



Concession Application Form 3a – Tenanting or using existing DOC structure/facility

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 is the tenanting or use of any existing facility or structure that is managed by the Department of Conservation on public conservation land. Examples may include permanent use of historic building for a business or a community group; leasing a campground or lodge. For overnight stays in DOC huts, please fill in Form 4a. 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.

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.

A. Description of Activity

Please describe the proposed activity in detail – where the site is located, what you intend to use the building for, whether you intend to make any changes to the infrastructure.

Please include the name and status of the public conservation land, the size of the area you are applying for and why this area has been chosen.

If necessary, attach further information including a map, a detailed site plan and drawings of proposal and label Attachment 3a: A1.

This is a concession application by Ngāi Tai ki Tāmaki (Ngāi Tai) for the approximately 3 ha of land at Raupoiti Bay (Administration Bay) Motutapu Island, Hauraki Gulf, Auckland, including the Motutapu Outdoor Education Camp. While Ngāi Tai will hold the concession we are entering a partnership with the Motutapu Outdoor Education Trust who will operate the camp pursuant to a Memorandum of Understanding (MOU) with Ngāi Tai. This will bring cultural mana and oversight to this important place while ensuring the continued strong operation of a youth focused camp compliant with outdoors regulations and safety requirements.

This concession will continue to operate the Motutapu Outdoor Education Camp, as a Youth Focused Outdoor Education Facility. The Crown land and structures are defined in Section 17 of the Reserves Act 1977 and are part of Motutapu Island SO 177881, Block V, Rangitoto Survey District.

This is a new Concession Application by Ngāi Tai and it is being made in collaboration with the Motutapu Outdoor Education Trust (MOET) which holds the existing concession to operate a camp. Ngāi Tai and MOET are both committed to the continuation of the camp operations on Motutapu Island and have prepared a Memorandum of Understanding to describe how this partnership will provide a foundation for an even better camp experience for rangitahi for many years to come. It essentially reflects a continuation of the existing camp operation with some enhancements to place further emphasis on cultural aspects of the site.

A full description of the current activity can be found on the Motutapu Outdoor Education Camp website <https://www.motutapucamp.org.nz/>. The website details comprehensive information about the nature of the camp operation and the activities available. While this information will be updated to reflect the new concession and to reflect the cultural importance of this place, the camp operation will largely operate as described on the website and the camp will continue to be run and administered by the existing staff and trustees. As holder of the new concession, Ngāi Tai will have oversight of the camp's operation.

The Motutapu Outdoor Education Trust has successfully operated this facility under Concession AK 0002 which commenced on 1st July 1999 and has an expiry of 30th June 2023. During this past 24 years MOET has operated the facility in a professional and responsible way - maintaining and restoring the buildings, grounds, infrastructure and delivered outdoor education to over 150,000 predominantly young New Zealanders of all ethnicities, financial circumstances, beliefs / religions etc. The MOET safety record and regulatory compliance has been of the highest standard

It is anticipated that the new Concession will include most of the clauses contained in the existing and current Concession AK 0002 as these terms have enabled MOET to conduct operations and comply with legal requirements of MOE and other legal obligations associated with Outdoor Adventure Activities with a Youth Focus while enhancing the site and environs.

A map detailing the revised Concession Area is included in the attachments labelled 3a:A1 as requested.

Do you believe you need to exclude others from the structure or facility? **YES**
(Exclusive occupation requires a lease which requires public notification of the application)

If **yes**, please answer the following 3 questions, if no please go to the next section:

Is exclusive possession necessary to protect public safety? **YES**

Is exclusive possession necessary to protect physical security of the activity? **YES**

Is exclusive possession necessary for the competent operation of the activity? **YES**

If the answer to any of the above is yes, then provide details and supporting evidence and label Attachment 3a: A2.

The facility predominantly offers and delivers school camps under EOTC Curriculum requirements . Under and consistent with the current concession, schools represent 90% of clients with a further 5% being attributed to youth groups.

There are multiple examples of legislation relating to the care and well being of young and vulnerable persons in New Zealand. Examples: <https://www.orangatamariki.govt.nz/working-with-children/childrens-act-requirements/>
<https://www.education.govt.nz/our-work/overall-strategies-and-policies/child-protection-policy/>

The nature of the facility and the requirement of emergency egress largely do not permit locking of doors and security within the facility. As such, controls on entry to the site are a very important health and safety requirement.

When school groups are at the camp, the camp must essentially operate as an extension of the school premises. The same public exclusion and control mechanisms that apply to all schools in Aotearoa also need to apply at MOEC. This can only operate if there is exclusive use of the facility.

In addition, the equipment used in outdoor education must not be accessed by untrained, unsupervised persons such as public walkers on Motutapu. While every effort is made to isolate this equipment, a person with deliberate / malicious intent or just ignorance of the risks put themselves or others in danger.

We do not wish to exclude all, at all times however the ability to restrict entry is a critical requirement for this facility to operate safely and compliantly. Over the past 24 years, MOET has successfully managed access to the camp facility without any impact on amenity for the general public. There are other options for bypassing the camp and enjoying the public space adjacent to the camp with clear signage and directions. The camp operation has always taken a pragmatic and courteous approach to visitors who stray into the facility by engaging with them and guiding them to the public walking tracks and other points of interest.

B. Term

Please detail the length of the term sought (i.e. number of years or months) and why.

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.

The existing Concession was for 4 x 6 years (24 in total) which facilitated a long-term approach to maintenance, investment, systems and all other operations. This has served the Crown, Department of Conservation, the Motutapu Outdoor Education Trust and most importantly the approximately 150,000 young New Zealanders who have benefitted from the facility (during the term of the current concession) very well. Far better than a short-term Concession.

We have been advised that under current policy an application of 10 years is appropriate.

It is our hope that a Concession with a minimum of 10 years would receive favourable consideration.

C. 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 3a:C.

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: Tararua Forest Park</i>	<i>Northern rata - threatened species</i>	<i>Damage to the plants by construction</i>	<i>Brief construction and maintenance staff of the location and importance of the species; clearly tape off areas with the species to avoid damage</i>
The Motutapu Outdoor Education Camp	Historic Buildings built by military 1936 - 1938	Positive: As part of the existing MOET Concession Terms, it has maintained and substantially improved these structures during the term of the current concession	MOEC has prepared and had DOC approval of a 'Heritage Management Plan' which covers the built heritage . This concession will operate consistent with that Plan. We would support continuing with the same protocols involving: Annual Maintenance Plan and Budget 2-5 Year Maintenance Plan agreed with the Department of Conservation linked to Concession off set.
Site general	Historic nature of the site in addition to structures	Positive: As part of the existing Concession Terms, MOET has protected and maintained / substantially improved these items / areas during the term of the current	There are numerous site features that have been maintained and improved. Examples: Water supply, wastewater treatment, storm water, fire system, roads, paved areas, fences and more These are critical to the compliance, safety and viability

		concession. We have seen evidence of this positive activity and we will continue to provide this same level of attention and care.	of this facility. The collaboration between Ngāi Tai and MOET will see this continue
Pest Control, both animal and plant	Pest Free Island Noxious plant / weed incursions	Positive: As per the terms of our current Concession we envisage continuing to manage and maintain the site together with MOET.	This includes general grounds care and specialised noxious weed control. MOET maintains a comprehensive rodent management program as part of the Pest Free Warrant conditions which are audited by DoC. This regime will continue and we will look for ways to further enhance the controls.
Cultural Management	Cultural	Positive: Included in the MOU with MOET.	Ngāi Tai will prepare and deliver a cultural induction and training for all MOEC staff and Trustees to ensure the land and camp is operated in a manner which is knowledgeable of and respects these critical cultural elements.

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

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 3a: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.

Given the nature and isolation of this site Bulk Fuel is required to be stored on site.

This has two parts:

1. The diesel generators which supply electricity to the whole of Motutapu Island are located within this Concession Area. This equipment and the associated fuel storage is owned and managed by the Crown / Department of Conservation. Up to 10,000 litres of diesel fuel are stored and used on this site under this heading. While this is not currently managed by the Motutapu Outdoor Education Trust under the current Concession, we attach the Compliance Certificate issued by Haztec for this fuel / storage Labelled 3A:D1. Under the new concession, this would continue to be applicable and would ensure this is managed to a high standard.
2. The Motutapu Outdoor Education Trust utilises LPG, Petrol and Diesel in it's daily activities. Given the remote location and complexities of supply, this is stored on site. This product is the property of the Motutapu Outdoor Education Trust. The storage, use and handling of this is well documented and compliant. We attach the MOET Compliance Certificate issued by Haztec for this fuel / storage Labelled 3A:D2. Under the new concession, these practices and compliance certificates would be continued.

E. Other

Is there any further information you wish to supply in support of your application? Please attach if necessary and label Form 3a:E

The operation of this facility requires numerous permits, consents, audits and more. MOET currently holds these certifications and the future collaboration between Ngāi Tai and MOET will see these certifications continue to be valid.

The current MOET activities offered are covered by the Adventure Activity Regulations 2016 See:

<https://www.legislation.govt.nz/regulation/public/2016/0019/latest/DLM6725703.html>

As part of this a full safety audit is required every three years and a surveillance audit every year. The appropriate current certificates are attached. Refer attachments 3a.E1-3a.E4.

As MOET operate rescue boats as part of the Marine Based activities, registration and compliance with MSA is required. We attach the current three Specified Limits approvals held by MOET. Refer attachments 3a.E5-3a.E7.

MOET holds and maintains a Pest Free Warrant for the site and overall operations. Additionally, MOET educate all guests, suppliers and contractors on compliance with these requirements. Under the collaboration between Ngāi Tai and MOET, these requirements will continue to be fulfilled. Refer attachment 3a.E5.

The Motutapu Outdoor Education Trust has a long and successful relationship with numerous schools, youth groups and more. We attach a number of references / letters of support that relate to the experiences enjoyed by these groups. Refer attachments from:

- Lyndsay MacPherson
- Auckland Sea Shuttles
- Massey Primary School
- St John Youth Northern Region
- The Order of St John Chancellors Commendation

Ngāi Tai looks forward to the proposed collaboration with MOET to continue to operate the camps. We consider the track record and experience of MOET to be a valuable resource and we look forward to working in partnership with MOET to keep this important youth facility functioning for many years to come.