



Department of Conservation
Te Papa Atawhai

WEST COAST WIND-BLOWN TIMBER

APPLICATION PACK



Introduction

On 17 April 2014, Cyclone Ita caused significant windfall damage to forests on the West Coast of the South Island. More than 20,000 hectares of forest is estimated to have been damaged.

The West Coast Wind-blown Timber (Conservation Lands) Act 2014 (the Act) allows for the removal of timber from trees that were irreversibly damaged by Cyclone Ita, from some public conservation lands on the West Coast. The removal of the wind-blown timber is to be completed within a 5 year period, up until 1 July 2019 when the Act expires.

The Act specifically excludes removal of timber from Te Wāhipounamu World Heritage Area, national parks, ecological areas and the Waitangiroto Nature Reserves near Whataroa. Authorisations will only be issued where the Department's Director-General is satisfied the proposed method of removing the timber meets a number of conditions, including occupational Health and Safety requirements and minimises environmental impacts.

Timber removed in accordance with an authorisation issued may only be used (whether in the course of removal or later) for 1 or more of the following:

- sawn or cut wood (other than firewood or woodchips):
- finished or manufactured indigenous timber products (as defined in section 2(1) of the Forests Act 1949):
- a product or products specified by the Director-General in the authorisation.

All revenue from royalties associated with the removal will be returned to the Crown for conservation purposes.

Requirements of the Act

Section 10(3) states that the Director-General must not grant an authorisation unless the Director-General is satisfied that—

- (a) the activities permitted by the authorisation (including timber removal) will be managed so that,—
 - (i) so far as is reasonably practicable, the safety of people working at the specified site or sites, and of members of the public, is protected; and
 - (ii) adverse effects on the environment are kept to a minimum; and
 - (iii) the activities do not unreasonably affect conservation in the conservation area or reserve within which the specified site or sites are located; and
 - (iv) the activities do not cause significant soil disturbance; and
 - (v) the effects of activities within the specified site or sites on the environment outside of the specified site or sites are not contrary to the purpose of the Resource Management Act 1991; and
 - (vi) the activities permitted within the specified site or sites do not breach any regulations made under section 43 of the Resource Management Act 1991; and
- (b) any timber removed in accordance with the authorisation will be used for a product referred to in section 11(1).

Application Process

The Department is seeking proposals for the removal of the wind-blown timber from specified sites/zones, by timber species to be recovered and the proposed royalties (to be paid on a stumpage basis). Interested parties who are competent and best able to realise this opportunity are being invited to submit applications for assessment and evaluation by a panel against mandatory and weighted criteria to establish a list of approved operators.

Approved Operators will then be required to submit detailed work plans for specific areas for assessment by Departmental permissions staff. In most cases, site visits will need to be undertaken to assist with identification of site-specific hazards and ensuring appropriate conditions are in place to address any site-specific historic, cultural and local district requirements. At this time the Department will also estimate specific types and volumes of timber that are able to be taken, providing for forest integrity to be taken into account, at each specific site.

On completion of the initial assessment, work plans may be approved or declined by the Department's delegated Decision-Maker. Approval of a work plan would result in a written Authority being issued, subject to standards terms and conditions (see Appendix 4 for an example) and agreed timeframes for which the work is to be undertaken.

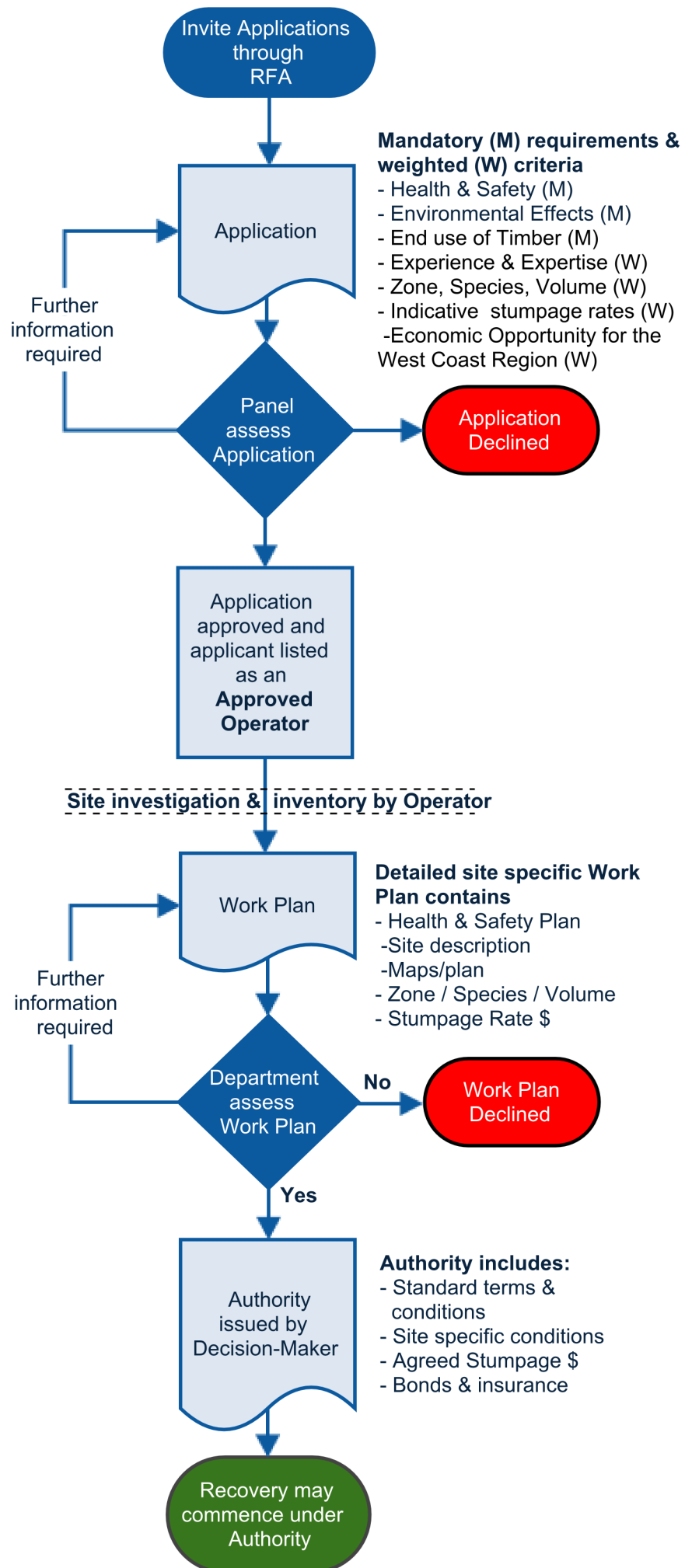
To speed up the application process, detailed work plans could be submitted with the initial application, however these will need to contain all the required specific information in order to be competently assessed for issuance of an Authority.

Additional detailed work plans may be submitted by Approved Operators for any new sites or further programmes of work. Approval of these work plans may result in an amended Authority or additional written Authorities being issued.

The Department is anticipating holding a briefing for interested parties to provide an opportunity to discuss the process in further detail and answer any operational queries. Please indicate on the application form (Appendix 4) your interest in attending a briefing. The briefing is likely to be held in Hokitika the second week of July.

A flow-chart of the process is shown below (Figure 1) outlining the steps in the process:

Flowchart of process (Figure 1)



Assessment

Assessment of all submitted applications will be undertaken by an assessment panel, including Department of Conservation staff and nominated representatives from the Ministry for Primary Industries (MPI) and iwi.

Applications will be assessed against both mandatory and weighted criteria (noted below) before progressing to the work plan approval stage. Please ensure your application includes relevant detail to satisfy the criteria assessment.

MANDATORY CRITERIA

Health and Safety

Evidence of a health and safety management system to manage operational safety to a high level i.e. compliance with Work Safe NZ standards; Proven safety records. The documented safety management system shall comply with the relevant statutory requirements, such as the Health and Safety in Employment Act 1992 or its successor, the Health and Safety in Employment Regulations 1995 or their successor, the Hazardous Substances and New Organisms Act 1996 (HSNO Act) and codes of practice relevant to the operation being undertaken, e.g. the Ministry of Business Innovation and Employment (MBIE) "*Approved Code of Practice for Safety & Health in Forest Operations (December 2012)*" or its successor.

Environmental Effects

Can demonstrate how proposed operations/activities:

- will minimize any adverse effects on the environment
- do not unreasonably affect conservation values i.e. maintain ecological integrity within the site/particular location
- do not cause significant soil disturbance
- do not result in any effects on the environment outside of any specified site that would be contrary to the purpose of the Resource Management Act 1991 (RMA)
- do not breach any regulations made under Section 43 of the RMA.

End Use of Timber

Description of how the recovered timber would be used.

WEIGHTED CRITERIA

Experience and Expertise – applicant performance, skills, knowledge and experience and proven track record history	30 %
Zone, Species and Volume – what is to be taken, where and how much	20 %
Financial -Proposed Stumpage Rates; a fair return to the Department	30%
Economic Opportunities for the West Coast – employment in recovery, sawmilling and finishing	20%

How to Apply for an Authorisation

The Application form (Appendix 4) must be signed and sent to the Department of Conservation, Hokitika Shared Service Centre. All the sections need to be completed and all supporting information required in the application form must be submitted. The fee must accompany the application form. The deadline for the first assessment of applications is 25 July, 2014. The Department will continue to assess any new applications on a three monthly basis with these dates identified on the DOC website.

A. Applicant Details

This section requires the legal name of the applicant – if the Applicant is a registered company please provide company details; for example, registration number, any trading name and a contact person. If the Applicant is an individual we need your date of birth (as a unique identifier) and contact details, as well as a trading name (if any).

B. Background Experience of Applicant

The Department will assess the capability of Applicants to undertake the timber removal work. Please provide all relevant experience and supporting documentation as identified on the application form.

C. Description of Operation

This section is where you provide details about the proposed locations, tree species, potential recoverable volume and method of extraction and what you propose to do with the timber once it has been removed (e.g. sawn timber). Method of extraction includes how you would access the site/sites and the specific methods you propose to extract the timber.

D. Health and Safety Management

Health and Safety is an extremely important aspect of wind-blown timber removal operations. Significant emphasis will be placed on Health and Safety by the Department and all Approved Operators will be required to have audited Health and Safety Management Systems/Plans for any approved operations. Certificates of audits and plans will be required before final authorisation is given. Approved operations will be monitored, including on-site visits by the Department and regulatory agencies.

The Department will:

- Take into consideration the health & safety performance of operators when assessing any application for an authority.
- Identify known hazards and forest users/assets that may be affected by any proposed operations

Applicants must:

- Have an audited Health & Safety Management System
- Have a site specific safety plan

- Comply with the Ministry of Business Innovation and Employment (MBIE) "*Approved Code of Practice for Safety & Health in Forest Operations (December 2012)*" or its successor.
 - Monitor health and safety performance through compliance audits and other means
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E. Environmental Impact Assessment

The application will be assessed for any impacts on the environment. These impacts are called "effects". You will need to identify all the possible effects that your proposal could have and then show how you can minimise them (i.e. reduce them to a level the Director-General of Conservation will approve of).

Some examples of environmental effects might be:

- any effects on iwi/hapu/whanau interests in the land or water e.g. wahi tapu
- discoloration, sedimentation of water;
- dust or odour in the air;
- damage of any kind to plants or animals (including birds, bats, reptiles, fish etc) including effects on ecosystems and habitats;
- damage to historic heritage;
- damage to land including erosion, contaminant spills, soil disturbance;
- noise disruption to neighbours;
- intrusion on recreation use of an area;
- visual impacts on neighbours or other users;

You will then need to discuss how you intend to minimise these effects, some examples might be:

- all vehicle movements (including helicopters) to access public conservation land will be between 7am and 6pm to minimise disruption to neighbours;
 - live trees within the specified site will be marked with flagging tape to ensure no damage is done to them;
 - access will be limited to existing roads/tracks or helicopter
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F. Bonds and Insurances

The Director General may require a cash bond to be placed with the Department in case the Applicant is unwilling or unable to fulfil its obligations under the Authority.

Such a bond may be required to cover:

- Removal of equipment and other materials from site
- Repair of environmental damage caused by the operation.

Proof of current Insurances will also be required for the following types and amounts:

- Public Liability \$1,000,000
- Rural Forest and Fires Act Extension \$250,000
- Motor Vehicle Third Party (where applicable)
- The operator of any aircraft engaged will require aviation legal liability insurance \$1,000,000

G. Fees and Costs

Application fees

The Department may recover costs from the Applicant to process any application, regardless of whether the application is approved or declined. The cost of processing the first stage of an application is **\$500 + GST**. The ‘first stage’ is up to the “Application approved and applicant listed as an approved operator” point in the diagram shown in Figure 1.

If the application is approved further costs will be incurred for the next stages of the process. Once approved, the Department will provide an estimate of costs which will be required to be accepted before processing can continue.

The \$500 + GST application fee for the first stage must be paid when submitting an application otherwise the application will not be accepted for assessment.

The fee can be paid by:

- cheque accompanying a hard copy application form or sent in separately to the contact address; or
- direct bank payment (you will be required to make the application and receive a “permission” number to use as the references for the transaction)

H. Stumpage prices

With the initial application you will need to provide proposed stumpage rates so that the Department can assess the proposed return for the timber. Payment shall be on the basis of measured roundwood volume prior to any processing (the exception being the initial cross-cutting into logs).

The Department will then request stumpage prices be attached to each specific Work Plan. The stumpage prices (excluding GST) should be provided for each species, volume and grade sought, for example:

No	Species	Specification*	Volume	Stumpage (\$/m3)**
1	Rimu	Heart/Colour/Diameter	17m3	\$/m3
2	Red Beech	Run-of-bush	60m3	\$/m3

**the Specification should include a grades and/or dimensions*

** *prices are exclusive of GST*

Appendix 1

Work Plan Outline

A Work Plan is required for each site or sites covering an operational period.

The work plan must include:

Site description

- Specific location
- Proposed method of recovery (including access, equipment, extraction methodology, loading for transport)
- How environmental values and ecological processes will be protected or enhanced
- Other (any known historic or cultural sites)

Timber description

- Timber species, specifications and volumes for recovery and associated stumpage prices
- Timber destination (e.g. registered sawmill)
- How the timber would be used (e.g. sawn or cut wood)

Safety Plan

- Detailed site specific safety plan - including hazard identification and controls

Maps / Plans

- Location/site where timber is proposed to be recovered from
- Identify processing area (if required)
- Outline Access road & loading area (if required)
- Identify Hazards, safety zones, flight paths etc (as required)
- Legal boundaries

Note: site boundary maps/plans must be provided in digital format compatible with standard GIS (ie. ESRI shapefiles).

Appendix 2

Mapping requirements

All applications must be accompanied by topographical maps and/or aerial photographs showing the proposed location/s and boundaries of the proposed operations.

Available information

Wind-blown areas are available indicating general wind-blown at a large scale. These are available through the following link: <http://www.doc.govt.nz/Documents/about-doc/news/issues/maps-affected-wind-blown-forest-west-coast.pdf>

No oblique aerial photos of the wind-blown areas are available from the Department at this time.

Public & DOC GIS data sets are available to assist planning and mapping for applications and work plans. Available data sets include:

DOC GIS data

GIS data is available through the link below:

<ftp://ftp.doc.govt.nz/Public/gps/WestCoast-Windfall-data-2014/>

The GIS data sets include:

- Indicative general wind-blown areas

Public GIS data sources

- LINZ Topo50 Maps
- DOC Public Conservation Areas
- Contours
- Road centrelines

These public data sets are available from:

Koordinates

<https://koordinates.com>

LINZ

<https://data.linz.govt.nz>

The NZ Walking Access Commission also provides an easy to use online mapping system called Walking Access Mapping System (WAMS). It provides good mapping capability however the end result can only be exported as image files (.jpg, .png) not the required shapefile (.shp) format. If you don't have GIS capability you can use WAMS to manually map & draw boundaries for your application. If using WAMS you must identify all boundary corner coordinates and provide these in your work plan. <http://wams.org.nz/>

Appendix 3

Log Tracking and Tagging

Logs and timber removed will need to be tracked.

All logs cut in the forest will have an individually numbered identification tag attached to the stump (to stay in situ) and a matching identification number marked on the log(s). If logs are cut into timber in the forest then each part shall have the matching identification number marked on the large end.

Scaled volume measurement and reconciliation of any timber removed from site will need to be thoroughly and accurately documented for audit purposes.

The Department of Conservation and Ministry for Primary Industries will require:

- Tag number
- GPS location of each stump
- Photographs of each tree in situ prior to preparation, milling and/or extraction
- Scaling data for all logs and/or timber removed.

The Department will issue numbered tags to applicants upon the authorisation of approved work plan/s.

Appendix 4

LINKS

Application Form:

www.doc.govt.nz/documents/getting-involved/consultations/2014/windblown-timber/application-form.doc

Example of Authority:

www.doc.govt.nz/documents/getting-involved/consultations/2014/windblown-timber/authority-example.pdf

Note: This is just an example and is subject to further changes