly.

Animals

25. The Concessionaire must not take, and must ensure that its clients do not take, any animals, including dogs or any domestic pets, onto the Land.
26. The Concessionaire must not startle wildlife with noise or camera flashes.
27. The Concessionaire must not harass or feed any species of wildlife.
28. The Concessionaire must stay at least 20m away from wildlife and educate clients on appropriate behaviour where wildlife is present

Use of toilets

29. Toilets must be used when in the vicinity of huts.

Hut Use

30. Hut use is on a first come first served basis and the Concessionaire and their clients together with all other concessionaires and their clients must not be occupy more than half the bunk space of any hut unless the bunks would otherwise be unoccupied. The Concessionaire or their clients must carry alternative accommodation on all overnight trips operated under this Concession and must not use a hut for more than two consecutive nights unless authorised in writing by the Department's appropriate Operations Manager.
31. Where the Concessionaire makes use of Department administered huts, the Concessionaire must enter relevant details of the activity into any hut book provided by the Grantor.

Hut/Camping fees

32. Standard hut fees and camping fees must be paid by both guides and clients either before the trip begins or to the hut ranger or camp manager, or if unavailable, to the relevant District Office on completion of the trip.

Private land

33. This Concession does not confer any right of access over any private land or public conservation land leased by the Grantor. Any arrangements necessary for access over private land or leased land are the responsibility of the

Concessionaire. In granting this Concession the Grantor does not warrant that such access can be obtained.

DOC staff

34. The Grantor may send any officer of the Department on any of the activities authorised during the term of this Concession for the purpose of assessing the impact on conservation values, the standard of service offered and compliance with the terms and conditions of the Concession, at no expense to the Grantor.

Use of tracks

35. The Concessionaire must ensure that, where provided, clients remain on formed tracks or well-used routes designed to protect natural and historic features of the Land, do not enter caves and do not exceed any loading limitations placed on facilities and structures.

Mountain Biking

36. The Concessionaire may carry out mountain biking only on the tracks and roads or other areas listed for mountain biking.
37. The Concessionaire must ensure that clients remain on the track or road formation at all times.

Camp sites

38. The Concessionaire must ensure that no permanent camp sites are created nor stores, or cache of any equipment is left on the Land or in any hut without the specific authority of the Department's appropriate Operations Manager.

Climate Change considerations

39. The Concessionaire acknowledges that the Grantor and the Department of Conservation are reviewing their obligations under the Climate Change Response Act 2002 and developing responses to address greenhouse gas emissions from activities conducted on public conservation land and waters. The reviews are likely to result in policies which seek to measure, manage and reduce greenhouse gas emissions from Concession Activities. The Grantor wishes to signal to the Concessionaire that new concession conditions related to both climate change mitigation and adaptation may be imposed during the life of this Concession to address greenhouse gas emissions associated with the Concession Activity.
40. If the Grantor requests data relating to greenhouse gas emissions associated with the Concession Activity, the Concessionaire must provide any relevant data that is reasonably available to it within 6 months of the Grantor's request.
41. The Grantor may review and amend the conditions of this Concession to reflect climate change-related legislation and government or Departmental policy and those conditions ("Revised Conditions") may, amongst other things, require the Concessionaire to measure, manage and reduce the greenhouse gas emissions of the Concession Activity.
42. Before amending the conditions of this Concession in accordance with clause 13, the Grantor will provide the Concessionaire the draft Revised Conditions. The Concessionaire may provide written comments on those draft Revised Conditions within 60 days. The Grantor must take into account any comments

received from the Concessionaire on the Revised Conditions before finalising the Revised Conditions.

43. The Revised Conditions will apply to the Concession Activity 4 months after the Grantor has notified the Concessionaire of the Revised Conditions in accordance with clause 14 or any later date specified in the Revised Conditions.

Vehicle use

44. The Concessionaire must ensure that none of its vehicles or vehicles of its clients are taken off formed roads.

Vehicle parking

45. The Concessionaire must ensure that its vehicles and the vehicles of its clients are only parked only in designated parking areas.

Recordings of bird songs

46. The Concessionaire must not and must ensure that its clients do not play recordings of bird songs on the Land.

Review of Concession Activity

In this clause:

“Client Activity Return Form” means the Form required in clause 6.1 of Schedule 2.

“High Season” means the consecutive three-month period when the highest use of the Conservation Activity occurs.

“Permitted Limit” means the frequency of trips and/or the numbers of clients the Concessionaire is permitted in carrying out the Concession Activity specified in Clause 1 of Schedule 3. It also includes the new limit set below.

47. On each Concession Fee Review Date the Grantor may review the Concessionaire’s Client Activity Return Forms to determine the actual use of the Concession Activity, including the actual numbers of the Concessionaire’s clients undertaking the Concession Activity in the twelve month period immediately preceding the Concession Fee Review Date.

48. If the Grantor’s review of the Client Activity Return Forms shows that:

- (a) the Concessionaire is not conducting the Concession Activity in all or any of the locations specified in clause 1 of Schedule 3; and/or
- (b) on average the Concessionaire has utilised less than 70% of the Permitted Limit over the High Season for that twelve-month period,

the Grantor may:

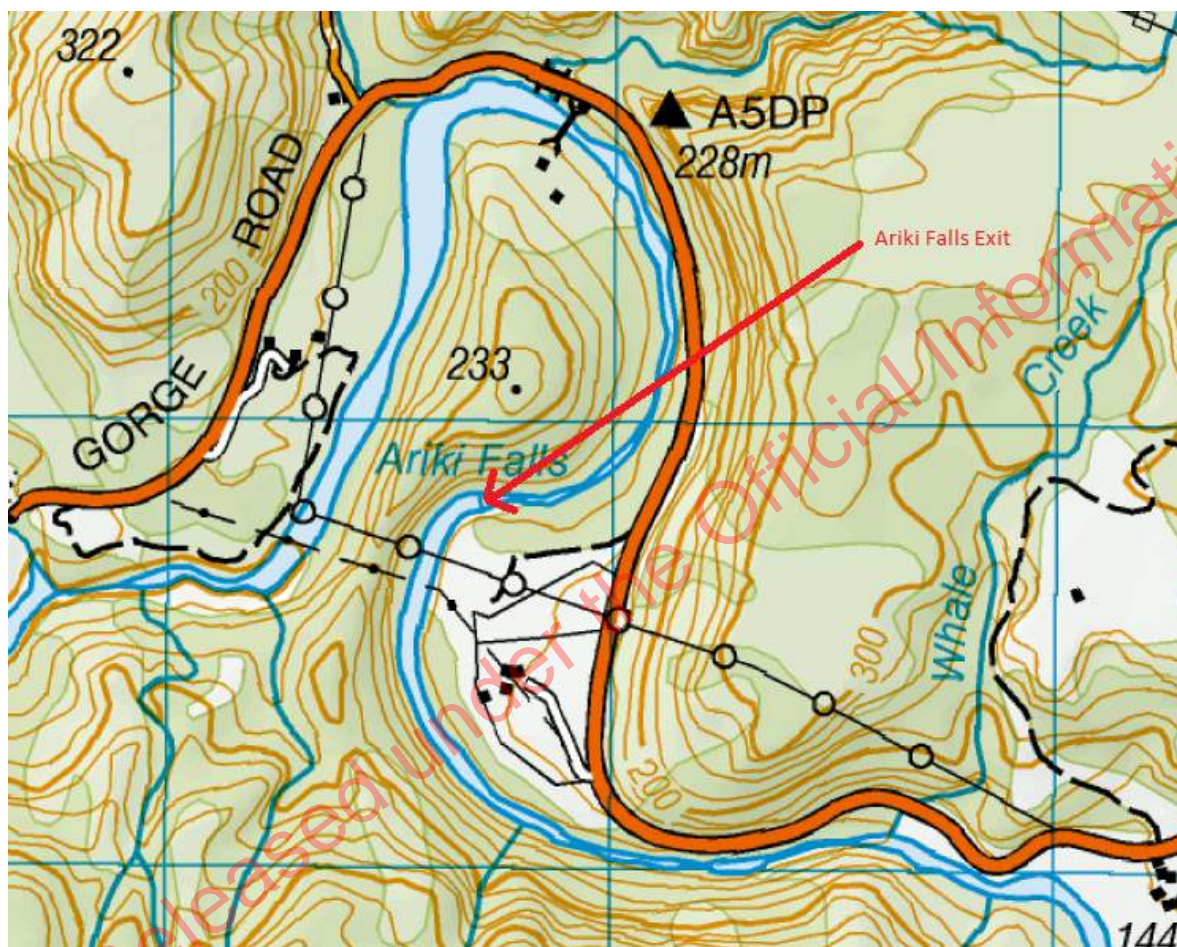
- (c) exclude any such location from the Concession Activity; and/or
- (d) reduce or eliminate significant under-utilisation over the life of the Concession.

49. Such a review must:

- (a) examine the Concessionaire's Activity Returns for the preceding three years, or for such other period as the Grantor considers appropriate, to ascertain trends and in relation to the Permitted Limit component identify the amount of the Permitted Limit that has not been utilised over the High Season/s; and
 - (b) offer the Concessionaire an opportunity to present any business plans demonstrating any expected use of such location or an explanation as to why the Concession Activity has not been conducted at the location; and/or
 - (c) invite the Concessionaire to offer an explanation as to why the level of use has, on average, been below 70% of the Permitted Limit over the High Season/s; and to demonstrate that it has the capacity and the intention to increase utilisation. Capacity may be demonstrated by the existence of the equipment and infrastructure necessary to utilise the Permitted Limit. Intention may be demonstrated through business plans showing anticipated levels of operation up to the Permitted Limit.
50. Following this review the Grantor is to:
- (a) determine if any location is to be excluded from the Concession; and/or
 - (b) determine if a reduction of the Permitted Limit is appropriate and the amount of that reduction; and
 - (c) advise the Concessionaire of the date the exclusion and/or the reduced Permitted Limit becomes effective.
51. If any location is so excluded and or the Permitted Limit is so reduced the Grantor is not to be liable for any subsequent loss sustained by the Concessionaire (including loss of profits) even if that loss is wholly or partly a result of such exclusion and/or such a reduction in the Permitted Limit.
52. The Grantor may exercise the Grantor's right to exclude a location and/or to reduce the Permitted Limit notwithstanding any prior waiver or failure to undertake action by the Grantor or any indulgence granted by the Grantor for any matter or default.

SCHEDULE 4

Buller River – Ariki Falls Take out site



Lyttelton Harbour Sea Kayaking locations



Harris Bay Snorkelling locations



Kaikoura South Bay and Armers Beach snorkelling locations



Application for Land Based Guiding Activities



Department of
Conservation
Te Papa Atawhai
New Zealand Government

Is this the right application form for me?

Use this application form for commercial land based guiding activities on public conservation land e.g.

- Walking, hiking and tramping (day, night and overnight)
- Climbing
- Biking (manual and e-bike)
- Hunting
- Fishing
- Horse riding
- Vehicle activities (motorbikes, 4x4, quad bike and snow mobile)
- Other land based guiding activities.

Use this form for all new applications and variations to existing guiding concessions.

Is your activity on a conforming track?

There are a number of tracks, called [conforming tracks](#)¹, that are already approved and available for guided walking if certain conditions are followed. For guided activities on conforming tracks, use the Department of Conservation (DOC) [conforming track application form](#)².

How do I complete this application form?

- Complete all sections of this form
- DOC encourages electronic applications (e.g. typed Word document), rather than handwritten applications. Electronic applications are easier to read and less likely to be returned to you for clarification
- If you need extra space, attach or include extra documents and label them according to the relevant section. Record all attachments in the table at the back of the application form (section L).

Personal information will be managed by DOC confidentially. For further information check [DOC's privacy and security statements](#)³.

¹ <https://www.doc.govt.nz/guided-walking-conforming>

² <https://www.doc.govt.nz/guided-walking-conforming>

³ <https://www.doc.govt.nz/footer-links/privacy-and-security/>

If I need some help, where do I get more information?

- Check the DOC's '[Land-based guided activities](#)'⁴ webpage
- Arrange a pre-application meeting (either face to face or over the phone) by contacting the [Department of Conservation Office](#)⁵ closest to where the activity is proposed. You can use [DOC maps](#)⁶ to identify which District Office you should contact. Or arrange a meeting with any of our [four offices that process concessions](#)⁷ – choose the one closest to where the activity is proposed.
- If your application covers multiple districts, contact the office nearest most of the locations you are applying for, or nearest to locations you have a specific question about.

Have you considered DOC's statutory planning documents?

Your concession must not be inconsistent with [DOC's relevant statutory planning documents](#)⁸ as they set out how DOC and our Treaty partners manage public conservation land. Statutory planning documents can have a direct impact on your application, for example they may set the specific track limitations and maximum group size allowed.

Book a pre-application meeting with DOC staff if you require assistance with navigating DOC's statutory planning documents.

What happens next?

Once it is received, your application will be assessed by DOC. If your application is complete, DOC will begin processing.

If your application is incomplete it will be returned to you for more information.

Why does DOC ask for this information?

The questions in this application form are designed to cover the requirements set out in DOC's conservation legislation. Your answers allow us to assess:

- The effects of your activity and your proposed methods to avoid, remedy or mitigate any adverse effects of the activity.
- Your qualifications, resources, skills and experience to adequately conduct the activity on public conservation land.
- Your creditworthiness is a factor in determining whether DOC should extend credit to you and set up a DOC customer accounts receivable credit account for cost recovery. To make this assessment DOC will supply your information to a credit checking agency.

Note: Information collected by DOC will be supplied to a debt collection agency in the event of non-payment of payable fees.

Treaty Partner consultation

DOC has a statutory responsibility to give effect to the principles of the Treaty of Waitangi. One component of this may be DOC consulting with Treaty Partners about your application. This consultation will feed into

⁴ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

⁵ www.doc.govt.nz/footer-links/contact-us/office-by-name/

⁶ <http://maps.doc.govt.nz/mapviewer/index.html?viewer=docmaps>

⁷ <https://www.doc.govt.nz/get-involved/apply-for-permits/contacts>

⁸ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

DOC's decision-making process. More information can be found on the DOC website on our [iwi/hapū/whānau consultation](#)⁹ page.

Contact your local [DOC office](#)¹⁰ if you require further information about consultation.

What fees will I pay?

You may be required to pay a **processing fee** for this application 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. In addition, if you are granted a guiding concession on public conservation land you may be required to pay annual **activity and management fees**. These fees are listed on the [Land-based guided activities](#)¹¹ page on the DOC website.

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.

Will my application be publicly notified?

Your application will be publicly notified if:

- It is a license with a term of more than 10 years
- It is a lease
- After having regard to the effects of the activity, DOC considers it appropriate to do so

Public notification will increase the time and cost of processing of your application.

What does DOC require if my application is approved?

If your application is approved DOC requires:

- **Insurance** to indemnify the Minister against any claims or liabilities arising from your actions. The level of insurance cover will depend on the activity.
- A copy of your **safety plan** audited by an external expert (e.g. Health and Safety in Employment (Adventure Activity) Regulations 2011 audit or a DOC listed organisation). See the [Safety Plan](#)¹² information on the DOC website for further information.

Note: DOC/Minister can vary the concession if the information on which the concession was granted contained material inaccuracies. DOC may also recover any costs incurred.

⁹ <https://www.doc.govt.nz/get-involved/apply-for-permits/iwi-consultation/>

¹⁰ <https://www.doc.govt.nz/footer-links/contact-us/office-by-name/>

¹¹ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/land-based-guided-activities/>

¹² <https://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/safety-plans/>

A. Applicant details

Legal status of applicant (tick)	<input type="checkbox"/> Individual (Go to ①)	
	<input checked="" type="checkbox"/> Registered company (Go to ②)	<input type="checkbox"/> Trust (Go to ②)
	<input type="checkbox"/> Incorporated society (Go to ②)	<input type="checkbox"/> Other (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)			Tai Poutini Polytechnic Limited
	Trading name (if different from applicant name)			
	NZBN if applicable (to apply go to: https://www.nzbn.govt.nz)	9429048069519	Company, trust or incorporated society registration number	7926718
	Registered office of company or incorporated society (if applicable)			
	Company phone	s9(2)(a)	Company website	www.tpp.ac.nz
	Contact person and role			
	Phone	s9(2)(a)	Mobile phone	NA
	Email			
	Postal address	Private Bag 607, Greymouth	Postcode	7840
	Street address (if different from Postal address)	73-87 Tainui Street, Greymouth	Postcode	7840

B. Variation of an existing concession

Is this application *varying* an existing concession?

No

☒

Yes

☐

- Only complete the parts of the form that relate to the variation you are seeking.
- State the concession number of which you wish to vary and describe the variation.

Concession number you wish to vary

- Briefly describe the variation you are seeking to your existing concession:

C. Pre-application meeting

Have you had a pre-application meeting or spoken to someone in DOC?

No

☐

Yes

☒

- State when and who with:

Lauren Kelly, Māwhera DOC Office, 21 September 2021

D. Description of activity

Select all the guiding activities you are applying for.

<input checked="" type="checkbox"/>	Day walks, hiking and tramping	<input type="checkbox"/>	Hunting*
<input checked="" type="checkbox"/>	Night walks, hiking and tramping	<input type="checkbox"/>	Fishing
<input checked="" type="checkbox"/>	Overnight walks, hiking and tramping	<input type="checkbox"/>	Motorbike
<input checked="" type="checkbox"/>	Climbing	<input type="checkbox"/>	4x4 vehicle
<input type="checkbox"/>	Manual bike rides	<input type="checkbox"/>	Quad bike
<input type="checkbox"/>	Electric bike rides	<input type="checkbox"/>	Snow mobile
<input type="checkbox"/>	Horse riding	<input type="checkbox"/>	Other ^

* If you selected **hunting**, state which type of animal/s you plan to hunt.

N/A

^ If you selected **other** explain below the type of guiding activity. (location details can be completed in section L below). **A pre-application meeting is strongly recommended for new or unusual guiding.**

Tai Poutini Polytechnic is a tertiary education institute. We use public conservation land and facilities for training purposes only.

E. Are you applying for anything else?

Are you submitting any other application forms in relation to this application?

No

☐

Yes

☒

- If yes, state which application forms:

Water Craft concession application

F. Duration

State how long (months and years) you want your concession to last?

10 years

- Explain why you are seeking this duration:

To continue to offer quality education on the West Coast.

G. Background experience of applicant

Provide relevant information relating to your ability to carry out the proposed activity (e.g. details of previous concessions, membership of professional organisations, and relevant qualifications).

Tai Poutini Polytechnic (TPP) is the largest provider of tertiary education on the West Coast. TPP has been delivering quality outdoor education programmes since 1992 and was the first tertiary education organisation (TEO) to deliver a full-time outdoor education programme in NZ.

TPP is a member of the New Zealand Rivers Association and Federated Mountain Clubs. The outdoor education staff have many years of teaching experience between them. We are a corporate member of the New Zealand Outdoor Instructors Association (NZOIA) and two staff are assessors for NZOIA.

TPP trains students to become highly competent outdoor education and adventure practitioners capable of managing themselves in an outdoor setting and taking responsibility for the leadership of others. They are guided to role model and integrate the principles of kaitiakitanga, sustainability and environmental action while operating in a range of outdoor contexts.

H. Consultation undertaken

DOC has a statutory obligation to give effect to the principles of the Treaty of Waitangi. This often requires consultation with our Treaty Partner (iwi/hapū/whānau of local Maori) on your application. If you have already consulted with our Treaty Partner, or with other interested stakeholders, DOC would like to know about it.

We recommend you discuss consultation with a DOC staff member before starting your application.

No

☐

Yes

☒

- If yes, supply details for each group consulted with:

Whānau/hapū/iwi consulted with:

TPP's Kaiwhakahaere o Mātauranga Māori David Mason spoke with Lauren Kelly from DoC Māwhera office on 10/11/21. Given the number of locations that TPP travels to Lauren advised that DoC would be able to contact rūnunga on our behalf.

Contact details have been added to the activity tables for the land based and water craft guiding.

	David has made initial contact with many of these rūnanga to let them know about the application.
Name of individual you consulted with:	
Date of consultation:	
Form of consultation (e.g. email, meeting):	
Outcome of consultation*:	

Other interested stakeholders consulted with e.g. Conservation Boards or community groups:	
Name of individual you consulted with:	
Date of consultation:	
Form of consultation (e.g. email, meeting):	
Outcome of consultation*:	

If you received a written response to consultation attach a copy to this application. Record the document details in section 'L Attachments' of this form.

I. Location(s) and activity(ies)

List all the areas of your proposed operation. All columns must be completed. If the column is not applicable you must state so. If you require more space attach a separate document.

Need help? If you are unable to identify a location contact the local District Office or use DOC's online mapping system - maps.doc.govt.nz¹³.

- ① **Activity:** State the type of guiding you are undertaking: e.g. walking (day, night or overnight), biking (manual or e-bike), hunting, fishing, horse riding vehicle activities (state which type e.g. motor bike vehicle, 4x4 vehicle, quad bike, snow mobile) or you must specify any other type of guiding.
- ② **Public conservation land:** Should include the official name and type (e.g. Nature Reserve, National Park) of the Public Conservation Land that the track or location is within (use maps.doc.govt.nz¹⁴).
- ③ **Track name:** If the proposed activity is on a track you must include the official name of the track. If you intend to operate on part of the track, state where you plan to begin and end [see Example over page]. If the activity is off track you must include NZTM GPS coordinates and an annotated map outlining the proposed area [see Example over page].
- ④ **DOC facilities:** List any DOC facilities used in detail e.g. shelters, huts, campsites, drop off at car parks etc. Include the number of nights if applicable. Include the location even if it is used as a planned lunch/snack stop.
- ⑤ **Dates of operation:** The time of year you plan to operate e.g. all year activity or the exact months of the operation. Listing a season e.g. summer, will not be accepted.
- ⑥ **Maximum group number:** Provide the maximum guiding group number including the guide/s.
- ⑦ **Maximum number of trips:** List the maximum number of trips per day, week, and year.
- ⑧ **Duration of visit:** Select from: less than 1 hour; 1-4 hours; 4-12 hours; 12-24 hours; overnight (state total number of nights).

¹³ maps.doc.govt.nz

¹⁴ maps.doc.govt.nz

1 Activity	2 Public Conservation Land	3 Track Name	4 DOC Facilities	5 Dates of Operation	6 Max. Group Size (Incl. Guides)	7 Max. Number of Trips	8 Duration of Visit	Rūnanga & Contact
Overnight camping	Lake Kaniere Reserve	Lake Kaniere Walkway	Lake Kaniere camp site	Between 01 February – 31 October each year	30-37	3 per year	Overnight 1 night each trip	Waewae E: s9(2)(a) gaitahu.iwi.nz
Overnight Tramping	Victoria Forest Park	Kirwans Track	Kirwans Track car park	Between 01 February – 31 October each year	37	1 per year	Overnight 2 nights	Waewae
Day Rock Climbing	Roadside Creg/Riverside Creg/Kai Whaka Pai Memorial Wall/Hospital Flat	No Track (see attached map A.) Roadside Creg: 1280190E; 5047525 N Kai Whaka Pai: 1280110E; 5047960N Hospital Flat: 128063SE; 5047635N	Hospital Flat and Motatapu Track car park	Between 01 February – 31 October each year	20	2 per year	5 x day trips out from commercial accommodation each trip (10 days total)	Takutai o Te Titi Marae Representative: Ph: (03) 234 8192 Email: office@orakaapari.ma.org.nz
Abseiling – Ski Patrol Wanaka	Hospital Flat	No Track (see attached map A as above) 128063SE; 5047635N	Hospital Flat car park	Between 01 April – 30 September each year	14	2 per year	2 day trips	As above

1	2	3	4	5	6	7	8	
Activity	Public Conservation Land	Track Name	DOC Facilities	Dates of Operation	Max. Group Size (Incl. Guides)	Max. Number of Trips	Duration of Visit	Rūnanga & Contact
Day Rock Climbing	Waitakere Block / Charleston	Constant Bay Track	NA	Between 01 February – 31 October each year	20	9 per year	4 x day trips from commercial accommodation each trip (36 days per year)	Waewae
Day Trips Mountaineering	Arthurs Pass National Park	Temple Basin, Waimakariri Col	NA	Between 01 February – 31 October each year	20	7 per year	3-5 day trips out from commercial accommodation, Temple Basin accommodation and 1 night camping on the mountain (max 49 days per year)	Tuahiwi Marae E: tuahiwi.marae@ngaitahu.iwi.nz
Day Walking Eco Service	Paparoa Range National Park	No track (see attached map B.) Greigs 1456875E-5311825N; 1457925E-5313775N	NA	Between 01 February – 31 October each year	20	4 per year	4 day trips	Waewae

1	2	3	4	5	6	7	8	
Activity	Public Conservation Land	Track Name	DOC Facilities	Dates of Operation	Max. Group Size (Incl. Guides)	Max. Number of Trips	Duration of Visit	Rūnanga & Contact
		10 Mile Creek 1459725E- 5312100N						
Overnight Eco Trip	Craigieburn Forest Park	Helicopter Hill Track, Craigieburn Enviro Centre Tracks, Cave Stream	Cave Stream Car Park	Between 01 February – 31 October each year	30	1 per year	3 consecutive day trips out from commercial accommodation	s9(2)(a) Ngāi Tūāhuriri Rūnanga?) E: s9(2)(a) ng aitahu.iwi.nz
Overnight Tramping	Lewis Pass National Reserve	Doubtful River Track, Silvia Tops Track, Nina Valley Track	Nina Valley car park, Doubt River car park	Between 01 February – 31 October each year	30	2 per year	Overnight 2 nights camping each trip	s9(2)(a)
Ovenight Eco Trip	Westland National Park	Okarito tracks	Okarito car park	Between 01 February – 31 October each year	30	1 per year	3 day trips out from camp ground.	Waewae / Makaawhio

1	2	3	4	5	6	7	8	
Activity	Public Conservation Land	Track Name	DOC Facilities	Dates of Operation	Max. Group Size (Incl. Guides)	Max. Number of Trips	Duration of Visit	Rūnanga & Contact
Overnight Survival Tramping	Lake Brunner Reserve	No Track (see attached map C.) 1389710E – 5231780N	NA	Between 01 February – 31 October each year	30	1 per year	Overnight 1 night	Waewae
Overnight Tramping	Wanganui Coastal Reserve	No Track (see attached map D.) 1474380E – 5286920N	NA	Between 01 February – 31 October each year	17	1 per year	Overnight 1 night	No consultation to date
Overnight Tramping	Wanganui Otira, Arthurs pass	Kelly Tops, Taipou Valley Track	Tapou Valley road end, Kelly Creek Car park, Carol Hut	Between 01 February – 31 October each year	60	1 per year	Overnight 2 nights	Waewae
Overnight Tramping	Nelson Lake national park	Mole Track, Jamieson Ridge Track, Tiraumea Track	NA	Between 01 February – 31 October each year	30	1 per year	Overnight 3 nights	Waewae

1	2	3	4	5	6	7	8	
Activity	Public Conservation Land	Track Name	DOC Facilities	Dates of Operation	Max. Group Size (Incl. Guides)	Max. Number of Trips	Duration of Visit	Rūnanga & Contact
Day Trip Climbing / Abseiling (Ski Patrol Wanaka)	Pisa Conservation Area – Poison Creek	No Track (see attached map E.) 1309780E – 5032560N	NA	Between 01 April – 30 September each year	14	2 per year	Day trips	Ōraka Aparima Rūnanga
Ski Touring	Pisa Conservation Area	No Track – see attached map F. of this whole area	NA	Between 01 July – 30 September each year	14	2 per year	Day trips	Ōraka Aparima Rūnanga

J. Consistency with DOC statutory plans

List the [DOC statutory planning documents](https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/)¹⁵ relevant to your application:

West Coast Conservation Management Strategy
Arthurs Pass National Park Management Plan
Nelson Lakes National Park Management Plan
Westland Tai Poutini National Park Management Plan
Paparoa National Park Management Plan
Mount Aspiring National Park Management Plan

Are you aware of any potential inconsistency of your activity with DOC's statutory planning documents?

No



Yes



If you have answered yes explain why it is inconsistent with the statutory planning documents.

¹⁵ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

K. Effects assessment

The table below suggests some common environmental effects and ways to remedy, mitigate or avoid them. Tick the boxes that are relevant to your application.

If you have identified effects or mitigation measures that are *not* included in the table below, or you have an unusual activity, you will need to attach a document listing your potential effects and how you propose to avoid, remedy or mitigate them. Record this additional information in section L as an attachment.

Feature	Potential effects	Proposed methods to avoid, remedy or mitigate the effect	Tick which apply
Flora and fauna	Disturbance of vegetation or natural area	- Educate staff, and clients on the sensitivities of the area and advise them of low impact techniques	<input checked="" type="checkbox"/>
		- Remain on formed tracks or well used routes	<input checked="" type="checkbox"/>
		- Do not cut down or damage any vegetation or natural feature	<input checked="" type="checkbox"/>
		- Ensure vehicles remain on formed roads	<input checked="" type="checkbox"/>
	Damage to wildlife or habitat	- Remain on formed tracks or well used routes	<input checked="" type="checkbox"/>
		- Ensure vehicles remain on formed roads	<input checked="" type="checkbox"/>
		- Stay at least 20m away from wildlife and educate staff and clients on appropriate behaviour where wildlife is present (a separate permit is required for viewing marine mammals)	<input checked="" type="checkbox"/>
		- Don't startle wildlife with noise or camera flashes	<input checked="" type="checkbox"/>
		- Use infra-red torches for night time viewing	<input checked="" type="checkbox"/>
		- Do not feed any species	<input checked="" type="checkbox"/>
		- Do not harass any species	<input checked="" type="checkbox"/>
		- Do not take animals, including domestic pets, onto the land	<input checked="" type="checkbox"/>
		- Do not play recordings of bird song	<input checked="" type="checkbox"/>
		- When driving vehicles, ensure that special care is taken during bird nesting periods. Ensure speed is dramatically reduced where wildlife may be present	<input checked="" type="checkbox"/>

Biosecurity	Introduction of new or increase in existing threats to indigenous ecosystems e.g. pests, weeds and pathogens	- Follow Biosecurity New Zealand's Check Clean Dry procedure when in and around waterways	<input checked="" type="checkbox"/>
		- Ensure footwear is cleaned at designated cleaning stations (e.g. Kauri die back areas) or with appropriate cleaning methods when cleaning stations are not available	<input checked="" type="checkbox"/>
		- Take all precautions to ensure weeds are not introduced to the land	<input checked="" type="checkbox"/>
Other users of the land	Crowding – too many people in a hut, campsite, car park or along the track in relation to the visitor setting.	- Ensure party sizes are kept to the limits set out in the statutory planning documents	<input checked="" type="checkbox"/>
		- Complete accurate annual activity returns to allow DOC to monitor usage	<input checked="" type="checkbox"/>
		- Consider timing of visits to off peak periods of the day, week, season or year where possible	<input checked="" type="checkbox"/>
		- Ensure clients and guides do not monopolise any part of the track, viewing area or car park	<input checked="" type="checkbox"/>
		- Allow other users to pass the group easily	<input checked="" type="checkbox"/>
	Cumulative impacts of additional concessionaire operating at already busy sites	- Park vehicles in designated parking spaces	<input checked="" type="checkbox"/>
		- Co-ordinate visits with other concessionaires (where possible)	<input checked="" type="checkbox"/>
		- Limit hut use to 50% for all commercial operators combined and ensure all relevant details are recorded in the 'hut book'	<input checked="" type="checkbox"/>
		- Carry tents in case hut is full	<input checked="" type="checkbox"/>
		- Ensure no permanent camp sites are created and no stores of equipment left on the land	<input checked="" type="checkbox"/>
	Conflict between different activities and visitors	- Co-ordinate visits with other concessionaires (where possible)	<input checked="" type="checkbox"/>
	Noise invasion of people's quiet enjoyment of the area e.g. loud noises.	- Educate staff and clients on the need for respect for other visitors and their right to quiet enjoyment of the area	<input checked="" type="checkbox"/>
	Damage or impingement on other existing public use facilities	- Educate staff and clients to respect public facilities	<input checked="" type="checkbox"/>

Cultural values	Offensive to Tangata Whenua or members of the public generally. Incorrect stories/history about the site	- Consult with Iwi over any proposal for cultural interpretation	<input checked="" type="checkbox"/>
		- Ensure any cultural interpretation is consistent with Iwi values	<input checked="" type="checkbox"/>
		- Educate clients to respect cultural values or traditions	<input checked="" type="checkbox"/>
Historic values	Damage to historic sites or objects, including Wahi Tapu e.g., disturbance of the ground	- Educate staff, and clients on the sensitivities of the area and advise them of low impact tramping/riding etc. techniques	<input checked="" type="checkbox"/>
		- Limit approach distance and stay on existing paths	<input checked="" type="checkbox"/>
Rubbish and waste	Rubbish, toilet waste or debris left on public conservation land	- Follow the ' Leave no Trace ' and ' Visit the Kiwi way ' principles	<input checked="" type="checkbox"/>
		- Do not bury any toilet waste within 50 metres of a water source	<input checked="" type="checkbox"/>
		- Designate someone in the party as a 'Tail-End Charlie' to ensure no rubbish or debris is dropped/left behind	<input checked="" type="checkbox"/>
		- Provide rubbish bags, proper waste containers and removal procedures and ensure these are not accessible to wildlife or able to be blown away	<input checked="" type="checkbox"/>
Fires	Wildfires	- Ensure no open fires	<input checked="" type="checkbox"/>
Private / leased land	Entering private land or public conservation land leased by DOC, without consent	- Ensure permission is obtained from the land owner if required	<input checked="" type="checkbox"/>
Positive effects	Allow members of the public to experience public conservation land in a safe manner and in areas they may not be capable of experiencing on their own	- N/A	<input checked="" type="checkbox"/>

L. 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>Maps with highlighted locations in support of</u> <u>K</u>	Maps	PDF	Maps A - F

M. Checklist

Application checklist	Tick
I have completed all sections of this form relevant to my application and understand that the form will be returned to me if it is incomplete.	<input checked="" type="checkbox"/>
I certify that the information provided in this application form and any attached additional forms is, to the best of my knowledge true and correct.	<input checked="" type="checkbox"/>
I have supplied maps to accompany my NZTM GPS locations listed in section 'I. Locations' (maps are <i>not</i> required if you have used the official track name).	<input checked="" type="checkbox"/>
I have appropriately labelled all attachments and completed section 'L. Attachments' to match.	<input checked="" type="checkbox"/>

N. Terms and conditions for a credit account with the Department of Conservation

Have you held an account with the Department of Conservation before?	Tick
No	<input type="checkbox"/>

Yes	<input checked="" type="checkbox"/>
If "yes", under what name:	Tai Poutini Polytechnic

In ticking this checklist and placing your name below you are acknowledging that you have read and agreed to these 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.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
I/We agree to notify the Department of Conservation of any disputed charges within 14 days of the date of the invoice.	<input checked="" type="checkbox"/>
I/We agree to fully pay the Department of Conservation for any invoice received on or before the due date. TPP will pay approved invoices (received before the 10th of the month following the service or delivery) in the next 20th of the month payment run.	<input type="checkbox"/>
I/We agree to pay all costs incurred (including interest, legal costs and debt recovery fees) to recover any money owing on this account.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>

Applicant Name/s (of authorised person/s)	s9(2)(a)	Date	16 November 2021
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Ilex Cabrera, Chief Executive

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



The Department recommends that you contact the Department of Conservation Office closest to where the activity is proposed to discuss the application prior to completing the application forms. Please provide all information requested in as much detail as possible. Applicants will be advised if further information is required before this application can be processed by the Department.

This form is to be used when the proposed activity involves using water craft on public conservation land. Examples may include kayaking, boat landings, or use of Department of Conservation wharves. This form is to be completed in conjunction with either Applicant Information Form 1a (longer term concession) or Applicant Information Form 1b (one-off concession) as appropriate.

- If your application involves guiding clients or aircraft transportation on public conservation land please also fill in Form 4a and/or Form 4c as appropriate.
- If your application includes building, extending or adding to any permanent or temporary structures or facilities on public conservation land, please also fill in Form 3b,
- If your application includes tenancy of any DOC managed buildings (other than overnight usage of huts) please also fill in Form 3a.

If you require extra space for answering please attach and label according to the relevant section.

A. Location(s) and Activity(ies)

List the areas of your operation, please use NZTM GPS coordinates where possible, and attach a map and label Attachment 4a:C. If you are unable to identify the areas or you do not know them, please seek the assistance of Departmental staff.

Name of Conservation Area	Activity	Waterway being used, location and/or name of all landing sites	Size, type, colour and name of all water craft	Proposed months/season	Max. Party Size (incl. guides)	Frequency of Use (trips/landings)	Rūnanga Rohe & Contact
Totara Mikonui Forest Park	Overnight rafting trip	<p>Mikonui waterway: [Map A.]</p> <p>Put in: 1425386E; 5236885N</p> <p>Take out: 1417991E; 5246866N</p> <p>Totara River:</p> <p>Put in 1425305E; 5242814N</p> <p>Take out: 1425461E; 5248346N</p>	Up to 30 kayaks	April – October	30	Up to 2 overnight trips	Waewae / Makaawhio (shared rohe)
D'Urville Island Lucky Bay camp site, Otu Bay camp site, Penguin Bay	Overnight sea kayak	Circumnavigate D'Urville Island using campsites. [Map B.]	Up to 15 kayaks	April - June	15	1 trip per year (3 nights)	<p>Ngāti Koata – Rangitoto (D'Urville Island), Croisilles and Nelson (https://www.wakatu.org/nelson-tents)</p> <p>Email: info@wakatu.org / land /</p>

camp site							property team: property@wakatu.org
St James Conservation Area & Lewis Pass National Park	Overnight Kayaking	Waiau River: [Map C. 3 pages] Put in: 1570642E; 5324737N Take out: 1565722E; 5284578N	Up to 30 kayaks	September – October	30	1 trip per year (3 nights)	Te Rūnanga o Kaikōura Contact: Takahanga Marae Representative: s9(2)(a) T: (03) 3196 523 E: takahanga.office@ngaitahu.iwi.nz
Molesworth Reserve, Ka whata tu o rakihouia Conservation Park	Overnight Rafting	Clarence River: [Map D. 3 pages] Put in 1596640E; 5306191N Take out: 1675424E; 5332125N	Up to 40 kayaks	September - October	40	1 trip per year 4 nights	Te Rūnanga o Kaikōura
Victoria Forest Park	Overnight Rafting	Grey River: Gentle Annie Gorge [Map E.] Put in: 1513376E; 5309334N Take out: 1503017E;	Up to 6 rafts and / or up to 30 kayaks	March – October	Maximum 30 per trip	Up to 4 overnight trips per year	Waewae

		5309299N					
Wanganui/Otira Catchments Conservation Area	Day Trip Kayaking	<p>Toaroha River: Lower Toaroha [Map F.]</p> <p>Put in: 1446897E; 5245744N</p> <p>Take out: 1447393E; 5247223N</p> <p>Styx River: Tyndall Stream to Styx bridge [Map G.]</p> <p>Put in: 1454850E; 5249889N</p> <p>Take out: 1450022E; 5250454N</p> <p>Kakapotahi River: mid gorge to SH6 [Map H.]</p> <p>Put in: 1417597E; 5233933N</p> <p>Take out: 1414041E;</p>	Up to 30 Kayaks per trip	March – October	30	Up to 2 day trips on each river per year	Waewae / Makaawhio (shared rohe)

5238234N

Wanganui River:
lower Wanganui

[Map I.]

Put in: 1409341E;
5214941N

Take out:
1407070E;
5218606N

Released under the Official Information Act 1982

B. Environmental Impact Assessment

This section is one of the most important factors that will determine the Department's decision on the application. Please answer in detail.

In column 1 please list all the locations of your proposal, please use NZTM GPS coordinates where possible. In column 2 list any special features of the environment or the recreation values of that area. Then in column 3 list any effects (positive or adverse) that your activity may have on the values or features in column 2. In column 4 list the ways you intend to mitigate, remedy or avoid any adverse effects noted in column 3. Please add extra information or supporting evidence as necessary and label Attachment 4a:B.

Refer to Steps 1 and 2 in your Guide to Environmental Impact Assessment to help you fill in this section.

Location on public conservation land	Special feature or value	Potential effects of your activity on the feature or value (positive or adverse)	Methods to remedy, mitigate or avoid any adverse effects identified
Totara Mikonui Forest Park	<i>For all locations: native fish, threatened and endemic plant species, insects, geckos and skinks</i>	<i>For all locations: Damage to habitat when disembarking Increase knowledge of native species through interpretation Students encouraged to leave the area better than they found it.</i>	<i>For all locations: TPP prescribes to the 'Leave No Trace NZ' principles which are conveyed to students in theory and practical work and especially during their trips. Students are encouraged to leave places better than they found them for example by picking up any rubbish they find. Ensure all students stay on paths at landing site and are advised of known habitats. Campsite chosen to cause least disturbance. Safe practices discussed re. didymo where relevant.</i>
D'Urville Island	As above including the giant land snail.		
St James Conservation Area			
Lewis Pass National Park	As above including waterways are free from exotic fish and weed.		
Molesworth Reserve, Ka whata tu o rakihouia Conservation Park	As above including weta and speargrass weevil.		

Victoria National Park			
Wanganui / Otira Catchments Conservation Area			

Released under the Official Information Act 1982

C. Term

Please detail the length of the term sought (i.e. number of years or months) and why. If you are applying for a one-off permit please state the specific dates and/or times sought.

Note: An application for a concession for a period over 10 years must be publicly notified, an application for a concession up to 10 years will not be publicly notified unless the adverse effects of the activity are such that it is required, or if an exclusive interest in the land is required.

10 years

D. Bulk fuel storage

Under the Hazardous Substances and New Organisms Act 1996 (HSNO Act) 'Bulk fuel storage' is considered to be any single container, stationary or mobile, used or unused, that has a capacity in excess of 250 litres of Class 3 fuel types. This includes petrol, diesel, aviation gasoline, kerosene and Jet A1. For more information on Hazardous Substances, go to:

<http://www.business.govt.nz/worksafe/information-guidance/legal-framework/hsno-act-1996>

Do you intend to store fuel in bulk on the land as part of the activity?

YES / NO

If you have answered yes, then please provide full details of how and where you intend to store the fuel, and label any attachments including plans, maps and/or photographs as Attachment 4b:D. If your concession application is approved you will be required to provide a copy of your HSNO compliance certification to the Department before you begin the activity.

E. Safety Plan

The Department requires that all concessionaires holding concessions for recreation or tourism activities have a safety plan which has been audited by an external expert.

If your activity is covered by the Health and Safety in Employment (Adventure Activity) Regulations 2011 proof of that audit is sufficient. If your activity is **not** covered by the Adventure Activity Regulations, please read the *Guidelines on the Requirements for Concessionaire Safety Plans* on the Department's website. If you are unsure, please go to the WorkSafe website and read their [guidance](#).

If your concession application is approved, you will be required to provide a copy of an independent auditor's approval of your safety plan to the Department before you begin the activity.

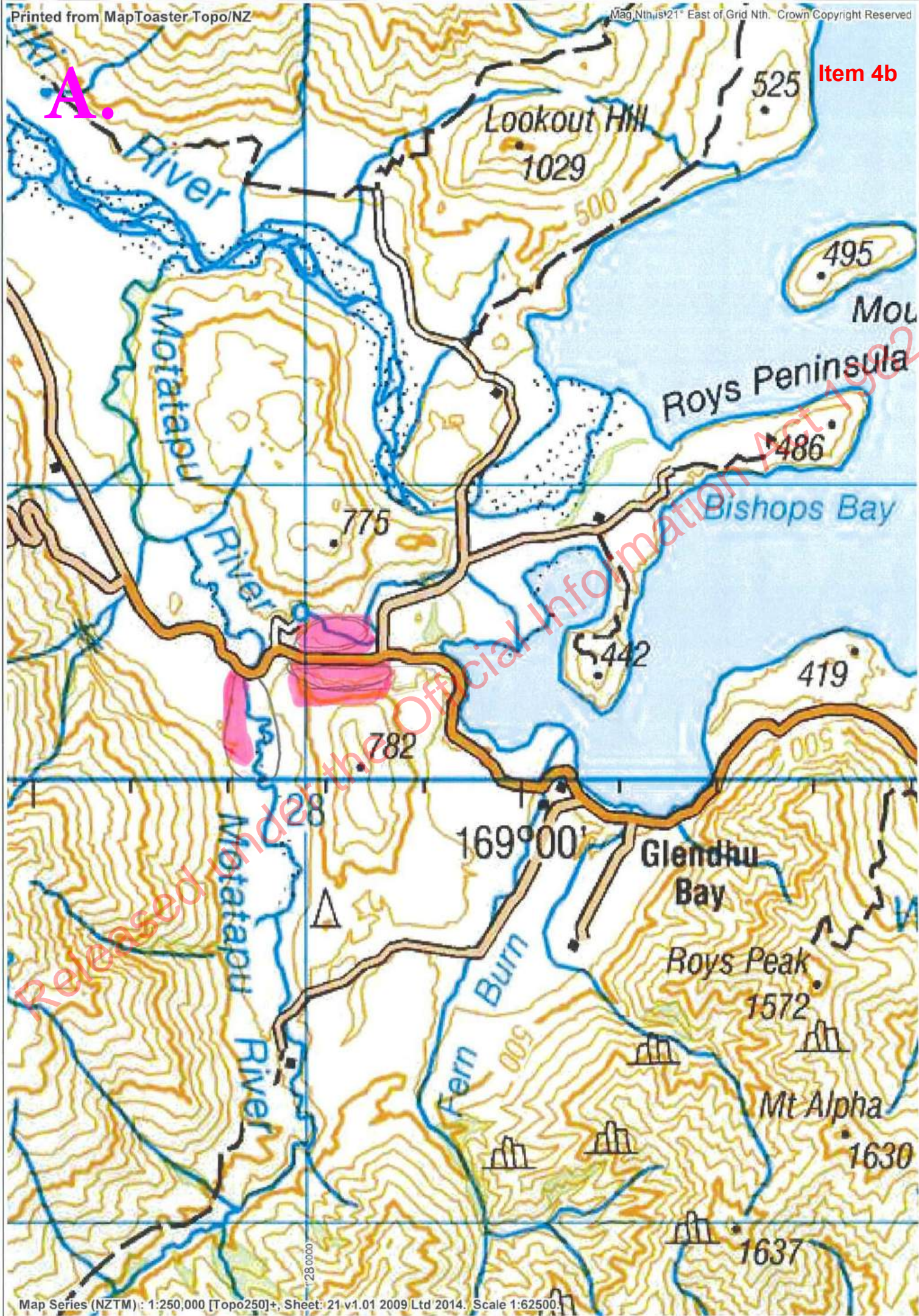
F. Other

Is there any further information you wish to supply in support of your application? Please attach if necessary and label Attachment 4b:F.

Outdoor Education Safety Manual – please note this is under review. An updated copy will be emailed once it has been signed off by TPP's CEO.

Item 4b

A.



B.

Fourteen Mile Bluff

Greigs

Mt St Patrick

Croesus Knob

1204

1082

Ten Mile Creek

Mt Leitch

1153

320

Hut

979

564

Rapahoe

Rewanui Mt Davy

1012

Dunollie

502

933

Sewell Peak

831

Coal 114

Bridge or McLean Ck

Brunner

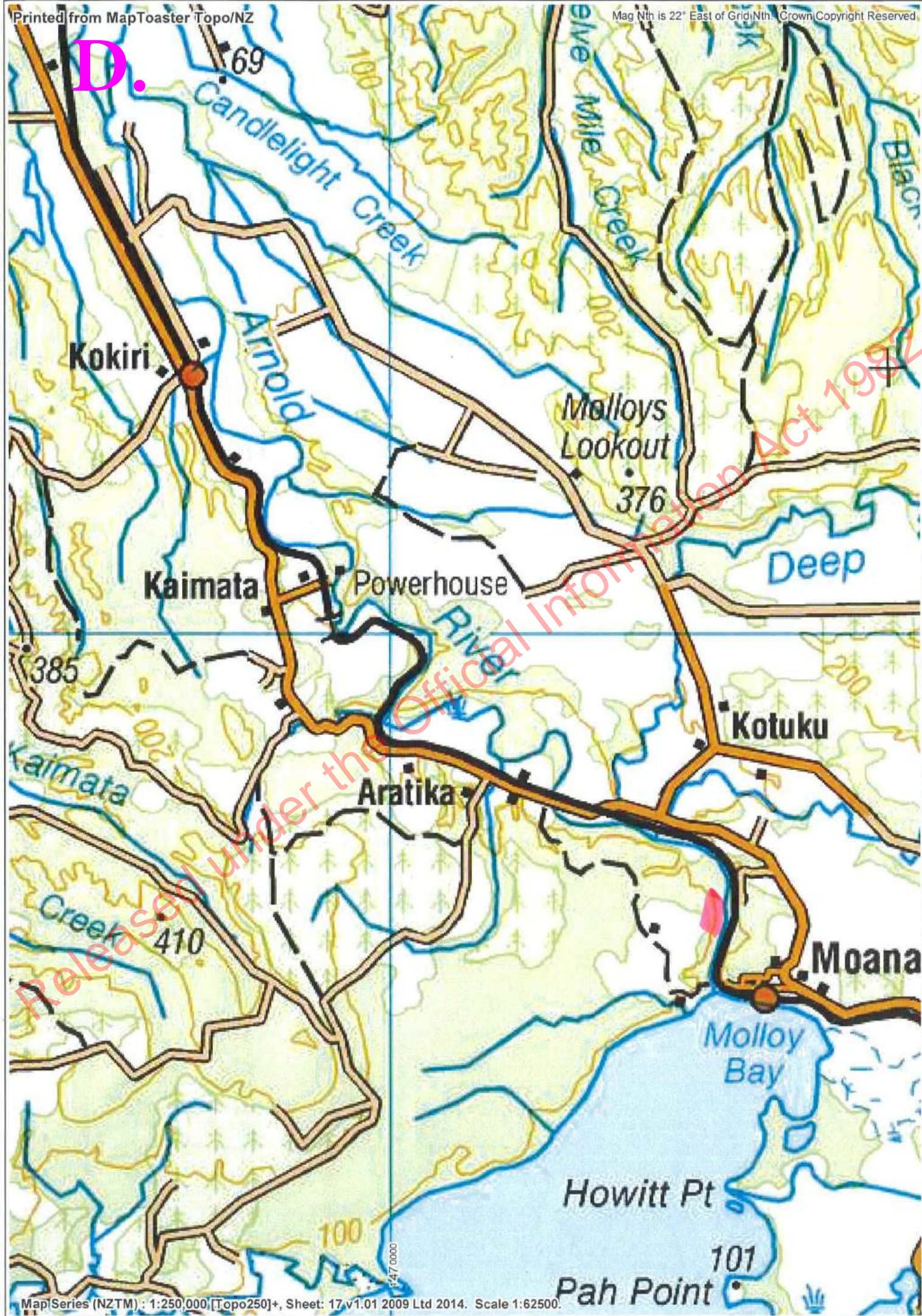
Taylorville

Stillwater

C.

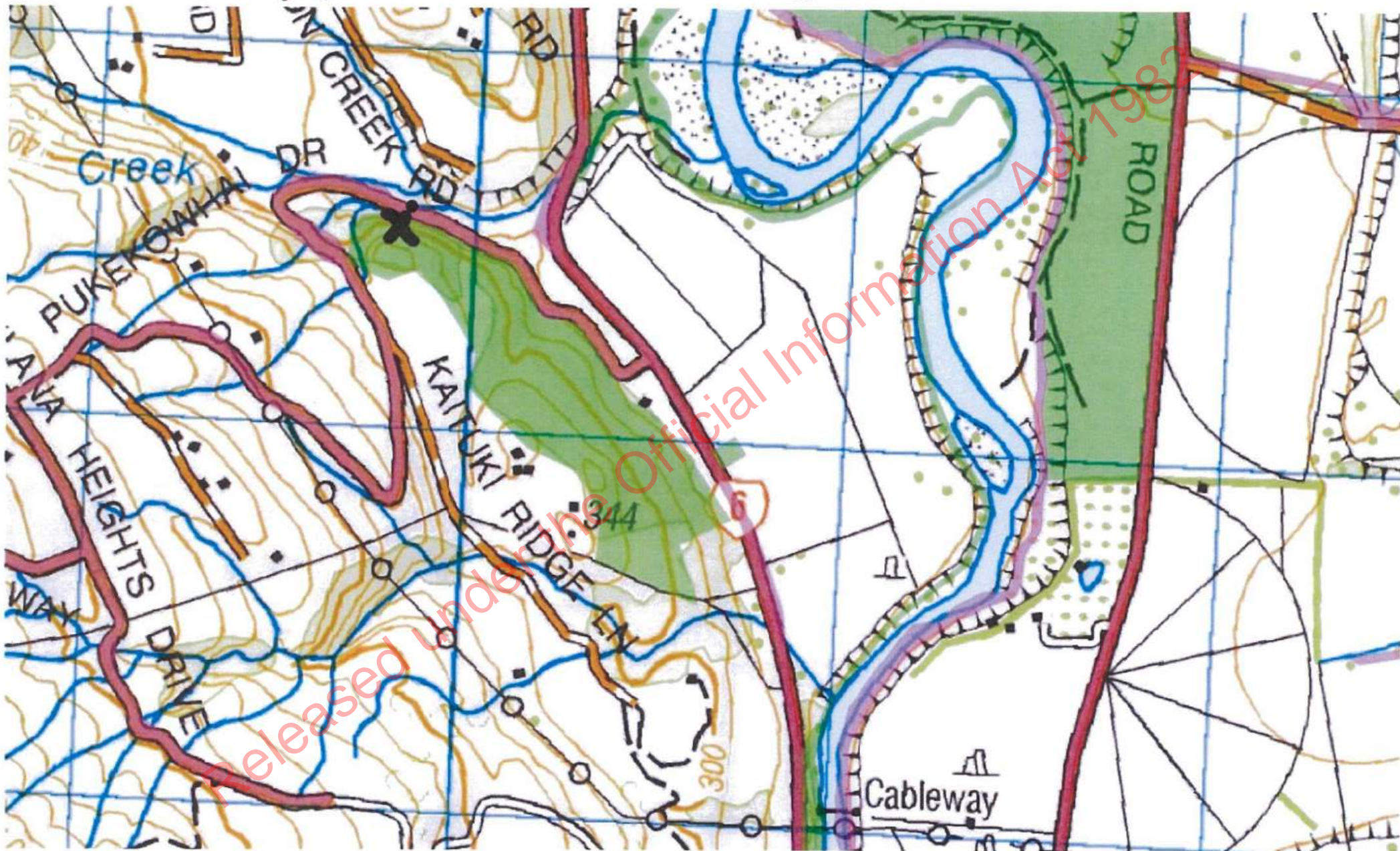


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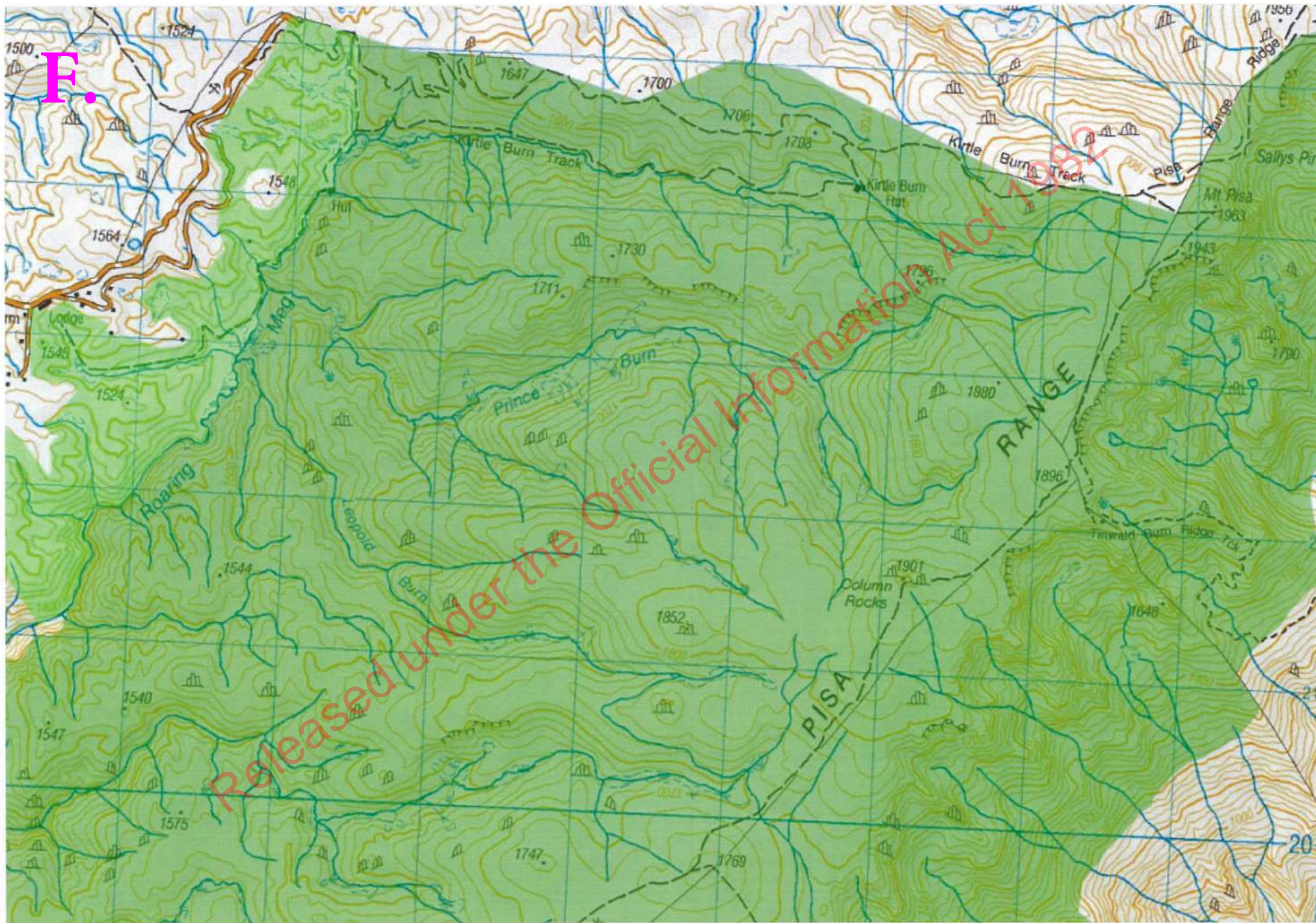


E.

X Poison Creek Climbing Area

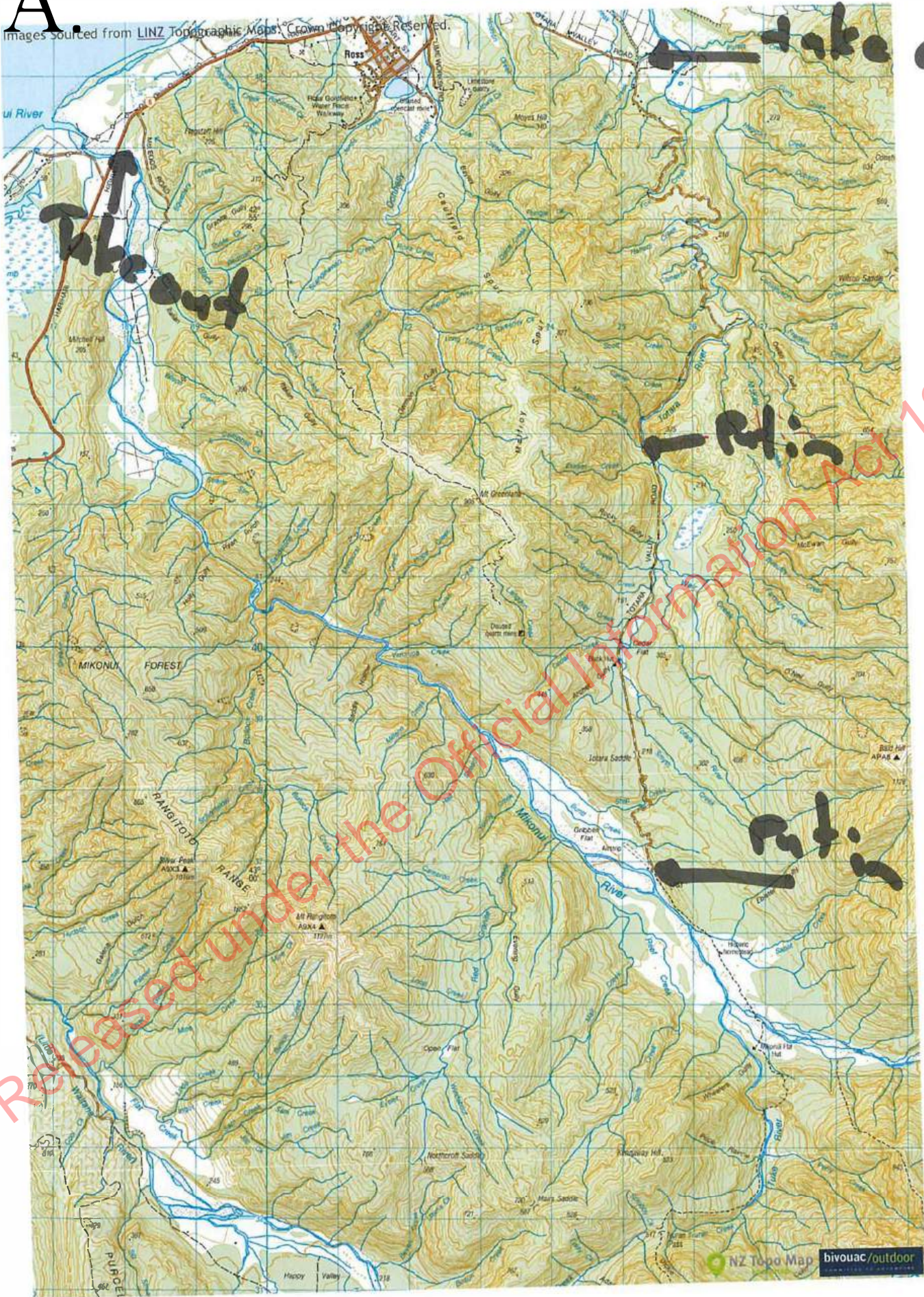


APS Co-ordinates 1309780 E
5032560 N



A.

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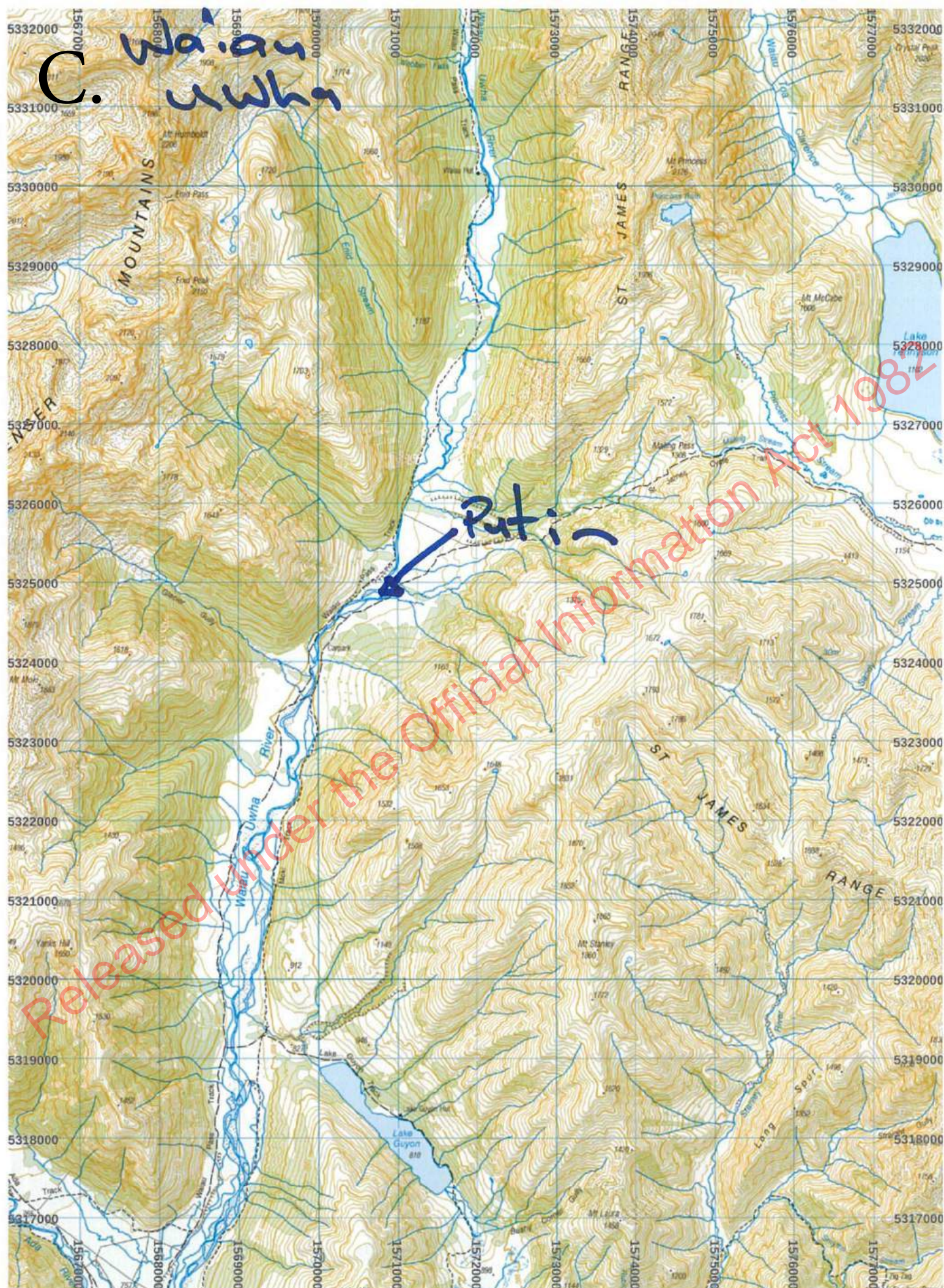


Mikonui River
Totara River

B.



D'Urville island
land and launch from French
Pass



Grid squares: 1 × 1 km

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C. cont.



Grid squares: 1 × 1 km

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C cont.



Grid squares: 1 x 1 km

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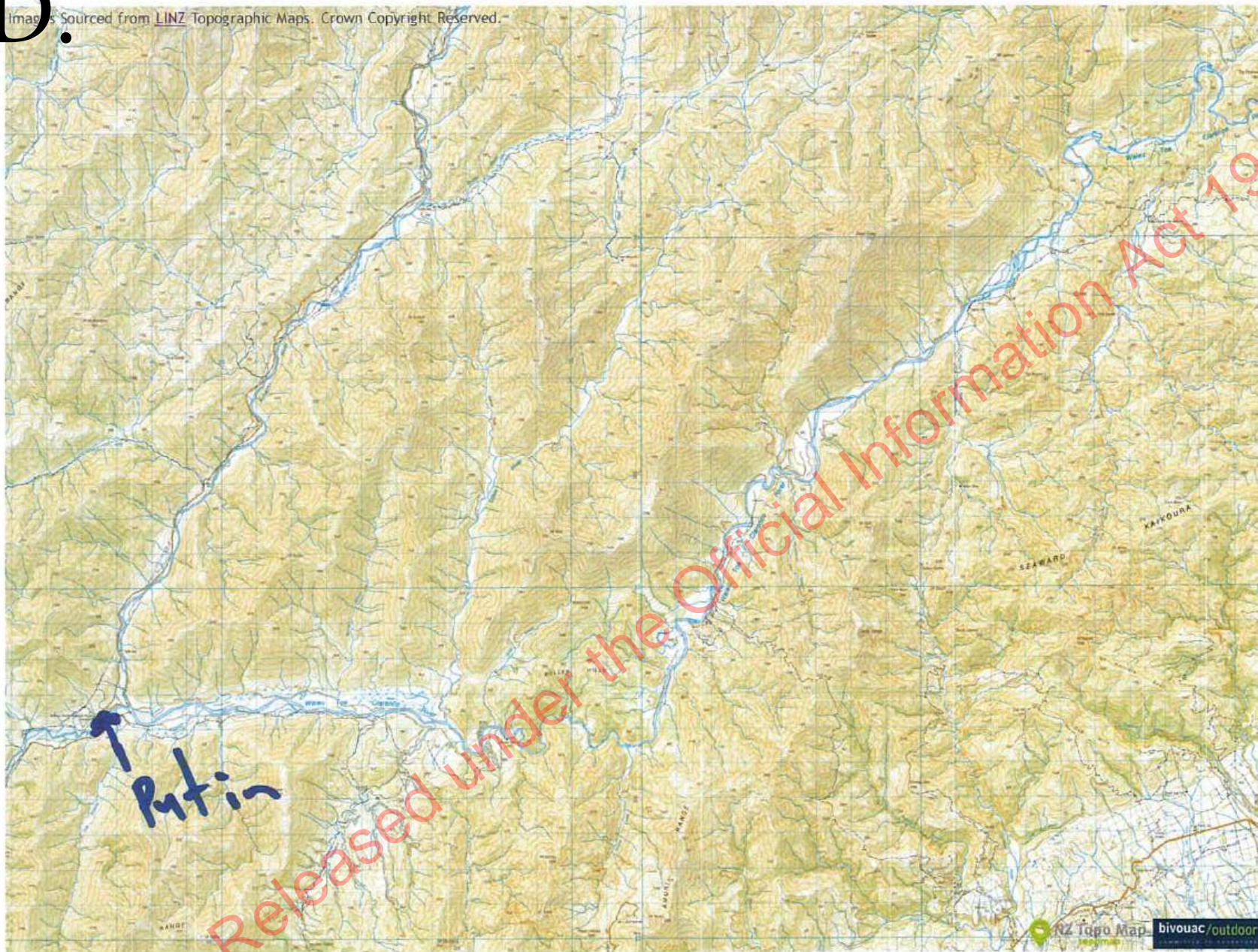


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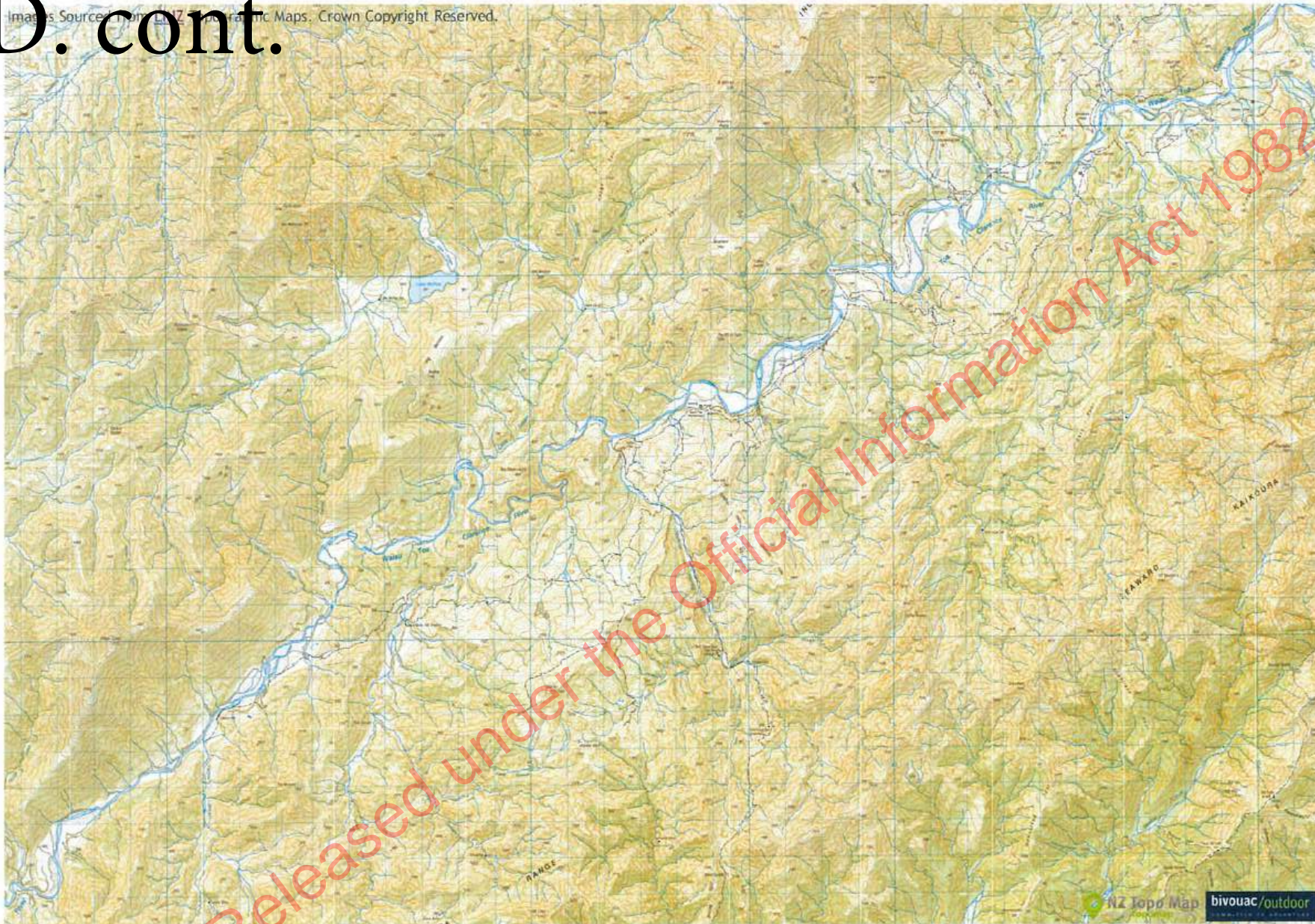
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Clarence River

D. cont.

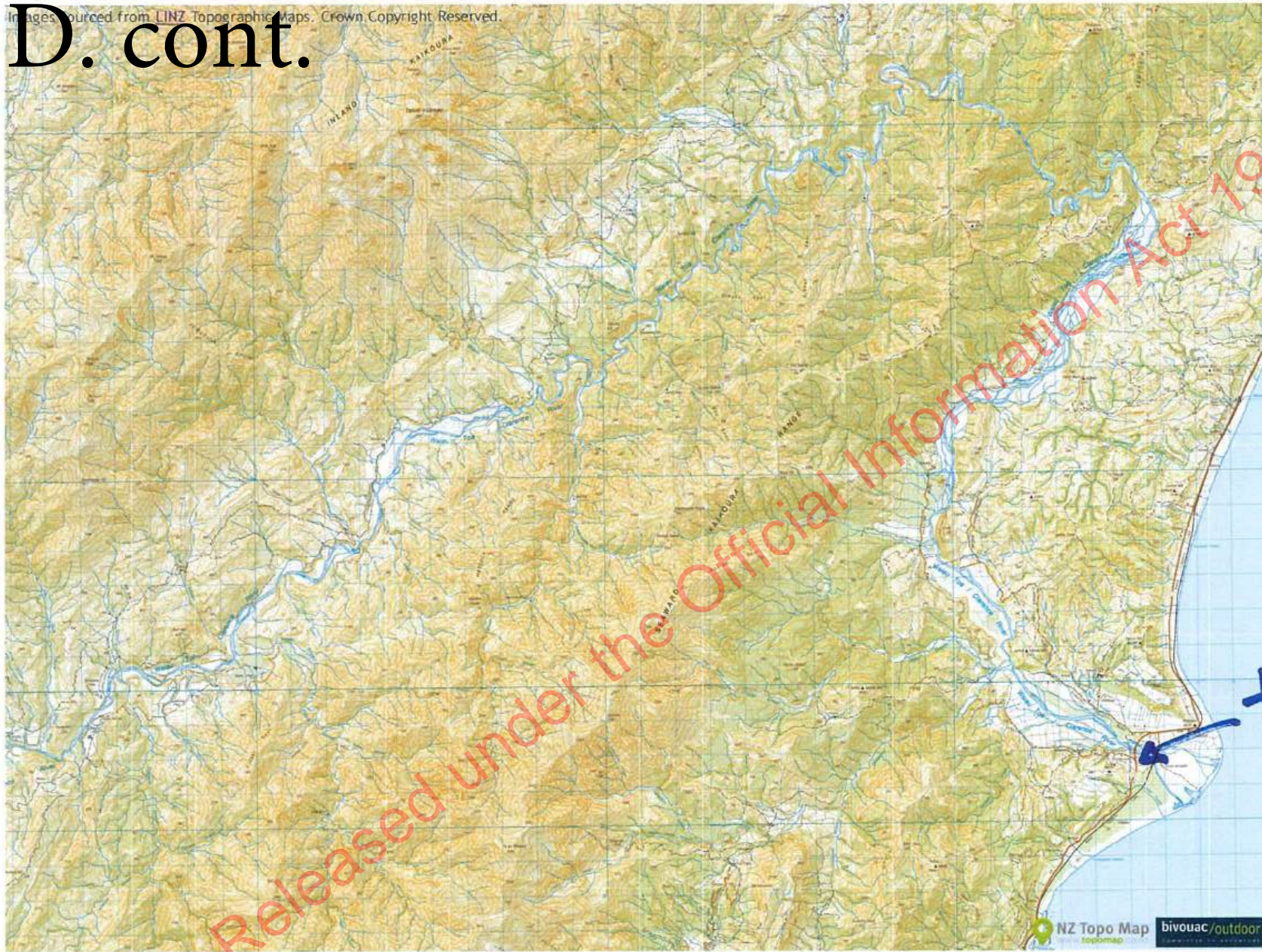
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Clarence River

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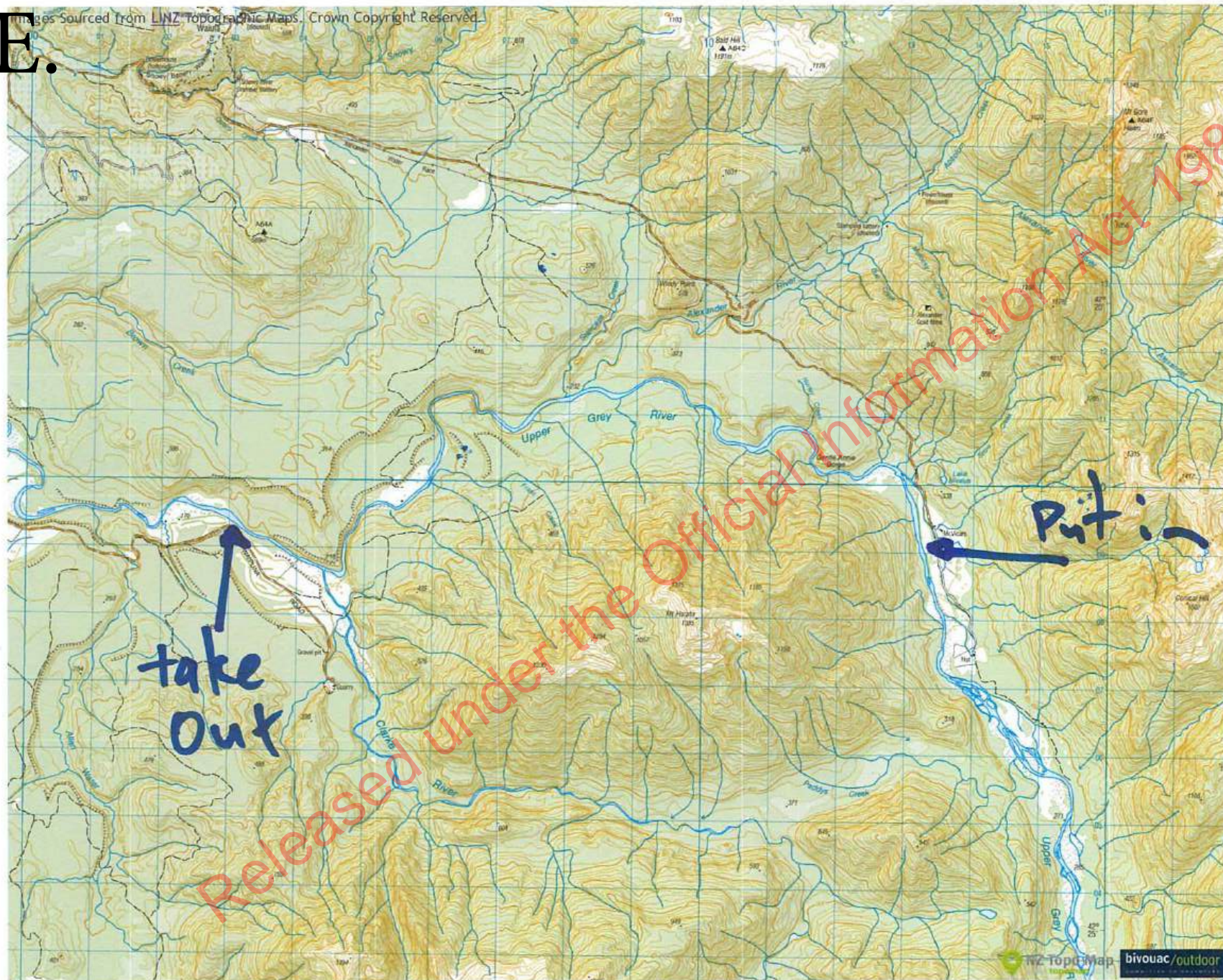
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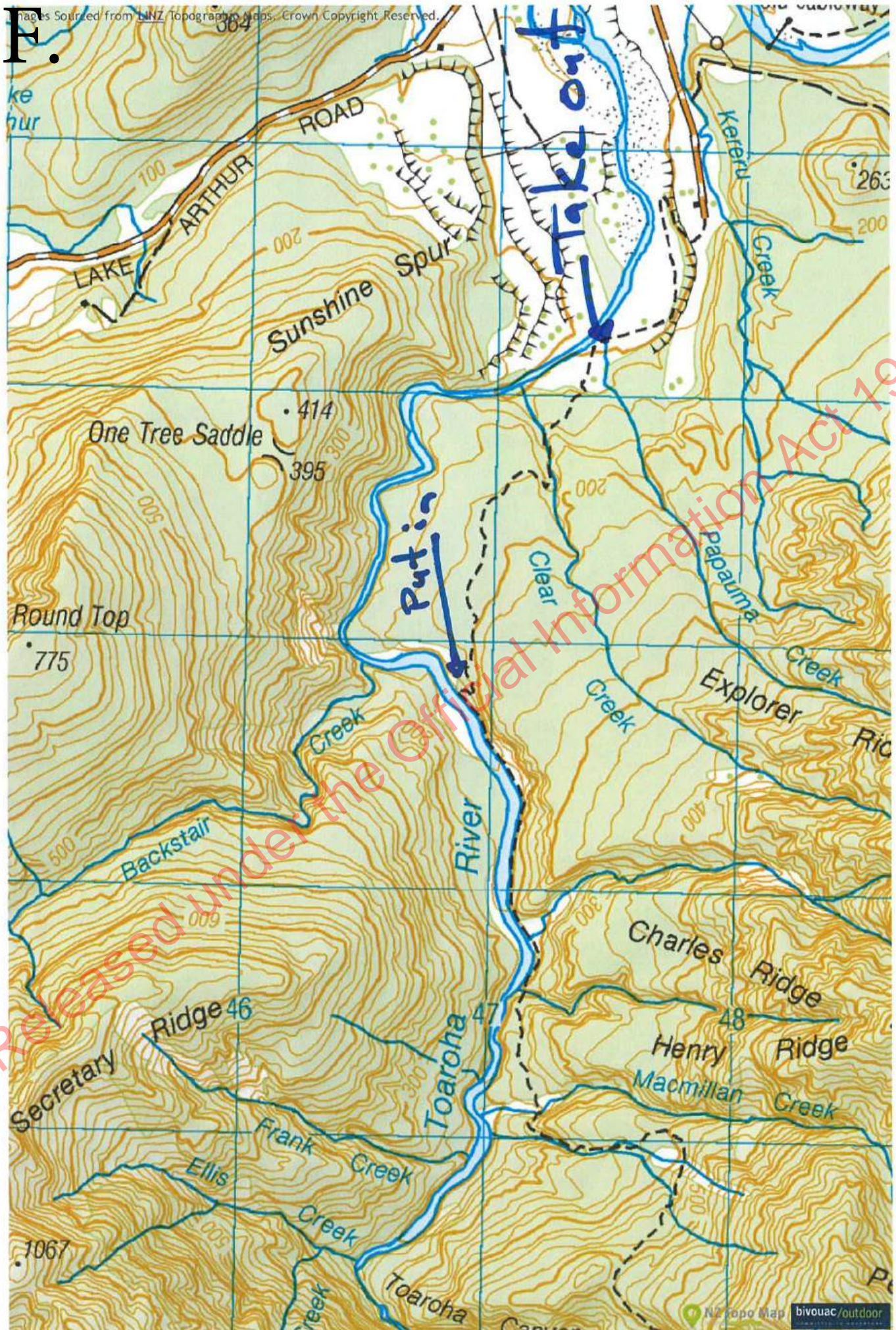
take
out

Clarence River

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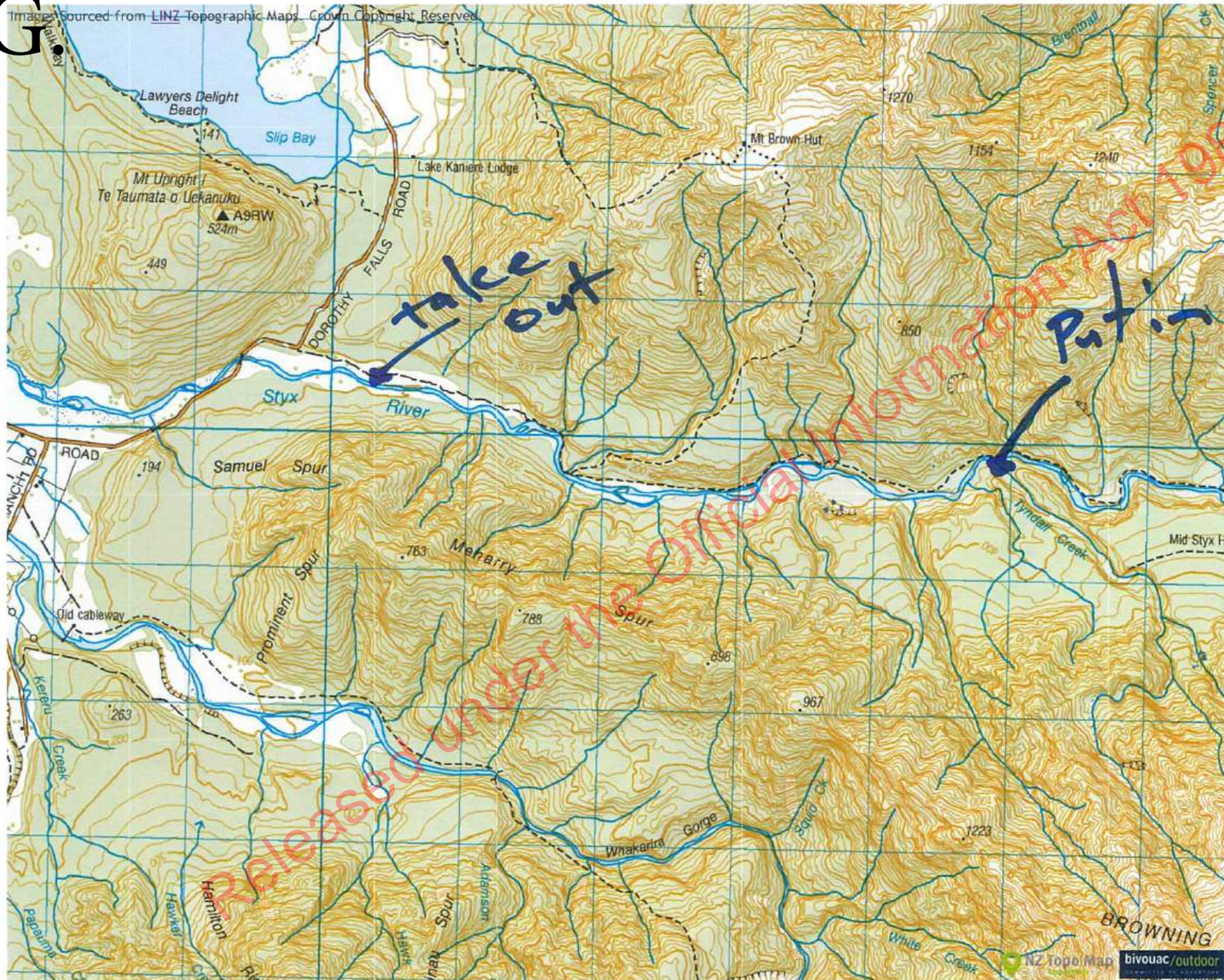
Grey River



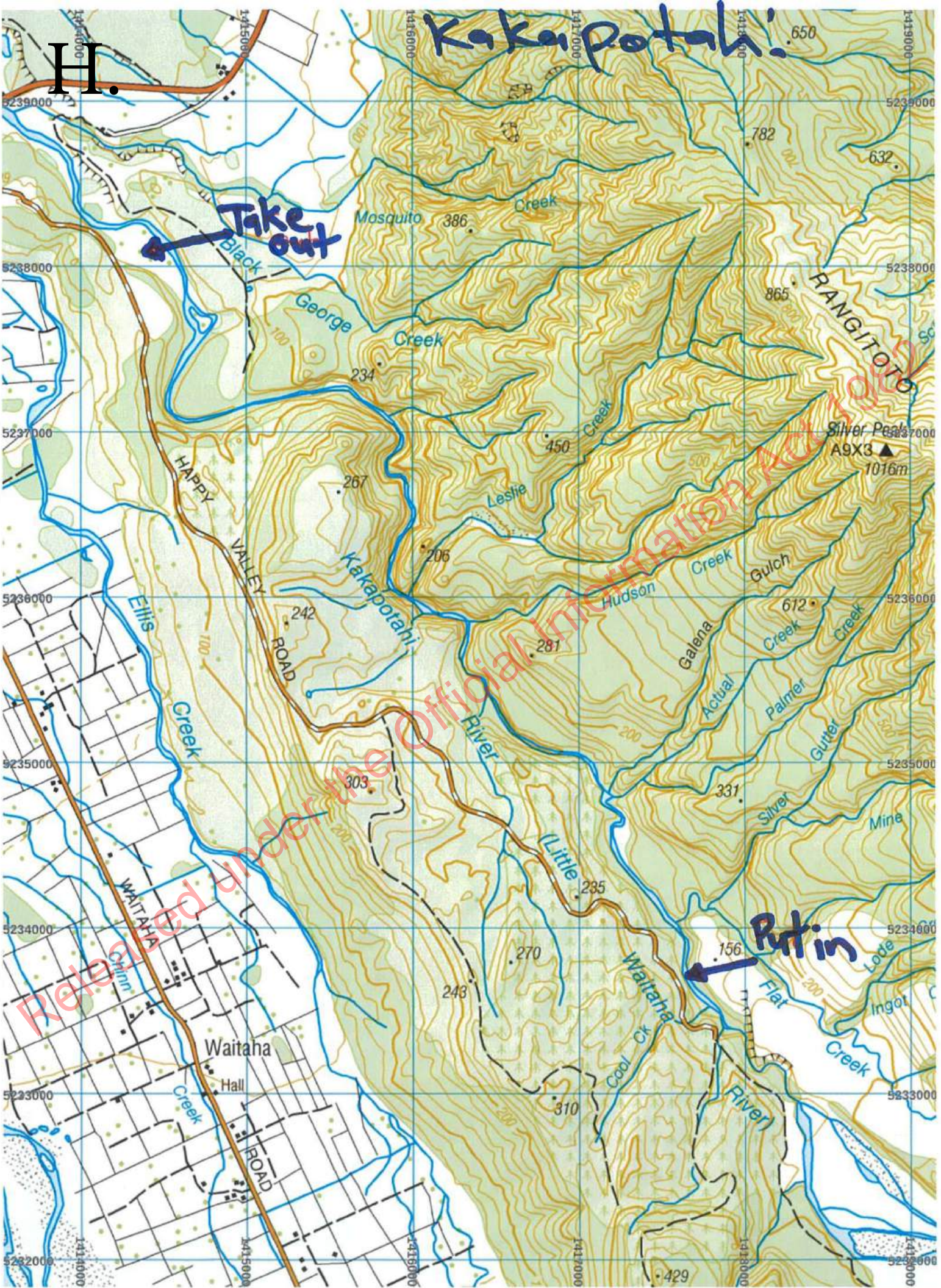
Toaroha River

G

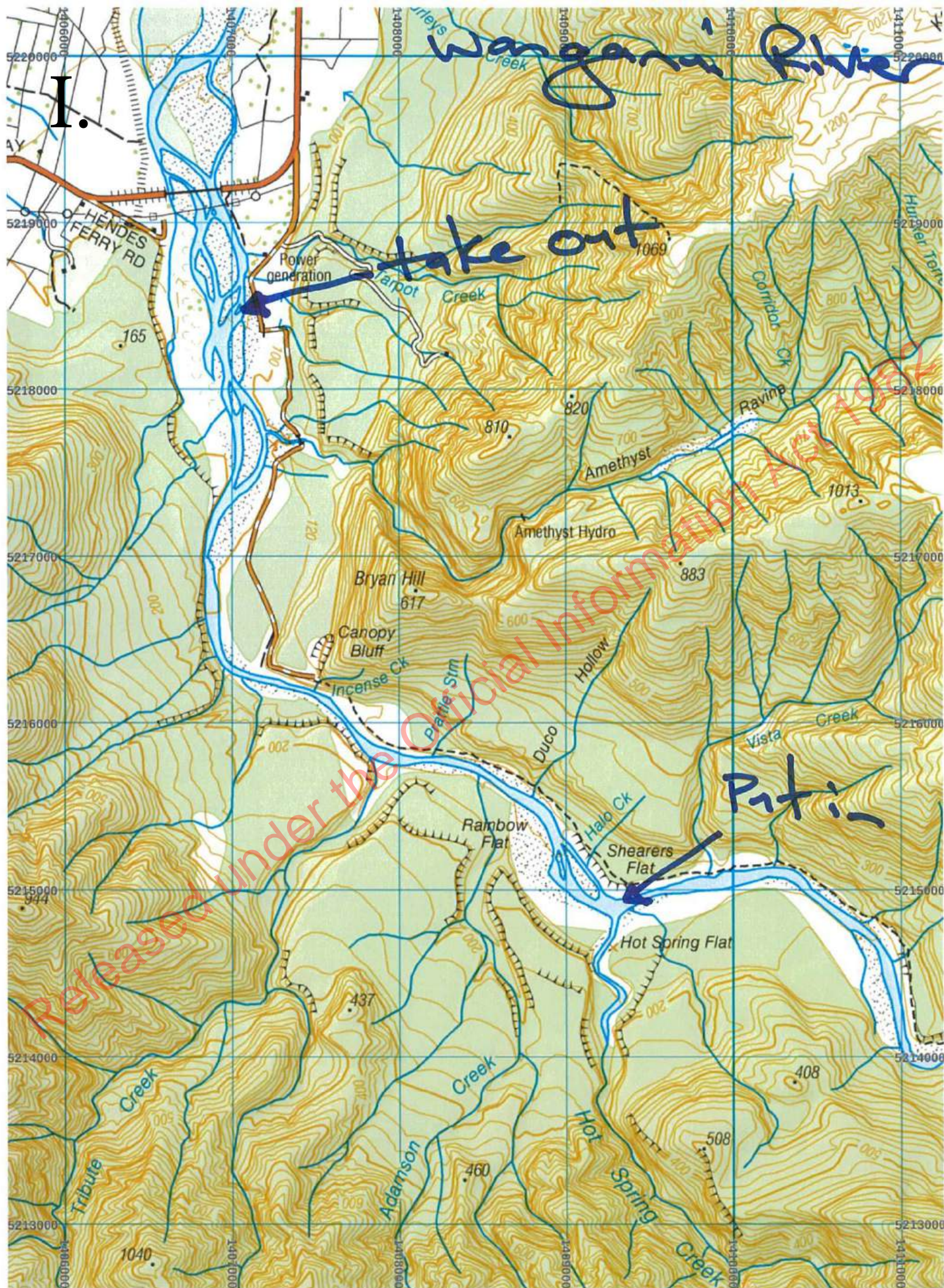
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Styx River



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Outdoor Education Department

Safety Manual

Greymouth Campus

May 2015

Released under the Official Information Act 1982

Version	Date Reviewed	Reason(s) for Review:	Changes Made:
1-2010	2010	Review and revamp of whole document	Refer to 'Safety Manual with Rationale for 09 Changes'
2-2013	Late 2012	Post Outdoors Mark audit	Refer to Outdoors Mark report recommendations.
3-2015	Late 2014	Post EMSAR integration and 2014 review	SDL Waiver, Intentions system, InReach/PBL protocols, EMSAR integration
4-2015	May 2015	Amendment to process	Chart on Page 14 updated "Notifies Facilities Manager ..." diagram updated.

Verified

s9(2)(a)

(HOD, Outdoor Education)

Approved by:

s9(2)(a)

(Chief Executive)

Date: 4 May 2015

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Introduction

The Tai Poutini Polytechnic (TPP) Outdoor Education Department (OED) is a tertiary level trainer that specialises in producing graduates at Certificate and Diploma levels for the Ski Patrol, Outdoor Instruction, and Tourism Guiding industries. Two campuses exist: the main one in Greymouth and a smaller campus in Wanaka servicing the Ski Patrol programme (Mountain Education Centre of NZ - MECNZ). Students study a variety of activities in a range of outdoor settings.

In addition to this the OED operates an Emergency Management and Search and Rescue training programmes. These are delivered nationwide in short block courses.

Tramping progresses from overnight on track, to multi-day, route-finding off track above and below the bush line. It includes instruction and experience in river-crossing, navigation and survival.

Kayaking ranges from sea kayaking to whitewater kayaking, progressing from flatwater environments up to Grade 3 whitewater (e.g., Buller Earthquake section) and Open Coastal Water sea kayaking (e.g., circumnavigation of Durville Island).

Rafting progresses from flatwater to Grade 4 (e.g., Rangitata).

Rock Climbing ranges from indoor gymnasium training to sport crags to adventure crags (e.g., Charleston, Mt Somers, Paynes Ford, Wanaka).

Mountaineering progresses from basic snow terrain and ranges from multipitching on Grade 2 terrain (e.g., Rome ridge) to glacier and neve travel (e.g., Franz neve) to top-rope ice climbing.

Skiing is at Treble Cone and ranges from within the ski area boundary to backcountry.

EMSAR courses include Tracking, Swiftwater, Avalanche and Ropes rescue programmes.

Travel with students is generally undertaken in 12-seater vans supplied and maintained by the TPP Facilities Department.

This Safety Manual is designed to sit under the larger TPP Health and Safety Manual and TPP Staff Handbook. It should also be read in conjunction with relevant material including the **TPP OED Instructor Handbook, Client Day Instructor Info Sheets, Pursuit Checklists**, Emergency Contacts Cards, and any other relevant material, to give context to the policies, guidelines and procedures contained within. It is supplied to all staff who work on the programme and available to any interested parties.

The Head of Department for Outdoor Education is responsible for the administration of this Safety Management System. The signature of the Chief Executive on this Safety Manual confirms senior management commitment to the system.

Organisational Commitment to Safety

This document aims to comply with the Health and Safety in Employment Act 1992 and subsequent amendments. This Act requires that:

1. Students are adequately trained or supervised for the tasks they are involved in.
2. We have appropriate risk management skills and processes.
3. We keep an accident/incident register.

TPP management and tutorial staff take responsibility for the following:

1. Regular documented safety reviews of commitment, process, equipment and practice.
2. Ensuring tutorial staff are current for operation at the required skill level.
3. Providing full-time instructional staff with training and venue familiarisation opportunities.
4. Inducting new staff in policies and processes in an appropriately structured manner.
5. Reviewing and amending safety policies as appropriate, including a review of this document every two years.
6. Reporting, documenting and reviewing all incidents and accidents as soon as practicable after occurrence.

TPP Outdoor Education Department staff are responsible for:

1. Being familiar with, and working within, this document.
2. Maintaining a current First Aid qualification and driver's licence.
3. Maintaining currency in the appropriate skills for the activities engaged in.
4. Sharing knowledge of all incidents and hazards with other staff as soon as possible.
5. Reporting serious harm incidents to the Department of Labour.
6. Maintenance, repair and replacement of equipment used in the programmes.
7. Ensuring pertinent student medical issues are disclosed to the appropriate staff.
8. Ensuring students are informed that the programme involves risks and that TPP cannot guarantee their safety.

Health and Safety Objectives

The OED has established a Health and Safety strategy that employs a continuous improvement methodology in order to embody "exemplar status" for an organisation that trains students for outdoor leadership careers. We aim to train students in an environment that is no more risky than everyday life. Current targets and progress towards these are discussed in the Outdoor Education Annual Strategic Plan.

Staffing

Staff roles and responsibilities are detailed in the **TPP OE Department Instructor Handbook**.

Outdoor Education instructors are assigned by the Course Leader of each pursuit, in consultation with the Programme Leader and/or other permanent staff. Instructors are assigned within the scope of their skills and experience and as detailed within their qualifications (for example, see NZOIA and NZMGA scope and terrain descriptions).

Certificate students will generally be operating in terrain appropriate for Instructors holding NZOIA Level 1 Awards or equivalent.

Diploma students will generally be operating in terrain appropriate for Instructors holding NZOIA Level 2 Awards or equivalent.

EMSAR instructors are assigned, within the scope of their skills and experience, by permanent staff responsible for programme delivery.

The level of experience or qualification an instructor requires will be influenced predominantly by terrain and co-instructor skill and ability, but may also take into account the skill level of students, instructor familiarity with venue, ratios, weather, student attitudes. Casual staff and contractors are generally known to the Course Leader; where this is not the case, **the Course Leader must satisfy themselves that the Instructor can provide the high standards quality and safety that the TPP Outdoor Education Department expects**. This may include reference checking, examining a log book, direct interviewing or requiring an observation period before employment.

Any Instructor that is not qualified for the scope they will be working in must be deemed to be "equivalent" (see definitions) by the Course Leader. This may be by way of overseas qualifications or an extensive logbook and trusted referees. **Where an Instructor is "approved" in this manner the Course Leader will document their rationale and store it in the Instructor's file.**

Instructors must provide current copies of their CV, qualifications and logbook to be held on file.

Outdoor Education and EMSAR Instructors are required to provide feedback to the Department on the programme and any students they work with by way of the Trip/Hazard Report (EMSAR Course Report) and the Weekly Student Register. TPP will endeavour to provide feedback to the Instructor by way of peer and student feedback.

TPP will ensure that contractors:

- Enter into a contract that acknowledges the requirements, policies and procedures of TPP operation. This contract will clarify expectations required from contract staff, including any health and safety responsibilities.
- Are given appropriate information regarding the operation/activity, client profiles and health information.
- Are informed of hazards which they may be exposed to and relevant emergency procedures.

Section 1: Hazard Management

The existence of dynamic environmental hazards such as weather, terrain, avalanches, etc., dictate that elimination or isolation of these hazards is not always possible or practicable. Where possible these hazards are minimised, however some element of risk may remain or be consciously retained.

In addition, some custom designed courses/programmes are delivered that fall outside the Departments normal scope of operations (COE, DOIG and SKI). In these cases the same Hazard Identification processes as below are followed but the eventual management strategies may differ significantly and the Policies and Guidelines for normal operations may not be appropriate.

In general hazards are identified, assessed for significance, controlled as appropriate and communicated with staff. All staff are involved in this ongoing process.

1.1 Hazard Identification

Hazards are identified by:

- Pre-trip venue reconnaissance
- Information from other practitioners
- Equipment maintenance and review
- Trip/Hazard Report (EMSAR Course Report) (EMSAR Course Report) forms filled out post trip
- Incident Reports and the review of these, both as they occur and in the annual review

1.2 Hazard Assessment

Hazards are assessed for significance in discussion with staff, taking into account severity of consequence and likely frequency.

1.3 Hazard Control

Hazards that are identified as significant are managed by selecting a control mechanism or strategy that (wherever possible) is aligned with the desired outcomes of the programme. These strategies are documented in the TPP Outdoor Education Safety Manual. High levels of staff training and experience is considered a mechanism of controlling hazards.

1.4 Communication of Hazards

Hazards (both generic and activity specific) and their management options are communicated to staff via the Safety Manual. Environmental hazards are communicated via the Hazard Boards and through regular staff meetings. New hazards are recorded on Trip/Hazard Report (EMSAR Course Report) (EMSAR Course Report) forms and discussed amongst staff at the Monday morning meeting (MMM).

Communication of hazards to students happens:

- through an initial risk disclosure statement, signed by the student during enrolment on the programme
- during activity specific briefings
- during "Safe and Sound" - a tutor facilitated student meeting that occurs weekly
- through an 'Acknowledgement of Risk and Responsibility' form signed by the students prior to engaging in Self Directed Learning (SDL)
- through the Hazard Boards in the shed and office.

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1.5 Hazard Management Matrix - General

Identified Hazard	Assessment	Control Strategies
Road Accident	Potentially very severe , however infrequent, environmental factors (other drivers) uncontrollable.	<input type="checkbox"/> Staff have current licence <input type="checkbox"/> Policy on student driver eligibility <input type="checkbox"/> Intentions protocols <input type="checkbox"/> Tutors control convoy speed and route <input type="checkbox"/> Following guidelines in General Road Transport <input type="checkbox"/> Staff manage fatigue
Inadequate Induction of Staff	Potentially severe , potentially frequent. most likely with "last minute" casual staff, most likely to compromise systems or quality.	<input type="checkbox"/> Induction package and policy <input type="checkbox"/> Maintain (as much as possible) consistent casual staff pool <input type="checkbox"/> Provide time for induction of new casual staff <input type="checkbox"/> Attempt to have a permanent staff member on all trips <input type="checkbox"/> Attempt to have new casual staff co-instruct before working alone, where not possible ensure induction is particularly thorough
Serious Injury e.g., requires hospitalisation/ has lasting impact/ cannot complete programme	Potentially severe , very infrequent.	<input type="checkbox"/> Appropriate and timely safety briefings <input type="checkbox"/> Equipment maintained <input type="checkbox"/> Student medical history obtained and rechecked post enrolment. <input type="checkbox"/> Communications device appropriate for rapid response carried <input type="checkbox"/> First Aid Kits carried <input type="checkbox"/> Flagged students managed appropriately
Moderate Injury e.g., Misses course time/ Requires medical treatment	Moderate , infrequent.	<input type="checkbox"/> As above
Hypothermia	Potentially severe if untreated. Has proven rare in past	<input type="checkbox"/> Students and student equipment monitored <input type="checkbox"/> First Aid Certificated staff and students
Self-Directed Learning	Potentially very severe , rare to date.	<input type="checkbox"/> Risk disclosure and waiver signed by students, tutor assessment and approval required before permission granted for SDL <input type="checkbox"/> Conditions imposed on venues and conditions for SDL <input type="checkbox"/> Student specific intentions system <input type="checkbox"/> New venues or conditions require consultation with tutor prior to SDL <input type="checkbox"/> Culture of open communication regarding SDL - 'Safe and Sound' meeting
Exposure to UV rays	Potentially severe , particularly with prolonged (years) of exposure for permanent staff	<input type="checkbox"/> Protection advised <input type="checkbox"/> Annual mole mapping provided <input type="checkbox"/> Staff highly aware
Random student behaviour	Potentially severe , infrequent	<input type="checkbox"/> Expectations of students clearly communicated <input type="checkbox"/> Culture of safety, trust, focus and attention embedded from start of programme <input type="checkbox"/> Student 'tested' in lower risk environments before being exposed to higher risk environments <input type="checkbox"/> Information regarding student behaviour and 'state' shared among all staff

1.6 Hazard Management

Policy

- 1.6.1 Venues are researched by staff before being utilised as part of the programme. Research may vary from consulting a map or calling a landowner to a full site visit. It is expected that the anticipated degree of risk will determine the comprehensiveness of the research.
- 1.6.2 Instructors are responsible for notifying hazards on Trip/Hazard Report (EMSAR Course Report) forms as soon as practical.
- 1.6.3 New Trip/Hazard Report (EMSAR Course Report) forms are reviewed at weekly meetings.
- 1.6.4 The HOD Outdoor Education is responsible for ensuring that relevant information from Hazard Report forms is transferred to the Hazard Board and/or the Safety Manual.
- 1.6.5 If Hazard information needs to be shared with other staff and/or students more urgently than the next weekly meeting, instructors must find an appropriate method of doing so.

1.7 Equipment

- 1.7.1 Emergency communications equipment is overseen by the Outdoor Education Department Administrator. Equipment is checked at least annually, with date of last test and charge recorded on the sign-out tag attached to each piece. It is also routinely tested in the field by Instructors.
- 1.7.2 First Aid equipment is checked by before every field trip, supplies are replaced and maintained by the Department Administrator.
- 1.7.3 All OED technical equipment is inspected before and after use as part of the student 'sign-out' process. Students are also trained early in the programme to recognise signs of damage and wear in equipment.
- 1.7.4 A thorough annual inspection is performed and recorded in conjunction with the annual stocktake.
- 1.7.5 Climbing ropes are retired every three (3) years, climbing helmets every five (5) years and year of purchase is recorded in Annual Inspection sheets. All other equipment is tested to industry standard or retired when signs of wear or a mechanism of damage is noted.

Section 2: Trip Intentions Systems

TPP is committed to ensuring the safe return of all personnel involved in field activities. There is an "Intentions" system in place to ensure this.

The following policies and procedures apply to all groups working off campus. They also apply to individuals who are engaged in course-related activities off campus.

2.1 Greymouth and Wanaka

Policy

- 2.1.1 An Intentions Form is to be handed in to Greymouth reception every time a student group goes off campus. Reception then emails the intentions form to a shared folder visible to all OED staff, General Manager - West Coast Faculty, and Facilities Manager.
- 2.1.2 If leaving campus prior to reception opening, intentions forms are emailed as a pictorial attachment to TPP Reception.
- 2.1.3 An Instructor must check and sign the Intentions Form before it is delivered to reception.
- 2.1.4 Details included on the Intentions Form must include:
 - (a) A complete list of those on field trip
 - (b) Name of Trip Leader
 - (b) Venue(s) and trip plan/route if appropriate (i.e., multi-day expedition)
 - (c) Method of contact while in field
 - (d) Vehicle identification (including any private vehicles in convoy)
 - (e) Estimated return time and date
 - (f) Emergency procedure activation time and date
- 2.1.5 Parties returning must advise the Receptionist, or if after 5.00 pm the person deputised, of their return arrival at the Polytechnic.
- 2.1.6 Emergency procedures are initiated by Polytechnic once all attempts to contact group have failed and the emergency response return time has been reached.
- 2.1.7 Students emergency contact and medical details must be left in Reception. This is the responsibility of the Programme Leader and is done at the commencement of the programme. A copy is also held in the Outdoor Education Department Office.

Guidelines

- 2.1.8 Instructors call in as soon as possible after the activity before driving back to campus (in the event of non-arrival back at the Polytechnic by the due time, office staff will know to expect a vehicle-related incident rather than a field-related one).
- 2.1.9 Where more than one group is working independently in the field and returning to the same base camp at the end of the day, every instructor should be aware of the intentions of each group (this acts as a back-up intentions system).
- 2.1.10 Groups on multi-day expeditions need not call in daily unless pre-arranged.

2.2 Wanaka - Additional Trip Intentions Systems - Ski Patrol

- 2.2.1 If leaving Treble Cone Ski Area boundary for snow safety and/or ski touring activities an additional New Zealand Mountain Safety Council Terrain Usage Policy Intentions form is left with Treble Cone Ski Patrol.
- 2.2.2 Briefings occur at the Treble Cone Day Lodge 9.00 am and 3.30 pm daily. Briefings cover weather forecast, weather conditions, snow stability evaluation, avalanche hazard forecast, InfoEx and general hazard identification and management. This also serves as an internal check.

2.3 EMSAR - Nationwide

- 2.3.1 EMSAR administration staff have a record of:

- Course staff
- Course participants
- Course venues
- Staff travel details

- 2.3.2 Students emergency contact and medical details are collected at commencement of course by instructor.
- 2.3.3 Lead tutor communicates as soon as practical with EMSAR admin staff on completion of course and on arrival home.

Section 3: Accident and Incident Reporting and Review

TPP maintains an accident and incident register. Annual reviews of this register promote safe practice.

Policy

- 3.1 All accidents, injuries or near misses are to be reported to the Facilities Manager.
- 3.2 Accidents resulting in serious harm are reported to the Department of Labour (DOL). This is done according to the TPP Accident Reporting Procedures.
- 3.3 Accidents resulting in serious harm incurred on rafting and/or (sea) kayaking programmes are reported to Maritime New Zealand (MNZ) directly. This is done according to the TPP Accident Reporting Procedures.
- 3.4 Avalanche accidents and/or involvements are reported to NZMSC using their current reporting form located at <http://www.avalanche.net.nz/>. This is done according to the TPP Accident Reporting Procedures.
- 3.5 Any departures from policy are treated as incidents and reported as such. This allows an immediate review of policy with regard to current industry practice and appropriateness for the programme.
- 3.6 Accident and Incident Reports are filed as soon as possible along with Trip Reports. This allows for the review process to occur with staff at weekly meetings.
- 3.7 Accident and Incident Reports are held on file in the Outdoor Education Office and/or MECNZ office and reviewed annually. A copy is also forwarded to the Facilities Manager.
- 3.8 Accidents, incident and near miss events are entered into the TPP incident reporting system “the Vault” at [TPP Intranet Facilities](#).
- 3.9 The administration and annual review process of the Safety management System, including the annual incident review, is the responsibility of the Head of Department Outdoor Education.

Guidelines

- 3.10 Instructors will discuss safety issues during weekly staff meetings. These may include behavioural issues, near misses, accidents and/or incidents anticipated or observed by either instructors and or students
- 3.11 Instructors will use discretion with regard to severity of injuries; blisters and cuts do not necessarily constitute an accident, however some injuries may be indicative of a systemic failure (opening a sliding door onto someone who is fitting chains to a van) and staff are expected to report these with regard to that failure.
- 3.12 Serious accidents, incidents or near misses may prompt a more urgent review of policy and procedure.

Section 4: Emergency Policies and Procedures

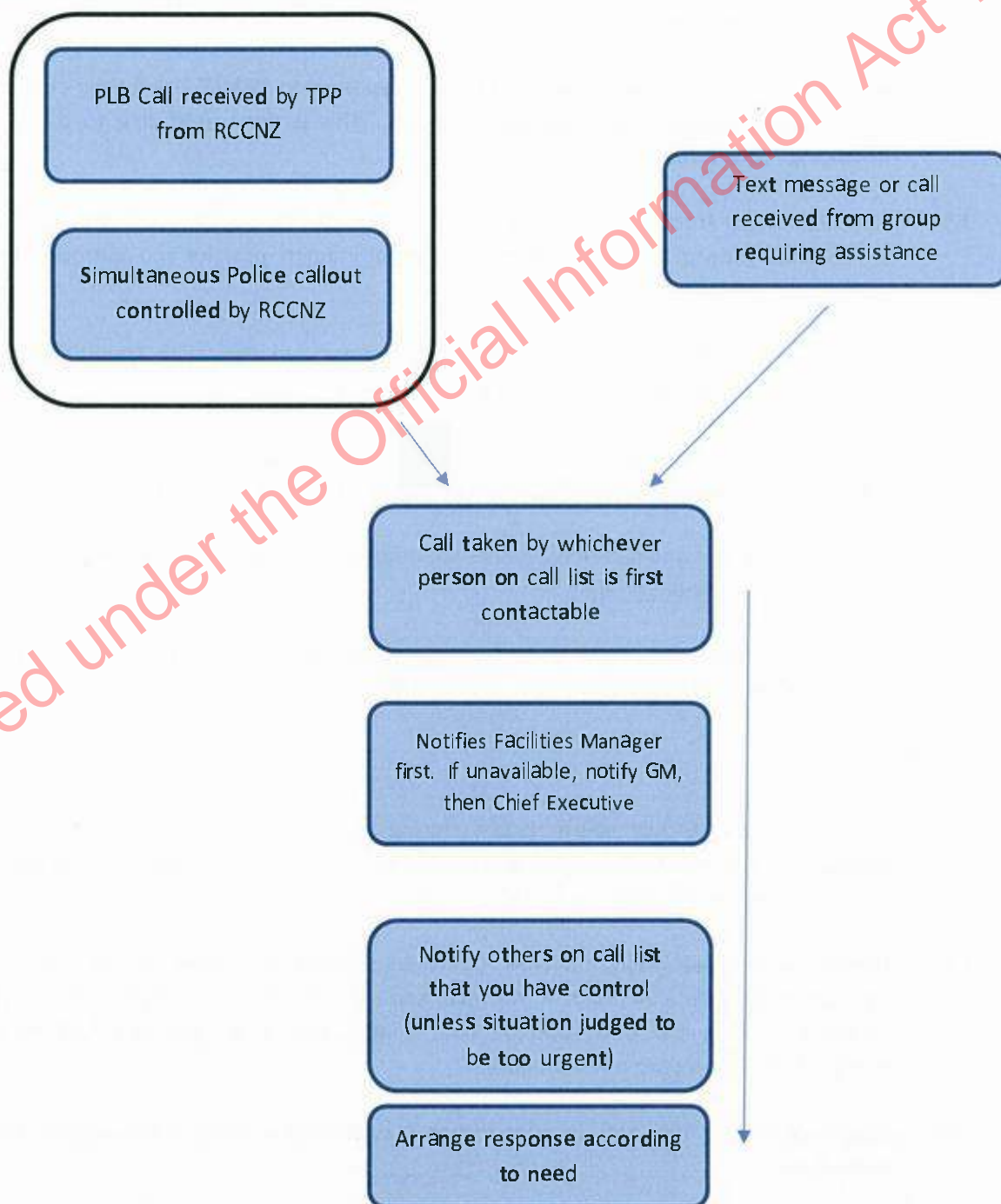
4.1 Accidents Resulting in Serious Harm* or Fatality

Policy

4.1.1 Personal safety must always be of prime importance.

4.1.2 Ensure the highest possible standard of care for your patient whilst catering for the physical and emotional safety of the group.

4.1.3 Use the following process to guide actions.



- 4.1.4 **DO NOT** communicate with outside people (media, onlookers, next of kin, etc.) unless it bears direct relevance to the standard of care of the group, e.g., doctors, ambulance staff, etc.
- 4.1.5 Where practicable, once rescue or resuscitation attempts have ended, preserve the scene of the accident and leave everything exactly where it is. The accident scene should not be disturbed until the DOL (and in the case of a fatality, the Police) gives permission for work to proceed.
- 4.1.6 As soon as possible, write down the things that happened prior to the event, and actions taken during the event.

Note:

*Serious Harm is defined (by DoL 30/07/2012) as:

- 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 burn of eye, penetrating wound of eye, bone fracture, laceration, crushing.
 - Amputation of body part.
 - Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
 - Loss of consciousness from lack of oxygen.
 - Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation or ingestion of any substance.
 - Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within 7 days of the harm's occurrence.
-

4.2 Accidents Requiring First Aid

Policy

- 4.2.1 For physical injuries and/or medical problems the need for formal medical assistance is to be considered. If there is any question about structural or internal damage, external medical advice must be sought. Considerations would include mechanics of injury, the general state or trend of the patient(s) and or past history.
- 4.2.2 All head injuries must be seen by a doctor as soon as practicable.

4.3 Student Leaving a Field Trip

Policy

- 4.3.1 If a student is required to leave a field trip due to injury, they are to be treated as part of the programme until they reach their destination or are under medical care.
- 4.3.2 Instructor is responsible for arranging transport while students are still part of the TPP programme. This does not include hitchhiking.
- 4.3.3 Instructor must contact TPP and inform them of the situation.
- 4.3.4 If the student decides to leave a field trip of their own accord, they are to be made aware that they are no longer covered by the TPP Outdoor Education Safety Procedures and are responsible for their own actions until they re-join the programme.

Section 5: Pursuit Specific Safety Policies and Guidelines

5.1 General Field Trip

Policy

- 5.1.1 An Instructor/student briefing outlines potential risks prior to a field trip.
- 5.1.2 Students to be briefed on emergency procedures relevant to the trip.
- 5.1.3 Students must have clothing and equipment suitable for the activity being undertaken.
- 5.1.4 Staff have the authority to stop participation by a student or group for reasons including, but not limited to:
 - (a) demonstration of unsafe behaviour
 - (b) alcohol or drug impairment
 - (c) non-completion or non-attendance of preparation classes necessary to establish safe ground rules
 - (d) inappropriate, or lack of, equipment
- 5.1.5 Staff have the authority to stop or modify an activity for reasons including, but not limited to:
 - (a) student participation and behaviour
 - (b) weather
 - (c) terrain conditions
 - (d) snow stability conditions
 - (e) equipment loss and/or damage
 - (f) unsafe environmental conditions
 - (g) medical or physical impairment
- 5.1.6 Medical conditions of the students to be known to the instructor, and as appropriate, to the group.
- 5.1.7 There must be a means of emergency communications on all field trips.
- 5.1.8 Staff must carry a TPP Emergency Contacts Card when in the field.
- 5.1.9 A First Aid Kit must be readily available to any activity being run.
- 5.1.10 Trip Leaders must be clearly identified to all staff.

Guidelines

- 5.1.11 It is desirable to have a permanent staff member on all field trips (as permanent staff will generally have a better understanding of group and personality dynamics contributing to risk). Where this is not possible, the Trip Leader will be briefed appropriately.

5.2 General Road Transport

Policy

Please refer to TPP Policy 3.05 - Driving Polytechnic Vehicles - on procedures for approved drivers and rules for the use of vehicles, including authorised drivers and vehicle checks prior to travel.

Guidelines

- 5.2.1 If students are driving, minimise the time that a trailer is towed.
- 5.2.2 Roof racks - two people maximum on roof when loading/unloading.
- 5.2.3 When it is agreed by the Trip leader, a student may drive their own private vehicle to a destination as part of the field trip. They should drive in the Polytechnic convoy and their vehicle registration plate number should be noted on Intentions form.
- 5.2.4 Student drivers should be accompanied by an instructor. The instructor may be in the vehicle driven by the student or will be driving the front vehicle in the convoy.
- 5.2.5 Instructors to drive when transporting clients.
- 5.2.6 Staff are to be familiar with tyre changing and in winter conditions should be able to fit snow chains safely and correctly(see 5.3.12-Chain Fitting and Removal Procedure, Wanaka section).
- 5.2.7 If students driving, minimise passengers.
- 5.2.8 Students are to be informed of safe conduct and emergency procedures before travelling in the vehicles.

5.3 Wanaka Winter and Snowsports Area Access Roads - Ski Patrol and Snowsports

Policy

- 5.3.1 Only 4-wheel drive vans to be used and the 4x4 engaged while on the snowsports area access road(s).
- 5.3.2 All vans are to have a first aid kit, fire extinguisher, windscreen ice scraper, two sets of snow chains and a snow shovel.
- 5.3.3 Chains to be fitted when required by ski area, or earlier at discretion of instructor (procedure for fitting covered separately)
- 5.3.4 De-ice/clean windscreen, back window, front side windows, right and left rear vision mirrors.
- 5.3.5 The side exit and exit floor space must be kept clear.
- 5.3.6 All instructors and students will wear boots appropriate for walking in snow whenever travelling on snow sports area access roads.

Guidelines

- 5.3.7 Speed must be appropriate to road and weather conditions. Regardless of the road conditions always select low gear when descending.
- 5.3.8 Vehicles will be started/warmed at least 5 minutes before departure.
- 5.3.9 Most skis and snowboards must be loaded and secured on the roof bin. If weight distribution is a safety issue, some skis may be stored in the van. Use ladder to access and exit roof bins.
- 5.3.10 Check all equipment is secured (inside and out).
- 5.3.11 Drivers are to have a proven safe track record of driving passengers in vans on ski area winter roads (to the minimum level of the skills active assessment guideline for NZQA unit 8638 - Drive on snow and/or ice). Evidence could be a written endorsement from Ski Area Patrol director or ski area management

Frequented Routes:

- ***Matukituki Valley Road to Treble Cone turnoff***

This road is narrow, winding and is subject to snow and ice. In particular, the bluffs area just past Glendhu Bay where vehicles must be in third gear or lower. Speed limits may be imposed at the discretion of the instructor.

- ***Fern Burn, Motatapu***

These are one-way bridges which have obscured vision when approaching from some ends. Vehicles must approach at speed no greater than 50 km per hour.

5.3.12 Chain Fitting and Removal Procedure

(This procedure has been developed to minimise the likelihood of an incident when fitting and removing chains on vehicles.)

- (a) The fitting and removal of chains must be rehearsed prior to the time they are actually needed. Chains to be fitted to all four (4) wheels of vans.
- (b) The vehicle is parked in as flat and safe a position as practical, engine off, hand brake on and in gear.
- (c) The driver remains seated and vehicle turned off.
- (d) A designated student takes a position in front of the vehicle where they can maintain visual contact with the driver and those persons fitting chains.
- (e) The chain fitting team disembarks and all doors to the vehicles are closed and **locked**. Warn of hazard to chain fitters from sliding doors!
- (f) The vehicle remains stationary and all doors remain closed and locked until the same designated student gives the all clear (both arms high in a thumbs-up position).
- (g) Vehicle should be driven a short distance and then any adjustments made to chains as necessary.

5.4 Whitewater Kayaking

Policy

- 5.4.1 Students to wear appropriate thermal clothing and safety equipment for the environment. This includes wearing or carrying shoes for river trips.
- 5.4.2 Instructors have up-to-date information on a river section being used. This may include reviewing the river map, inspecting the river or discussions with other river users.
- 5.4.3 Prior to embarking on an unfamiliar or infrequently used section, instructors are to share their knowledge of the known hazards and character of that section in order to ensure all significant known hazards are identified.
- 5.4.4 Instructors are experienced NZOIA (New Zealand Outdoor Instructors Association) Level 1 Kayak or equivalent. On Grade 3 water or above Instructors are NZOIA Level 2 Kayak or equivalent.
- 5.4.5 Emergency communications to be carried:
 - Cellphone with reception, or
 - Satellite phone
- 5.4.6 Instructors carry their own safety/rescue equipment which includes:
 - First aid kit
 - Throw bag and pin kit
 - Knife
 - Whistle
 - Alternative propulsion
 - Towline

Guidelines

- 5.4.7 **Ratios:**
 Flatwater - 1:8
 Moving water - 1:4. It may be acceptable to work with a ratio of 1:5 under optimal conditions.
- 5.4.8 Recommended group safety equipment carried by students:
 - Split paddle
 - First aid kit (group)
 - First aid kit (personal)
 - Bothy bag
 - Throw bag

5.5 Sea Kayaking

Policy

- 5.5.1 Students to wear appropriate thermal clothing and safety equipment for the environment.
- 5.5.2 Instructors must be familiar with, or have researched, the area to be paddled. This may involve communicating with a sea kayak company or other water users.
- 5.5.3 ¹Sheltered Water: Instructors are NZOIA Stage 1 Kayak* or equivalent.
²Open Coastal Waters: Instructors are SKOANZ Guide or NZOIA Sea Kayak 1 or equivalent.
- 5.5.4 Safety equipment is carried appropriate to the activity, group and conditions (refer guidelines).

Guidelines

- 5.5.5 Whilst surfing, students wear helmets.
- 5.5.6 A clear system of signals to be used to aid communication. This should be confirmed with the group prior to each trip.
- 5.5.7 Safety equipment to be carried by the group:
- First Aid Kit
 - Repair Kit
 - Towline
 - Split Paddle
 - Pump (one per person where possible)
 - Float bag (one per person where possible)
 - Knife
 - Spare dry clothes in dry bag
- 5.5.8 Emergency communications to be carried:
- Cellphone, and
 - VHF radio, and
 - Personal Locator Beacon (PLB)
 - Flares - 1 x smoke; 1 x mini flare

Consideration should also be given to including a tent fly, fire-starting items, emergency food, and spare spraydeck and hatch cover.

- 5.5.9 A clear system of signals to be used to aid communication.
- 5.5.10 **Ratios:**
 Sheltered Water - 1:8
 Open coastal water - 1:6

¹ Sheltered Water is defined as: lakes, estuaries and sea water with easy access to land most of the time, e.g., Abel Tasman.

² Open Coastal Waters is defined as: sea with areas of remote or little access to land, e.g., Queen Charlotte Sounds, D'Urville Island.

* All other things being equal, whilst sea kayaking, SKOANZ Guide or NZOIA Sea Kayak 1 is considered a superior award to NZOIA Kayak 1.

5.6 Rafting

Policy

- 5.6.1 Students to wear appropriate thermal clothing and safety equipment for the environment. This includes wearing shoes for river trips.
- 5.6.2 Instructors have up-to-date information on a river section being used. This may include reviewing the river map, inspecting the river or discussions with other river users.
- 5.6.3 Prior to embarking on an unfamiliar or infrequently used section, instructors are to share their knowledge of the known hazards and character of that section in order to ensure all significant known hazards are identified.
- 5.6.4 Instructors must hold the NZ Raft Guide award of the level required by the NZRA for the river section being run.
- 5.6.5 Safety equipment carried is appropriate to the activity, group and conditions (refer guidelines).
- 5.6.6 Emergency communications to be carried:
 - *Day trips* - Cellphone with reception or Sat phone
 - *Multi-day trips* - as above plus PLB backup
- 5.6.7 A minimum of two craft and two instructors must operate on Grade IV and above.

Guidelines

- 5.6.8 Instructor should be present for the safety talk.
- 5.6.9 Instructors hold the NZ **Senior** 4/5 Raft Guide award and be experienced in Raft Guide Instruction.
- 5.6.10 The relevant River Information/Hazard Map should be carried on the trip.
- 5.6.11 Safety equipment on moving water activity includes:

Instructors to carry

- Karabiners
- Throwbag/rope
- Knife
- Whistle
- Flipline
- Prussiks

Group to carry

- Rescue rope
- Pump
- Saw
- Slings
- Pulley
- Spare paddle
- Repair kit
- Bothy bag
- First Aid Kit

5.6.12 Ratios:

Instructor in raft -1:7

Instructor in accompanying craft - 1:8

Optimal teaching ratio is 1:4.

5.7 Rock Climbing and Abseiling

Policy

- 5.7.1 Students must wear helmets whilst climbing, belaying and abseiling outdoors. All students must wear helmets if there is a possibility of rock fall.
- 5.7.2 Novice belayers must be backed up by another person while belaying.
- 5.7.3 An instructor must deem the student is competent with their systems before choosing to move to indirect supervision.
- 5.7.4 Students must be protected at all times when near the edge of cliffs. This includes safe-guarding all abseils.
- 5.7.5 Instructors to monitor the correct use and care of equipment.
- 5.7.6 Instructors are to identify and manage safe access and descent routes.
- 5.7.7 Anchors placed by students are to be checked by instructors prior to student use.
- 5.7.8 All anchors used while climbing to be within industry standards.
- 5.7.9 Instructors are experienced NZOIA Level 1 Rock or equivalent for top-roping, abseiling, and leading on bolts.
- 5.7.10 Instructors are NZOIA Level 2 Rock or equivalent for lead climbing on natural protection.
- 5.7.11 Safety equipment carried by instructor:
 - Prussicks
 - Cordelette or equivalent
 - Belay device
 - Karabiners
- 5.7.12 Emergency communications to be carried:
 - Cellphone with reception, or
 - Satellite phone or close proximity to a landline (e.g., Castle Hill)

Guidelines

- 5.7.13 It is desirable for instructors to have previous knowledge of the site.
- 5.7.14 Consideration should be given to carrying a knife.
- 5.7.15 Ratios are generally 1:4. It may be acceptable for up to two of the instructors to work with a ratio of 1:5.

5.8 Bouldering

Policy

- 5.8.1 Students to have a safety brief on bouldering.
- 5.8.2 Spotting technique must be checked prior to bouldering.
- 5.8.3 Instructors are experienced NZOIA Level 1 Rock or equivalent.
- 5.8.4 Emergency communications to be carried:
 - Cellphone with reception, or
 - Satellite phone or close proximity to a landline (e.g. Castle Hill)

Guidelines

- 5.8.5 Ratios: 1:10
- 5.8.6 Students should be within earshot if they are out of view of the instructor.
- 5.8.7 Judgement of safe climbing heights, relative to landing zones, is briefed prior to bouldering.
- 5.8.8 Bouldering mats should be used where possible.
- 5.8.9 Climbers to have spotters where appropriate.

5.9 Tramping

Policy

- 5.9.1 No cooking or naked flames in tents.
- 5.9.2 Shelter for the group is carried irrespective of hut availability.
- 5.9.3 Instructor to ensure appropriate safety equipment is carried by themselves or the group.
- 5.9.4 Emergency communications to be carried on overnight trips:
 - Mountain radio or satellite phone, and
 - Personal Locator Beacon (PLB)
- 5.9.5 Emergency communications to be carried on day trips:
 - Cellphone with reception, or
 - Satellite phone or mountain radio
- 5.9.6 NZOIA Stage 1 Bush Instructor or equivalent for on-track tramps.
- 5.9.7 NZOIA Stage 2 Bush Instructor or equivalent for off-track tramps.

Guidelines

- 5.9.8 Ratios are generally 1:8
- 5.9.9 Under normal circumstances the group will be accompanied by an instructor.
- 5.9.10 Consideration should be given to carrying a rope.

5.10 Mountaineering

Policy

- 5.10.1 Intentions form to note all possible mountain areas to be used.
- 5.10.2 Under normal circumstances the group should not be unaccompanied by an instructor.
- 5.10.3 Helmets should be worn when there is a possibility of rock fall from above, or if sliding on slopes with potential for injury.
- 5.10.4 Prerequisite student experience:
Certificate in Outdoor Education - 7 days tramping and meet fitness requirements
Diploma in Outdoor Instruction and Guiding - 10 days tramping, 5 days mountaineering, and 5 days rock climbing
- 5.10.5 Group equipment to be carried:
 - Emergency shelter (for all group members)
- 5.10.6 Emergency communications to be carried:
 - Mountain radio or satphone, and
 - Personal Locator Beacon
- 5.10.7 Additional safety equipment to be carried on snow affected avalanche terrain trips for all group members:
 - Avalanche transceiver
 - Snow shovel
 - Avalanche probe

Guidelines

- 5.10.8 Ratios are generally 1:4. It may be acceptable for up to two of the instructors to work with a ratio of 1:5.
- 5.10.9 For **Outdoor Education** programme:
Lead Instructor- NZOIA Alpine 2 or equivalent
Assistant Instructors - NZOIA Alpine 1 or equivalent
- 5.10.10 For **Diploma in Outdoor Instruction and Guiding** programme:

In non-glaciated terrain:
 - NZOIA Alpine 2 experienced in high alpine conditions
In glaciated terrain:
 - When there are no more than four students - NZMGA Assistant Climbing Guide is a minimum.
 - When there are more than four students, NZMGA Climbing Guide minimum as the lead instructor and NZMGA Trainee Climbing Guide or NZOIA Alpine 2 experienced in high alpine conditions minimum as the second instructor.

5.11 Ski Patrol - On-Snow Training

Policy

- 5.11.1 Students to stay within the boundary of the ski area unless escorted by MECNZ instructors.
- 5.11.2 Instructors and students will conform to the relevant Ski Area Health and Safety Policy and observe the conditions of the "Skier Responsibility Code".
- 5.11.3 Student equipment to be carried or worn at all times:
 - Avalanche transceivers and carry avalanche probe and snow shovel
 - Approved ski/snowboard helmets while skiing or snowboarding
 - MECNZ training vests
 - MECNZ Personal first aid kits
 - Appropriate warm clothing and storm shell clothing as listed in the student handbook
 - MECNZ radio (capable of both MECNZ simplex and Treble Cone Ski Patrol channels) when assigned as group radio operator for the day
- 5.11.4 Instructor equipment to be carried or worn at all times:
 - Avalanche transceivers and carry avalanche probe and snow shovel
 - Approved ski/snowboard helmets while skiing or snowboarding
 - MECNZ instructors uniform
 - MECNZ first aid kit
 - MECNZ radio (capable of both MECNZ simplex and Treble Cone Ski Patrol channels)
 - Cellphone
 - MECNZ/TPP Emergency Contacts Card
 - Emergency response checklist for Avalanche rescue
- 5.11.5 Avalanche transceiver check (both transmit and receive modes) for both students and instructors to be completed before leaving Wanaka.
- 5.11.6 All Student and Instructor equipment must be well adjusted and repaired. DIN settings on skis.
- 5.11.7 For all snowboarders, a leash must be worn that is long enough that the snowboard can be removed from the boots with the leash still attached to the snowboarder's leg.
- 5.11.8 Daily briefings at the Treble Cone Day Lodge must include weather conditions, weather forecast, snow stability evaluation, avalanche hazard forecast, general hazard identification and management.

Guidelines

- 5.11.9 Students are expected to model professional behaviour and appearance consistent with the industry norms for ski patrollers (as outlined in the TPP Provider Standard PB1).
- 5.11.10 NZMSC Avalanche Safety 2 or overseas equivalent required for all staff during training on snow.

5.11.11 Attendance checks held prior to departure from Wanaka on all field trips and before return to Wanaka.

5.11.12 Students and Instructors to carry personal chairlift evacuation equipment (rope, locking karabiner, descender and improvised tape harness)

Activity Specific Policy

5.11.13 Ratios not to exceed one staff to eight students (1:8) for chairlift evacuation, rope rescue, backcountry snow safety and/or ski touring training and assessment activities.

Backcountry Snow Policy

5.11.14 For backcountry training or assessment:

The NZMSC Terrain Usage Policy for Avalanche Courses delivered by MSC or Accredited Providers must be adhered to and the latest Backcountry Hazard rating located on <http://www.avalanche.net.nz/> must be taken into consideration.

- Students must be directly supervised.
- There must be a minimum of two instructors, who are close enough to effect a rescue of the other group if required.
- When travelling beyond the ski area boundary, group equipment must include personal locator beacon, bothy bag.

Climbing, Abseiling and Chairlift Evacuation Policy

5.11.15 NZOIA Rock 1 award or NZMGA Climbing Guide 1 award required for all staff on rock and abseil training.

5.11.16 Climbing helmets, industrial full-body harnesses and fall arrest systems (in accordance with AS/NZS 1891 parts 1-4: 1995) to be worn whenever training on ski lift towers.

5.11.17 Lift lock out procedures (of the relevant ski area) must be adhered to.

5.11.18 Radios must be worn by at least one student on each chair during chairlift evacuation.

5.11.19 Climbing and static ropes used for Ski Patrol rope rescue and chairlift evacuation training will be retired after six (6) years use. Each year they have a maximum of 11 days timetabled use, giving a maximum total use of 66 days of static load use. Ropes are tagged with the year of their purchase and a record is kept of this in the MECNZ inventory.

5.11.20 Backcountry is all terrain outside the ski area boundary.

5.12 Ski Patrol - Wanaka/Treble Cone Classroom Safety

Policy

- 5.12.1 Day use only. Overnight use only if authorised and supervised by MECNZ instructors.
- 5.12.2 Fire exits to be kept clear.
- 5.12.3 Ensure all electrical appliances are turned off after use.
- 5.12.4 Veranda must be de-iced after snow falls and entrance ways shovelled clear.
- 5.12.5 Lodge must be swept out each day.
- 5.12.6 Rubbish to be taken down daily.
- 5.12.7 Ski Tuning Bench:
 - Course participants must be inducted in the correct use of equipment before being given access.
 - Adequate ventilation must be ensured when using base repair equipment (waxing, petexing, etc).
 - Bench and work area must be cleaned daily and left free from waste materials and chemicals after use.

5.13 Ski Patrol - Wanaka/Snowblasting

Policy

- 5.13.1 All relevant activities must adhere to the Hazardous Substances and New Organisms (HSNO) Act 1996.
- 5.13.2 All safety practices (relevant to training and assessment activity) outlined in the Ski Areas Association of New Zealand Snow Blasting Standard Operating Procedures must be adhered to.

Guidelines

- 5.13.3 Tutor ratios are generally 1:5.
- 5.13.4 Tutors are to operate to the standard of the organisational and safety procedures within the snow blasting section of the Ski Patrol Programme Instructors Handbook.

Section 6: Client Day Pursuit Specific Safety Policies and Guidelines

6.1 Kayaking Client Day

Policy

6.1.1 On a river trip, one group (TPP student(s) and clients) works under the direct supervision of a TPP instructor.

6.1.2 TPP instructors are experienced NZOIA Kayak Level 1 or equivalent.

Guidelines

6.1.3 Inform TPP students of a change in supervision mode. The decision to move to indirect supervision is based on an evaluation of the student's level of competence and comfort in a given situation and the real risk involved.

6.1.4 As a maximum on a river trip a 'group' consists of:

- 1 x TPP instructor
- 1 x TPP student (minimum)
- 6 x clients (maximum)

6.1.5 As a maximum at a static venue a 'group' consists of:

- 1 x TPP instructor
- 1 x TPP student (minimum)
- 10x clients (maximum)

More commonly there will be two (2) TPP students per group and often fewer than six (6) clients.

Rationale for River Trip Ratios:

Due to the dynamic nature of a river trip, indirect supervision of TPP students and clients may not provide a TPP instructor with an adequate number of options in some situations. A static venue, which may include flat and moving water sites, e.g., Kiwi Corner on the Grey River, will most likely provide a TPP instructor with a range of response options. For this reason it is considered reasonable to provide indirect supervision at static venues but not on a river trip.

6.2 Rafting Client Days

Policy

6.2.1 On a river trip, one group (TPP student(s) and clients) works under the direct supervision of a TPP instructor.

6.2.2 TPP instructors are New Zealand Raft Association (NZRA) Senior Guides.

Guidelines

6.2.3 Inform TPP students of a change in supervision mode. The decision to move to indirect supervision is based on an evaluation of the student's level of competence and comfort in a given situation and the real risk involved.

6.2.4 Moving water trips up to and including Class II.

6.2.5 Rafts are expected to maintain close visual contact on the river so as to effectively be one group.

6.2.6 As a maximum on moving water a 'group' consists of:

- 1 x TPP instructor
- 1 x TPP student per raft (minimum)
- 21 x clients (maximum)

Rationale for River Trip Ratios

These ratios allow for a raft trip with up to three (3) rafts and an instructor in an accompanying craft.

6.3 Sea Kayaking Client Day

Policy

6.3.1 TPP instructors are SKOANZ level instructors or equivalent, e.g., NZOIA Kayak Level 1.

Guidelines

6.3.2 Inform TPP students of a change in supervision mode. The decision to move to indirect supervision is based on an evaluation of the student's level of competence and comfort in a given situation and the real risk involved.

6.3.3 Craft are expected to maintain close visual contact on the trip so as to effectively be as one group.

6.3.4 As a maximum a 'group' consists of:

- 1 x TPP instructor
- 1 x TPP student (minimum)
- 8 x clients (maximum)

More commonly there will be two-four (2-4) TPP students present.

6.4 Rock Client Days

Policy

- 6.4.1 Clients to be briefed on safety and risks of the site.
- 6.4.2 Client helmets and harness to be checked by TPP instructor before first use and after any subsequent changes e.g., breaks and toileting.
- 6.4.3 Abseil sessions must be directly supervised.
- 6.4.4 TPP instructors are experienced NZOIA Rock Level 1 or equivalent, with a degree of familiarity with the site used.

Guidelines

- 6.4.5 Inform TPP students of a change in supervision mode. The decision to move to indirect supervision is based on an evaluation of the student's level of competence and comfort in a given situation and the real risk involved.
- 6.4.6 If the TPP instructor deems the top rope climbing is operating with minimal likelihood of an incident, they may accompany a student instructor and clients to the abseil site to directly supervise the abseiling.
- 6.4.7 At the top rope climbing site a student will operate one rope at a time with a maximum of three (3) clients.
- 6.4.8 Back-up belayers must be used for all top ropes.
- 6.4.9 Outdoor Venue Ratios:
 - 1 x TPP instructor
 - 2 x TPP student instructors (minimum)
 - 10x clients (maximum)

6.5 Mountain Client Days

Policy

6.5.1 TPP students must be directly supervised at all times.

6.5.2 TPP instructors are experienced NZOIA Alpine Level 1 or equivalent, with a degree of familiarity with the site used.

Guidelines

6.5.3 For a glacier trip the condition of the access track should be checked with the relevant guiding company.

6.5.4 If snow caving overnight there should be a TPP student in the cave with clients and an instructor easily accessible.

6.5.5 Ratios:

- 1 x TPP instructor
- 2 x TPP student instructors (minimum)
- 8 x clients (maximum)

Section 7: Self-Directed Learning

Students are actively encouraged to take responsibility for their actions in the outdoors as well as their own learning by engaging in an appropriate level of Self Directed Learning (SDL) throughout the year. This process also allows students to learn through an experiential process where they gather experience outside the classroom situation as well as inside it. Unsupervised activities allow students to gain a sense of empowerment over themselves and their actions. Confidence, experience and most importantly, judgement all grow as a consequence.

The Curriculum Document requires that students “demonstrate the motivation, self-discipline, and organisational ability required to gain independent experience and learning” to successfully complete the programme. This is assessed through a logbook and requires a minimal level of low risk SDL to be undertaken.

Learning experiences from SDL are formally and actively explored through open discussion forums (“Safe and Sound”) held weekly with students. This also enables tutors to monitor and guide students’ SDL culture.

Students are encouraged to contact tutors (at home if necessary) for guidance with any queries regarding SDL.

Before being allowed to utilise TPP equipment on Self-Directed-Learning experiences, students:

- are formatively assessed for the appropriate skill level necessary to engage in self-directed activities within the scope of the programme
- discuss with tutors and sign an ‘Acknowledgement of Risk and Responsibility’ regarding SDL conditions
- maintain their own intentions system which will, eventually and if necessary, connect to TPP staff
- are informed via the SDL waiver form and verbally that if they wish to utilise Venues that are unfamiliar in any way (including location, weather, snow or flow conditions), they must first consult with the relevant tutor(s) regarding the appropriateness of this. Failure to do so may result in suspension from the programme.

Use of the Rafting equipment has a specific set of additional Policies and Guidelines.

Students may from time to time use TPP PLBs or InReach on SDL trips. On these occasions, they must also fill in a TPP intentions form and notify the appropriate TPP staff of this.

This section should be read in conjunction with the TPP OED ‘Acknowledgement of Risk and Responsibility’ form.

DEFINITIONS

Client Day:	A supervised instruction experience for the Diploma in Outdoor Instruction and Guiding (DOIG) students, involving real clients.
Client:	A participant in a Client Day (not a TPP DOIG student).
Course Leader:	The staff member (often permanent) who organises the logistics of the pursuit. If this person is not the Trip Leader (leader on the day) they will liaise with the Trip Leader, especially regarding staffing and venues. Refer "Your Role, Our Role" Section 5, <i>Instructors Handbook</i> .
Direct Supervision:	A TPP instructor is in close contact with TPP students and their clients and is able to intervene immediately.
Experienced/Equivalent:	A skill/experience level that ensures the safety of students and clients as well as the delivery of the programme outcomes. Experience or equivalence is determined by the Course Leader.
Guideline:	These recommendations reflect industry best practice. Serious consideration needs to be given before operating outside these guidelines.
Hazard Board	Maps of various venues sited on the office wall which can be easily updated as new hazards are identified.
Indirect Supervision:	A TPP instructor may or may not be in visual contact and is unable to intervene immediately. An instructor may choose to use Indirect Supervision when they are satisfied that students are adequately trained.
Instructor:	Includes all full-time and part-time tutorial staff, casual tutorial staff and contracted instructors. Responsible for the safety of TPP students and clients in their care.
MECNZ:	Mountain Education Centre of New Zealand (a division of Tai Poutini Polytechnic- operating the Ski Patrol programme in Wanaka).
Near Miss	An incident or unsafe condition with potential for injury of property damage.
Off Campus:	For Greymouth Outdoor Education programmes this does not include the Civic Centre, Greymouth urban area, ANZAC Park. For Wanaka programmes this does not include the Wanaka Town Hall or Wanaka urban area, The Outlet, Mount Iron or the Rob Roy walking track.

Policy:	Is a rule(s). Circumstances that necessitate the need to operate outside policy should be considered an incident and reported as such.
Procedure:	A series of actions conducted in a certain order or manner.
SDL:	Student self-directed learning.
Trip Leader:	The instructor who has overall responsibility for safety and decision making in the field when a co-instructing situation exists.

Released under the Official Information Act 1982

Appendix 1

TAI POUTINI POLYTECHNIC

Outdoor Education Department

Acknowledgement of Risk and Responsibility

I _____ recognise that there are elements of the Tai Poutini Polytechnic Outdoor Education programmes (COE and DOIG) that carry inherent risk.

The programmes enable Self Directed Learning (unsupervised activity not necessarily in course time) to:

1. encourage the development of individual judgement and risk analysis ability
2. enable time to practice practical skills

While Self Directed Learning (SDL) is not a requirement of all the courses, it is encouraged and facilitated by the Tai Poutini Polytechnic Outdoor Education Department.

When embarking on a programme of study with this department I recognise and acknowledge that:

1. Even during supervised learning, Outdoor Education staff cannot be absolutely responsible for my safety.
2. Even when permission to engage in SDL activities has been granted by tutors, the visitation and use of "new venues" (venues or trips that have not been accessed during course tuition) must first be cleared with tutors. This includes venues that may have been used previously but are significantly altered due to environmental factors, such as, but not limited to, snow and rain events. **Failing to declare intentions to use new venues with tutors is a serious breach of safety protocols and may have serious consequences, including suspension from the programme.** Failure to declare intentions also separates you from any TPP safety systems or responsibility.
3. During SDL I am entirely responsible for my own safety and will endeavour to remain within my personal skill and experience scope.
4. The use of TPP equipment is a privilege and not a right and is only for current students operating within their approved scope.
5. From time to time it may be desirable to use TPP PLB emergency locator beacons on certain SDL trips. In this case a TPP intentions form **must** be completed. At all other times the student SDL intentions whiteboard serves as the SDL intentions safeguard.
6. I must make myself aware of and abide by programme specific SDL policies where they exist.
7. I must ensure the equipment is in safe working order before I use it and notify appropriate staff of any damage, potential damage or loss of equipment.
8. I may be asked to replace equipment at my own cost.

Signed _____

Date _____



Concession Document (Guiding Permit)

Concession Number: 97595-GUI

THIS CONCESSION is made this 25 day of May 2022

PARTIES:

Minister of Conservation (the Grantor)


Tai Poutini Polytechnic (the Concessionaire)

BACKGROUND

- A.** The Department of Conservation ("Department") Te Papa Atawhai is responsible for managing and promoting conservation of the natural and historic heritage of New Zealand on behalf of, and for the benefit of, present and future New Zealanders.
- B.** The Department is under the control of the Grantor.
- C.** The carrying out of these functions may result in the Grantor granting concessions to carry out activities on public conservation land.
- D.** The Grantor administers the public conservation land described in Schedule 1 as the Land.
- E.** The Conservation legislation applying to the Land authorises the Grantor to grant a concession over the Land.
- F.** The Concessionaire wishes to carry out the Concession Activity on the Land subject to the terms and conditions of this Concession.
- G.** The Concessionaire acknowledges that the land may be the subject of Treaty of Waitangi claims.
- H.** The parties wish to record the terms and conditions of this Concession and its Schedules.

OPERATIVE PARTS

- I.** In exercise of the Grantor's powers under the Conservation legislation the Grantor **GRANTS** to the Concessionaire a **GUIDING PERMIT** to carry out the Concession Activity on the Land subject to the terms and conditions contained in this Concession and its Schedules.

<p>OA Kilgour</p> <p>SIGNED on behalf of the Minister of Conservation by Owen Kilgour, Operations Manager Hokitika acting under delegated authority</p> <p>in the presence of:</p> <p></p> <p>Witness Signature</p> <p>A copy of the Instrument of Delegation may be inspected at the Director-General's office at 18-22 Manners Street, Wellington.</p>	<p>s9(2)(a)</p> <p>SIGNED by (please print name)</p> <p>on behalf of Tai Poutini Polytechnic</p> <p>in the presence of:</p> <p>s9(2)(a)</p> <p>Witness Signature</p> <p>Witness Name: <u>Karen Kennedy</u></p> <p>Witness Occupation: <u>Executive Assistant</u></p> <p>Witness Address: <u>Tai Poutini Polytechnic</u> <u>73-87 Tainui Street</u> <u>Greymouth 7805</u></p>
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SCHEDULE 1

1.	Land (Schedule 3)	As listed in Schedule 3 (clause 1)
2.	Concession Activity (clause 2)	Land-based and watercraft guiding in South Island regions for education purposes. More specifically as listed in Schedule 3 (special condition 1) together with rights of vehicular access over formed roads and use of formed car parks located on public conservation land and which service the Land.
3.	Term (clause 3)	10 years commencing on 1 st June 2022
4.	Renewal(s) (clause 3)	None
5.	Final Expiry Date (clause 3)	31 st May 2032
6.	Concession Fee (clause 4)	<p>Annual Activity Fees:</p> <p>Fees are based on the amount of time guiding takes place on Public Conservation Land during a calendar day (the 24-hour period from 12:00am to 11.59pm):</p> <ul style="list-style-type: none"> • \$10.00 plus GST per adult guided for a period of more than 4 hours but no more than a calendar day. • \$5.00 plus GST per adult guided for a period of more than 1 hour but no more than 4 hours during a calendar day. • \$1.00 plus GST per adult guided for a period of one hour or less during a calendar day. <p>For any client charged by the concessionaire at a reduced rate as a 'child', the activity fee is to be half the adult client concession activity fee.</p> <p>Annual Activity Fee waived for the term of the concession.</p> <p>Annual Management Fee:</p> <p>\$400 per annum plus GST</p> <p>Annual Environmental Monitoring Fee:</p> <p>Standard Departmental charge-out rates for staff time and mileage required to monitor the effects of the Concession Activity apply.</p>
7.	Activity Returns Dates	Annually on 31 st May each year.

	(clause 6.1)	
8.	Concession Fee Payment Date(s) (clause 4)	As specified on invoice
9.	Penalty Interest Rate (clause 4)	Double the current Official Cash Rate (OCR). See Reserve Bank of New Zealand website
10.	Concession Review Date(s) (clause 5)	31 st May 2025, 31 st May 2028, 31 st May 2031
11.	Health and Safety (clause 12)	Audited Safety Plan: Required Auditors certificate of approval to be provided to Grantor
12.	Concessionaire Identification (clause 23)	Required
13.	Insurance (To be obtained by Concessionaire) (clause 11)	Types and amounts: Public Liability Insurance for: (a) General indemnity for an amount no less than \$1,000,000.00; and (b) Third party vehicle liability for an amount no less than \$500,000.00 Subject to review on each Concession Fee Review Date
14.	Addresses for Notices (clause 21)	The Grantor's address is: Physical Address: Department of Conservation Level 1, John Wickcliffe House 265 Prince Street Dunedin 9016 New Zealand Postal Address: PO Box 5244 Dunedin 9054 New Zealand Email: transactioncentre@doc.govt.nz
		The Concessionaire's address in New Zealand is: NB: Use street address

		73-87 Tainui Street Greymouth 7805 New Zealand Phone: 03 7699 400 Email: annabelld@tpp.ac.nz
15.	Special Conditions (clause 25)	See Schedule 3
16.	Processing Fee (clause 4)	\$6,563.00+ GST

Note: The clause references are to the Minister of Conservation's Standard Terms and Conditions for Guiding Permits set out in Schedule 2.

Released under the Official Information Act 1982

SCHEDULE 2

STANDARD TERMS AND CONDITIONS FOR GUIDING PERMITS

1. Interpretation

- 1.1 The Concessionaire is responsible for the acts and omissions of its employees, contractors, agents, clients and invitees (excluding other members of the public accessing the Land). The Concessionaire is liable under this Concession for any breach of the terms of the Concession by its employees, contractors, agents, clients and invitees (excluding other members of the public accessing the Land), as if the breach had been committed by the Concessionaire.
- 1.2 Where this Concession requires the Grantor to exercise a discretion or give any approval or provides for any other actions by the Grantor, then the Grantor must act reasonably and within a reasonable time. When a consent is required under this Concession such consent must not be unreasonably withheld.

2. What is being authorised?

- 2.1 The Concessionaire is only allowed to use the Land for the Concession Activity.
- 2.2 The Concessionaire must not commence the Concession Activity until the Concessionaire has signed the Concession Document and returned one copy of this Document to the Grantor, as if it were a notice to be given under this Concession.

3. How long is the Concession for - the Term?

- 3.1 This Concession commences on the date set out in Item 3 of Schedule 1 and ends on the Final Expiry Date specified in Item 5 of Schedule 1.
- 3.2 If there is a right of renewal then the Grantor at the Concessionaire's cost must renew the Term for a further period as set out in Item 4 of Schedule 1 provided the Concessionaire:
 - (a) gives the Grantor at least three month's written notice before the end of the Term, which notice is to be irrevocable, of the Concessionaire's intention to renew this Concession; and
 - (b) at the time notice is given in accordance with this clause the Concessionaire is not in breach of this Concession.
- 3.3 The renewal is to be on the same terms and conditions expressed or implied in this Concession except that the Term of this Concession plus all further renewal terms is to expire on or before the Final Expiry Date.

4. What are the fees and when are they to be paid?

- 4.1 The Concessionaire must pay the Processing Fee (Item 16 of Schedule 1) to the Grantor in the manner directed by the Grantor. Except where the Grantor's written consent has been given, the Concessionaire cannot commence the Concession Activity until the Processing Fee has been paid.

4.2 The Concessionaire must pay to the Grantor in the manner directed by the Grantor the Concession Fee (which includes the Annual Activity Fees, the Management Fee, and the Environmental Monitoring Fee) plus GST in the instalments and on the Concession Fee Payment Dates specified in Items 6, 7 and 8 of Schedule 1.

4.3 If the Concessionaire fails to make payment within 14 days of the Concession Fee Payment Date then the Concessionaire is to pay interest on the unpaid Concession Fee from the Concession Fee Payment Date until the date of payment at the Penalty Interest Rate specified in Item 9 of Schedule 1.

5. When can the fees be reviewed?

5.1 The Grantor is to review the Concession Fee on the Concession Fee Review Date stated in Item 10 of Schedule 1. The new Concession Fee is to be the market value of the Concession Activity carried out on the Land having regard to the matters set out in section 17Y(2) of the Conservation Act 1987.

5.2 Both parties are to agree on the new fee within 30 working days of the Grantor giving the Concessionaire written notice of the review.

5.3 If the parties cannot so agree then each party is to appoint a Registered Valuer who must meet and agree on the new fee. If the Registered Valuers fail to reach agreement the new fee is to be determined by an umpire appointed by the two Registered Valuers. Each party is to bear that party's own costs and half the costs of the umpire (if any).

6. What about Activity return forms?

6.1 The Concessionaire must complete a Client Activity Return form in the format required by the Grantor, and return them to the Grantor on the Activity Return Dates stated in Item 7 of Schedule 1. The Grantor may request further or different activity related information to better monitor and determine any effects of the Concession Activity on the Land.

7. When can the Concession be assigned?

7.1 The Concessionaire must not transfer, sub licence, assign, mortgage or otherwise dispose of the Concessionaire's interest under this Concession or any part of it (which includes the Concessionaire entering into a contract or any other arrangement whatsoever whereby the Concession Activity would be carried out by a person (called the assignee) other than the Concessionaire) without the prior written consent of the Grantor.

7.2 The Grantor may in the Grantor's discretion decline any application for consent under clause 7.1.

7.3 Sections 17P, 17S, 17T, 17U, 17W, 17X, 17ZB and 17ZC of the Conservation Act 1987 apply to applications for consent under this clause unless the Grantor, in the Grantor's discretion, decides otherwise.

7.4 If the Grantor gives consent under this clause then the Concessionaire remains liable to observe and perform the terms and conditions of this Concession throughout the Term and is to procure from the Assignee a covenant to be bound by the terms and conditions of this Concession.

7.5 The Concessionaire must pay the costs reasonably incurred by the Grantor incidental to any application for consent, whether or not such consent is granted.

7.6 Any change in the shareholding of the Concessionaire altering the effective control of the Concessionaire is to be deemed to be an assignment and requires the consent of the Grantor.

8. What are the obligations to protect the environment?

8.1 The Concessionaire must not cut down or damage any vegetation; or damage any natural feature or historic resource on the Land; or light any fire on the Land without the prior consent of the Grantor.

8.2 The Concessionaire must ensure that it adheres to the international "Leave No Trace" Principles at all times (www.leavenotrace.org.nz).

8.3 The Concessionaire must not bury:

- (a) any toilet waste within 50 metres of a water source on the Land; or
- (b) any animal or fish or any part thereof within 50 metres of any water body, water source or public road or track.

9. When can structures be erected?

9.1 For purposes of this Concession, "Structures" means chattels of any description.

9.2 The Concessionaire must not place any Structures on the Land without the prior written consent of the Grantor.

9.3 The Concessionaire must keep all Structures, buildings, fences, gates, drains and other improvements now or hereafter upon the Land, in good order, condition and repair.

10. What if the Concessionaire wishes to surrender the Concession?

10.1 If the Concessionaire wishes to surrender this Concession during the currency of the Term, then the Grantor may accept that surrender on such conditions as the Grantor considers appropriate.

11. What are the liabilities and who insures?

11.1 The Concessionaire agrees to use the Land at the Concessionaire's own risk and releases to the full extent permitted by law the Grantor and the Grantor's employees and agents from all claims and demands of any kind and from all liability which may arise in respect of any accident, damage or injury occurring to any person or property in or about the Land.

11.2 The Concessionaire must indemnify the Grantor against all claims, actions, losses and expenses of any nature which the Grantor may suffer or incur or for which the Grantor may become liable arising from the Concessionaire's performance of the Concession Activity.

- 11.3 This indemnity is to continue after the expiry or termination of this Concession in respect of any acts or omissions occurring or arising before its expiry or termination.
- 11.4 Without prejudice to or in any way limiting its liability under this clause 11 the Concessionaire at the Concessionaire's expense must take out and keep current policies for insurance and for the amounts not less than the sums stated in Item 13 of Schedule 1 with a substantial and reputable insurer.
- 11.5 The Grantor may on each Concession Fee Review Date on giving 10 working day's notice to the Concessionaire alter the amounts of insurance required under clause 11.4. On receiving such notice the Concessionaire must within 10 working days take out and keep current policies for insurance and for the amounts not less than the sums specified in that notice.
- 11.6 The Concessionaire must, provide to the Grantor within 5 working days of the Grantor so requesting :
 - (a) details of any insurance policies required to be obtained under this Concession, including any renewal policies if such renewal occurs during the Term; and/ or;
 - (b) a copy of the current certificate of such policies.

12. What about Health and Safety?

- 12.1 The Concessionaire must exercise the rights granted by this Concession in a safe and reliable manner and must comply with the Health and Safety at Work Act 2015 and its regulations and all other provisions or requirements of any competent authority relating to the exercise of this Concession. The Concessionaire must comply with its safety plan (if one is required in Item 11 of Schedule 1), and with any safety directions of the Grantor.
- 12.2 Before commencing the Concession Activity the Concessionaire must, where the Concessionaire has Qualmark or Outdoorsmark certification, provide the Grantor with a copy of that certification.
- 12.3 If the Concessionaire does not hold Qualmark or Outdoorsmark certification then before commencing the Concession Activity the Concessionaire must, if required by Item 11 of Schedule 1:
 - (a) prepare a safety plan;
 - (b) have it audited by a suitably qualified person approved by the Grantor; and forward to the Grantor a certificate from the auditor certifying that the safety plan is suitable for the Concession Activity; and
 - (c) the Concessionaire must obtain from the auditor details as to when the safety plan is to be re-audited. The Concessionaire must comply with any such requirement to re-audit and forward a copy of the re-audit certificate to the Grantor within 5 working days of the certificate being issued.
- 12.4 For any Concession Activity that is subject to the Health and Safety at Work (Adventure Activities) Regulations 2016, proof of registration with WorkSafe New Zealand will satisfy the Grantor's requirement under clause 12.3(b).
- 12.5 The Grantor may at any time request the Concessionaire to provide the Grantor with a copy of the current safety plan in which case the

Concessionaire must provide the copy within 10 working days of receiving the request.

12.6 Receipt of the certified safety plan by the Grantor is not in any way to limit the obligations of the Concessionaire under clause 11 and is not to be construed as implying any responsibility or liability on the part of the Grantor.

12.7 The Concessionaire must:

- (a) notify the Grantor of any natural events or activities on the Land or the surrounding area which may endanger the public or the environment;
- (b) take all practicable steps to protect the safety of all persons present on the Land and must, where necessary, erect signposts warning the public of any dangers they may encounter as a result of the Concessionaire's operations;
- (c) take all practicable steps to eliminate any dangers to the public and must clearly and permanently mark any that remain and of which the Concessionaire is aware;
- (d) record and report to the Grantor all accidents involving serious harm within 24 hours of their occurrence and forward an investigation report within 3 days of the accident occurring;
- (e) ensure that all contracts between the Concessionaire and any contractors contain, at a minimum, the same requirements as clause 11;
- (f) be satisfied that facilities or equipment provided by the Grantor to enable the Concession Activity to be carried out meet the safety requirements of the Concessionaire;
- (g) not bring onto the Land or any land administered by the Department any dangerous or hazardous material or equipment which is not required for purposes of the Concession Activity; and if such material or equipment is required as part of the Concession Activity, the Concessionaire must take all practicable steps at all times to ensure that the material or equipment is treated with due and proper care.

13. What are the compliance obligations of the Concessionaire?

13.1 The Concessionaire must comply where relevant:

- (a) with the provisions of any conservation management strategy or conservation management plan under the Conservation Act 1987 or Part IIA of the Reserves Act 1977, or any general policy statement made under the Conservation Act 1987, Reserves Act 1977, National Parks Act 1980, or Wildlife Act 1953, or management plan under section 45 of the National Parks Act 1980, whichever is appropriate to the Land, together with any amendment or review of any policy, strategy or plan whether approved before, on, or after the date on which this Concession takes effect; and
- (b) with the Conservation Act 1987, the Reserves Act 1977, the National Parks Act 1980, Wildlife Act 1953, Climate Change Response Act 2002 and any other statute, ordinance, regulation, bylaw, or other enactment (collectively the "Legislation") affecting or relating to the Land or

affecting or relating to the Concession Activity, including any regulations made under the Conservation Act 1987 and Wildlife Act 1953 or bylaws made under the Reserves Act 1977 or the National Parks Act 1980; and

- (c) with all notices and requisitions of any competent authority affecting or relating to the land or affecting or relating to the conduct of the Concession Activity; and
- (d) with all Department signs and notices placed on or affecting the Land

13.2 The Concessionaire must comply with this Concession.

13.3 A breach or contravention by the Concessionaire of a relevant conservation management strategy, conservation management plan, management plan or any statement of general policy referred to in clause 13.1 (a) is deemed to be a breach of this Concession.

13.4 A breach or contravention by the Concessionaire of any Legislation affecting or relating to the Land or affecting or relating to the Concession Activity is deemed to be a breach of this Concession.

14. When can the Concession be suspended?

14.1 If, in the Grantor's opinion, there is a temporary risk to any natural or historic resource on or in the vicinity of the Land or to public safety whether arising from natural events such as earthquake, land slip, volcanic activity, flood, or arising in any other way, whether or not from any breach of the terms of this Concession on the part of the Concessionaire, then the Grantor may suspend this Concession.

14.2 If, in the Grantor's opinion, the activities of the Concessionaire is having or may have an adverse effect on the natural, historic or cultural values or resources of the Land and the Grantor considers that the effect can be avoided, remedied or mitigated to an extent satisfactory to the Grantor, then the Grantor may suspend this Concession until the Concessionaire avoids, remedies or mitigates the adverse effect to the Grantor's satisfaction.

14.3 The Grantor may suspend the Concession for such period as the Grantor determines where the Concessionaire has breached any terms of this Concession.

14.4 The Grantor may suspend this Concession while the Grantor investigates any of the circumstances contemplated in clauses 14.1 and 14.2 and also while the Grantor investigates any potential breach or possible offence by the Concessionaire, whether or not related to the Concession Activity under the Conservation Act 1987 or any of the Acts mentioned in the First Schedule of that Act.

14.5 The word "investigates" in clause 14.4 includes the laying of charges and awaiting the decision of the Court.

14.6 During any period of temporary suspension arising under clauses 14.1 or 14.2 the Concession Fee payable by the Concessionaire is to abate in fair proportion to the loss of use by the Concessionaire of the Land.

- 14.7 The Grantor is not to be liable to the Concessionaire for any loss sustained by the Concessionaire by reason of the suspension of the Concession under this clause 14 including loss of profits.

15. When can the Concession be terminated?

- 15.1 If:
- (a) the Concessionaire breaches any of the conditions of this Concession; or
 - (b) the whole or any part of the Land is required for the Grantor's use
- the Grantor may terminate this Concession at any time in respect of the whole or any part of the Land. Before so terminating the Grantor must give the Concessionaire either
- (a) one calendar month's notice in writing; or
 - (b) such other time period which in the sole opinion of the Grantor appears reasonable and necessary

of the Grantor's intention so to terminate this Concession. If this Concession is terminated then the Grantor, at the Grantor's sole discretion, may adjust the Concession Fee payable or refund any Concession Fee paid in advance.

16. What are the Grantor's Rights to remedy defaults?

- 16.1 The Grantor may choose to remedy at any time without notice any default by the Concessionaire under this Concession. Where that occurs, the Concessionaire must pay forthwith on demand all reasonable costs incurred by the Grantor in remedying such default.

17. What happens on termination or expiry of the Concession?

- 17.1 Upon the expiry or earlier termination of this Concession, either as in whole or in part, the Concessionaire is not entitled to compensation for any Structure or other improvement erected or carried out by the Concessionaire. The Concessionaire must within such time as the Grantor determines, remove all such Structures or other improvements making good at the Concessionaire's expense any damage caused by such removal and leaving the Land in a clean and tidy condition.

18. When is the Grantor's consent required?

- 18.1 Where the Grantor's consent or approval is expressly required under this Concession then the Concessionaire must seek that approval or consent for each separate time it is required even though the Grantor may have given approval or consent for a like purpose on a prior occasion. Any such consent or approval may be made on such conditions as the Grantor considers appropriate.

19. Are there limitations on public access and closure?

- 19.1 The Concessionaire acknowledges that the Land is open to the public for access and that the Grantor may close public access during periods of high fire hazard or for reasons of public safety or emergency.

20. How will disputes be resolved?

- 20.1 If a dispute arises between the parties in connection with this Concession the parties must, without prejudice to any other rights or entitlements they may have, attempt to resolve the dispute by agreement using informal dispute resolution techniques such as negotiation, mediation, independent expert appraisal or any other alternative dispute resolution technique. The rules governing any such technique adopted are to be agreed between the parties.
- 20.2 If the dispute cannot be resolved by agreement within 14 days of written notice by one party to the other (or such further period as the parties may agree to in writing) either party may refer the dispute to the Disputes Tribunal, where relevant, or to arbitration which arbitration is to be carried out in accordance with the provisions of the Arbitration Act 1996.
- 20.3 If the parties do not agree on an arbitrator within 10 working days of a party giving written notice of the requirement to appoint an arbitrator the President of the New Zealand Law Society is to appoint the arbitrator. In either case the arbitrator must not be a person who has participated in an informal dispute resolution procedure in respect of the dispute.
- 20.4 The arbitrator must include in the arbitration award reasons for the determination.
- 20.5 Despite the existence of a dispute, each party must continue to perform its obligations under this Concession.

21. How are notices sent and when are they received?

- 21.1 Any notice to be given under this Concession is to be in writing and made by personal delivery, fax, by pre paid post or email to the receiving party at the address, fax number or email address specified in Item 14 of Schedule 1. Any such notice is to be deemed to have been received:
- (a) in the case of personal delivery, on the date of delivery;
 - (b) in the case of fax, on the date of dispatch;
 - (c) in the case of post, on the 3rd working day after posting;
 - (d) in the case of email, on the date receipt of the email is acknowledged by the addressee by return email or otherwise in writing.
- 21.2 If either party's details stated out in Item 14 of Schedule 1 change then the party whose details change must within 5 working days of such change provide the other party with the changed details.

22. What about the payment of costs?

- 22.1 The Concessionaire must pay the Grantor's legal costs and expenses of and incidental to preparing and signing this Concession or any extension or variation of it.
- 22.2 The Concessionaire must pay in full immediately and on demand all costs and fees (including solicitor's costs and fees of debt collecting agencies engaged by the Grantor) arising out of and associated with steps taken by the Grantor to enforce or attempt to enforce the Grantor's rights and powers under this Concession. This includes the right to recover outstanding money owed to the Grantor.

23. What about Identification cards and the Grantor's Approved Label?

- 23.1 Before commencing the Concession Activity the Concessionaire must, if required by the Grantor in Item 12 of Schedule 1, obtain Concessionaire Identification cards from the Grantor. The Grantor is to supply such cards to the Concessionaire on a cost recovery basis.
- 23.2 The Concessionaire and any person acting under the authority of the Concession must carry and display a Concession Identification card when carrying out the Concession Activity.
- 23.3 The Concessionaire must obtain sufficient cards to ensure all people acting under the authority of the Concession can carry and display such cards when undertaking the Concession Activity.
- 23.4 The Concessionaire may also access, use and/ or display the Grantor's "Approved Label". This right only exists once the Concessionaire agrees to comply with the Grantor's Approved Label terms and conditions and while the Concession remains operative. When the Concessionaire so requests the Grantor is to forward the Concessionaire an electronic link to the Approved Label. This electronic link is to contain the Approved Label terms and conditions.
- 23.5 The right under this clause 23.4 does not affect the obligation in this clause 23 to carry and display a Concession Identification card.

24. When can the conditions of the Concession be varied?

- 24.1 The Grantor may on each Concession Fee Review Date, after first consulting with the Concessionaire, vary any condition of this Concession to make the condition more effective in addressing adverse effects resulting from the Concession Activity.
- 24.2 Nothing in clause 24.1 otherwise affects the Grantor's rights to vary the Concession under section 17ZC of the Conservation Act 1987.

25. Are there any Special Conditions?

- 25.1 Special conditions are specified in Schedule 3. If there is a conflict between this Schedule 2 and the Special Conditions in Schedule 3, the Special Conditions shall prevail.

26. The Law

- 26.1 This Concession is to be governed by, and interpreted in accordance with the laws of New Zealand.

SCHEDULE 3

SPECIAL CONDITIONS

Concession Activity and Locations – maximum numbers of people

- Activities and locations approved are as follows subject to stated maximum party size, maximum number of clients per guide and frequencies.

District Office	Description of track/facility	Public conservation land	Activity & Duration (As part of the guiding and outdoor education programmes)	Max. Party Size (incl. guides)	Max number of trips per day	Max number of trips per year	Dates of Operation
Sounds	Lucky Bay campsite Penguin Bay campsite	D'Urville Island Scenic Reserve	Sea kayak launching Overnight camping (3 nights)	15	1	1	Between 1 April – 30 June each year
South Marlborough	Clarence River Entry point: 1596640E; 5306191N Exit point: 1675424E; 5332125N See Map 1, Schedule 5	Molesworth Recreation Reserve Ka Whata Tu o Rakihouia Conservation Park	Water rafting Overnight camping (4 nights)	15	3	3	Between 1 September – 31 October each year

Nelson Lakes	Mole Track Jamieson Ridge Track Tiraumea Track	Nelson Lakes National Park	Guided walking Overnight camping (3 nights)	15	2	2	Between 1 February– 31 October each year
Hokitika	Mikonui waterway Totara River Entry point: 1425386E; 5236885N Exit point: 1417991E; 5246866N See Map 2, Schedule 5	Upper Totara Ecological Area (Mikonui/Totara River)	Water rafting Overnight camping (1 night)	15	2	4	Between 1 April – 31 October each year
Hokitika	Toarooha River – Lower Toarooha Entry point: 1446897E; 5245744N Exit point: 1447393E; 5247223N See Map 3, Schedule 5	Wanganui/Otira Catchments Conservation Area Toarooha River Bed Conservation Area	Day trip kayaking (4 – 12 hours)	15	2	4	Between 1 March – 31 October each year
Hokitika	Taipo Valley River See Map 4, Schedule 5	Wanganui/Otira Catchments Conservation Area	Day trip kayaking (4 – 12 hours)	15	3	5	Between 1 March – 31 October each year

Hokitika	Styx River Entry point: 1454850E; 5249889N Exit point: 1450022E; 5250454N See Map 5, Schedule 5	Wanganui/Otira Catchments Conservation Area	Day trip kayaking (4 – 12 hours)	15	2	4	Between 1 March – 31 October each year
Hokitika	Kakapotahi River Entry point: 1417597E; 5233933N Exit point: 1414041E; 5238234N See Map 6, Schedule 5	Totara – Mikonui Conservation Area Little Waitaha River Conservation Area	Day trip kayaking (4 – 12 hours)	15	2	4	Between 1 March – 31 October each year
Hokitika	Lake Kaniere Walkway Hans Bay Campsite	Lake Kaniere Scenic Reserve	Guided walking Overnight camping (1 night)	15	3	12	Between 1 February – 31 October each year
Hokitika	Taipo Valley Track Kelly Creek Track	Arthurs Pass National Park Wanganui/Otira Catchments Conservation Area	Guided walking Overnight camping (2 nights)	15	4	4	Between 1 February – 31 October each year
Greymouth	Kirwans Track	Victoria Forest Park	Guided walking Overnight camping (2 nights)	15	4	4	Between 1 February – 31 October each year

Greymouth	Grey River Entry point: 1513376E; 5309334N Exit point: 1503017E; 5309299N See Map 7, Schedule 5	Victoria Forest Park	Water rafting Overnight camping	15	2	8	Between 1 March – 31 October each year
Greymouth	Lake Brunner Moana Kōtuku-Whakaoho See Map 8, Schedule 5	Lake Brunner Moana Kōtuku-Whakaoho Conservation Area	Day trip kayaking (4 – 12 hours)	15	1	20	Between 1 February – 31 October each year
Greymouth	Crooked River See Map 9, Schedule 5	Granite Hill Ecological Area, Crooked River Conservation Area, Crooked River Scenic Reserve	Day trip kayaking (4 – 12 hours)	6	3	5	Between 1 February – 31 October each year
Greymouth	Off track routes – See Map 10, Schedule 5	Arnold River Scenic Reserve Arnold River Conservation Area	Guided walking Overnight camping (1 night)	15	2	2	Between 1 February – 31 October each year
Greymouth	Off track routes See Map 11, Schedule 5	Eleven Mile Creek Conservation Area	Guided walking (4 – 12 hours)	15	2	8	Between 1 February – 31 October each year
Buller	Constant Bay Track	Doctor Bay Conservation Area	Guided walking (4 – 8 hours)	15	2	72	Between 1 February – 31 October each year

South Westland	Okatiro Tracks: Okatiro Trig Walk, Three Mile Pack Track, Okatiro Coastal Walk, Pakihi Walk	Westland National Park	Guided walking (4 – 8 hours)	15	2	6	Between 1 February – 31 October each year
South Westland	Wanganui River Entry point: 1409341E; 5214941N Exit point: 1407070E; 5218606N See Map 12, Schedule 5	Waitaha Forest Conservation Area Waitangi Forest Conservation Area	Day trip kayaking (4 – 12 hours)	15	2	4	Between 1 March – 31 October each year
South Westland	Harihari Coastal Track	Wanganui Forest Conservation Area	Guided walking (4 – 8 hours)	15	2	2	Between 1 February – 31 October each year
Central Otago	Roadside Crag, Riverside Crag, Kai Whaka Pai Memorial Wall, Hospital Flat Off track routes See Map 13, Schedule 5	Riverside Recreation Area Diamond Lake Conservation Area Hospital Flat Conservation Area	Rock climbing (4 – 12 hours)	20	1	2	Between 1 February – 31 October each year
Central Otago	Hospital Flat	Hospital Flat Conservation Area	Abseiling (4 – 8 hours)	14	1	2	Between 1 April – 30 September each year

Central Otago	Off track routes 1309780E; 5032560N See Map 14, Schedule 5	Poison Creek Conservation Area	Guided walking Rock climbing and abseiling (4 – 12 hours)	14	1	2	Between 1 April – 30 September each year
Central Otago	Off track routes See Map 15, Schedule 5	Pisa Conservation Area	Guided ski touring (4 – 12 hours)	14	1	2	Between 1 July – 30 September each year
North Canterbury	Doubtful Valley Track Silvia Tops Track Nina Valley Track	Lewis Pass Scenic Reserve	Guided walking Overnight camping (2 nights)	15	2	4	Between 1 February – 31 October each year
North Canterbury	Helicopter Hill Track Hut Creek Track Mistletoe Track Luge Track Bridge Hill Track	Craigieburn Forest Park	Guided walking (4 – 12 hours)	15	2	6	Between 1 February – 31 October each year
North Canterbury	Cave Stream Tracks	Cave Stream Scenic Reserve	Guided walking (4 – 8 hours)	15	2	6	Between 1 February – 31 October each year
North Canterbury	Temple Basin Track	Arthurs Pass National Park	Guided walking and mountaineering Overnight camping (1 night)	15	2	98	Between 1 February – 31 October each year

North Canterbury	Waiau River Entry point: 1570642E; 5324737N Exit point: 1565722E; 5284578N	St James Conservation Area Lake Sumner Forest Park	Kayaking Overnight camping (4 – 12 hours)	15	2	2	Between 1 September – 31 st October each year
North Canterbury Hokitika	Waimakariri Col	Arthurs Pass National Park	Guided walking and mountaineering Overnight camping (1 night)	15	1	1	Between 1 February – 31 October each year

Group Sizes

- The Concessionaire must ensure groups sizes are no larger than those indicated on Schedule 3 special condition 1, and if the Concessionaire has more than one group guiding at one time, there must be spacing equivalent to 30 minutes between each group and each group must have its own guide.

Use of toilets

3. Toilets must be used when in the vicinity of huts.

Hut Use

4. Hut use is on a first come first served basis and the Concessionaire and their clients together with all other concessionaires and their clients must not be occupy more than half the bunk space of any hut unless the bunks would otherwise be unoccupied. The Concessionaire or their clients must carry alternative accommodation on all overnight trips operated under this Concession and must not use a hut for more than two consecutive nights unless authorised in writing by the Department's appropriate Operations Manager.
5. Where the Concessionaire makes use of Department administered huts, the Concessionaire must enter relevant details of the activity into any hut book provided by the Grantor.

Hut/Camping fees

6. Standard hut fees and camping fees must be paid by both guides and clients either before the trip begins or to the hut ranger or camp manager, or if unavailable, to the relevant District Office on completion of the trip.

Private land

7. This Concession does not confer any right of access over any private land or public conservation land leased by the Grantor. Any arrangements necessary for access over private land or leased land are the responsibility of the Concessionaire. In granting this Concession the Grantor does not warrant that such access can be obtained.

DOC staff

8. The Grantor may send any officer of the Department on any of the activities authorised during the term of this Concession for the purpose of assessing the impact on conservation values, the standard of service offered and compliance with the terms and conditions of the Concession, at no expense to the Grantor.

Use of tracks

9. The Concessionaire must ensure that, where provided, clients remain on formed tracks or well-used routes designed to protect natural and historic features of the Land, do not enter caves and do not exceed any loading limitations placed on facilities and structures.

Camp sites

10. The Concessionaire must ensure that no permanent camp sites are created nor stores, or cache of any equipment is left on the Land or in any hut without the specific authority of the Department's appropriate Operations Manager.

Wāhi Tapu

11. The Concessionaire must recognise the sensitivity of wāhi tapu and urupa and seek guidance of iwi who claim mana whenua over any parts of the Land prior to providing interpretation on matters of iwi cultural significance and recognise the sensitivity of wāhi tapu and urupa.

Climate Change considerations

12. The Concessionaire acknowledges that the Grantor and the Department of Conservation are reviewing their obligations under the Climate Change Response Act 2002 and developing responses to address greenhouse gas emissions from activities conducted on public conservation land and waters. The reviews are likely to result in policies which seek to measure, manage and reduce greenhouse gas emissions from Concession Activities. The Grantor wishes to signal to the Concessionaire that new concession conditions related to both climate change mitigation and adaptation may be imposed during the life of this Concession to address greenhouse gas emissions associated with the Concession Activity.
13. If the Grantor requests data relating to greenhouse gas emissions associated with the Concession Activity, the Concessionaire must provide any relevant data that is reasonably available to it within 6 months of the Grantor's request.
14. The Grantor may review and amend the conditions of this Concession to reflect climate change-related legislation and government or Departmental policy and those conditions ("Revised Conditions") may, amongst other things, require the Concessionaire to measure, manage and reduce the greenhouse gas emissions of the Concession Activity.
15. Before amending the conditions of this Concession in accordance with clause 14, the Grantor will provide the Concessionaire the draft Revised Conditions. The Concessionaire may provide written comments on those draft Revised Conditions within 60 days. The Grantor must take into account any comments received from the Concessionaire on the Revised Conditions before finalising the Revised Conditions.
16. The Revised Conditions will apply to the Concession Activity 4 months after the Grantor has notified the Concessionaire of the Revised Conditions in accordance with clause 15 or any later date specified in the Revised Conditions.

In respect to Ngāi Tahu

17. The Concessionaire is requested to consult the relevant Papatipu Runanga (www.ngaitahu.iwi.nz) if they wish to use Ngāi Tahu cultural information. If the Concessionaire wishes to use the Tōpuni or statutory acknowledgement information contained in schedules 14-108 of the Ngāi Tahu Claims Settlement Act 1998, or any Department produced interpretative material in respect to Ngāi Tahu cultural information, they are requested to notify the relevant Papatipu Rūnanga, as a matter of courtesy.
18. The Concessionaire must, as far as practicable, attend any workshops held by the Department for the purpose of providing information to concessionaires, which is to include the Ngāi Tahu values associated with Topuni areas.
19. The Concessionaire must ensure any persons employed by the Concessionaire are requested to recognise and provide for Ngāi Tahu values in the conduct of their activities.

Vehicle use

20. The Concessionaire must ensure that none of its vehicles or vehicles of its clients are taken off formed roads.

Vehicle parking

21. The Concessionaire must ensure that its vehicles and the vehicles of its clients are only parked only in designated parking areas.

Animals

22. The Concessionaire must not take, and must ensure that its clients do not take, any animals, including dogs or any domestic pets, onto the Land.

Weeds

23. The Concessionaire must take all precautions to ensure weeds are not introduced to the Land; this includes ensuring that all tyres, footwear, gaiters and packs used by the Concessionaire, its staff and clients are clean before entering the Land.

Interpretation materials

24. The Concessionaire must consult with and seek the guidance of iwi claiming mana whenua over any parts of the Land prior to providing interpretation on matters of cultural significance to such iwi.
25. The Concessionaire must provide detailed information of any historical, cultural or natural science interpretation provided by the Concessionaire to its clients in the course of the Concession Activity, to the Grantor within thirty days of the date of any such written request by the Grantor.
26. If the Grantor considers the interpretative material provided by the Concessionaire above unsatisfactory, the Concessionaire must prepare an interpretation plan for approval by the Grantor within 60 days of advice from the Grantor that this is required.

Recordings of bird songs

27. The Concessionaire must not and must ensure that its clients do not play recordings of bird songs on the Land.

Didymo / Freshwater Pests

28. The Concessionaire must comply and ensure its clients comply with the Ministry for Primary Industry (MPI)'s "Check, Clean, Dry" cleaning methods to prevent the spread of didymo (*Didymosphenia geminata*) and other freshwater pests when moving between waterways. "Check, Clean, Dry" cleaning methods can be found at - www.mpi.govt.nz/travel-and-recreation/outdoor-activities/check-clean-dry/. The Concessionaire must regularly check this website and update their precautions accordingly.

Monitoring and compliance

29. If the Grantor determines that compliance with the conditions of this Concession or the effects of Concession Activity should be monitored, the Concessionaire shall meet: either the full costs of any monitoring programme that is implemented; or, if the Grantor determines that the costs should be apportioned among several Concessionaires who use the same locations, part

of the costs of the monitoring programme. These costs will include the Department's standard charge-out rates for staff time and the mileage rates for vehicle use associated with the monitoring programme.

Rock Climbing

30. The Concessionaire shall follow the NZAC Code of Conduct for rock climbers (<https://alpineclub.org.nz/climb/rock/code-of-conduct>).
31. The Concessionaire shall obtain approval from the relevant Operations Manager before doing any work requiring the use of fixed protection (i.e rock bolts, piton and anchor chains) on:
 - The maintenance of established routes; or
 - The development of new rock climbing routes and areas on the Land
32. The Concessionaire shall not dominate rock climbing routes for long periods of time. When other climbers are present, the Concessionaire shall give them due consideration and allow them access to the rock climbing routes.
33. The Concessionaire shall not remove or damage any native vegetation in order to maintain access to climbing areas.

Rock Climbing in Diamond Lake/Hospital Flat Conservation Areas

34. If in the opinion of the Grantor the activities of the Concessionaire, its employees, clients or invitees are having, or may have, an adverse effect on the environment and the Grantor is of the opinion that the effect, including cultural effects, can be avoided, remedied or mitigated to an extent satisfactory to the Grantor, the Grantor may suspend this Concession until the Concessionaire remedies, avoids or mitigates the adverse impact to the satisfaction of the Grantor.
35. If, during the term of this concession, sites of cultural or historical significance are located, the Grantor reserves the right to prohibit or restrict the Concessionaire's access to those sites despite the terms and conditions of his concession.
36. The development of new rock climbing routes and areas on the land requiring the use of fixed protection (i.e. rock bolts, piton and anchor chains) including the maintenance of established routes, requires approval from the Operations Manager, Wanaka, prior to any work taking place. The Concessionaire and its clients must comply with any code of practice developed for bolting and developing climbs as required by the department (refer NZAC Bolting Polity 2005) in the carrying out of any work.
37. If a burial or other culturally significant feature is found on a route, the concessionaire shall remove all fixed protection and shall not guide clients on that route.

Guiding in Nelson Lakes National Park

38. If the Concessionaire has more than one group on the tracks at a time, the Concessionaire must inform the St Arnaud visitor centre staff prior to commencing the activity.

Molesworth Recreation Reserve Specific Conditions

Molesworth Care Code

39. The Concessionaire shall ensure that their staff and clients abide by the Molesworth Care Code at all times while on the Reserve (see Schedule 4).

Permitted Areas

40. The Concessionaire shall ensure that its clients remain on the formed roads, tracks or recognised routes, as defined in Schedule 3, special condition 1. Where these facilities exist, the Concessionaire shall give way to stock and leave all gates as found. Access is not permitted to the Molesworth Station Homestead area or to any other Station Operation Area or on Molesworth Farm Tracks.

Fire Precautions

41. The Concessionaire shall brief all clients with respect to potential fire danger and ensure that cigarettes are completely extinguished when outside of a motorised vehicle.
42. All motorised vehicles must be equipped with a 2.5kg dry powder or CO₂ fire extinguisher and a shovel.

Use of Motor Vehicles in the Reserve

43. The Concessionaire shall ensure that:
- a) All vehicles (including motorcycles and trailers) are inspected and are weed-free prior to entering the Reserve.
 - b) Four wheel drive vehicles with good ground clearance are used at all times, and for safety reasons the Concessionaire shall equip vehicles (or each group of motorcycles) with two way radio or satellite phone.
 - c) No vehicle (or vehicle and trailer combination) exceeds seven (7) metres in length unless authorised in writing by the Grantor.
 - i) If the vehicle (or vehicle and trailer combination) exceeds seven (7) meters in length the Concessionaire shall advise the Grantor so the Grantor can consider if any additional conditions are needed.
 - d) All vehicles stay on public roads, including bridges and fords, and do not exceed 50km per hour at any time – Concessionaire, staff and clients shall not use farm roads or enter operational areas.
 - e) Vehicles are not driven down riverbeds.
 - f) Vehicles, with the exception of emergency use, are not driven between the hours of 7pm to 7am.

Access across the Acheron Road

44. The Concessionaire may access the Acheron Road during the following periods (**see advisory note 1**) only:

- a. The **‘road open’**- no activity permit* required’ period. Indicative date Labour Day weekend to mid April**
- b. the **‘road closed’** – activity permit* required’ period. Indicative date mid April to Mid May and late September to Labour Day weekend.**

**Activity permits are permits required by the public for access through the Reserve outside the period when the Acheron Road is open.*

***To be Easter Monday or the second Sunday in April, whichever is the latter. Exact dates to be confirmed by the Departments Wairau/Renwick Office on an annual basis and posted on the Departments website.*

45. During the ‘road closed- activity permit required’ period the Concessionaire shall:
 - a) Obtain a key from the Department’s South Marlborough Area Office for the padlock on the Clarence Bridge. The Concessionaire shall use the key for the sole purposes of this Concession and providing access for their clients. The Concessionaire must ensure the gate is locked again behind their clients and, ensuring that no other person use this access while the gate is unlocked. The Concessionaire must return the key to the Wairau/Renwick Office at the end of the season unless otherwise agreed by the Grantor.
 - b) The Concessionaire shall ensure that the Molesworth Station Manager is notified by writing, by fax or email, of planned travel dates as soon as possible and no less than 7 days prior to the activity start date, giving the make, model and registration number of any vehicles involved and including the number of visitors. In the event of conflict with farming operations, the Station Manager will advise the Department of Conservation Wairau/Renwick Office. The Department will advise the Concessionaire if any changes to the proposed activity are required and all parties shall adhere to the agreed date and time of alternative travel arrangements. (See Advisory note 2).
46. The Concessionaire shall be permitted to travel through the Reserve in the event that the Acheron Road is closed to the public due to high fire risk, provided that the conditions specified in the above ‘Fire Precautions’ clause are adhered to and a satellite phone is carried.

Review of Concession Activity

In this clause:

“Client Activity Return Form” means the Form required in clause 6.1 of Schedule 2.

“High Season” means the consecutive three-month period when the highest use of the Conservation Activity occurs.

“Permitted Limit” means the frequency of trips and/or the numbers of clients the Concessionaire is permitted in carrying out the Concession Activity specified in Clause 1 of Schedule 3. It also includes the new limit set below.

47. On each Concession Fee Review Date the Grantor may review the Concessionaire’s Client Activity Return Forms to determine the actual use of the Concession Activity, including the actual numbers of the Concessionaire’s

clients undertaking the Concession Activity in the twelve month period immediately preceding the Concession Fee Review Date.

48. If the Grantor's review of the Client Activity Return Forms shows that:
 - (a) the Concessionaire is not conducting the Concession Activity in all or any of the locations specified in clause 1 of Schedule 3; and/or
 - (b) on average the Concessionaire has utilised less than 70% of the Permitted Limit over the High Season for that twelve-month period,
the Grantor may:
 - (c) exclude any such location from the Concession Activity; and/or
 - (d) reduce or eliminate significant under-utilisation over the life of the Concession.
49. Such a review must:
 - (a) examine the Concessionaire's Activity Returns for the preceding three years, or for such other period as the Grantor considers appropriate, to ascertain trends and in relation to the Permitted Limit component identify the amount of the Permitted Limit that has not been utilised over the High Season/s; and
 - (b) offer the Concessionaire an opportunity to present any business plans demonstrating any expected use of such location or an explanation as to why the Concession Activity has not been conducted at the location; and/or
 - (c) invite the Concessionaire to offer an explanation as to why the level of use has, on average, been below 70% of the Permitted Limit over the High Season/s; and to demonstrate that it has the capacity and the intention to increase utilisation. Capacity may be demonstrated by the existence of the equipment and infrastructure necessary to utilise the Permitted Limit. Intention may be demonstrated through business plans showing anticipated levels of operation up to the Permitted Limit.
50. Following this review the Grantor is to:
 - (a) determine if any location is to be excluded from the Concession; and/or
 - (b) determine if a reduction of the Permitted Limit is appropriate and the amount of that reduction; and
 - (c) advise the Concessionaire of the date the exclusion and/or the reduced Permitted Limit becomes effective.
51. If any location is so excluded and or the Permitted Limit is so reduced the Grantor is not to be liable for any subsequent loss sustained by the Concessionaire (including loss of profits) even if that loss is wholly or partly a result of such exclusion and/or such a reduction in the Permitted Limit.
52. The Grantor may exercise the Grantor's right to exclude a location and/or to reduce the Permitted Limit notwithstanding any prior waiver or failure to undertake action by the Grantor or any indulgence granted by the Grantor for any matter or default.

ADVISORY NOTES:**1. Acheron Road Access - Definitions**

Definition	What this means for Concessionaires	Time of Year
'Road Open – No Activity Permit Required'	Concessions can be issued for recreational activities during this period. Molesworth Station Manager does not need to be notified prior to travel. Access across the road is also open to the public without the need for an 'activity permit'.	Labour Day Weekend in October to Mid April*
'Road Closed – Activity Permit Required'	Concessions can be issued for recreational activities. Molesworth Station Manager is to be notified no less than 7 days prior to the activity start date to minimise conflict with farming operations. An 'activity permit' for public to access the road is required.	Mid April to late May and late September to Labour Day weekend*
'Road Closed to Motorised Vehicles'	Concessions cannot be issued for recreational activities. Access is only possible in 'exceptional circumstances.' Access across the road is not open to the public.	Late May to late September*

**Exact dates to be confirmed by the Department's Wairau/Renwick Office on an annual basis and posted on the Department's website.*

2. Travel Dates Arrangements relating to Special Conditions when accessing the Acheron Road

The Concessionaire shall be advised that:

- a) To avoid clashes within the 'road closed- activity permit required' period, the Molesworth Station Manager will provide the Department of Conservation with a shared physical calendar of planned stock and/or farming operations which are of significance to Landcorp's commercial business.
- b) Molesworth management will notify the Department of Conservation if for seasonal variations or weather events, a scheduled Concessionaires trip clashes with a stock

movement and/or other farming operation.

- c) The Department will liaise with the Molesworth Station Management and the Concessionaire to establish a window of access during the intended day of travel (within permitted daylight access times) or will facilitate the movement of the visiting group e.g. cyclists, to ensure their welfare and safety to the best of the company's ability.
- d) All parties are to adhere to the agreed date and time of alternative travel arrangements.

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SCHEDULE 4

Molesworth Care Code

Fires are prohibited

Fire risks damaging protected natural areas in Molesworth, exposing soil to erosion and destroying vegetation. It can also threaten critical winter feed for cattle. Open fires are not allowed, even in cottage fireplaces. Use portable stoves for cooking.

Leave gates as you find them

Molesworth is a working farm. Please leave gates as you find them, ensuring they are properly latched. Failing to shut a gate can mean days of extra work in re-mustering blocks and separating mixed mobs of cattle.

If there is no gate and you need to cross a fence, climb carefully through or over the fence at a post or style.

Keep vehicles to the formed roads which are provided for public access

This is a vast property where weather and road conditions can change rapidly; it is important that you can be found quickly if isolated. Off-road driving can damage fragile plants, spread weeds, and risks starting a fire.

Dogs are prohibited without a permit

Dogs endanger native wildlife and can upset and transfer diseases to livestock. Hunters may apply for written consent to bring a dog into some areas.

Protect native plants and animals

Molesworth supports plant and animal species which are unique and often rare. Damaging or removing native plants and animals destroys part of this special environment.

Help reduce the spread of weeds

Care must be taken not to carry plant material onto Molesworth, including checking for seeds and for aquatic weed plants on watercraft.

Remove rubbish

Rubbish is unattractive, harmful to farmed animals as well as wildlife and can increase vermin and disease. Plan your visits to reduce rubbish, and carry out what you carry in.

Bury toilet waste

Use the toilets provided. Otherwise, bury your toilet waste in a hole well away from waterways, tracks, campsites and huts. Campervans are not to discharge waste on Molesworth.

Keep streams and lakes clean

When cleaning and washing, take the water and wash well away from the water source. Soaps and detergents are harmful to water-life, so tip used water into the soil where it will be filtered. Water may be contaminated so boil it for at least three minutes before drinking, filter or chemically treat.

Respect our cultural heritage

The historic buildings on Molesworth are a reminder of our past. Treat these places with consideration and respect.

Enjoy your visit

Take a last look before leaving an area; will the next visitor know you have been there? Protect the environment for your own sake, for the sake of those who come after you, and for the environment itself.

Please remember

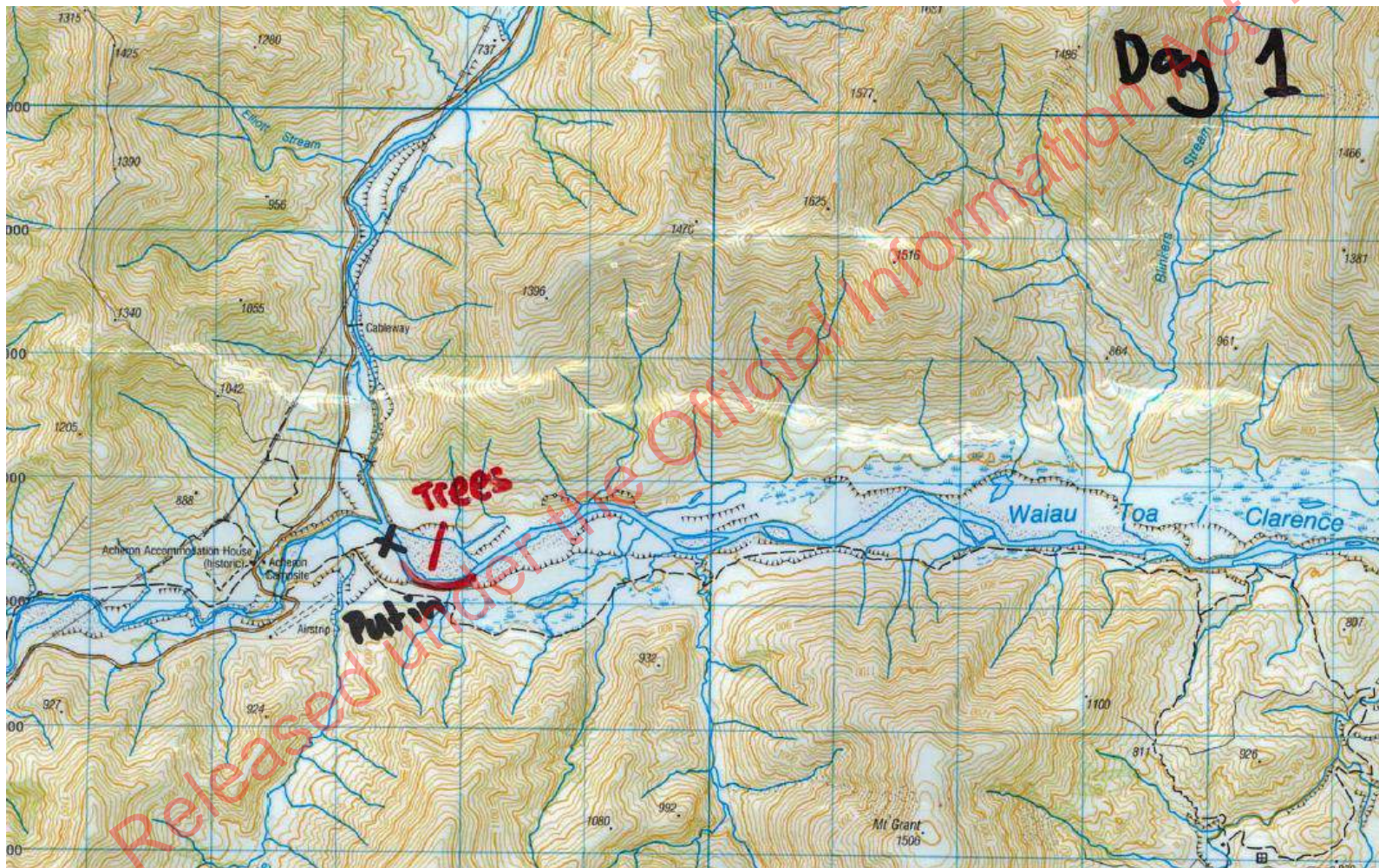
Remember – your safety is your responsibility.

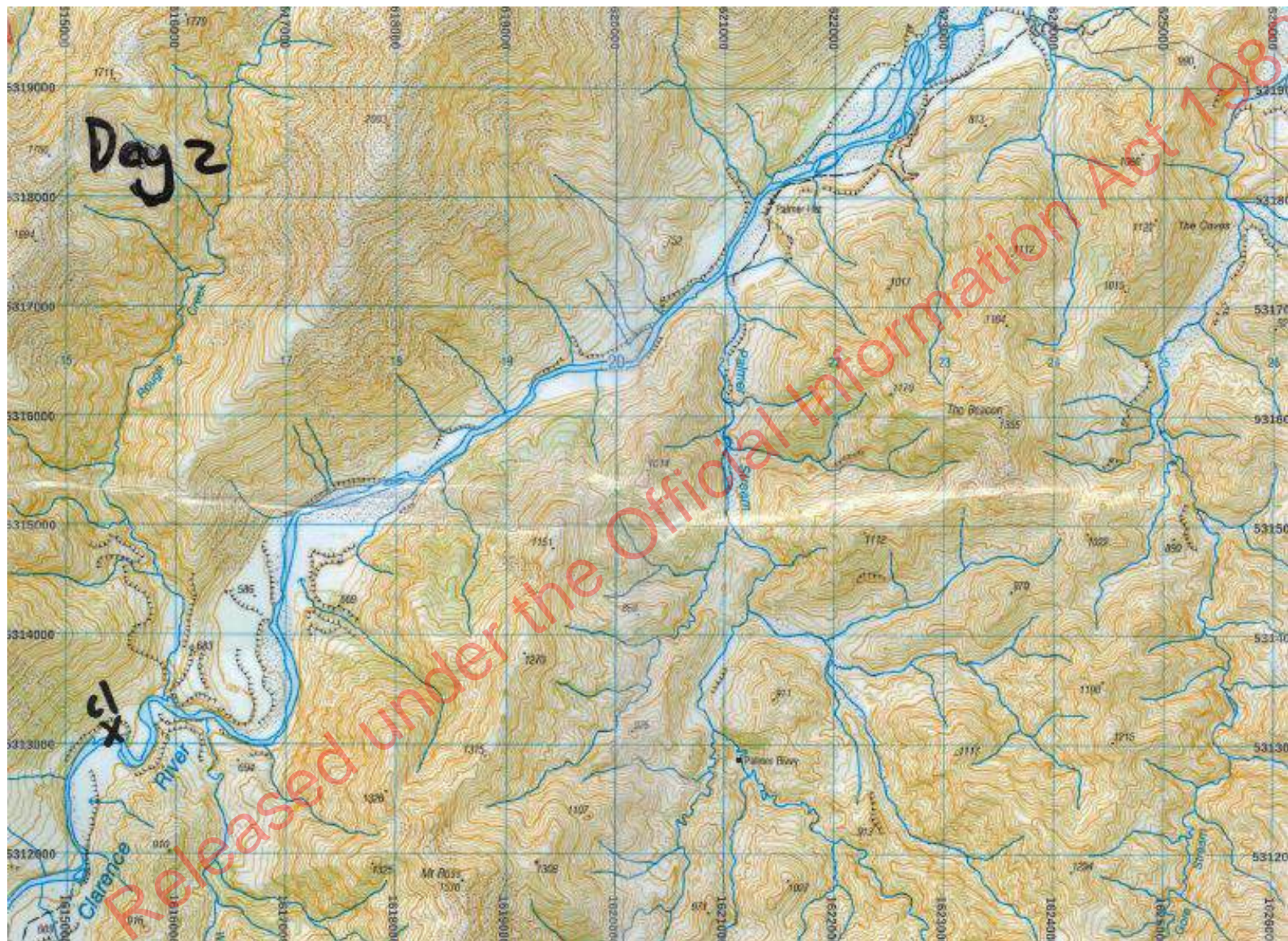
Toitu te whenua (Leave the land undisturbed)

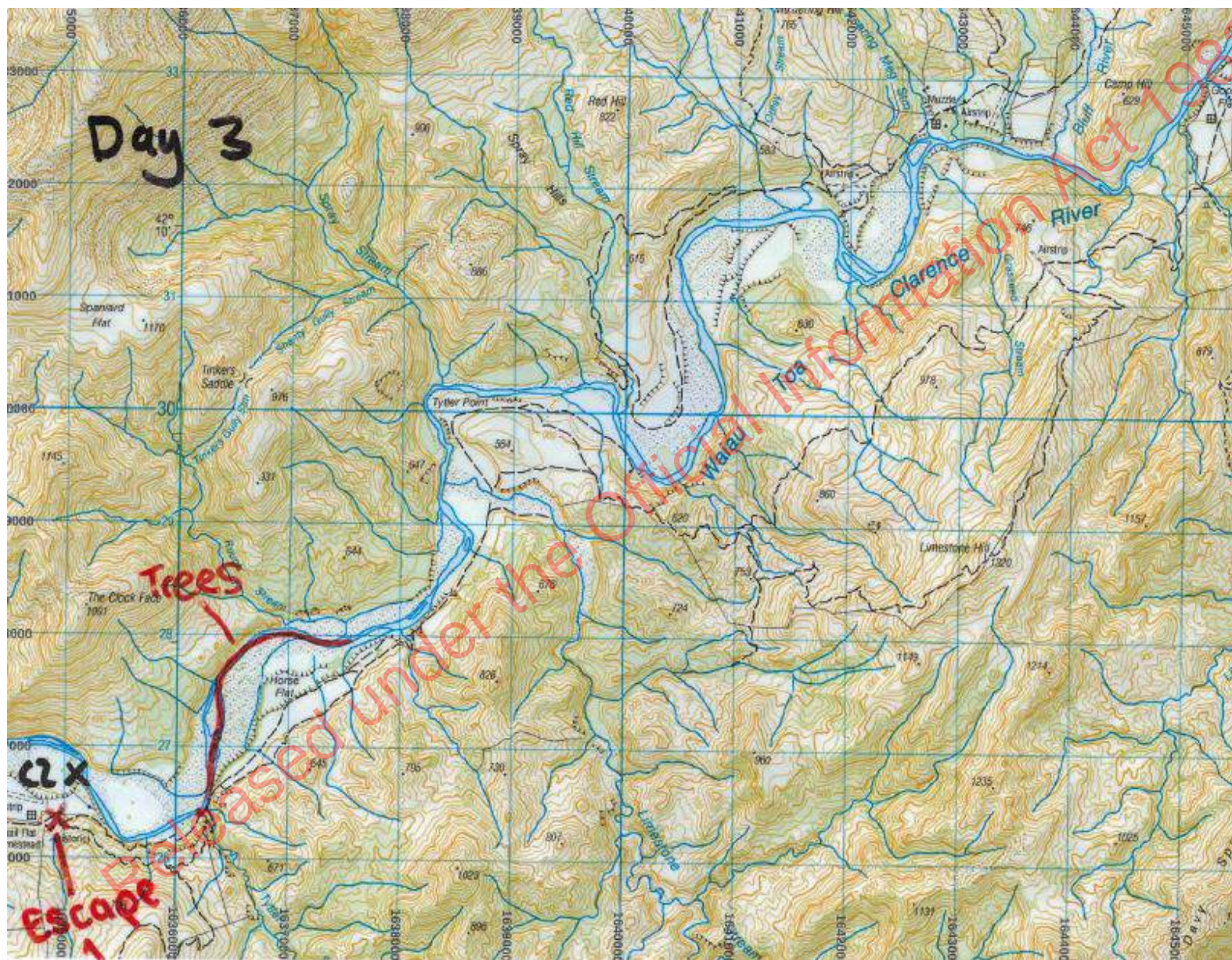
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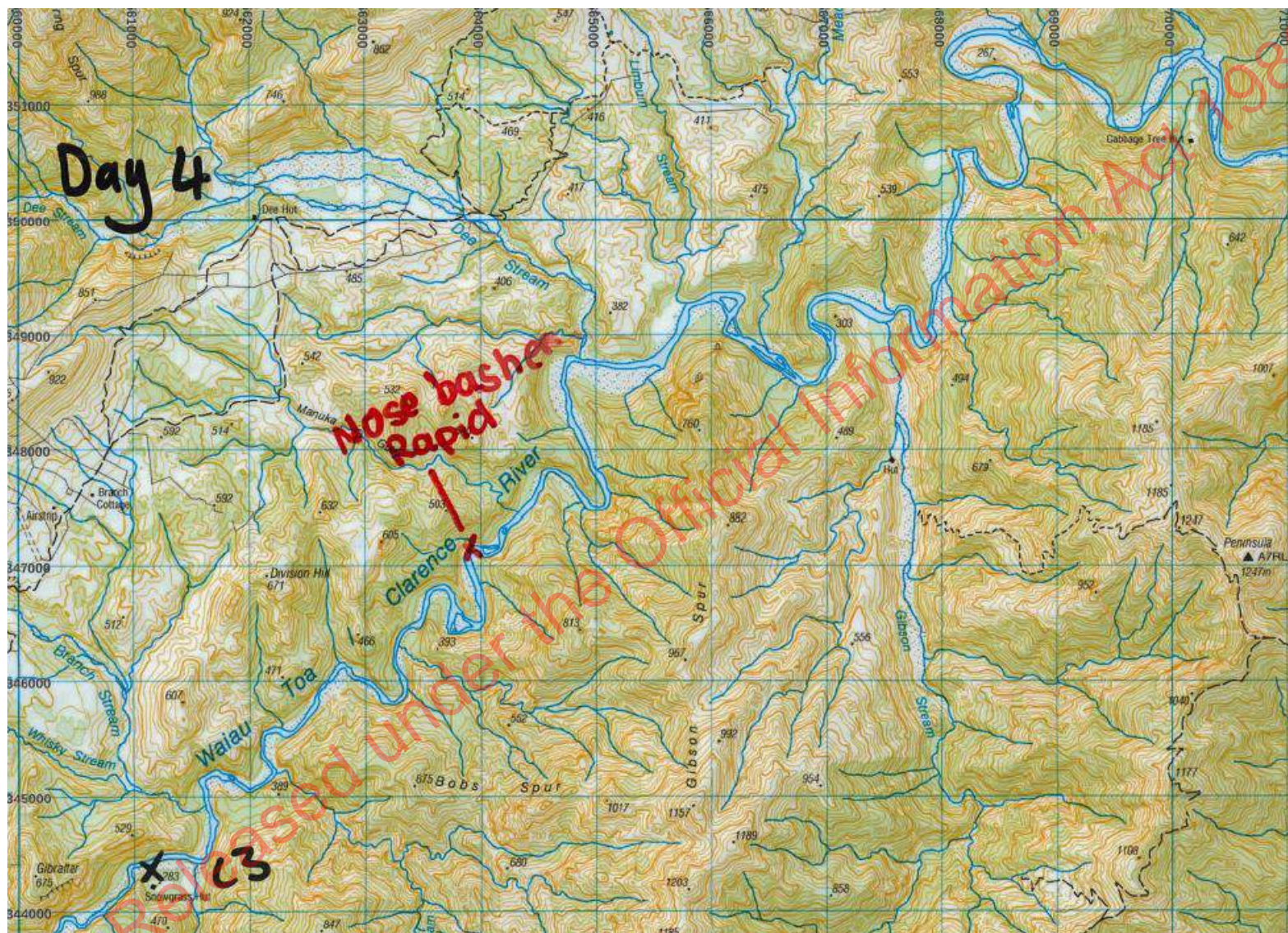
SCHEDULE 5

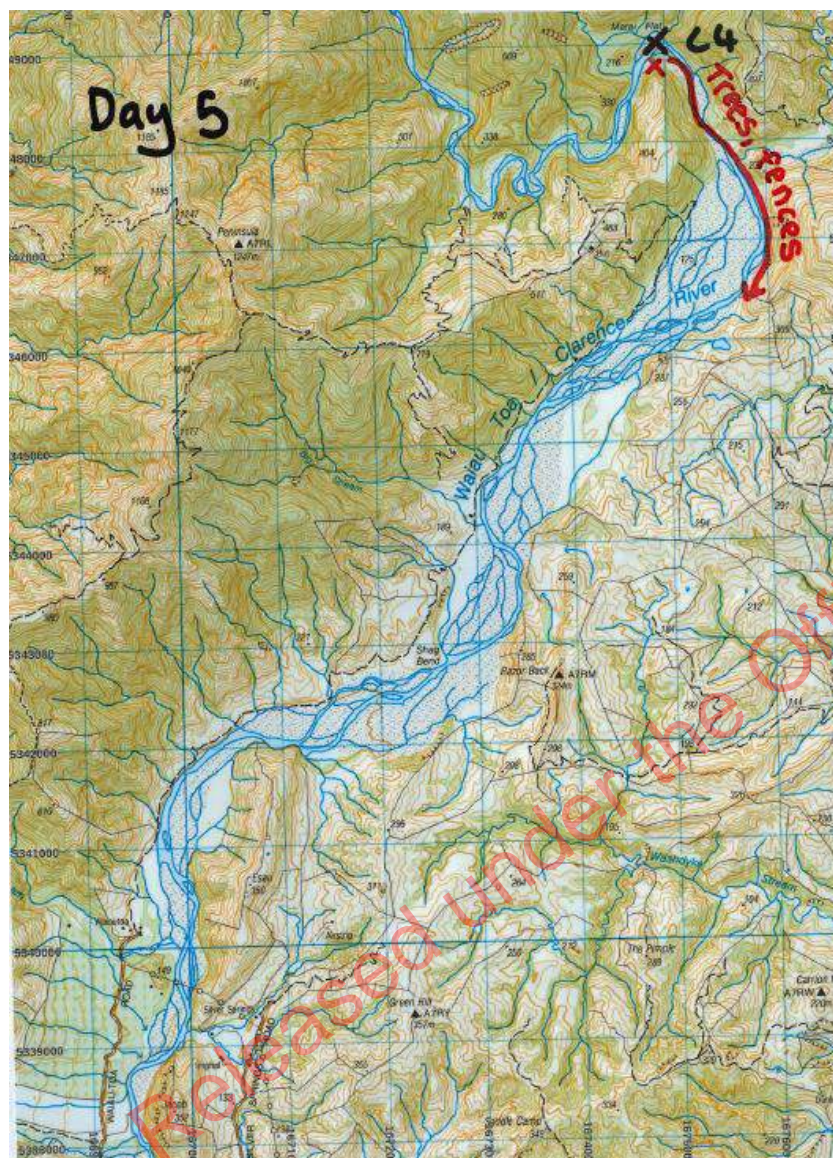
Map 1 - Clarence River



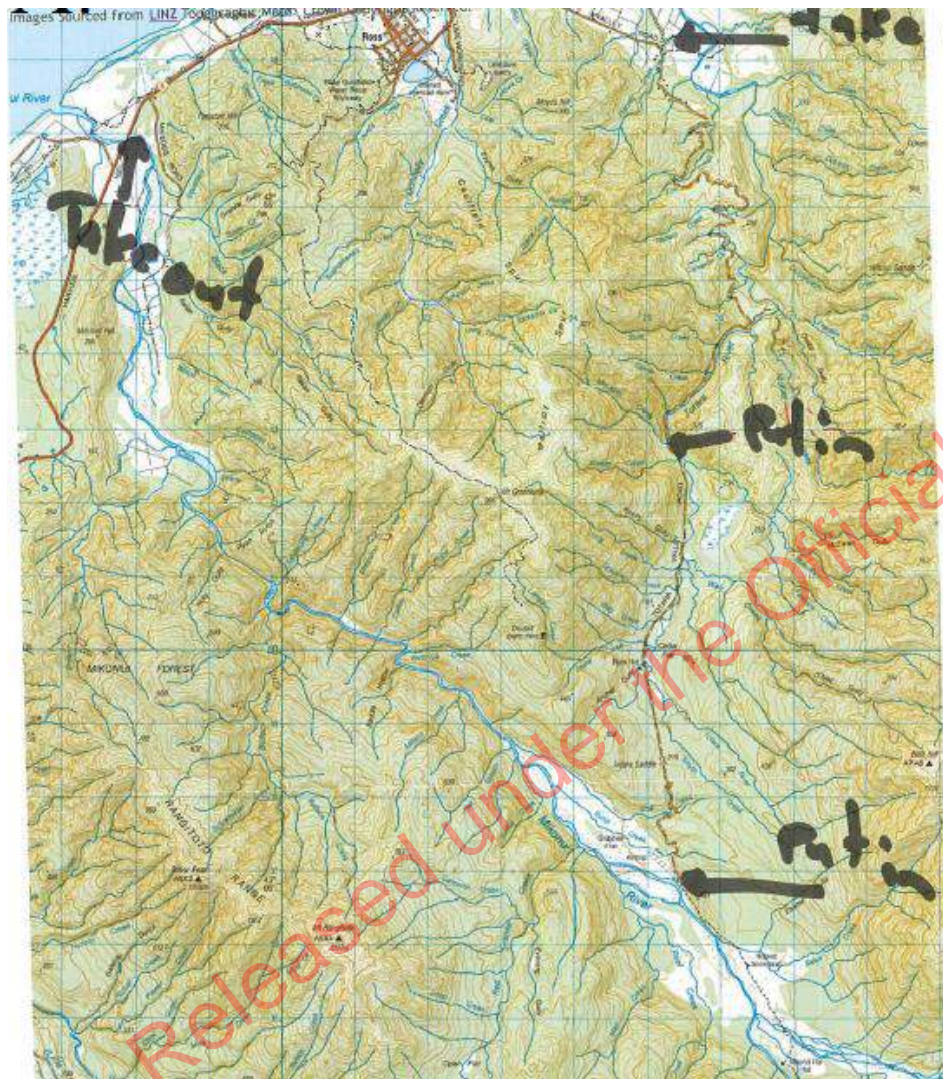




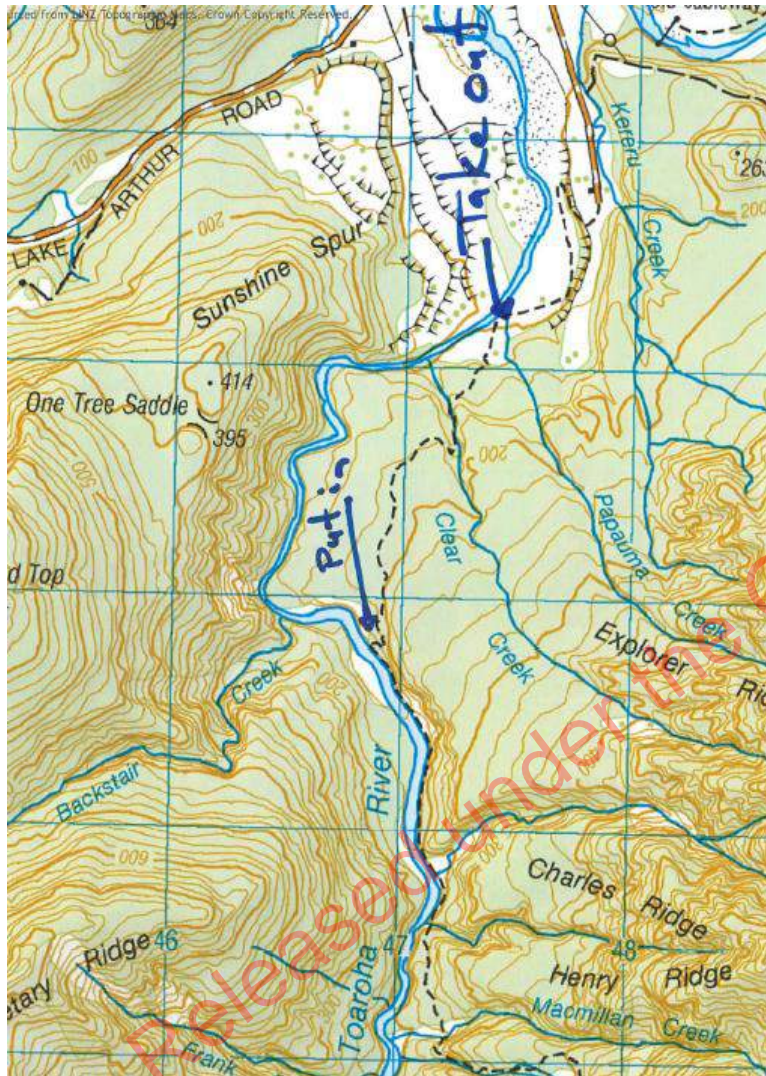




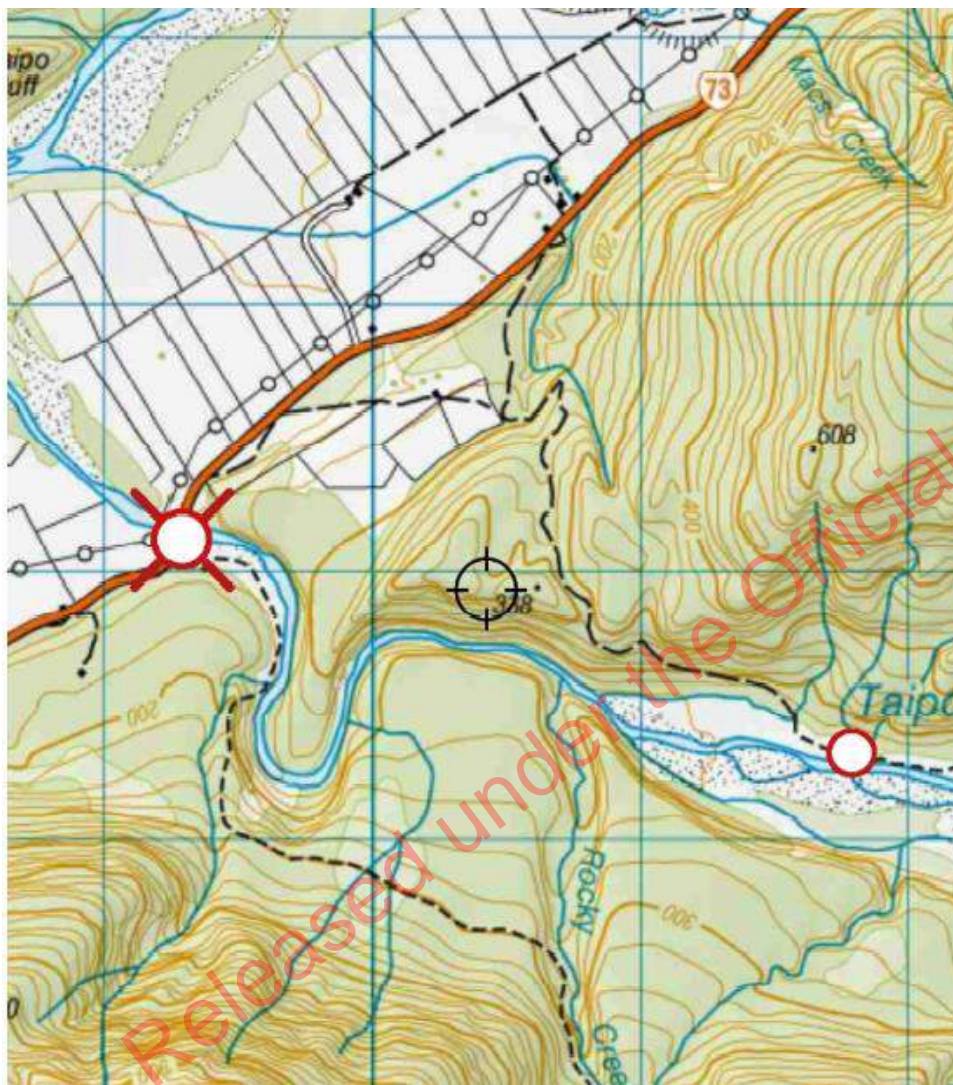
Map 2 – Totara River and Miconui Waterway



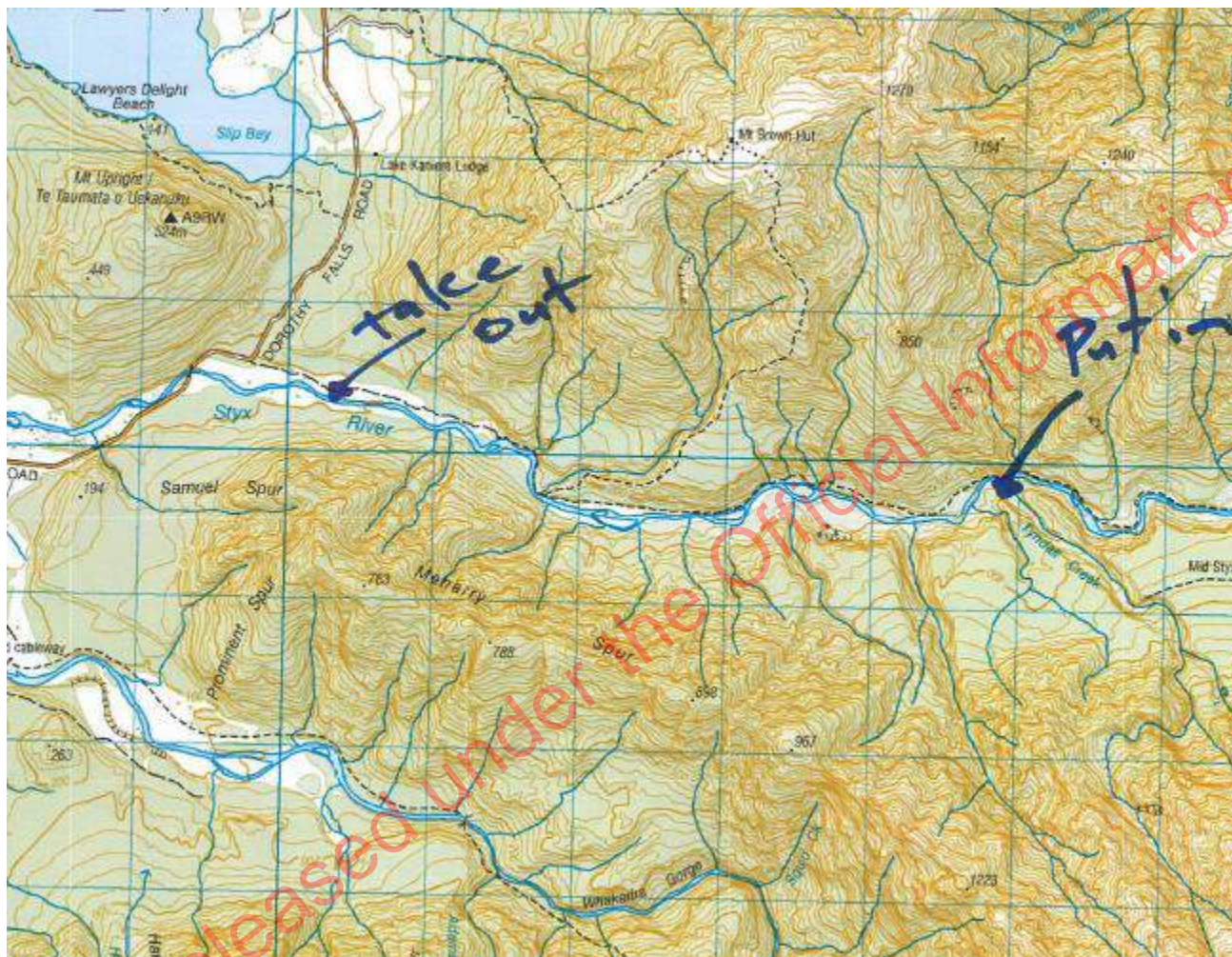
Map 3 –Toahara River – Lower Toaroha



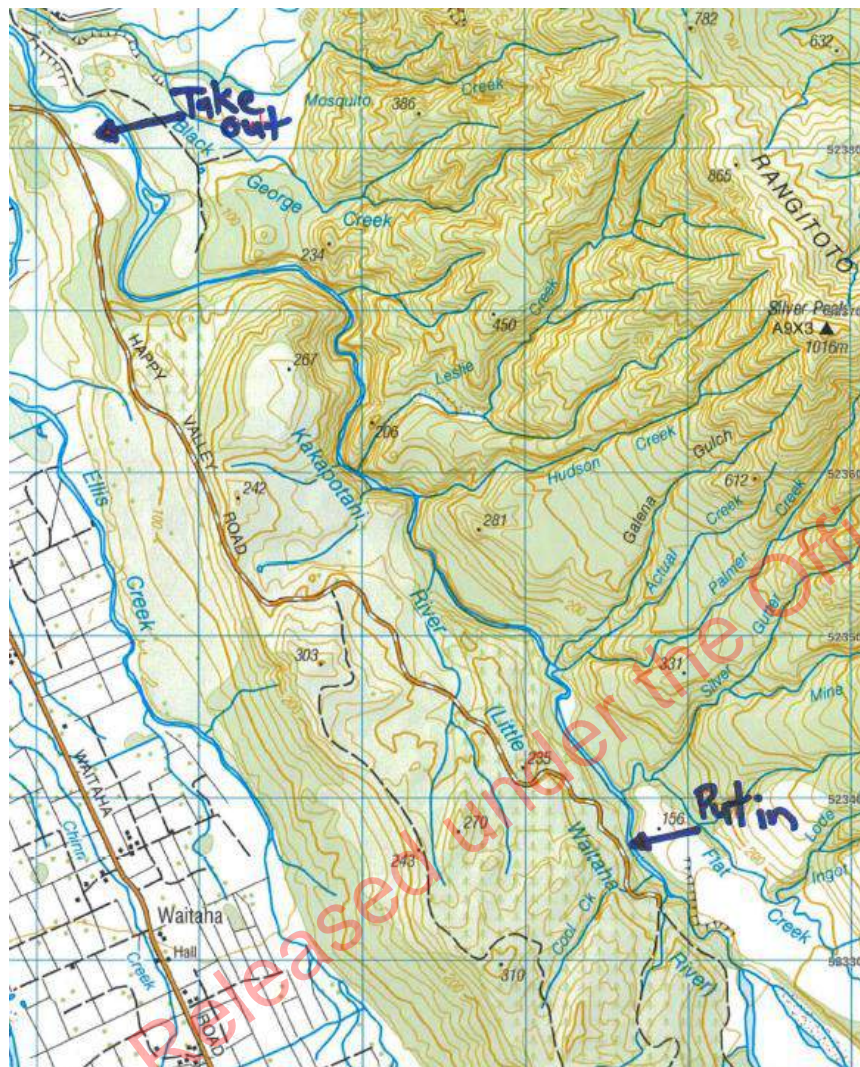
Map 4 – Taipo River



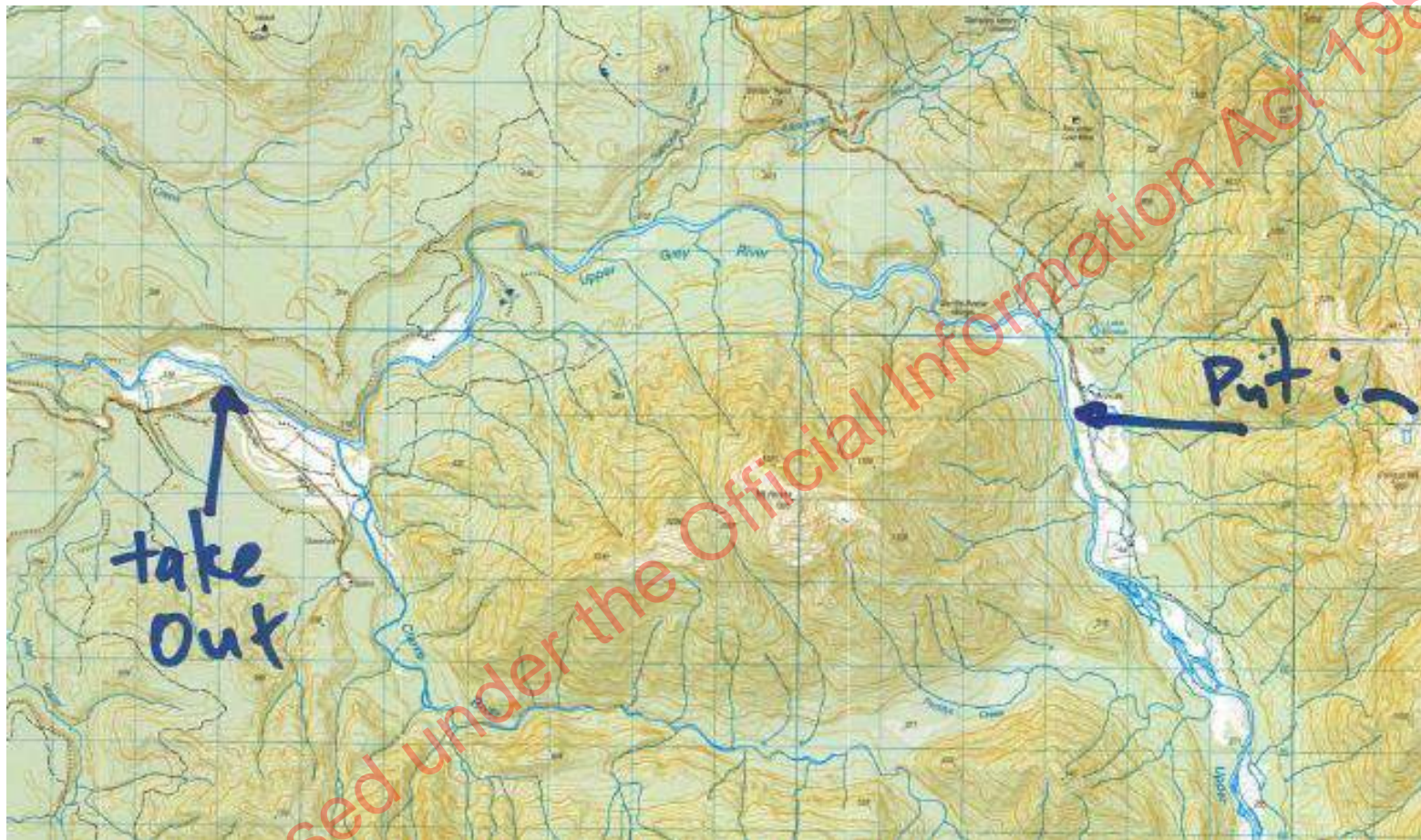
Map 5 – Styx River



Map 6 – Kakapotahi River



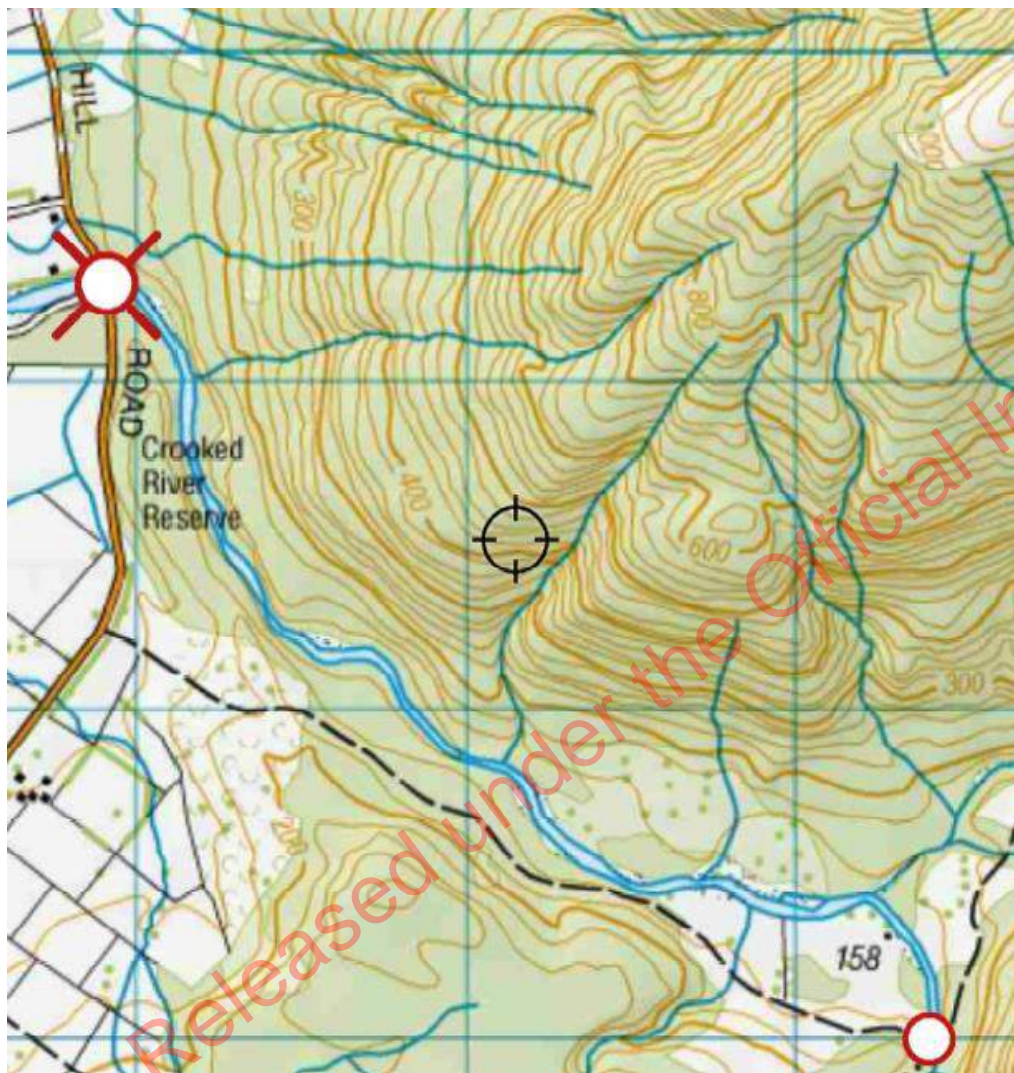
Map 7 – Grey River



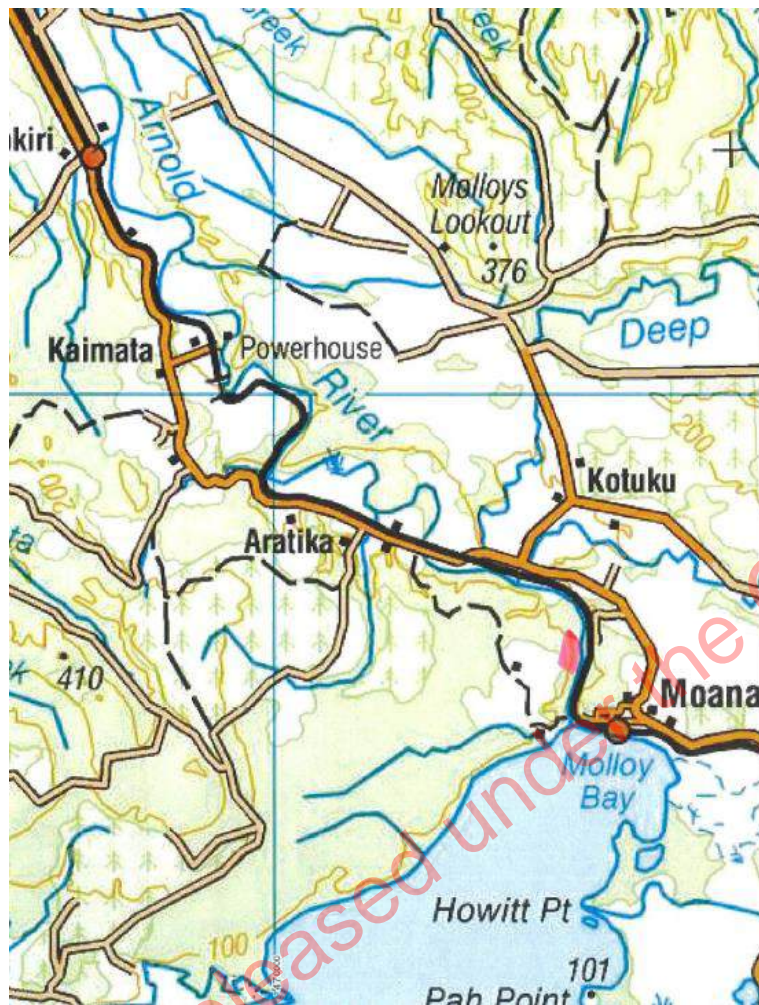
Map 8 - Lake Brunner Moana Kōtuku-Whakaoho



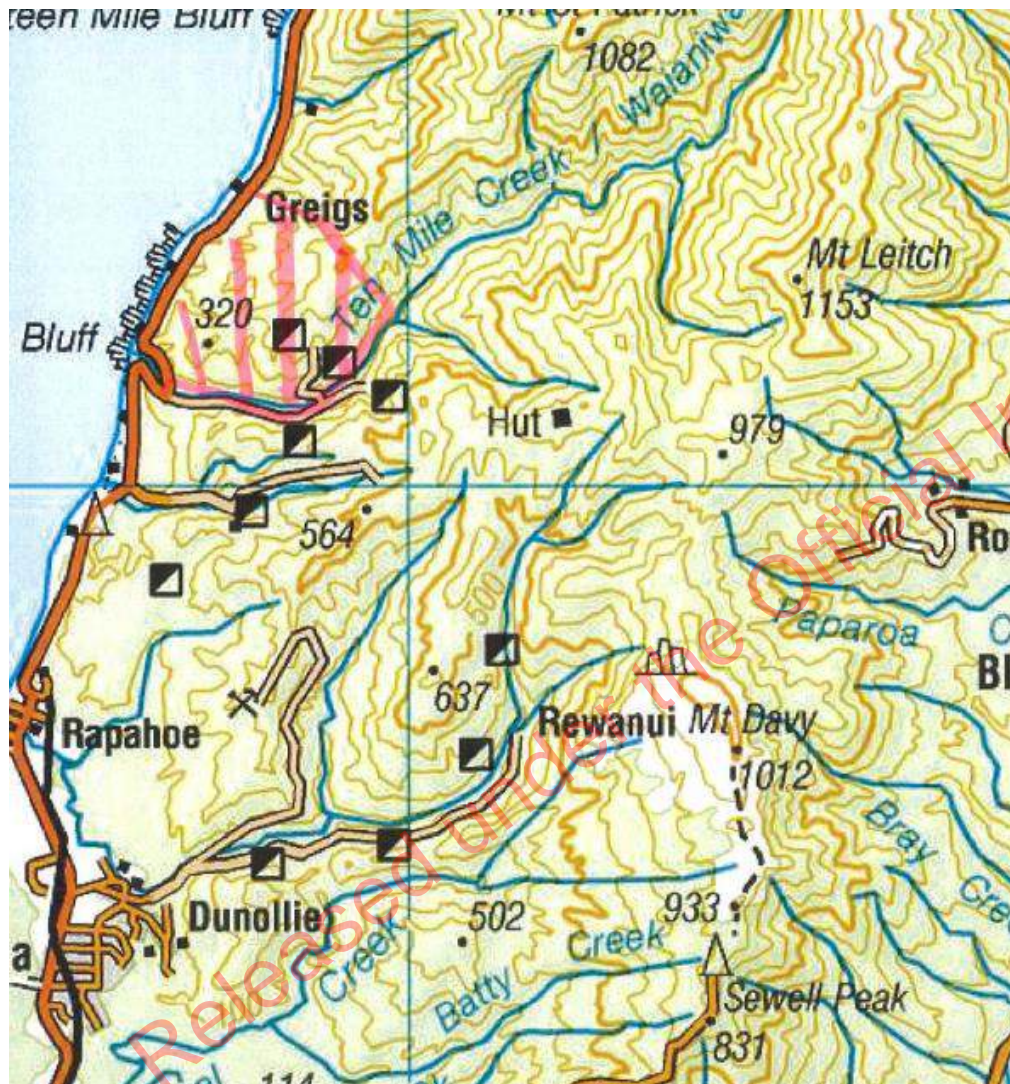
Map 9 – Crooked River



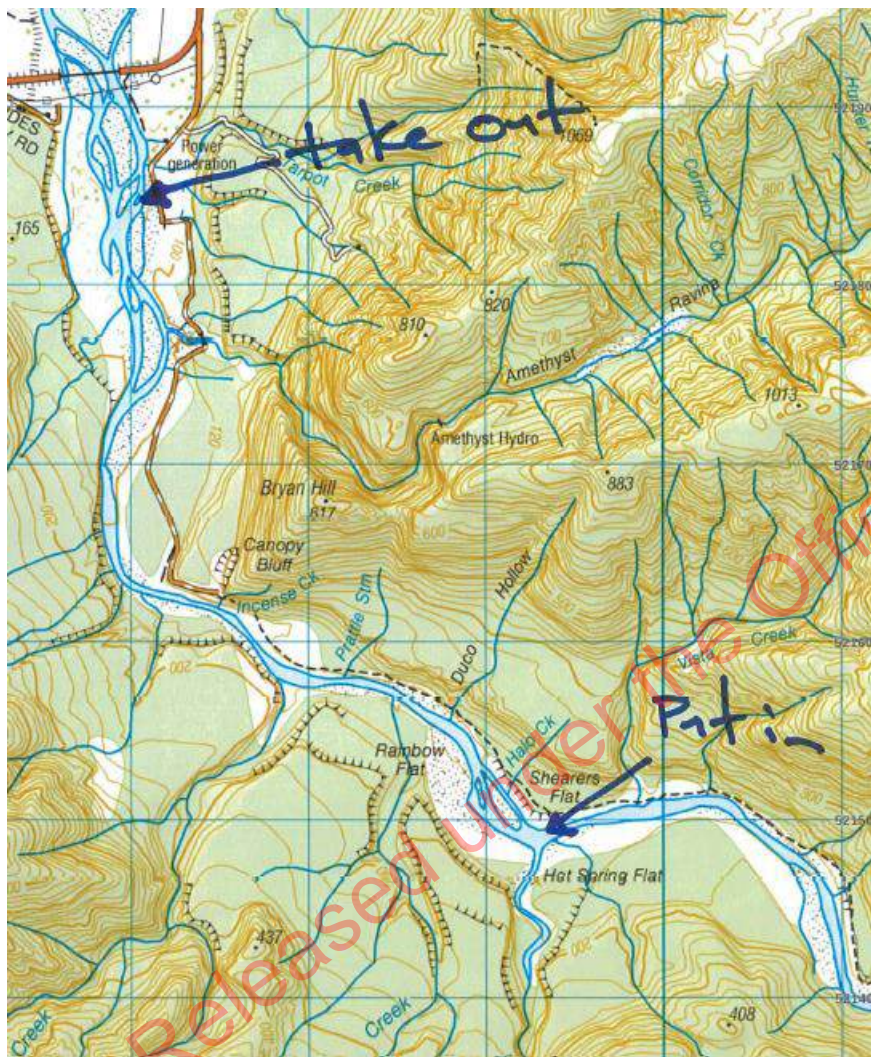
Map 10 – Arnold River



Map 11 – Eleven Mile Creek Conservation Area



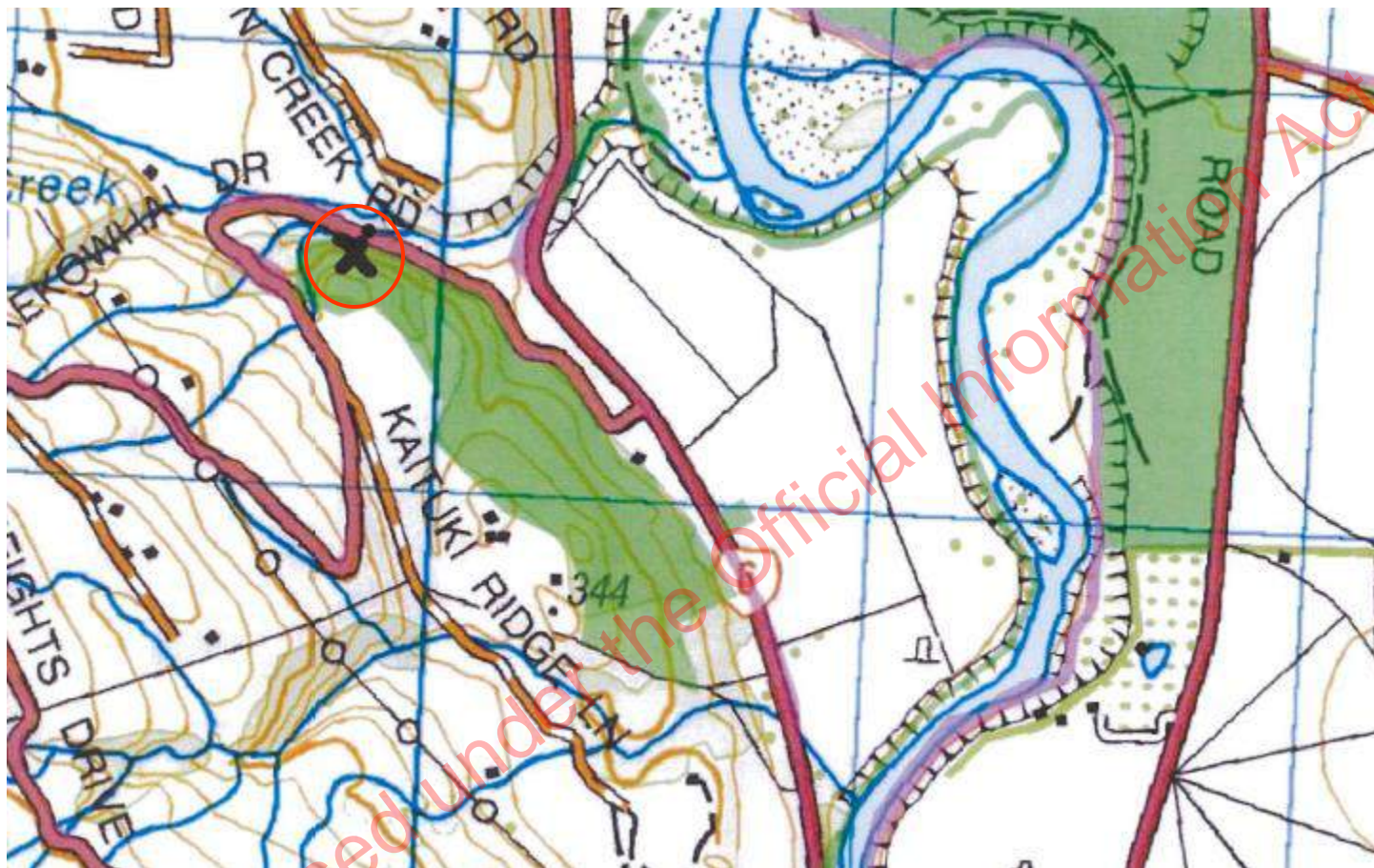
Map 12 – Wanganui River



Map 13 – Roadside Creg/Riverside Creg/Kai Whaka Pai Memorial Wall/Hospital Flat



Map 14 – Poison Creek Conservation Area



Map 15 – Pisa Conservation Area

