

Application for an Easement on Public Conservation Land



Department of
Conservation
Te Papa Atawhai
New Zealand Government

Is this the right application for me?

Use this application form if you seek an easement concession across public conservation land, either to benefit other land or in gross (e.g. right of way), for the following purpose:

- a right to convey water.
- a right to drain water.
- a right to drain sewage.
- a right of way.
- a right to convey electricity.
- a right to convey telecommunications.
- a right to convey gas.

Use this form for new applications and variations to an existing easement concession across land administered by the Department of Conservation (DOC).

How do I complete this application form?

- Complete all sections of this form.
- DOC encourages electronic applications (e.g. a 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 the document details in section **L Attachments**.
- It is recommended that you read the standard and optional terms and conditions in the [concession \(easement\) template](#)¹ to inform your application.

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

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

- Check DOC's [Access/Easement](#)² webpage.
- Arrange a pre-application meeting (either face to face or over the phone) by contacting the local [DOC office](#)³ closest to where your activity is taking place. You can use [DOC maps](#)⁴ to identify which District Office you should contact. Or arrange a meeting with any of our [offices that process concessions](#)⁵ – choose the one closest to where the activity is proposed.
- It is recommended that you seek legal advice for guidance when completing this form.

¹ <https://www.doc.govt.nz/globalassets/documents/about-doc/concessions-and-permits/concessions/concession-contract-easement.pdf>

² <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/access-easements/>

³ <https://www.doc.govt.nz/footer-links/contact-us/office-by-name/>

⁴ <http://maps.doc.govt.nz/mapviewer/index.html?viewer=docmaps>

⁵ <https://www.doc.govt.nz/get-involved/apply-for-permits/contacts>

Have you considered DOC's statutory planning documents?

Your easement concession must not be inconsistent with [DOC's relevant statutory planning documents](#)⁶ 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.

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

Have you considered the environmental effects of your easement concession?

It is your responsibility, as the applicant for the concession (easement), to **provide a detailed description** of the:

- Activity.
- The potential effects.
- Ways that you can remedy, mitigate or avoid any potential adverse effects.

A list of potential effects is supplied in this application form, under section **K Effects Assessment** for you to consider and attach to this application. The size and scale of your environmental effects assessment should be in proportion with the size and scale of the activity and its potential effects. You will need to describe the existing environment, the potential effects and describe your methods to avoid, remedy or mitigate these effects. For further information check [DOC's Environmental Impact Assessment](#)⁷ and [DOC's guide to preparing your environmental impact assessment](#)⁸. We also recommend that you read the standard conditions in the [concession \(easement\) template](#)⁹ about protecting the environment to inform your application. In many cases an Assessment of Environmental Effect (AEE) prepared for a resource consent under the Resource Management Act 1991 may be sufficient.

Book a pre-application meeting with DOC staff if you require assistance in scoping the environmental effects you will need to consider in your application.

How do I submit my application?

Email your completed application, recommended location forms, and any other attachments to:

permissions@doc.govt.nz

What happens next?

Once 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 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.

⁶ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

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

⁸ <https://www.doc.govt.nz/globalassets/documents/about-doc/concessions-and-permits/concessions/guide-to-environmental-impact-assessments.pdf>

⁹ <https://www.doc.govt.nz/globalassets/documents/about-doc/concessions-and-permits/concessions/concession-contract-easement.pdf>

- 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 DOC's decision-making process. More information can be found on the DOC website on our [iwi/hapū/whānau consultation](#)¹⁰ page.

Contact your local [DOC office](#)¹¹ 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 an easement concession over public conservation land you may also be required to pay a **bond, insurance, monitoring fees and ongoing concession easement activity**¹² and **management fees**. Minor easement concession fees are listed on the [Access/Easement](#)¹³ 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 for an easement concession may be publicly notified if having regard to the effects of the activity it is considered appropriate to do so.¹⁴

What does DOC require if my application is approved?

If your application is approved DOC may require:

- **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 **bond** may be required to be in place before undertaking your activity.¹⁵

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

¹⁰ <https://www.doc.govt.nz/get-involved/apply-for-permits/iwi-consultation/>

¹¹ <https://www.doc.govt.nz/footer-links/contact-us/office-by-name/>

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

¹³ <https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/access-easements/>

¹⁴ <http://www.legislation.govt.nz/act/public/1987/0065/latest/DLM7475509.html>

¹⁵ <http://www.legislation.govt.nz/act/public/1987/0065/latest/DLM104654.html>

Registration

If you wish to register the easement concession on the Record of Title (formerly known as a Certificate of Title) you need to:

- Discuss with DOC your intention to register your application.
- Record your intent to register in section **M Registration on a Record of Title**.
- Gain DOC's permission to register your application.
- Engage your own legal advice to complete your registration.
- Check the conditions in the [concession \(easement\) template](#).
- Provide detailed plans to DOC (GIS shapefiles (.shp) are recommended).

Note: The applicant will be responsible for registering the easement concession and all the costs of registration.

A. Applicant details

Legal status of applicant (tick)	<input type="checkbox"/> Individual (Go to ①)	
	<input type="checkbox"/> Registered company (Go to ②)	<input checked="" 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)		Tuatapere Hump Track Charitable Trust	
	Trading name (if different from applicant name)		Tuatapere Hump Track Limited	
	NZBN (To apply go to: https://www.nzbn.govt.nz)	9429032620795	Company, trust or incorporated society registration number	
	Registered office of company or incorporated society (if applicable)		31 Orawia Road, Tuatapere	
	Company phone		Company website	www.humpridgetrack.co.nz
	Contact person and role		Cedric Wedderburn	
	Phone		Mobile phone	
	Email		operations@humpridgetrack.co.nz	
	Postal address	31 Orawia Road, Tuatapere	Postcode	9620
	Street address (if different from postal address)		Postcode	

B. Variation of an existing easement concession.

Is this application *varying* an existing easement concession?

No	<input checked="" type="checkbox"/>
Yes	<input type="checkbox"/>
Easement concession number you wish to vary	

C. Pre-application meeting

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

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

If yes, state when and who you met/spoke with.

Donna Shepard
Lisa Wheeler

D. Location and nature of the proposed easement concession

Name (physical description/common name) and land status of public conservation land on which the concession (easement) will cover.

Fiordland National Park

Will your easement concession benefit other land?

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

If yes, provide the Lot, Deposited Plan (DP) and record of title of the other land that the easement concession will benefit.

Provide the following documents (as attachments) and record the document details in the section L Attachments of this form:

- **Detailed site plan** - with proposed easement, for example:
 - For a road: the length, width, area and position where the easement will be situated.
 - For a pipe: length, width, diameter of the pipe, area and position where the easement will be situated.
 - For telecommunications: mast dimensions and type, including height, site footprint (m²) and position where the easement facility will be situated.
- **Map** of the site
- **Aerial photo** of the site
- **Drawings of the proposal** (DOC's recommendation is for a GIS shapefiles (.shp) especially if you are going to register the easement on the title of the land)
- **GPS coordinates** (if available) and **provisional survey plan** (if available).

Record the document details in the section L Attachments of this form.

E. Description of activity

Select (by ticking the box) all the easement concession types you are applying for:

A right to convey water:	<input checked="" type="checkbox"/>
A right to drain water:	<input type="checkbox"/>
A right to drain sewage:	<input checked="" type="checkbox"/>
A right of way:	<input type="checkbox"/>
A right to convey electricity:	<input type="checkbox"/>
A right to convey telecommunications:	<input checked="" type="checkbox"/>
A right to convey gas:	<input type="checkbox"/>

Describe in detail the reasons for your proposed easement concession, including why an easement is required (as opposed to a lease, license or permit). Location details can be completed in section D.

The Applicant is applying to continue the existing multiday guided walk operation on the Hump Ridge Track, Fiordland National Park. The existing activity operates with in-situ infrastructure which supports the multiday guided walk. This application is sought to continue using the existing infrastructure.

More information regarding the proposal is available in Attachment A – The Application.

The existing services and their associated infrastructure provide integral components to the overall competent and effective operation of the Hump Ridge Track Operation. The following easements are required to continue the multiday guided and freedom walking operation;

- Right to convey water supplies;
- Right to drain sewage and waste water discharges; and
- Right to convey telecommunications.

The easement services are situated in close proximity to the accommodation lodge sites and shelters along the track. Attachment A the application provides an overview of the easements and their locations. These are summarised below.

1. Okaka Lodge

Conveying Water Supply:

Water intake is below the tarns, gravity water line to Primary (3 x 1800L) and Secondary (3 x 2000L) and Emergency Tanks (2 x 25000L), all settling Tanks. Waterlines gravity feed to the Lodge Manager's Hut, Ablutions and Kitchen. Refer to Figure 13 and 15 in Attachment A.

Back-up rainwater tanks from roofing are at the Lodge Manager's Hut (1000L), Ablutions (1000L), Kitchen (3 x 1000L) and additional reserve (3 x 25000L). Reserve tanks are pumped to Primary and Secondary when required during dry periods. Refer to Figure 15 in Attachment A.

The settling tanks provide potable water for public consumption. Filtration is placed between the primary tanks and the lodge facilities. This capacity provides for firefighting and reserve water should the main line be out of action.

The water pipes are underground.

Store and drain sewerage and wastewater:

The applicant is proposing to upgrade the septic system. It consists of a 20,000L primary tank with 4000L secondary tank, then a 1000L filtration before the dispersal field. Refer to Figure 14 in Attachment A.

Kitchen water is collected in a fat trap with a capacity of 4000L, then into secondary tank of 4000L, 1000L filtration to dispersal field. Refer to Figure 14 in Attachment A.

Extraction platform enables drainage of fat trap when required by gravity and evacuation by helicopter. Solids are transported and disposed of outside of the National Park and Public Conservation Land.

2. Port Craig Lodge

Conveying Water Supply:

The existing water intake is up river and gravity fed to the Primary tanks (6 x 2000L). Water then passes through a filter and is piped to the lodge. Port Craig Lodge utilizes a pressure pump to enable satisfactory pressure for showers, toilets and other outlets due to the flat terrain between the tanks and the Lodge. Refer to Figure 10.

There are 2 x 1000L rainwater tanks for emergencies collecting water off the lodge roof. However, the river supply is fairly constant and provides a secure source of clean water.

Store and drain sewage and wastewater:

The applicant is proposing to upgrade the septic system. It will consist of a 20,000L primary tank that captures shower and toilet sewage, liquids flow to a 2000L pump chamber attached to a 4000L emergency tank. The pump chamber pumps to a dispersal field. Refer to Figure 9 in Attachment A.

Kitchen wastewater passes through a 4000L fat trap which retains the fat and liquid flows to the 20,000L tank and dispersed through the pump chamber. Refer to Figure 9 in Attachment A. When required solids are collected via helicopter and, transported and disposed of outside of the National Park and Public Conservation Land.

3. Water Bridge Shelter

The shelter comprises a half moon corrugated and galvanised structure with internal wooden benches. The floor has wood chips to soften the surface. An exterior bench is also attached for seating.

A toilet is on site and solids are flown out when required.

Water is by means of a billy on a rope attached to the bridge railing.

Refer to Figure 5 and Figure 4 of Attachment A.

4. Luncheon Rock Shelter

The shelter comprises a half moon corrugated galvanised structure with internal and external benches attached. The structure forms part of, in that it is secured to, a wooden decking for ease of access, being that the ground is uneven. The toilet is a secured wooden frame and corrugated structure with a removable tank. The toilet roof collects water and feeds into a 1000L water tank for drinking water.

The Applicants procedures to remove sewage and wastewater from the National Park are outlined in the attached Responsible Tourism Policy (Appendix D in Attachment A)

Convey telecommunications

There is one existing telecommunication utility that services the communications for the Applicant at Okākā Lodge. This telecommunication facility has been in-situ since August 2000. It is powered by solar panels, has a small surface area and maintenance and repair requires helicopter access. For purposes of clarity, the facility has been operated for communication services as part of the multiday guided walk and is also used by Jet boat operators on the Wairaurahiri River, Waitutu Lodge as well as maritime emergencies in the Foveaux Strait.

Two radio antenna are proposed as part of the great walk track upgrade. One of the proposed antenna is located on Southland District Council Road Reserve at the Percy Burn Hut. The second proposed antenna will be located at Henderson's Camp within the National Park.

Summary

- All systems are monitored and maintained appropriately to ensure competent, effective and safe services and facilities;
- An environmentally friendly bacteria bug (Actizyme and Multizyme), is added to the system to assist in breakdown of the sewage and toilet paper. Additionally, this reduces odours, protects the health of the dispersal fields and septic tank;
- Resultant sludge from the sewage and waste water is flown to a sewage treatment plant (outside of the National Park and Public Conservation Land) and remaining liquid is passed through a series of tanks and filters before being dispersed into approved dispersal fields;
- All disposable water is in keeping with the applicable resource consents;
- Regular water testing is carried out (March each year), and results are sent to Environment Southland for monitoring as specified by ES; This ensure that there is no detrimental effect on the surrounding environment;
- Septic tanks are monitored and only emptied when necessary, usually pre or post season. This reduces aircraft movement to service facilities;
- The Applicant regularly investigates opportunities to improve the systems and procedures already in place.

F. Permanent or temporary structures or facilities

As part of your easement, do you wish to build, extend or add to any permanent or temporary structures or facilities on public conservation land (e.g. pipes, pumps, pump sheds, storage tanks, towers, poles, fences, storage facilities)?

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

If yes, answer the following four questions.

- 1 Provide full details about the structure or facility (e.g. dimensions, materials, location, purpose) and methods of construction (e.g. number of people and vehicles involved).

The applicant has obtained resource consents to upgrade the septic systems at both lodges. Refer to Section 2.2.2.2 of Attachment A for an overview of the proposal.

Proposed upgrade for Port Craig:

The proposed septic system is designed by a Suitably Qualified Person (Don Moir, a wastewater systems design specialist) in accordance with the relevant New Zealand standard for onsite wastewater treatment systems (AS/NZS 1547:2012). The proposed system will utilise some of the components of the existing system while utilising new components. In summary:

- A large septic tank of 20,000L capacity will be installed;
- One of the existing septic tanks will be decommissioned and the other septic tank will be utilised as a grease trap for the kitchen on site, which is pumped to the new large septic tank;
- One of the existing methane tanks will be decommissioned and the other tank will be utilised as emergency storage for the pump chamber – which holds septic waste temporarily before it is pumped/discharged to land;
- The disposal area of 350m² is proposed to be increased to 400m²; and
- A professional drainlayer will be engaged to install the discharge system, to ensure that it is installed in accordance with AS/NZS 1547:2012 and to ensure that it is operating appropriately.

Proposed upgrade for Okākā:

The proposed septic system is designed by a Suitably Qualified Person (Don Moir, a wastewater systems design specialist) in accordance with the relevant New Zealand standard for onsite wastewater treatment systems (AS/NZS 1547:2012). The proposed system will utilise some of the components of the existing system while utilising new components. In summary:

- A large septic tank of 20,000L capacity will be installed;

- One of the existing septic tanks (3,600L each) will be utilised as a grease trap kitchen waste, the liquid overflow from this tank will flow into the other existing septic tank the solids are extracted and flown out;
- The other existing septic tank will be utilised as emergency storage for the pump chamber – which holds septic waste temporarily before it is pumped/discharged to land. It has capacity to hold an increased volume of septic waste (from 1,000L to 1,000L + 3,600L) in case the pump does not function as intended;
- The new disposal area will consist of six pump-dosed lines that are 66.7m in length, laid within a 400m2 area and covered with forest litter; and
- A professional drainlayer will be engaged to install the discharge system, to ensure that it is installed in accordance with AS/NZS 1547:2012 and to ensure that it is operating appropriately.

Proposed telecommunications facility

A new radio antenna will be located at Henderson’s Camp within the National Park. This site is already modified. The repeater will be located on the portacom bivvy that is present at the site. The bivvy is approximately 2.4 by 3.2 metres. Refer to Attachment A.

Refer to Attachment A for more information.

- 2** Will you or do you own the structure?
- If yes, will you have co-sites located on the structure?
 - If yes, provide details of any co-sites.
 - If no, provide details of who owns the structure.

Yes. The applicant will own the structures and there are no co-sites.

- 3** Could your structure or facility, or addition/extension to an existing structure or facility, be reasonably located outside public conservation land?
- If yes, provide details of other sites/areas that have been considered.
 - If no, provide reasons why existing structures or facilities outside of public conservation land are not suitable.

No. These facilities are required for the effective and efficient operation of the Hump Ridge Track which is to become a Great Walk. The infrastructure cannot be located outside of the National Park.

Refer to Attachment A for more information.

- 4 Could any potential adverse effects of your structure or facility (or addition/extension to an existing structure or facility) be significantly less (and/or different) in another conservation area or another part of the conservation area you are applying for? Give details/reasons.

No, the majority of infrastructure is existing. These facilities are required for the effective and efficient operation of the Hump Ridge Track which is to become a Great Walk. The infrastructure cannot be located outside of the National Park. To relocate would result in significant adverse effects.

Refer to Attachment A for more information.

- 5 Could you use an existing structure or facility? Could you use the existing structure or facility without any additions?
- If yes, provide details of any existing structures or facilities that you have considered using, or how your activity might be undertaken without making an addition to the existing structure or facility.
 - If no, provide reasons why any existing structure or facility could not be used without any additions.

The Applicant has been required to renew their Resource Consent for waste water discharge. The 10 year Resource Consent expired in Nov 2020 and was extended to Nov 2022 while a re-assessment was undertaken vis-à-vis the Great Walks upgrade and potential design changes. Recently new resource consents have been granted authorising the upgrading of the existing systems and discharge of wastewater to land. Building consent is currently being applied for.

A new system of larger capacity is required, not only because of the pending upgrades to the Hump Ridge Track but also because the capacity of the existing septic system is very small and requires frequent extraction of solids. Which requires more resources in servicing and emptying the current septic tanks via helicopter and there is less area in the septic tanks for anaerobic treatment.

A new radio antenna is proposed to ensure effective communication methods are present in order to run the Hump Ridge Track Great Walk. This is required to ensure safety of visitors and staff on the Track.

All other infrastructure is existing required for the services is existing.

G. Technical Specifications (for telecommunications easements only)

If you are applying for telecommunications sites, you must provide full details about the following information:

Note: the applicant is applying for the right to convey telecommunications however, the repeater site is located on SDC Road Reserve (i.e., not within the National Park).

Radio frequencies

151.587500 (MHz)

Note this frequency is also used for boats and other emergencies.

Transmitter power output	6.9 10K0F3EJN
Polarisation of the signal	Vertical
Type of antennae	
Likely portion of a 24-hour period that transmission will occur	9am and 5-7pm
Likely heaviest period of use during a 24-hour period	9am and 5-7pm
Describe how the site(s) will be accessed (e.g. by foot along x track, by x road, or by a helicopter landing at x)	Helicopter – Landing at CF07 604.57 728.37

H. Are you applying for any other DOC permissions?

Are you applying for other DOC permissions in addition to this easement?

No	<input checked="" type="checkbox"/>
Yes e.g. Permanent and temporary structures (that are not part of your easement)	<input type="checkbox"/>

If yes, state the other permits you are applying for?

I. Duration (term of easement)

In accordance with section 17Z(3)(a)(c) of the Conservation Act 1987, an easement may be granted for a term not exceeding 30 years, except:

- (a) In exceptional circumstances, the Minister may grant a term not exceeding 60 years
- (b) Where the easement provides a right of way access to a property to which there is no other practical access, the term may be for such longer period as the Minister considers appropriate
- (c) Where the easement is for a public work (as defined in the Public Works Act 1981), the term may be for the reasonably foreseeable duration of that public work.

Detail the length of the term sought (i.e. **must be** number of years or months) and why (*Note: in perpetuity/forever or similar meaning is not a term under the Act and not able to be granted*):

A term of 30 years is being applied for. This is consistent with the term sought for the lease and licence agreement for the facilities and lodges.

If you are seeking over 30 years, explain why:

J. 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 (including other parties already located at your proposed location), DOC would like to know about it.

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

Have you carried out any consultation?

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

If yes, supply details of each Treaty Partner or interested stakeholders consulted with.

Copy and paste the table below and complete for each Treaty Partner or other interested stakeholders. If you received a written response to consultation attach a copy and record all attachments in section 'L Attachments', including:

- Additional pages with the required information
- Written responses to your consultation with Treaty Partners or other interested stakeholders.

Whānau/hapū/iwi or other interested party consulted with:	Runaka Aparima
Name of individual you consulted with:	Muriel Johnstone
Date of consultation:	Ongoing within Governance
Form of consultation (e.g. email, meeting):	Governance Meetings
Outcome of consultation:	Positive ongoing collaboration through DOC. Te Ao Marama Inc provided written approval for the resource consent applications to upgrade the septic system and the associated discharge of wastewater to land.



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:	

K. Consistency with DOC statutory plans

List the [DOC's statutory planning documents](#)¹⁶ relevant to your application.

Refer to Attachment A.

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

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

¹⁶ <https://www.doc.govt.nz/about-us/our-policies-and-plans/statutory-plans/>

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

L. Effects assessment

Identify actual or possible effects of the easement concession applied for. Describe the actions you propose to take to avoid, remedy or mitigate any adverse effects. For further information check [DOC's Environmental Impact Assessment](#)¹⁷ and [DOC's guide to preparing your environmental impact assessment](#)¹⁸.

If you have identified effects or mitigation measures for adverse effects not included in the table below or you have a full Environmental Impact Assessment attach this information to your application. Record this additional information in the table below and in section K as an attachment.

Have you attached a full Environmental Impact Assessment?

Yes	X
No	

If you have answered **no** provide a **description of environmental effects** of your easement concession in the table below including details of the:

- Existing environment
- Potential effects
- Proposed methods to avoid, remedy or mitigate the adverse effect/s.

Description of environmental effects

No effects as the easement uses an existing structure or facility (including a road or track) and there will be no modification or disturbance due to increased use.

¹⁷ <https://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/environmental-impact-assessment/>

¹⁸ <https://www.doc.govt.nz/globalassets/documents/about-doc/concessions-and-permits/concessions/guide-to-environmental-impact-assessments.pdf>

Effects	Description
Effects on the landscape e.g. ability of landscape to accommodate changes.	
Effects on the visual composition of the landscape	
Effects on cultural values of Tangata Whenua or members of the public	
Effects on historic sites or objects including Wahi Tapu e.g, disturbance of the ground.	
Effects on existing infrastructure such as roads, tracks, huts, carparks, huts etc.	
Effects on existing vegetation e.g. disturbance or removal of vegetation.	
Effects of earthworks e.g. removal of topsoil and where removed earthworks will be stored. Note: All earthworks storage on public conservation land needs to be authorised.	
Effects on wildlife or wildlife habitat	
Effects on aquatic habitat (waterways, swamps, freshwater animals and vegetation).	
Effects on other users (tangata whenua, recreational users and concessionaires) of the Land.	
Effects of the easement increase threats (pests, weeds, pathogens and fire) to public conservation land.	
Effects of increased rubbish, toilet waste or debris left on public conservation land during construction and regular use of the easement.	
Cumulative effects that could be caused by the easement.	
Positive effects of the easement.	

M. Attachments

Attachments should *only* be used if there is:

- A specific question requiring a map or further information
- 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
<i>Attachment A</i>	<i>APPLICATION</i>	<i>PDF</i>	<i>OVERVIEW OF PROPOSAL, ENVIROMENTAL IMPACT ASSESMENT, STATUTORY ASSESSMENT AND ASSOCIATED ATTACHMENTS</i>

N. Registration on a Record of Title

Are you going to register your easement concession (if granted) on the Record of Title (formerly known as the Certificate of Title)?

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

If yes, you will be responsible for registering the easement concession, including all costs.

O. 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 shapefiles (.shp) and/or NZTM GPS locations listed in section E Locations.	<input checked="" type="checkbox"/>
I have detailed, in Section 'K Effects assessment', the easements environmental effects or I have supplied a full Environmental Impact Assessment and attached to section 'L Attachments'.	<input checked="" type="checkbox"/>
I have indicated in section 'M Do you intend to register the easement concession' that I do or do not want the easement registered.	<input checked="" type="checkbox"/>
I understand if I want the easement registered on the Record of Title I will be paying all the costs of the registration including surveying and independent legal advice.	<input checked="" type="checkbox"/>
I have appropriately labelled all attachments and completed section 'L. Attachments' to match.	<input checked="" type="checkbox"/>

P. 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)	Rebecca Robertson	Date	8.12.22
--	-------------------	------	---------

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 is the building or use of any private or commercial facility or structure on public conservation land managed by the Department of Conservation. Examples may include lease of land to erect an information centre; authorisation to erect a weather station; or construct or lease a private/commercial campground or lodge. 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.

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

A. Description of Activity

Please describe the proposed activity in detail – where the site is located, please use NZTM GPS coordinates where possible, 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 for which you are applying 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 3b:A.

The Tuatapere Hump Track Charitable Trust, trading through The Tuatapere Hump Track Limited is applying to continue operating the multiday Guided Walk operation, including activities that support and are integral to the multiday guided walk.

The applicant is applying for a Lease, Licence and Easement concession authorisation, which will incorporate the existing activities in one agreement document, if it is granted.

Currently the applicant operates under two concession documents to undertake the existing activity, namely;

- A Concession Document (Lease and Licence) dd 30/6/2014 for 30 years expiring 28/9/2028, and a;
- A Concession Document (Guiding Permit) dd 30/6/2014 for 10 years expiring 30/6/2023

This concession application form details the Lease and licence aspect of the application. More details regarding the operation as a whole can be found in Attachment A and the other application forms.

Site Locations:

The locations under the Lease aspect of the application are all within the Fiordland National Park, and along the South Coast Track from Rarakau Car Park to the Edwin Burn Viaduct. GPS locations are provided within the attached supporting documents (Appendix H of Attachment A).

The following table details the facilities along the track that the applicant uses. Leases are sought for the land area under all structures located within Fiordland National Park. Licences are sought for all helipads and clearing used for landing helicopters within Fiordland National Park. More information on the facilities including their location can be found in Section 2.2.2 of Attachment A.

Facility	Location	Use
Percy Burn – Helipad + telecommunications repeater	SDC road reserve	Track maintenance, communications and emergency evacuations
Edwin Burn – Helipad	SDC road reserve	Track maintenance and emergency evacuations
Henderson’s Camp – shelter + permanent bivvy + clearing where helicopter lands + telecommunications repeater	National Park	Guided walking, track maintenance, communications and emergency evacuations
Luncheon Rock – shelter + toilet <i>The shelter comprises a half moon corrugated galvanised structure with internal and external benches attached. The</i>	National Park	Guided walking, track maintenance and emergency evacuations

<p><i>structure forms part of, in that it is secured to, a wooden decking for ease of access, being that the ground is uneven.</i></p> <p><i>The toilet is a secured wooden frame and corrugated structure with a removable tank. The toilet roof collects water and feeds into a 1000L water tank for drinking water.</i></p>		
<p>Water Bridge – shelter + toilet</p> <p><i>The shelter comprises a half moon corrugated and galvanised structure with internal wooden benches. The floor has wood chips to soften the surface. An exterior bench is also attached for seating.</i></p> <p>A clearing used for helicopter landings is located approximately 1km from this site towards Flat Creek.</p>	National Park	Guided walking, track maintenance and emergency evacuations
Camp Creek – bivvy site + toilet + helipad	National Park	Guided walking, track maintenance and emergency evacuations
Flat Creek – DOC toilet + bivvy site + helicopter landing in the CMA	Coastal Marine Area	Guided walking, drop off point for guided walkers, track maintenance and emergency evacuations
Loop Track – telecommunications repeater	National Park	Communications
Okākā Lodge and associated infrastructure	National Park	Accommodation for walkers
Port Craig Lodge and associated infrastructure	National Park	Accommodation for walkers

Further information relating to all the structures, facilities and telecommunication utilities are provided within the Attachment A.

Size of Structures:

The size of each of the structures and corresponding proposed lease areas vary.

Accommodation Lodges

The Applicant seeks a lease for the building and associated infrastructure footprint at Okākā Lodge. The applicant also seeks a lease for the building and associated infrastructure footprint at Port Craig. In addition, at Port Craig the Applicant seeks a lease for the land located within the courtyard (refer to Figure 19 in Attachment A). The applicant seeks a licence agreement around the lodges and associated infrastructure, encompassing all land within 100 metres of the lodges.

The following type of buildings and facilities are located at the sites; Guest and Staff accommodation with lounge, dining and kitchen facilities, Ablutions, washing & drier room, waste discharge, laundry room, tool & storage room, fuel storage, gas storage, battery/solar room, water reticulation. More information is provided in Attachment A.

Shelters and Toilets

The table above identifies the shelters including bivvys and toilets that a lease agreement is sought for. The footprint of each of the structures is proposed as the lease area. Figure 4 in Attachment A provides the location of the shelters and toilets. Figures 5 to 8 show the facilities under application. More information on the facilities is provided in Attachment A. The facilities with the exception of those at Flat Creek are the applicant's facilities, however public access is provided.

Status of the Land:

The land is National Park, held under the National Parks Act 1980 for the main purpose of preserving in perpetuity as national parks, for their intrinsic worth and for the benefit, use and enjoyment of the public. National Parks contain scenery of such distinctive quality, ecological diversity and natural beauty as well as scientific importance that their preservation is in the national interest.

Why this area has been chosen:

This site has been chosen as the facilities are existing in this location, the applicant has a solid history of providing a high-quality recreational experience in this location and has been doing so for the past 20 years. The proposal is consistent with the Fiordland National Park Management Plan. More information relating to why this area has been selected can be found in Attachment A.

B. Alternative sites considered

If your application is to **build, extend or add** to any permanent or temporary structures or facilities on public conservation land, please provide the following details:

- Could this structure or facility be reasonably located outside public conservation land? Provide details of other sites/areas considered.
- Could any potential adverse effects be significantly less (and/or different) in another conservation area or another part of the conservation area to which the application relates? Give details/reasons

The applicant proposes to minor changes to the existing facilities.

1. The erection of an outdoor structure within the Port Craig Court Yard to provide for outdoor eating space, free from sandflies. This will be within the existing built form. Effects of this are considered in Attachment A.
2. The upgrade of the wastewater systems for each of the lodges. This is to improve the effectiveness of these systems and to cater for the potential increase in users pending the Great Walk Status of the track. Effects of this are considered in Attachment A.
3. The addition of one bedroom at Okākā Lodge and at Port Craig Lodge for staff accommodation.
4. A new timber helipad.

Adverse effects are considered to be negligible in the long-term. More information is provided in the attached document.

All other facilities and infrastructure will remain unchanged. Maintenance and repair to existing buildings and structures are proposed, as and when required in conjunction with the Department of Conservation.

The Hump Ridge Track is a highly sought after recreational experience, with a growing awareness for domestic and international visitors, often described as their 'best multiday hike in New Zealand'. The applicant considers it would be impractical to consider an alternative location on other public conservation land, although an additional Lodge may be required in the future as in the original Great Walks discussions. The Hump Ridge Track has been operating for 20 years now, and continues to cater for a range of walking packages to meet various budgets.

The applicant's existing operation has over the years been regulated and co-ordinated to mitigate, remedy and/or avoid potential adverse impacts on the environment and other visitors to the track. As there is a combination of covenanted land through which the track passes alongside the National Park, the long-term lease agreements

currently under favourable negotiation with the SILNA landowners would ensure longevity if the current route.

It would be unfeasible for the applicant to relocate or operate from a different location, considering the community ownership of the surrounding land and original purpose for the track. The applicant has a sound reputation for its management of the activities under application and will continue to contribute to the maintenance of the South Coast Track for the benefit of all users, if a concession is granted.

The effects of the activities are well known and understood; it is not anticipated that any potential new adverse effects will occur as a result of continuing the activity. Further analysis of the effects has been undertaken and in Attachment A.

C. Larger area

Is the size of the area you are applying for **larger** than the structure/facility

YES / NO

If **yes**, please detail the size difference in the box below, and answer the following 3 questions, if **no** please go on to the next section:

The Applicant seeks a lease for the building and associated infrastructure footprint at Okākā Lodge. The applicant also seeks a lease for the building and associated infrastructure footprint at Port Craig. In addition, at Port Craig the Applicant seeks a lease for the land located within the courtyard (refer to Figure 19 in Attachment A). The applicant seeks a licence agreement around the lodges and associated infrastructure, encompassing all land within 50 metres of the lodges.

A larger area is proposed for a licence agreement. Consideration has been given to the proposed lease area size in relation to its proximity to the existing structures.

Is this necessary for safety or security purposes?

YES / NO

Is this necessary as an integral part of the activity?

YES / NO

Is this essential to carrying on the activity?

YES / NO

If the answer to any of the above is yes, please provide details and attach supporting evidence if necessary and label Attachment 3b:C.

The buildings and structures are integral to the competent operation of the activity in its entirety. The buildings and structures that make up the proposed lease and licence areas are essential to the multiday guided activity and overnight experience provided by the Applicant.

At the two respective accommodation lodge locations there are numerous structures serving different purposes i.e. guest and staff accommodation, storage of equipment, gas and fuel, ablutions, etc. The applicant considers it necessary to operate and manage all these collectively under a lease and licence area. The applicant regards that the vicinity of each structure to each other at the separate lodge locations makes it appropriate to have a licence agreement in place which enables the applicant to undertake maintenance and repair of the structures that may require the temporary occupation of land within the area. Security of the buildings and materials are essential to undertake any necessary works when the area is considered a homogenous unit. Helicopter movements in and out of from the helipad located near the lodge complex for re-supply and other servicing of the lodge facilities must be done safely.

All these factors necessitate that the structures and facilities must be able to be operated and managed in a safe and secure environment for the purpose of carrying out the activity. The health and safety of the public is a priority for the Applicant, ensuring the public are kept safe from any potential hazards and unnecessary accidents. Also, that the buildings can be kept secure and safe from any potential damage or risk, when considering the remote location of the activity and the capital investment by the Applicant means repairs to avoidable risk can be higher than normal.

Furthermore, the proposed lease and licence areas do not affect the right of entry or access of the public to the Humpridge Track or restrict the public's enjoyment of the Track.

Other buildings and structures along the length of the track that require lease footprints are the day and emergency shelters and toilets. These only require a lease area the size of the footprint of each structure.

D. Exclusive possession

Do you believe you need **exclusive possession** of the public conservation land on which your structure/building is located, ie no one else can use the land during your use of it? **YES** / **NO**
(*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** / **NO**

Is exclusive possession necessary to protect physical security of the activity? **YES** / **NO**

Is exclusive possession necessary for the competent operation of the activity? **YES** / **NO**

If the answer to any of the above is yes, please provide details and attach supporting evidence if necessary and label Attachment 3b:D.

As described above in Section C, the Applicant considers the fixed structures and facilities require exclusive occupation of the land, and in some instances over the land that surrounds the accommodation lodge buildings and auxiliary structures by way of a lease and licence agreement, and that this is appropriate. This is necessary to protect public safety and discourages a curious mind which can result in unintended consequences, such as injury or damages.

The applicant requires certainty that they can operate the activities competently, without impediment by other persons or third party structure. The applicant's operations at the locations should not be impeded as the safety and security of the structures and facilities are essential to continue carrying out the activities competently.

Our insurance liability requires operator management of the Lodges and associated protocols, such as Fire Safety, Building WOF, Liquor Licence management.

Note although the applicant is seeking a lease and licence agreement, as detailed in Attachment A, the lodges and associated facilities are open to the public via the booking system.

E. Technical Specifications (for telecommunications sites only)

Frequencies on which the equipment is to operate

VHF frequency.
Channel 1 – Utilized exclusively with the Waitutu Lodge, W Jet and Wilderness Jet
Channel 2 – Utilized exclusively for line-of-sight communications, such as Guides and Maintenance
Channel 4 – Chopper communications

Power to be used (transmitter output)

6.9 10K0F3EJN

Polarisation of the signal

Vertical

Type of antennae

HI-Tech – DIPOLE

The likely portion of a 24 hour period that transmitting will occur

Can vary dependent on activities

Heaviest period of use

Radio calls occur daily with both Lodges at 9am (walkers on track), and 5pm (walkers in Lodge). Thereafter until all walkers have reported in at the respective Lodges.

Detailed communications such as orders are communicated by mobile phone.

F. 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.

30 years

This is a continuation of the previous term. As the Applicant has further invested significant capital at the Lodges and associated facilities to meet the anticipated demand on infrastructure towards for the Great Walks status and considering that the Community has a vested interest in delivering to the community a long term sustainable and viable Hump Ridge Track, the Applicant requires certainty over their ongoing involvement and tenure of their vision.

G. 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 3b:G. 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.

The Applicant does not require bulk storage facilities and has invested significantly in increased solar power to meet most of their requirements. A minimal amount of petrol is held as a back-up of 2 x 20L containers in a fuel shed for the operation of a washing machine when required.

H. 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 3b:H.

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

Refer to Section 4 in Attachment A.

I. Other

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

The following documents make up this application in its entirety;

Please refer to other documents submitted as part of this application.

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 checked="" 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)		Tuatapere Hump Track Charitable Trust	
	Trading name (if different from applicant name)		Tuatapere Hump Track Limited	
	NZBN if applicable (to apply go to: https://www.nzbn.govt.nz)	9429032620795	Company, trust or incorporated society registration number	CC
	Registered office of company or incorporated society (if applicable)		31 Orawia Road, Tuatapere	
	Company phone		Company website	www.humpridgetrack.co.nz
	Contact person and role		Cedric Wedderburn – General Manager	
	Phone		Mobile phone	
	Email		operations@humpridgetrack.co.nz	
	Postal address		Postcode	
	Street address (if different from Postal address)		31 Orawia Road, Tuatapere	Postcode 9620

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.

--	--

- 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:

Ongoing consultation with Lisa Wheeler (Senior Permissions Advisor).

D. Description of activity

Select all the guiding activities you are applying for.

<input 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 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.

^ 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.**

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:

Form 3b (Commercial Facility) and 3c (Easements)

F. Duration

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

10 Years

- Explain why you are seeking this duration:

The Applicant has injected significant capital into the guided walk customer experience and will continue to do so to maintain and upgrade the existing facilities and infrastructure, in accordance with operational, development and legislative requirements. This investment requires a length of term providing surety and security for continuance of operations as well as enabling a reasonable return on such an investment to enable a sustainable future.

Furthermore, the proposed length of term provides potential visitors to the Humpridge Track with a sense of security continuity in the knowledge that the guided multiday opportunity on the Humpridge Track remain a consistent and quality product.

The proposed Lease and Licence, and easement applications are for a period of 30 years. The shorter timeframe sought for the guided walking operation acknowledges the agile tourism market. A shorter period is sought as it is considered the needs and expectations of clients may change in ten years and technologies may advance. A review of the concession application in ten years will enable the guided walking operation to remain fit for purpose. However, the longer timeframe of 30 years for the infrastructure is sought to maintain security for the applicant given their significant investment into the facilities.

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).

The Tuatapere Hump Track Charitable Trust is an existing Concessionaire 35037-GUI and wishes to renew the Guiding Concession for a further 10 years. The Hump Ridge Track was opened in 2001. The original Guiding Concession application was renewed in June 2013 and will expire in July 2023.

Refer to the Attachment A for an overview of the applicant's experience over the past twenty years.

H. Consultation undertaken

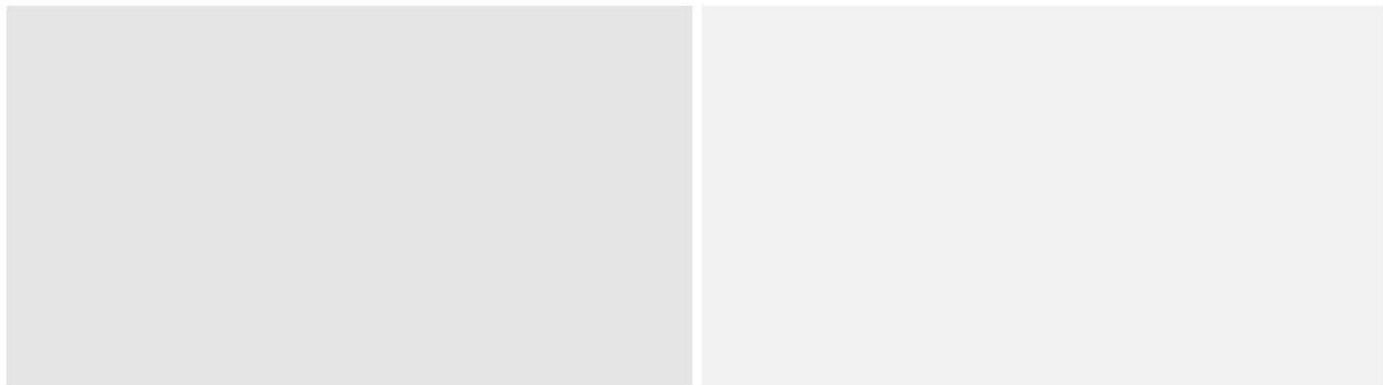
DOC has a statutory obligation to give effect to the principles of the Treaty of Waitangi. This often requires consultation with our Treaty Partner (iwi/hapū/whānau of local Maori) on your application. If you have already consulted with our Treaty Partner, or with other interested stakeholders, DOC would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

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

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

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

Whānau/hapū/iwi consulted with:	Aparima Ruaka / Ngai Tahu
Name of individual you consulted with:	Muriel Johnstone
Date of consultation:	Ongoing
Form of consultation (e.g. email, meeting):	Part of Governance Meetings
Outcome of consultation*:	Positive endorsement of the Humpridge Track becoming a Great Walk. Positive engagement and consultation with Treaty Partner, particularly in regard to Interpretation and their story being told as they would have it. The applicant is open to further discussions with mana whenua regarding interpretation and other matters of relevance to the operation of the Hump Ridge Track.



Other interested stakeholders consulted with e.g. Conservation Boards or community groups:	Tuatapere Promotions Board
Name of individual you consulted with:	Ngarita Dixon/Paula McKenzie
Date of consultation:	Since inception
Form of consultation (e.g. email, meeting):	Regular meetings
Outcome of consultation*:	The Tuatapere Promotions Board were the initiators of the Humpridge Track prior to the formation of the Tuatapere Hump Track Charitable Trust (HTCT). The Tuatapere Promotions Board have been ongoing supporters of the HTCT ever since.

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	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
<i>Multiday Guided Walk</i>	<i>Fiordland National Park</i>	<i>South Coast Track Humpridge Track Starting at S 46° 08' 47" E 167° 28' 22" (marked map attached)</i>	<i>Rarakau Car Park, Flat Creek Shelter</i>	<i>01 October – 30 April Yearly</i>	<i>Up to 13 people per day entering the Track per day</i>	<i>1 trip per day 1 trip per week 26 trips per year</i>	<i>Overnight 1 night / 2 Days</i>
<i>Multiday Guided Walk</i>	<i>Fiordland National Park</i>	<i>South Coast Track / Humpridge Track & Loop Starting at S 46° 08' 47" E 167° 28' 22" (marked map attached)</i>	<i>Flat Creek Shelter</i>	<i>1st October – 30th April Yearly</i>	<i>Up to 36 pax per day entering the track (including guides) Maximum group size 13 (including guide) Non Guiding Lodge staff of 2</i>	<i>3 trips per day (3 x 12 (including guides)) Up to 3 days per week</i>	<i>Overnight 2 nights / 3 Days</i>
<i>One off fundraising event</i>	<i>Fiordland National Park</i>	<i>South Coast Track / Humpridge Track & Loop Starting at S 46° 08' 47" E 167° 28' 22" (marked map attached)</i>	<i>Flat Creek Shelter</i>	<i>1 off annual event 'Stump the Hump'</i>	<i>400 maximum walkers</i>	<i>1</i>	<i>Up to 24 hours</i>

J. Consistency with DOC statutory plans

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

Refer to the attached application which includes an assessment of the proposal against the statutory planning documents.

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.

Refer to Attachment A which includes an assessment of the proposal against the statutory planning documents.

The FNPMP details that the lodge space should be limited to 40 beds per lodge. The applicant has 44 beds per lodge and space for up to 3 staff members. This is further discussed in Attachment A.

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 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 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 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 type="checkbox"/>
		- Carry tents in case hut is full	<input 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
A	The Application	PDF	Details the proposed activity, environmental impact assessment and statutory assessment

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	Yes
If "yes", under what name:	Tuatapere Hump Track Limited

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)	Rebecca Robertson Consultant	Date	08.12.2022
---	---------------------------------	-------------	------------

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

Discharge Permit

Under Section 104B of the Resource Management Act 1991, a resource consent is granted by the Southland Regional Council to **Tuatapere Hump Track Limited** of **C/-Cedric Wedderburn, 31 Orawia Road, Tuatapere 9620** from **8 August 2022**.

Please read this Consent carefully, and ensure that any staff or contractors carrying out activities under this Consent on your behalf are aware of all the conditions of the Consent.

Details of Permit

Purpose for which permit is granted:	To discharge treated domestic wastewater from an onsite wastewater treatment system to land.
Location	Port Craig Lodge, Tuatapere Hump Ridge Track, Fiordland
- site locality	NZTM2000 1165208E 4865774N
- map reference	Bedrock/Hill Country
- physiographic zone	Unallocated
- groundwater zone	Port Craig Bay
- catchment	Fiordland and Islands
- FMU	
Legal description of land at the site:	Section 2 Block XIV Rowallan SD
Expiry date:	8 August 2037

Schedule of Conditions

General conditions

- This consent authorises the discharge of treated wastewater onto land, at the location specified above, as described in the application¹ dated 17 May 2022 for resource consent.
- The wastewater authorised to be treated and discharged shall include the following, at a combined rate of 4,000 litres per day:
 - blackwater from the Lodge toilet facilities; and
 - greywater from the remaining ablution facilities (showers, hand basins) and kitchen sinks.

¹ Environment Southland electronic filing reference A774179

3. The treatment and disposal system shall be designed in accordance with the document *Domestic Wastewater System Design Report: Port Craig Lodge, Tuatapere Hump Track Ltd (RML File Reference: 20A70)* included in the application for resource consent dated 17 May 2022, and comprise as a minimum:

Primary Treatment:

- (a) a 20,000 litre Promax septic tank, fitted with a PL625 outlet filter, located behind (to the north) the Lodge and securely anchored;
- (b) a trash screen set in a suitable chamber; and
- (c) a 4,800 litre Devon septic tank used as a grease trap for kitchen waste;

Dosing System:

- (d) a 1,000 litre pump chamber;
- (e) a 4,500 litre storage chamber plus pump chamber overflow, to accommodate up to 200 litre dosage, 1,000 litre return storage and up to 5,300 litres for further emergency storage;
- (f) an overflow pipe of 100mm SN6 fitted between the two chambers;
- (g) a Davey D42A/B pump;
- (h) a float switch set to deliver up to 200 litre doses during cycle;
- (i) a chamber fitted with a sensor to alert the owner/operator of any pump failures, with the sensor to activate a warning lamp mounted in a visually prominent position within the Port Craig Lodge;
- (j) a reflux (ball-type) valve fitted downstream of the pump;

Land Application System:

- (k) a disposal area of 400 square metres, located 15 metres north of the Lodge, designed and operated so that the discharge is distributed evenly over the entire disposal field, with capacity to discharge up to 4,000 litres per day at a daily loading rate of 10mm per day;
- (l) six pump-dosed lines of 66.7 metres in length (each), within the disposal area, with drain coil sleeves to be placed over each hole and covered with forest litter;
- (m) feed pipes to the application field to be 40mm 6 bar low pressure effluent distribution (LPED);
- (n) a Fimco 4004F-23 indexing valve, which controls the distribution to the pipes within the Land Application System; and
- (o) a stormwater cut-off trench located 5m south of the Land Application System.

4. The treatment and disposal system (as specified in Condition 3) shall be located as shown on Appendix 1.

5. Prior to the commissioning the wastewater treatment and disposal system authorised by this consent, the Consent Holder shall supply to the Consent Authority (email: escompliance@es.govt.nz) with:

- (a) a Producer Statement or a Certification, certifying that the treatment and disposal system has been installed in accordance with the document *Domestic Wastewater System Design Report: Port Craig Lodge, Tuatapere Hump Track Ltd (RML File Reference: 20A70)* included in the application for resource consent dated 17 May 2022;
- (b) confirmation that the dripper irrigation system was flow-tested and confirmation that the system distributes wastewater uniformly across the discharge area:
 - (i) prior to the irrigation system being covered; and
 - (ii) following the irrigation system being covered.

- (c) the certification and confirmation requested under Condition 5(a) and Condition 5(b) shall be conducted by a person deemed to be suitably qualified by the Consent Authority.
6. Effluent shall not be discharged within:
- (a) 20 metres of a lake, river, artificial watercourse, modified watercourse or natural wetland excluding interception drains constructed to enable the effective operation of the on-site wastewater system;
 - (b) 50 metres of the coastal marine area or any natural state waters;
 - (c) 25 metres of any potable water abstraction point;
 - (d) 20 metres of any subsurface drainage system, excluding subsurface drainage systems constructed to enable the effective operation of the on-site wastewater system;
 - (e) 20 metres of any other on-site wastewater management system; and
 - (f) 900 millimetres above the mean seasonal high groundwater table and any perched water.
7. The Consent Holder shall maintain a written record of maintenance, inspections and works carried out on the authorised system and their copies shall be provided to the Consent Authority upon request.
8. There shall be no odour or spray drift beyond the boundary of the site as a result of the exercise of this consent that is offensive or objectionable to the extent that it causes an adverse effect in the opinion of an authorised officer of the Consent Authority.
9. There shall be no ponding or surface run-off of wastewater as a result of the exercise of this consent.
10. Deep-rooting trees shall not be planted on or near to the disposal field, that will result in their roots adversely affecting the disposal area.
11. The Consent Holder shall visually inspect the on-site wastewater management system, including the disposal area at least once each calendar month from 1 November to 30 April, to check for any indication of any components that are damaged and or malfunctioning.
- (a) any damage or malfunction of the system detected under the visual inspection or any other inspections shall be reported to the Consent Authority (email: escompliance@es.govt.nz); and
 - (b) the Consent Holder shall remediate the damage/malfunction as soon as practicable and provide confirmation of the remediation to the Consent Authority (email: escompliance@es.govt.nz).
12. In the event of wastewater management system failure, or the discharge of wastewater to areas other than the disposal field specified in Appendix 1, the Consent Holder shall notify, without undue delay, the Consent Authority (03 2115 5115 or 03 211 5225 after hours).
13. The Consent Holder shall monitor all grease traps and wastewater pipeline screens and empty or clear them of solids as required, at least once each calendar month from 1 November to 30 April, and the solids shall be disposed of at an authorised location.
14. No structures, buildings or other significant obstacles shall be placed over the disposal field.
15. The treatment and disposal system shall be maintained in accordance with the system's maintenance schedule; including:

- (a) measuring the sludge level within the septic tank once annually, for example by using a clean stick that shows the black discolouring of sludge. Should the sludge exceed one third of the height of the tank, then the septic tank shall be desludged, and the sludge disposed of off-site at an authorised location; and
 - (b) flush the feed pipes annually, by removing one end cap at a time and activating the pump.
16. The wastewater management system shall, as far as is practicable, be operated and maintained in accordance with the manufacturer's instructions, particularly that the system is to be serviced by a suitably qualified person.
- (a) servicing of the wastewater management system, including the provision of a service report, shall occur at least once every three years.
 - (b) the consent holder shall provide the service reports to the Consent Authority (email: escompliance@es.govt.nz) within 20 working days of receipt of the report from the servicing agent.
 - (i) the service report shall include, if required, a plan detailing any remedial or improvement works that need carried out, including a timeframe for such works.
17. The Consent Holder shall not use the authorised system for the disposal of:
- (a) any sludge, untreated sewage or wastes that has not originated from the Lodge facility and not passed through the primary treatment system before application to the Land Application System;
 - (b) any disposal of waste from any chemical toilet; or
 - (c) any hazardous substances.
18. In the event of a discovery, or suspected discovery, of a site of cultural importance (Waahi Taonga/Tapu) during the construction, the consent holder shall immediately cease operations in that location and inform the local iwi authority (Te Ao Marama Inc, phone 03 931 1242). Operations may recommence at a time as agreed upon in writing with the Consent Authority. The discovery of Koiwi (human skeletal remains) or Taonga or artefact material (e.g. pounamu/greenstone) would indicate a site of cultural importance. Appendix A to this consent outlines the process that is to be followed in the event of such a discovery.

Monitoring

19. The Consent Authority may require that the Consent Holder undertake specific monitoring for potential water contamination of adjacent sites. In such an event, the Consent Authority will provide the Consent Holder with directions regarding procedures, duration, standards and purpose.
20. Prior to exercising this consent, the Consent Holder shall provide the Consent Authority with details of:
- (a) arrangements to ensure that performance of the onsite wastewater management system is monitored during the year as required; and
 - (b) the agent responsible for certifying annually that such maintenance is being undertaken in a manner that is consistent with this resource consent and the AS/NZS 1547:2012 Standards of applying to On-site Management of Domestic Wastewater.

21. In March of each year, the Consent Holder shall arrange for the collection the seepage water flow at the termination of the cirque basis not more than 75 metres from the dispersal field, and the collected sample shall be analysed for E. coli concentration:
- (a) the sample shall be analysed by an accredited laboratory.
 - (b) the Consent Holder shall provide the service reports to the Consent Authority (email: escompliance@es.govt.nz) within 20 working days of receipt of the report.
22. The Consent Holder shall notify the Consent Authority in writing (email: escompliance@es.govt.nz) of any complaints received about the onsite wastewater treatment system, and the actions taken in response to each complaint, within 48 hours of receipt of the complaint.
23. The Consent Holder's annual monitoring charge in accordance with Section 36 of RMA to the Southland Regional Council includes the annual inspection of the land application area.
24. The Consent holder shall maintain a record of maintenance, inspections and works carried out on the treatment system. A copy of the record shall be provided to the Consent Authority upon request.

Review

25. The Consent Authority may, in accordance with Sections 128 and 129 of the Resource Management Act 1991, serve notice on the consent holder of its intention to review the conditions of this consent during the period 1 February to 30 September each year, or within two months of any enforcement action being taken by the Consent Authority in relation to the exercise of this consent, or on receiving monitoring results, for the purposes of:
- (a) determining whether the conditions of this permit are adequate to deal with any adverse effect on the environment, including cumulative effects, which may arise from the exercise of the permit, and which it is appropriate to deal with at a later stage, or which become evident after the date of commencement of the permit; or
 - (b) ensuring the conditions of this consent are consistent with any National Environmental Standards Regulations, relevant plans and/or the Environment Southland Regional Policy Statement; or
 - (c) amending the monitoring programme to be undertaken; or
 - (d) adding or adjusting compliance limits; or
 - (e) requiring the consent holder to adopt the best practicable option to remove or reduce any adverse effect on the environment arising as a result of the exercise of this permit.

for the Southland Regional Council



Andrea Garcia
Team Leader Consents

Notes:

1. *The Consent Holder shall pay an annual administration and monitoring charge to the Consent Authority, collected in accordance with Section 36 of the Resource Management Act, 1991, payable in advance on 1 July each year.*
2. *In accordance with Section 125(1)(a) of the Resource Management Act, this consent will lapse after a period of five years after the date of commencement unless it is given effect to or an application is made to extend the lapse period before the consent lapses.*
3. *In accordance with section 126 of the Resource Management Act, 1991, this consent may be cancelled by the Consent Authority if not exercised for a continuous period of 5 years or more.*
4. *The Consent Holder is reminded that they may apply at any time under Section 127 of the Act to have any condition of this consent changed except that which specifies the expiry date of this consent.*
5. *If you require a replacement permit upon the expiry date of this permit, any new application should be lodged at least 6 months prior to the expiry date of this permit. Applying at least 6 months before the expiry date may enable you to continue to exercise this permit until a decision is made, and any appeals are resolved, on the replacement application.*

Advice notes that may be appropriate for a hut or similar:

6. The consent holder should install appropriate signage in the Lodge, and particularly in the kitchen and ablution facilities, to:
 - (a) discourage any disposal of chemicals, paint, oils, fats, grease, wet wipes, sanitary products, etc. and other potentially harmful compounds which may clog and/or otherwise compromise the working of the system; and
 - (b) encourage the use of biodegradable soaps, detergents, cleansers, etc. in preference to chemical and other “hard” washing powders, bleaches, cleansers, etc. which may compromise the treatment process or system workings.
7. The consent holder should install refuse containers in ablution areas to facilitate the disposal of sanitary products, wet wipes and other materials that could cause affect the performance of the effluent disposal system. Display signage in the toilets such as “Do not flush sanitary items or wet wipes – use the bin provided”.
8. The consent holder should maintain signage at or near the land disposal area, for example:

“Wastewater disposal field
Please keep off”

Appendix A: Protocol in the event of a discovery, or suspected discovery, of a site of cultural importance (Waahi Taonga/Tapu)

1. Kōiwi tangata accidental discovery

If Kōiwi tangata (human skeletal remains) are discovered, then work shall stop immediately and the New Zealand Police, Heritage New Zealand (details below) and Te Ao Marama Inc (Ngai Tahu (Murihiku) Resource Management Consultants) shall be advised. Contact details for Te Ao Marama Inc are as follows:

Te Ao Marama Inc
Murihiku Marae, 408 Tramway Road, Invercargill
P O Box 7078, South Invercargill 9844
Phone: (03) 931 1242

Te Ao Marama Inc will arrange a site inspection by the appropriate Tangata Whenua and their advisers, including statutory agencies, who will determine how the situation will need to be managed in accordance with tikanga māori.

2. Archaeological Sites

Archaeological sites are protected under the Heritage New Zealand Pouhere Taonga Act (2014), and approval is required from Heritage New Zealand before archaeological sites can be modified, damaged or destroyed.

Not all archaeological sites are known or recorded precisely. Where an archaeological site is inadvertently disturbed or discovered, further disturbance must cease until approval to continue is obtained from Heritage New Zealand. As stated above, the New Zealand Police and Te Ao Marama Inc also need to be advised if the discovery includes kōiwi tangata /human remains.

Heritage New Zealand c/o Regional Archaeologist Otago/Southland
PO Box 5467, Dunedin
Phone: (03) 477 9871 Mobile 027 240 8715 infodeepsouth@heritage.org.nz

3. Taonga or artefact accidental discovery

If taonga or artefact material (e.g. pounamu/greenstone artefacts) other than kōiwi tangata is discovered, disturbance of the site shall cease immediately and Southland Museum and Te Ao Marama Inc. shall be notified of the discovery by the finder or site archaeologist in accordance with the Protected Objects Act 1975. All taonga tuturu are important for their cultural, historical and technical value and are the property of the Crown until ownership is resolved.

4. In-situ (natural state) pounamu/greenstone accidental discovery

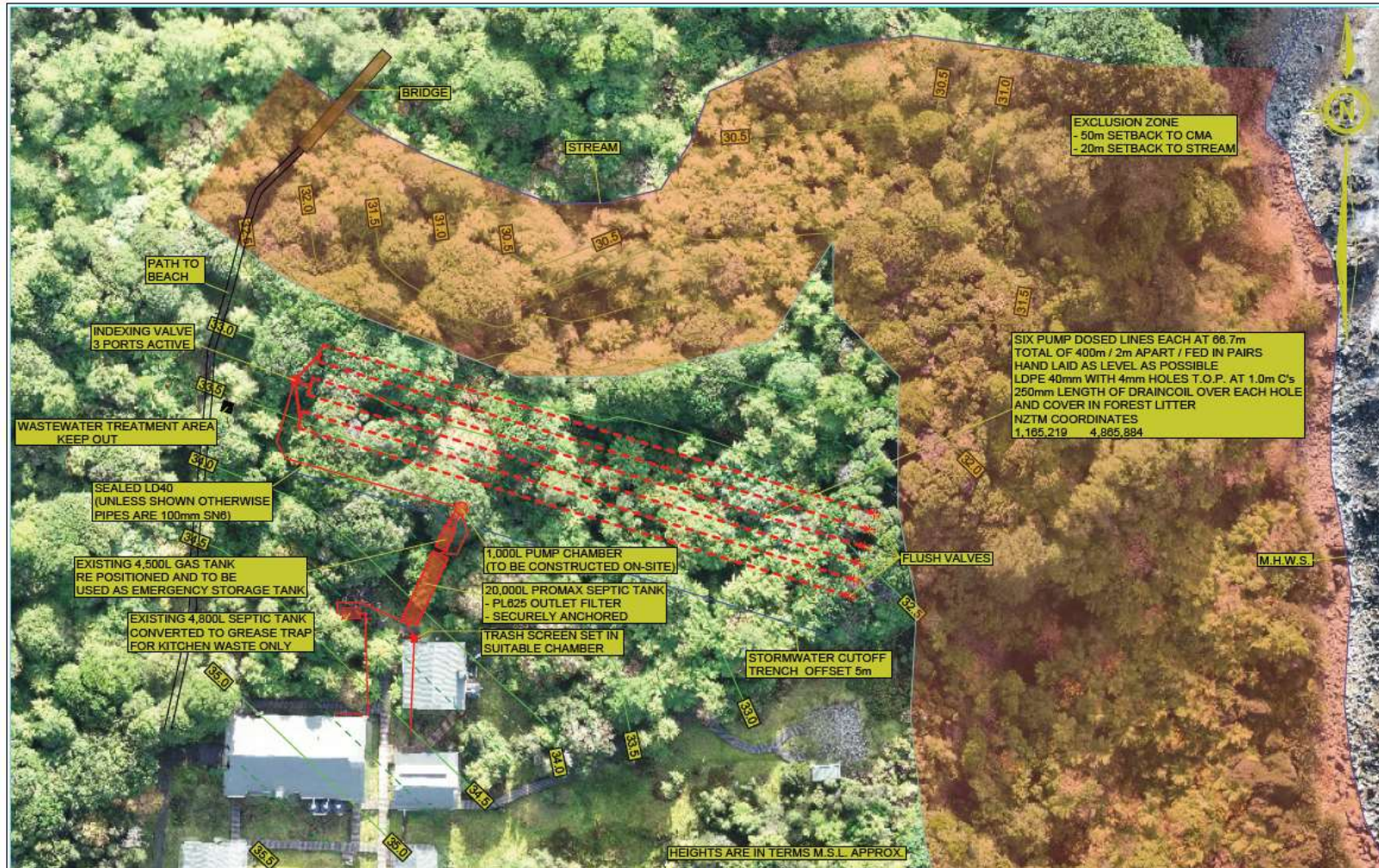
Pursuant to the Ngai Tahu (Pounamu Vesting) Act 1997, all natural state pounamu/greenstone in the Ngai Tahu tribal area is owned by Te Runanga o Ngai Tahu. Ngai Tahu Pounamu Management Plans provide for the following measures:

- any *in-situ* (natural state) pounamu/greenstone accidentally discovered should be reported to Te Runanga o Ngai Tahu staff as soon as is reasonably practicable. Te Runanga o Ngai Tahu staff will in turn contact the appropriate Kaitiaki Papatipu Runanga;
- in the event that the finder considers the pounamu is at immediate risk of loss such as erosion, animal damage to the site or theft, the pounamu/greenstone should be carefully covered over and/or relocated to the nearest safe ground.

The find should then be notified immediately to the Programme Leader – Ohanga, at Te Rūnanga o Ngāi Tahu. Their details are as follows:

Te Rūnanga o Ngāi Tahu
C/- Programme Leader - Ohanga
Te Whare o Te Wai Pounamu
15 Show Place, PO Box 13-046, Otautahi/Christchurch 8021
Phone: (03) 366 4344 Web: www.ngaitahu.iwi.nz

Appendix 1: Site Plan



DOMESTIC WASTEWATER MANAGEMENT
PORT CRAIG LODGE

DRAWING: 20A70 12.5.22.
DRAWN BY: Don Moir
A3 HORZ SCALE: 1 : 400

RALPH MOIR LIMITED
REGISTERED PROFESSIONAL SURVEYORS
ENGINEERING PLANNING WASTEWATER

PH 03 217 2587 / 0274 372 862
EMAIL don@moir.co.nz

FILE REF: 20A70

PLOT FILE: WW SITE PLAN - PORT CRAIG, PLOTTED: Thu May 12 08:58:59 2022

Discharge Permit

Under Section 104B of the Resource Management Act 1991, a resource consent is granted by the Southland Regional Council to **Tuatapere Hump Track Limited of C/-Cedric Wedderburn, 31 Orawia Road, Tuatapere 9620** from **8 August 2022**.

Please read this Consent carefully, and ensure that any staff or contractors carrying out activities under this Consent on your behalf are aware of all the conditions of the Consent.

Details of Permit

Purpose for which permit is granted:	To discharge treated domestic wastewater from an onsite wastewater treatment system to land.
Location	Okaka Lodge, Tuatapere Hump Ridge Track, Fiordland
- site locality	NZTM2000 1067470E 4765601N
- map reference	Alpine
- physiographic zone	Unallocated
- groundwater zone	Track Burn
- catchment	Fiordland and Islands
- FMU	
Legal description of land at the site:	Crown Land Block VI Rowallan Survey District
Expiry date:	8 August 2037

Schedule of Conditions

General conditions

- This consent authorises the discharge of treated wastewater onto land, at the location specified above, as described in the application¹ dated 9 June 2022 for resource consent.
- The wastewater authorised to be treated and discharged shall include the following, at a combined rate of 4,000 litres per day:
 - blackwater from the Lodge toilet facilities; and
 - greywater from the remaining ablution facilities (showers, hand basins) and kitchen sinks.

¹ Environment Southland electronic filing reference A783441

3. The treatment and disposal system shall be designed in accordance with the document *Domestic Wastewater System Design Report: Okaka Lodge, Tuatapere Hump Track Ltd (RML File Reference: 20A70)* included in the application for resource consent dated 9 June 2022, and comprise as a minimum:

Primary Treatment:

- (a) a 20,000 litre Promax septic tank, fitted with a PL625 outlet filter, located behind (to the east) the Lodge and securely anchored;
- (b) a 100mm UPVC blackwater pipeline fitted with screen protection from refuse;
- (c) a 3,600 litre Devon septic tank used as a grease trap for kitchen waste;

Dosing System:

- (d) a 3,600 litre Devon storage chamber plus 1,000 litre dosing chamber with a float dosing valve, to accommodate up to 180 litre dosage, 820 litre return storage and up to 3,600 litres for further emergency storage;
- (e) a float dosing device to activate the 180 litre dose and empty the chamber during each cycle;
- (f) an overflow pipe of 100mm SN6 fitted between the two chambers;
- (g) a 50mm pipe to be fitted to the bottom of the storage tank to return wastewater back to the dosing chamber once normal operation resumes;
- (h) a chamber fitted with a sensor to alert the owner/operator of any pump failures, with the sensor to activate a warning lamp mounted in a visually prominent position within the Okaka Lodge;
- (i) a reflux (ball-type) valve to be fitted between the two chambers;

Land Application System:

- (j) a disposal area of 400 square metres, located 38 metres downhill from the Lodge, designed and operated so that the discharge is distributed evenly over the entire disposal field, with capacity to discharge up to 4,000 litres per day at a daily loading rate of 10mm per day;
- (k) six pump-dosed lines of 66.7 metres in length (each), within the disposal area, with drain coil sleeves to be placed over each hole and covered with forest litter;
- (l) feed pipes to the application field to be 40mm 6 bar low pressure effluent distribution (LPED), with the feed line to be increased to 50mm when feed pipes exceed 100mm; and
- (m) a Fimco 4004F-23 indexing valve, which controls the distribution to the pipes within the Land Application System.

4. The treatment and disposal system (as specified in Condition 3) shall be located as shown on Appendix 1.
5. Prior to the commissioning the wastewater treatment and disposal system authorised by this consent, the Consent Holder shall supply to the Consent Authority (email: escompliance@es.govt.nz) with:
- (a) a Producer Statement or a Certification, certifying that the treatment and disposal system has been installed in accordance with the document *Domestic Wastewater System Design Report: Okaka Lodge, Tuatapere Hump Track Ltd (RML File Reference: 20A70)* included in the application for resource consent dated 9 June 2022;
 - (b) confirmation that the dripper irrigation system was flow-tested and confirmation that the system distributes wastewater uniformly across the discharge area:
 - (i) prior to the irrigation system being covered; and
 - (ii) following the irrigation system being covered.

- (c) the certification and confirmation requested under Condition 5(a) and Condition 5(b) shall be conducted by a person deemed to be suitably qualified by the Consent Authority.
6. Effluent shall not be discharged within:
- (a) 20 metres of a lake, river, artificial watercourse, modified watercourse or natural wetland excluding interception drains constructed to enable the effective operation of the on-site wastewater system;
 - (b) 50 metres of the coastal marine area or any natural state waters;
 - (c) 25 metres of any potable water abstraction point;
 - (d) 20 metres of any subsurface drainage system, excluding subsurface drainage systems constructed to enable the effective operation of the on-site wastewater system;
 - (e) 20 metres of any other on-site wastewater management system; and
 - (f) 900 millimetres above the mean seasonal high groundwater table and any perched water.
7. The Consent Holder shall maintain a written record of maintenance, inspections and works carried out on the authorised system and their copies shall be provided to the Consent Authority upon request.
8. There shall be no odour or spray drift beyond the boundary of the site as a result of the exercise of this consent that is offensive or objectionable to the extent that it causes an adverse effect in the opinion of an authorised officer of the Consent Authority.
9. There shall be no ponding or surface run-off of wastewater as a result of the exercise of this consent.
10. Deep-rooting trees shall not be planted on or near to the disposal field, that will result in their roots adversely affecting the disposal area.
11. The Consent Holder shall visually inspect the on-site wastewater management system, including the disposal area at least once each calendar month from 1 November to 30 April, to check for any indication of any components that are damaged and or malfunctioning.
- (a) any damage or malfunction of the system detected under the visual inspection or any other inspections shall be reported to the Consent Authority (email: escompliance@es.govt.nz); and
 - (b) the Consent Holder shall remediate the damage/malfunction as soon as practicable and provide confirmation of the remediation to the Consent Authority (email: escompliance@es.govt.nz).
12. In the event of wastewater management system failure, or the discharge of wastewater to areas other than the disposal field specified in Appendix 1, the Consent Holder shall notify, without undue delay, the Consent Authority (03 2115 5115 or 03 211 5225 after hours).
13. The Consent Holder shall monitor all grease traps and wastewater pipeline screens and empty or clear them of solids as required, at least once each calendar month from 1 November to 30 April, and the solids shall be disposed of at an authorised location.
14. No structures, buildings or other significant obstacles shall be placed over the disposal field.
15. The treatment and disposal system shall be maintained in accordance with the system's maintenance schedule; including:

- (a) measuring the sludge level within the septic tank once annually, for example by using a clean stick that shows the black discolouring of sludge. Should the sludge exceed one third of the height of the tank, then the septic tank shall be desludged, and the sludge disposed of off-site at an authorised location; and
 - (b) flush the feed pipes annually, by removing one end cap at a time and activating the pump.
16. The wastewater management system shall, as far as is practicable, be operated and maintained in accordance with the manufacturer's instructions, particularly that the system is to be serviced by a suitably qualified person.
- (a) servicing of the wastewater management system, including the provision of a service report, shall occur at least once every three years.
 - (b) the consent holder shall provide the service reports to the Consent Authority (email: escompliance@es.govt.nz) within 20 working days of receipt of the report from the servicing agent.
 - (i) the service report shall include, if required, a plan detailing any remedial or improvement works that need carried out, including a timeframe for such works.
17. The Consent Holder shall not use the authorised system for the disposal of:
- (a) any sludge, untreated sewage or wastes that has not originated from the Lodge facility and not passed through the primary treatment system before application to the Land Application System;
 - (b) any disposal of waste from any chemical toilet; or
 - (c) any hazardous substances.
18. In the event of a discovery, or suspected discovery, of a site of cultural importance (Waahi Taonga/Tapu) during the construction, the consent holder shall immediately cease operations in that location and inform the local iwi authority (Te Ao Marama Inc, phone 03 931 1242). Operations may recommence at a time as agreed upon in writing with the Consent Authority. The discovery of Koiwi (human skeletal remains) or Taonga or artefact material (e.g. pounamu/greenstone) would indicate a site of cultural importance. Appendix A to this consent outlines the process that is to be followed in the event of such a discovery.

Monitoring

19. The Consent Authority may require that the Consent Holder undertake specific monitoring for potential water contamination of adjacent sites. In such an event, the Consent Authority will provide the Consent Holder with directions regarding procedures, duration, standards and purpose.
20. Prior to exercising this consent, the Consent Holder shall provide the Consent Authority with details of:
- (a) arrangements to ensure that performance of the onsite wastewater management system is monitored during the year as required; and
 - (b) the agent responsible for certifying annually that such maintenance is being undertaken in a manner that is consistent with this resource consent and the AS/NZS 1547:2012 Standards of applying to On-site Management of Domestic Wastewater.

21. In March of each year, the Consent Holder shall arrange for the collection the seepage water flow at the termination of the cirque basis not more than 75 metres from the dispersal field, and the collected sample shall be analysed for E. coli concentration:
- (a) the sample shall be analysed by an accredited laboratory.
 - (b) the Consent Holder shall provide the service reports to the Consent Authority (email: escompliance@es.govt.nz) within 20 working days of receipt of the report.
22. The Consent Holder shall notify the Consent Authority in writing (email: escompliance@es.govt.nz) of any complaints received about the onsite wastewater treatment system, and the actions taken in response to each complaint, within 48 hours of receipt of the complaint.
23. The Consent Holder's annual monitoring charge in accordance with Section 36 of RMA to the Southland Regional Council includes the annual inspection of the land application area.
24. The Consent holder shall maintain a record of maintenance, inspections and works carried out on the treatment system. A copy of the record shall be provided to the Consent Authority upon request.

Review

25. The Consent Authority may, in accordance with Sections 128 and 129 of the Resource Management Act 1991, serve notice on the consent holder of its intention to review the conditions of this consent during the period 1 February to 30 September each year, or within two months of any enforcement action being taken by the Consent Authority in relation to the exercise of this consent, or on receiving monitoring results, for the purposes of:
- (a) determining whether the conditions of this permit are adequate to deal with any adverse effect on the environment, including cumulative effects, which may arise from the exercise of the permit, and which it is appropriate to deal with at a later stage, or which become evident after the date of commencement of the permit; or
 - (b) ensuring the conditions of this consent are consistent with any National Environmental Standards Regulations, relevant plans and/or the Environment Southland Regional Policy Statement; or
 - (c) amending the monitoring programme to be undertaken; or
 - (d) adding or adjusting compliance limits; or
 - (e) requiring the consent holder to adopt the best practicable option to remove or reduce any adverse effect on the environment arising as a result of the exercise of this permit.

for the **Southland Regional Council**



Andrea Garcia
Team Leader Consents

Notes:

1. *The Consent Holder shall pay an annual administration and monitoring charge to the Consent Authority, collected in accordance with Section 36 of the Resource Management Act, 1991, payable in advance on 1 July each year.*
2. *In accordance with Section 125(1)(a) of the Resource Management Act, this consent will lapse after a period of five years after the date of commencement unless it is given effect to or an application is made to extend the lapse period before the consent lapses.*
3. *In accordance with section 126 of the Resource Management Act, 1991, this consent may be cancelled by the Consent Authority if not exercised for a continuous period of 5 years or more.*
4. *The Consent Holder is reminded that they may apply at any time under Section 127 of the Act to have any condition of this consent changed except that which specifies the expiry date of this consent.*
5. *If you require a replacement permit upon the expiry date of this permit, any new application should be lodged at least 6 months prior to the expiry date of this permit. Applying at least 6 months before the expiry date may enable you to continue to exercise this permit until a decision is made, and any appeals are resolved, on the replacement application.*

Advice notes that may be appropriate for a hut or similar:

6. The consent holder should install appropriate signage in the Lodge, and particularly in the kitchen and ablution facilities, to:
 - (a) discourage any disposal of chemicals, paint, oils, fats, grease, wet wipes, sanitary products, etc. and other potentially harmful compounds which may clog and/or otherwise compromise the working of the system; and
 - (b) encourage the use of biodegradable soaps, detergents, cleansers, etc. in preference to chemical and other “hard” washing powders, bleaches, cleansers, etc. which may compromise the treatment process or system workings.
7. The consent holder should install refuse containers in ablution areas to facilitate the disposal of sanitary products, wet wipes and other materials that could cause affect the performance of the effluent disposal system. Display signage in the toilets such as “Do not flush sanitary items or wet wipes – use the bin provided”.
8. The consent holder should maintain signage at or near the land disposal area, for example:

“Wastewater disposal field
Please keep off”

Appendix A: Protocol in the event of a discovery, or suspected discovery, of a site of cultural importance (Waahi Taonga/Tapu)

1. Kōiwi tangata accidental discovery

If Kōiwi tangata (human skeletal remains) are discovered, then work shall stop immediately and the New Zealand Police, Heritage New Zealand (details below) and Te Ao Marama Inc (Ngai Tahu (Murihiku) Resource Management Consultants) shall be advised. Contact details for Te Ao Marama Inc are as follows:

Te Ao Marama Inc
Murihiku Marae, 408 Tramway Road, Invercargill
P O Box 7078, South Invercargill 9844
Phone: (03) 931 1242

Te Ao Marama Inc will arrange a site inspection by the appropriate Tangata Whenua and their advisers, including statutory agencies, who will determine how the situation will need to be managed in accordance with tikanga māori.

2. Archaeological Sites

Archaeological sites are protected under the Heritage New Zealand Pouhere Taonga Act (2014), and approval is required from Heritage New Zealand before archaeological sites can be modified, damaged or destroyed.

Not all archaeological sites are known or recorded precisely. Where an archaeological site is inadvertently disturbed or discovered, further disturbance must cease until approval to continue is obtained from Heritage New Zealand. As stated above, the New Zealand Police and Te Ao Marama Inc also need to be advised if the discovery includes kōiwi tangata /human remains.

Heritage New Zealand c/o Regional Archaeologist Otago/Southland
PO Box 5467, Dunedin
Phone: (03) 477 9871 Mobile 027 240 8715 infodeepsouth@heritage.org.nz

3. Taonga or artefact accidental discovery

If taonga or artefact material (e.g. pounamu/greenstone artefacts) other than kōiwi tangata is discovered, disturbance of the site shall cease immediately and Southland Museum and Te Ao Marama Inc. shall be notified of the discovery by the finder or site archaeologist in accordance with the Protected Objects Act 1975. All taonga tuturu are important for their cultural, historical and technical value and are the property of the Crown until ownership is resolved.

4. In-situ (natural state) pounamu/greenstone accidental discovery

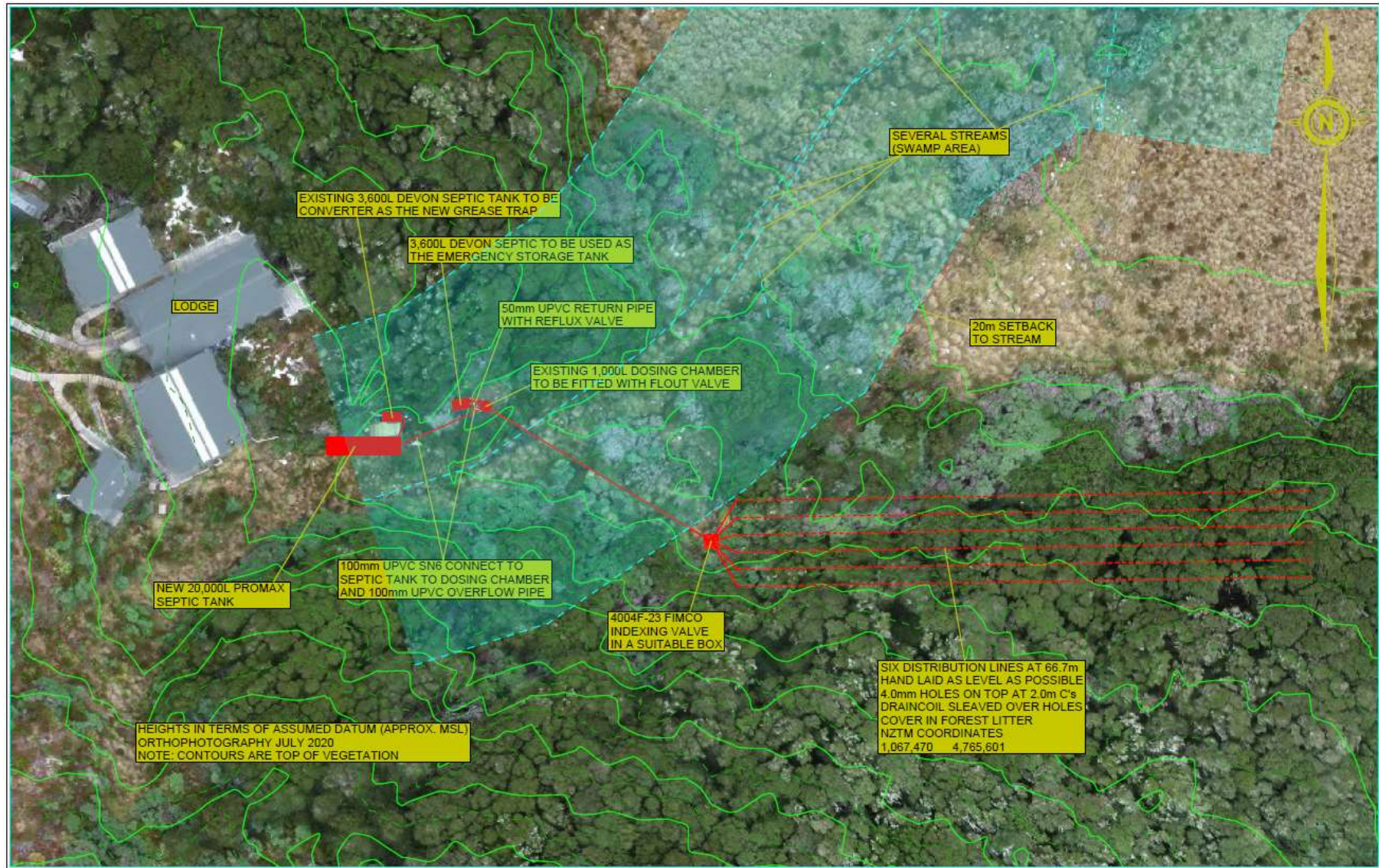
Pursuant to the Ngai Tahu (Pounamu Vesting) Act 1997, all natural state pounamu/greenstone in the Ngai Tahu tribal area is owned by Te Runanga o Ngai Tahu. Ngai Tahu Pounamu Management Plans provide for the following measures:

- any *in-situ* (natural state) pounamu/greenstone accidentally discovered should be reported to Te Runanga o Ngai Tahu staff as soon as is reasonably practicable. Te Runanga o Ngai Tahu staff will in turn contact the appropriate Kaitiaki Papatipu Runanga;
- in the event that the finder considers the pounamu is at immediate risk of loss such as erosion, animal damage to the site or theft, the pounamu/greenstone should be carefully covered over and/or relocated to the nearest safe ground.

The find should then be notified immediately to the Programme Leader – Ohanga, at Te Rūnanga o Ngāi Tahu. Their details are as follows:

Te Rūnanga o Ngāi Tahu
C/- Programme Leader - Ohanga
Te Whare o Te Wai Pounamu
15 Show Place, PO Box 13-046, Otautahi/Christchurch 8021
Phone: (03) 366 4344 Web: www.ngaitahu.iwi.nz

Appendix 1: Site Plan





GUIDED WALK MANUAL

2022/23

Contents

INTRODUCTION.....	4
1 PRE-DEPARTURE.....	5
1.1 PACKING.....	5
1.2 Pre-Departure Briefing.....	5
1.3 Morning of Departure.....	6
2 ON THE WALK (Relates to Hump Ridge Track only).....	7
2.1 Etiquette & Duty of Care on the Track.....	7
2.2 Clothing.....	7
2.3 Personal Appearance.....	7
2.4 Track Toilets.....	8
2.5 Day 1: Rarakau to Flat Creek.....	8
2.6 DAY 1: Flat Creek to Water Bridge.....	8
2.7 Okaka to Port Craig.....	9
2.8 Port Craig to Rarakau.....	9
2.9 Second Guide.....	9
2.10 At the Lodges.....	9
2.11 Liquor Policy at Lodges.....	10
2.11.1 Evening Briefings:.....	10
2.12 Environmental and historical interpretation.....	10
2.13 Rubbish.....	10
2.14 Mobile Phones.....	10
3 RADIO SYSTEM/PROTOCOL.....	11
3.1.1 Vulnerability of system.....	11
3.1.2 Operational Protocol for Radio use.....	11
3.1.3 Primary Purpose: Operations.....	12
3.1.4 Secondary Purpose: Emergencies.....	12
3.1.5 Use DTMF (telephone interface with radio).....	13
3.1.6 Use Marine emergency channel 16, RAKEAHUA or Marine channel 10.....	13
3.1.7 Operations on the WAIRAURAHIRI River.....	13
3.1.8 Locking the channels.....	13
3.1.9 Tuatapere Hump Ridge Track call signs.....	14
3.1.10 Radio schedules.....	14
4 EMERGENCY SCENARIOS.....	15

4.1	Tramper separated from the group.....	15
4.2	Fire	15
4.3	Accidents.....	16
4.3.1	Life threatening situation / accident with severe discomfort	16
4.3.2	Accident (non life-threatening, or severe discomfit).....	16
4.4	Medical.....	17
4.5	Natural	17
4.6	Earthquake - tsunami.....	18
4.7	Spring tides, high swell.....	18
4.8	Observed Marine Emergencies.....	18
4.9	After the walk.....	18
5	HELICOPTERS.....	20
5.1	Safety	20
5.2	Landing Pads	20
5.3	Operators	20
6	GENERAL PUBLIC RELATIONS/INFORMATION	21
6.1	Weather information via radio schedules	21
6.2	Track condition.....	21
6.3	Access – Maori landowners	21
6.4	Media enquiries	21
6.5	Track user survey forms	21
6.6	Social Media.....	21
7	HEALTH AND SAFETY.....	22
7.1	Health and Safety Policy	22
8	TRACK TRANSPORT/DRIVING	23
8.1	Safety	23
8.2	Log books	23
8.3	Registration and road users	23
8.4	Cleaning.....	23
9	PENALTY RATES, REFUNDS, COMPLAINTS & TERMS/CONDITIONS	24
9.1	Individual enters facility WITHOUT WALK PASS	24
9.2	Individual is discovered on track WITHOUT WALK PASS	24
9.3	Refunds	24
9.4	Complaints procedure.....	24
9.4.1	Stage One - Informal Procedure	24
9.4.2	Stage Two - Formal Procedure.....	24

9.4.3	Complaints panel procedure.....	25
9.5	TERMS & CONDITIONS – TUATAPERE HUMP RIDGE TRACK.....	26
9.5.1	Pricing.....	27
9.5.2	How to book.....	27
9.5.3	Age restrictions	27
9.5.4	Transfers.....	27
9.5.5	Cancellation.....	27
9.5.6	Insurance.....	27
9.5.7	Penalty rates (for instances of non-valid and un-booked facilities access)	28
9.5.8	Operators and Agents	28
10	CONTACT INFORMATON.....	29
10.1	Police.....	29
	Emergency Dial 111 – Police	29
10.2	Fire	29
	Emergency Dial 111- Fire Service	29
10.3	Search & Rescue.....	29
10.4	MEDICAL – Doctors, Health Centres, Hospitals, Poison Centre, St John	29
10.5	Tuatapere Hump Track Ltd Team.....	29
	Office Team	29
	Lodge Managers/Guides	29
	Tuatapere Hump Track Trust Executive.....	30
	COMMUNITY WORKER 	30
11	MEDICAL EVACUATION SITES.....	31

INTRODUCTION

As a guide you are responsible for your clients for the duration of their walk. For some, the service provided by the guide will be the most outstanding part of their trip.

In your role as guide, your aim is to provide a

- Safe Environment
- Sense of security
- Provide safety and first aid in an emergency
- High Level of professionalism
- Positive environment

Individuality is what distinguishes the Hump Ridge Track from other large walking tracks. People chose our product for its unique qualities and personal touches. We guarantee small guided groups and take pride in the opportunity for individual attention this offers.

'WELCOME' cannot be stressed enough: some guests may feel anxious at tackling the walk and they need to be made to feel assured immediately.

The guide, in conjunction with the Operations Manager, will verify guided group numbers and roster duties accordingly.

On any guided walk, the trip will broadly follow the format of a pre-departure briefing, the walk, post-walk administration. The guide is expected to co-ordinate, and undertake, all elements relating to this format.

The guide will work closely with the Operations Manager etc to check roster, client numbers & ensure all food items have been obtained and collected at the start of the track. The guide and Operations Manager will then hold a post-walk debrief once the group has returned to Track Base.

1 PRE-DEPARTURE

1.1 PACKING

All guides shall carry a day pack with the following items included:

- Full First Aid Kit (including emergency blanket & heat pouches)
- Radio & spare battery (both fully charged) with waterproof cover
- Cell phone (fully charged)
- Chocolate/muesli bars
- Gas cylinder & burner
- Extra clothing
- Wet weather gear
- Tea/coffee/milo
- Lighter
- Torch
- Extra toilet roll for Water Bridge/Luncheon Rock toilets

1.2 Pre-Departure Briefing

Each guided trip is preceded by a pre-departure briefing the evening prior to the walk. This offers the opportunity for clients to meet the guide and each other, as well as learning about the track and checking gear, weather etc. All guides should try to make the 'briefing' part of the evening as informal as possible, whilst still covering all the information – it is not a strict classroom exercise.

It is also the duty of the guide to prepare a platter of nibbles for the clients' pre-departure briefing. Drinks are also served at the briefing – the guide will serve these. The guide will clear away & wash up any dishes or glasses accrued.

If the guide is unable to make the pre departure briefing then the briefing will be operated by the Operations manager or the Office manager.

The format of the pre-departure briefing shall be:

- Introductions
- Run through of what briefing will consist of
- Weather forecast (www.metservice.co.nz)
- Gear check: check day pack; offer walking poles & gaiters (from stock); check footwear; ensure all clients have sunscreen, water bottle, insect repellent & wet weather gear.
- **Housekeeping:** ensure all clients have completed a Customer Declaration Form & declared any medical issues; ask for further clarification on medical issues if necessary and/or ask them to declare medical issues if not already done so (be discreet). Check for: dietary requirements; food allergies; medical supplies they may need taking with them (in case of helicopter not going); where staying; vehicle parking; baggage needs & storage; whereabouts going after leaving (arrange timings).

- **Helicopter:** check baggage going on chopper (no more than 15kg); run through full helicopter safety procedure (see Section 6 & briefing card). Occasions when chopper can't get in to Okaka – we have spare clothing & food.
- Give map.
- Run through 1st day expectations of track. Show map. Tell clients about licensed bars at lodges – bring cash/credit cards to purchase refreshments.
- Brush over 2nd and 3rd day briefly: this will be covered in more detail at the lodge briefings
- Track transport departure will be 8.30am from the Track Office. Everyone should be at the track office between 8.00-8.15am.
- Invite questions

1.3 Morning of Departure

On the morning of departure, guides are responsible for ensuring that all clients have collected their packed lunch and that gas is available for the cooker at the two stops to boil water for coffee/tea/Milo.

2 ON THE WALK

2.1 Etiquette & Duty of Care on the Track

The guide should be aware of, and know the location of, all heli evac landing points on the track.

The guide is on call 24hrs a day, every day, while on the track with the clients. The guide's responsibility covers all matters – from first aid to serving drinks. You are there to ensure that people feel safe when walking the track and feel confident enough to make it all the way around.

You should read your clients and adjust your behaviour accordingly. Be flexible and patient. You may have walked the track many times, but it is their first time.

Talk, listen, be courteous and (above all) don't get into arguments about any particular subject, especially politics and religion!

- Smoking is not permitted as the Hump Ridge Track is smoke free work place
- Intoxication whilst on duty can be grounds for dismissal
- You are not permitted to have an intimate or personal relationship with any client whilst on the track or performing your duties.

2.2 Clothing

Guides should set an example in what they choose to wear whilst guiding. It is your duty to be clean, neat and presentable at all times. Guides should wear Hump Ridge uniform items provided along with their own thermal and waterproof layers as required.

- Hump Ridge Track short sleeve cotton t-shirt, short sleeve thermal, mid layer long sleeve merino, windproof jacket, 1x pair of trousers, cap, beanie.
- Jeans are **not** permitted.
- Staff are to provide their own rain jacket and footwear
- If desired, staff can purchase extra items of uniform at wholesale price (Hump Ridge Track will pay for monograms).

Please be aware that many clients will take their clothing cue from you. If you want others to wear a rain jacket or extra layers – make sure you do too.

2.3 Personal Appearance

All staff is a reflection of the Tuatapere Hump Ridge Track. Things to be considered are:

- Correct and clean uniform
- Well groomed hair
- Clean hands and well-trimmed fingernails
- Fresh breath and the absence of body odors
- Clean shaven or tidy facial hair, please note stubble is not acceptable.

2.4 Track Toilets

It is the guide's responsibility to ensure that the Water Bridge and Luncheon Rock toilets are clean and presentable BEFORE clients reach them. Make sure that you carry extra toilet roll to restock supplies.

2.5 Day 1: Rarakau to Flat Creek

On Day 1, clients get a short helicopter ride across Te Wae Wae Bay to Flat Creek. This shortens their first day's walk by approximately 2hrs.

It is the guide's responsibility to ensure clients follow the helicopter safety guidelines at all times (see Section 6 & briefing card). In conjunction with the helicopter pilot, you will load clients on and off the helicopter and assist with helicopter loading if necessary. Make sure clients' seat belts & headphones are on (and remain on during the flight). Keep control of your group around the helicopter at all times and make sure they understand, and follow, your instructions.

2.6 DAY 1: FLAT CREEK TO WATER BRIDGE

After landing at Flat Creek, and exiting the helicopter safely, guides should walk in front of clients until the first section of boardwalk, stopping frequently to highlight interesting flora and fauna (please see Historical & Environmental Interpretation Plan). This keeps the group together during the first section of the walk.

From the first section of boardwalk, guides should position themselves at the back of the group and check each client's walking gait. Clients may walk ahead at this point, but should be instructed to wait at the Water Bridge for the group to re-gather and have lunch.

From this point onwards, and unless using a Tail End Charlie, guides should remain at the back of the group to ensure that no clients are left behind or feel excluded from the group. Fast clients may walk ahead of the group, but should be given clear instructions where the stopping & regrouping points are.

If a client wishes to walk ahead of the group, it is the responsibility of the guide to gauge the client's ability to walk on the track and not get lost. If you feel that the client is likely to walk off the track, keep them in a conversation and keep them with the group. However, if you are happy that the client is able to follow directions, they are free to walk ahead. Remind them to leave their day-bag on the track if they need to walk off-track for a toilet stop.

STOP POINTS (guide & clients to regroup at these points):

Day 1: Water Bridge, Stag Point

Day 2: Luncheon Rock, Percy Burn

Day 3: Camp Creek; Okaka Junction. From Track Burn out, everyone kept together until on beach.

Clients should not ever feel pressured to walk faster; if a client is walking slowly, do not feel that you need to stick with them (indeed, some people may feel pressured/intimidated if they are walking at the back of a group with the guide). The guide can walk behind a group, as long as you are able to maintain visual contact with the last person. At all times, clients' comfort should be taken into account.

Make sure you talk to each member of the group but gauge each client's mood and respect their wishes if they would rather be left alone.

2.7 Okaka to Port Craig

Depending on the group (and the weather), the guide should normally lead the first section of Day 2 across the boardwalk until the first ridge opening, making sure that everyone is happy and feels safe. This is especially important in cases of high wind or inclement weather.

From that point onwards, the group can walk at their own pace, remembering to stop at the designated regrouping points. The guide is to remain at the back throughout the day, unless a Tail End Charlie is being used.

2.8 PORT CRAIG TO RARAKAU

Depending on the group (and the weather), the guide should lead the first section of Day 3 until the Te Whata turnoff, ensuring that no-one takes the low tide route.

From that point onwards, the group can walk at their own pace, remembering to stop at the designated regrouping points. The guide is to remain at the back throughout the day, unless a second guide is being used.

2.9 Second Guide

On occasion, a second guide will be used in conjunction with the Lead Guide. It is the Lead Guide's responsibility to ensure that the second guide understands their role & what is required of them throughout the trip.

Radio communication between the Lead Guide and second guide should be agreed upon prior to departure, and adhered to.

It is not the responsibility of the second guide to impart aspects of historical/environmental interpretation: indeed, in many cases it is better not to do so as this will lead to a disparity of knowledge amongst the group & a pre-empting of the Lead Guide's plan for the walk.

The second guide will remain at the back of the group at all times, and will exercise discretion in taking the decision to walk with people or remain within visual contact.

2.10 AT THE LODGES

Once at the lodges, and after ensuring that their clients are fully informed about the lodge and have had an opportunity to have a drink or snack before you grab a shower.

At the lodges, it is not the guide's duty to prepare/cook the evening meal/breakfast, but assisting the Lodge Manager, where required, would be much appreciated especially if there is a large group.

At the lodges, it is the guide's responsibility to:

- Wash the travel cups if any.
- Put together packed lunches for the next day
- Assist with serving alcohol and other beverages from the Lodge General Stores
- At Okaka, take clients around the Loop Track if they so wish & encourage them to do the Interpretative Trail at Port Craig

All guides and Lodge Managers eat with the clients. Smoking is **not** permitted and intoxication whilst on duty can be grounds for dismissal.

The guide should aim to have the clients leaving each lodge no later than 8.30am each morning: this allows the lodge manager plenty of time to clean the lodge and prepare for the next group.

2.11 Liquor Policy at Lodges

Liquor licensing laws and our license restrictions are to be abided to at all times

- **Etiquette for staff acting as On Duty Bar Manager:** As per the requirements of the Sale of Liquor Act 1989 lodge managers/guides are not permitted to be intoxicated whilst fulfilling the role of Bar Manager.
- Record your alcohol and other purchases on staff bar tabs and bring to office for payment at the end of your trip

No boots are allowed inside the lodge under any circumstances – especially not around the fires or carpet areas. Boots are to stay in the corridors at Okaka or porches at Port Craig. While walkers may have relatively clean boots at Okaka, if they are allowed to bring boots inside they will have the same expectation at Port Craig.

2.11.1 Evening Briefings:

An evening talk will be held at each lodge. This is the primary opportunity to pass on information to trampers as a group. The Lodge Managers will cover aspects of Lodge infrastructure & housekeeping matters; the guide will then tell clients what to expect on the next day's tramp. Aspects of history, geology, ecology etc may also be covered.

2.12 Environmental and historical interpretation

It is up to each guide what and how much information they choose to impart to the group depending on each group's interest levels. As a rough guide, however, the following should be covered:

Day 1: Flat Creek to boardwalk – history of track, flora & fauna. Water Bridge – geology, Maori interpretation & history

Day 2: Hump Ridge endemic flora & fauna; Waitutu forest, history, settlement, geology of terraces; Solander islands; history of tramlines

Day 3: Flora and fauna on track

2.13 RUBBISH

'Pack it In - Pack it Out' policy is requested for all trampers' litter accrued on the track apart from food scraps, cans, glass and plastics which may be left at the lodges for recycling. Guided clients may leave all rubbish at the lodges for disposal. They must, however, take all rubbish accrued on the track with them for disposal at the lodges. Littering on the track is prohibited.

2.14 MOBILE PHONES

Each lodge has a mobile telephone which can be used to receive/make calls to/from Track Base so as to avoid LMs having to use their personal phones to make work calls. Let Track Base know when the credit is running low on your mobile phone.

There is free calling between all staff phones including the track land line. Any personal calls made by the Lodge Managers from the lodge phones will be charged to them.

3 RADIO SYSTEM/PROTOCOL

The radio system works through a repeater system (Repeater or Hump RPT) located on the Hump Ridge, just uphill from the loop track at Okaka. This gives the system a wide coverage. Point to point communication is also available on Hump Sim as well as access to helicopter company simplex channels.

The Channels on the radios are as follows

- REPEATER - Hump Track repeater
- SIMPLEX - Hump Track simplex
- S/L HELI - Southern Lakes helicopter simplex channel (Te Anau rescue helicopter)
- RAKEAHUA - Bluff Fisherman's radio
- CH 10 - Ship to ship marine channel
- CH 16 - Marine emergency channel

Batteries should be drained fully before recharging. There is a spare battery at both lodges, which should be fully charged (and being charged) when not in use.

When the battery is flat the first indication is a beep when trying to transmit.

Once the radio beeps of its own accord the radio can no longer be used.

Once at the lodge change the batteries over. Leave them on the charger until the charging light goes green.

The repeater is located above the loop track at Okaka.

3.1.1 Vulnerability of system

If damage occurs to the system as a result of a lightning strike, vandal damage, or electronic fault, the repeater may be removed for repairs. It may still be possible to operate on Simplex. All approved users will be advised of this situation, and when the repeater is returned to operational use. The Tuatapere Hump Ridge Track accepts no responsibility or liability for damages or loss that might occur to users as a result of the radio system being out of service as a result of damage or servicing requirements.

3.1.2 Operational Protocol for Radio use

The Tuatapere Hump Ridge Track has a set of specific protocols for the operation of the radio system.

Whilst this is our system others may use it from time to time ie:

Commercial boat operators on the Wairaurahiri River, Department of Conservation, helicopter operators and Police/SAR.

All user identities must provide the following information to the Tuatapere Hump Ridge Track

- Contact names
- Business Name, address, phone/fax, email details as appropriate
- Number of radios, and call signs (in accord with Station Identification)
- Health and Safety Plan if Track Base is used as a call out

Generally keep transmissions to a minimum to ensure that the line is free for emergencies, and the repeater and radio batteries are maintained at optimum charge.

It is essential that the Tuatapere Hump Ridge Track Radio System be used responsibly and in accord with established and agreed procedures as noted below.

3.1.3 PRIMARY PURPOSE: Operations

Primary purpose of radio system is for day to day management of the track, specifically communications between Lodge Managers, Guides, Transport and Track Base. Limit transmission times, and listen for other users prior to initial transmission. Limiting transmission time will ensure that the repeater power supply is maintained at an optimum level, and that the radio can always be used for emergencies.

Caller identity **must** be used. Repeat the identity you wish to contact, and then identify yourself.

By location: "Track Base, from Okaka, Copy track Base"

By name: "Track Base, from John Smith, Copy Track Base"

By vessel: "Track Base, from Wairaurahiri Jet, Copy track base"

Use of the word "**over**" invites/requires a reply.

Use of the word "**out**" means end of transmission/no reply needed.

Use of the word "**clear**" means finished transmitting for time being

Use of the word "**listening**" means person is continuing to monitor radio

Use of the word "**standing by**" means person is waiting for a reply at a later stage

Use of the word "**10-4**" means person understands

Use of the word "**10-9**" means person could not understand please repeat

Use of the word "**10-20**" means "what is your location"

3.1.4 SECONDARY PURPOSE: Emergencies

The radio system shall also be used to communicate emergency situations.

The following procedure will be followed in all emergencies.

Radio contact attempted with Hump Ridge Track staff, specifically track base

To ensure that all staff are made aware of the seriousness of the situations the following shall occur.

The initial contact between parties shall be:

"Track Base (or whatever identity) this is an emergency (**repeat 2 times**)

Wait for confirmation

"we have 4 people hurt at Okaka Lodge"or whatever emergency and location (**repeat twice**)

Wait for confirmation

"we require immediate helicopter evacuation"or whatever action required

Wait for confirmation

Continue conversation ensuring that all relevant information is confirmed by recipient

AT ALL TIMES

- Speak slowly and clearly
- Always ensure recipient has understood all relevant details
- Ensure all primary information (location, nature of emergency, severity, action required) is relayed as soon as possible in case of battery failure.

3.1.5 Use DTMF (telephone interface with radio)

When Hump Ridge Track staff cannot be contacted then attempt direct contact with appropriate emergency services via 111 call

To use DTMF press the PTT button and the star key together. When you hear the dialling tone, press PTT again and dial 1. Wait 2 seconds, and then press and hold PTT, enter the phone number. Remember to press PTT when dialling. Please remember that all system users will be able to listen in to your calls. (Example: For Police: * - 1 – 111)

3.1.6 Use Marine emergency channel 16, RAKEAHUA or Marine channel 10

Should contact not be made within the network of Hump Ridge Track operation, and the DTMF is not functioning then the following international distress call shall be used. This call is targeted towards marine radio users.

The three types of distress calls are

Distress - MAYDAY - grave and imminent danger - immediate assistance

Urgency - PAN - very urgent message

Safety - SECURITE - important warning

Mayday Transmit on **channel 16** for marine VHF:

Say MAYDAY, MAYDAY, MAYDAY

THIS IS (Okaka Lodge, Okaka Lodge, Okaka Lodge).....or whatever location point

MAYDAY (Okaka) - position, nature of distress, kind of assistance required, number of people, other information eg weather, injuries

Wait for the message to be acknowledged. If no answer, repeat the distress call

For urgent messages use PAN, PAN, PAN, then same as Mayday

BE AWARE THAT THIS WARNING IS PRIMARILY FOR MARINE SITUATIONS AND THERE WILL BE DIFFICULTY IN EXPLAINING LAND BASED DETAILS TO THE CONTACT PERSON

3.1.7 OPERATIONS ON THE WAIRAURAHIRI RIVER

Operators should transmit position reports and intentions prior to proceeding on the river, and on arrival at destination. Track Base will log these reports and ensure that other operators on the river (approved radio system users), are made aware of the vessel. However, if you log in with Track Base as above you must log out!

Be aware that these operators use Track base as their primary emergency contact, and are likely to use the international distress call.

3.1.8 LOCKING OF THE CHANNELS

The radio can be locked, so that the channels can't be changed. This may be necessary when using the radio in an emergency. To lock/unlock the channels push the lower button on the left hand side (below PTT) and *, and hold until you hear a beep. The display will show 'locked' if you try to change channels.

3.1.9 Tuatapere Hump Ridge Track call signs

TRACK BASE	Tuatapere Hump Ridge Track Office in Tuatapere
OKAKA	Okaka Lodge
PORT CRAIG	Port Craig Village
THE VAN	Hump Ridge Track shuttle van
HALF MILE BASE	THRT Manager after hours in Tuatapere
WAITUTU	Waitutu Lodge
Y22 BASE	Waitutu Incorp – Rowdy White
WJET	Wairaurahiri Jet – Johan & Joyce
HUMPRIDGE JET	Hump Ridge Jet – Paul Roff
CLIFDEN BASE	Wairaurahiri Jet – Johan & Joyce at Clifden
MIKE TANGO	The Helicopter Line MT Hughes 500 – Dale Green
ROMEO MIKE	The Helicopter Line RM squirrel – Dale Green/Gaven Burgess
ORAWIA BASE	The Helicopter Line – Livia Green at Orawia
CHARLIE DELTA	The Helicopter Line CD squirrel - Zane on Stewart Island

Lodge Managers moving between lodges and Guides are called by name, eg JOHN

When talking to Track Base, Okaka or Port Craig via radio, guides must ensure that that are out of hearing from all clients. Guides should use their names as their identifying call sign.

3.1.10 RADIO SCHEDULES

For guides, radio calls to Track Base shall be made at the following points:

Day 1: Water Bridge, Stag Point, OK

Day 2: Luncheon Rock; Percy Burn; PC

Day 3: Flat creek OK junction; Waikau bridge

At Stag Point (Day 1) and Percy Burn (Day 2), guides must also call the lodge they are approaching and let the Lodge Manager know of their location. Let LMs know if any client has gone ahead and will be expected sooner than the main party.

When using the radio, do so out of earshot of the clients. When not using the radio, keep it turned down (preferably off) at all times. Turn off when clients are near.

The radio at Track Base will be monitored during normal office hours, those being 8.30am to 5.30pm for the season. The radio is also monitored out-of-hours (use “Half Mile Base” call sign). If for any reason you cannot get through to track base, and the message is urgent, contact General Manager or Operations Manager using cell phone. If still no contact can be made see if there is anyone else listening (Waitutu lodge, other Lodge Manager, Jet Boat operators etc) who may be able to help.

4 Emergency Scenarios

Lodge Managers are fully briefed on all emergency procedures at the lodges. Please follow the directions of Lodge Managers in cases of emergency at the lodges.

4.1 TRAMPER SEPARATED FROM GROUP

At the pre-departure briefing at Track Base, clients are instructed to leave their packs on the track if needing to leave the track at any point (e.g. for a toilet stop). In this manner, if anyone wanders off-track and is unable to find their way back, a search team is able to ascertain their last known whereabouts. Clients are instructed that, if they find themselves off track, and lost, to remain where they are and wait for rescue. Clients should make their whereabouts known by shouting where practicably possible.

Small groups (less than 8) are led by a single guide who remains at the back of the group from Flat Creek junction boardwalk onwards. Groups larger than 8 have a Lead Guide and a Tail End Charlie. Small group numbers and a track 'sweeper' in operation at all times mitigate the possibility of trampers being left behind. In addition, please see Section 2:3 for Guide Etiquette relating to clients wishing to walk ahead of the group.

Should the occasion arise where a client, permitted to walk ahead by the Guide, does not meet at the rendezvous point, the lead guide will take the following action:

- The Guide should notify Track Base & Lodge Manager up ahead as soon as a trumper is suspected as missing. Get Track Base to remain on stand-by or arrange a call back time prior to taking any further action.
- Track Base to notify General Manager or Operations Manager
- Guide to find out as much as possible from fellow trampers – last place seen, walking speed etc.
- If missing person/people are not located then Track Base is to be notified and a course of action initiated dependent upon the situation. Guide to have radio on all the time from that point on.
- If the decision is taken that the Guide should look for the missing trumper, Guide should nominate one responsible client to take charge of the group and, depending on weather and last seen location, either stay at current spot or move on to the lodge.
- Lodge Manager to stay in communication with Guide in case trampers appear at Lodge.
- The Guide should walk back to the last known spot, checking as he/she goes & calling for the trumper. If trumper found, make sure they're OK and return to group.
- If trumper not found, Guide to alert Track Base and then return to group.
- Track Base to put SAR Tuatapere (local Police or SAR direct, see phone list) on standby – missing person report to be completed by Track Base prior to contacting SAR or police.
- Guide to keep in contact with Lodge Manager & Track Base.

Record all missing persons on "Missing/Overdue" trampers forms.

4.2 FIRE

Bushfires are a significant possibility on the Hump Ridge Track and every effort should be made to minimise the risk of a bush fire starting.

Any clients who smoke should be instructed to do so only at the stopping points. Cigarette ash should be disposed of sensibly and cigarette butts should be fully extinguished and **carried out**. No naked flames/sparks/embers should be left on the track.

4.3 Accidents

Accidents may occur at any time, either within the confines of the lodge facility, or on/adjacent to the track.

If the accident happens on/adjacent to the track, ensure following steps are taken:

1. Stay calm
2. Obtain as much information as possible from the informant: location, type of injury, numbers involved, action taken so far, people on the scene
3. Call for assistance via radio (Track Base).
4. Check if there is a Doctor or nurse around
5. If possible, ensure that a responsible person is left at the lodge
6. If at night, take adequate lighting
7. Ensure you are properly clothed and equipped (first aid kit, radio, light)

When you get to the accident scene, arrange for immediate first aid, and assess the situation.

4.3.1 Life threatening situation / accident with severe discomfort

- Contact Track Base, pass on all relevant details
- If Track Base is not available, call 1-111 direct, or use channel 16 – marine emergency. Then contact General Manager or Operations Manager
- Track Base contact 111. Report exact location of accident
- Track Base to call S/W Helicopter, advise situation and request they go on standby. Coordinate response time and method with 111. (If this is unsuitable General Manager to despatch S/W Helicopter)
- Track Base contact local police
- Track Base contact General Manager
- Lodge manager/guide to stay in contact with Track Base
- Maintain ABC, undertake any First Aid as required
- Make sure other trampers are ok

Track Base will coordinate all phone and radio calls and feed information and advice on to lodge manager/guide at accident scene as required.

4.3.2 Accident (non life-threatening, or severe discomfort)

- Contact Track Base
- Contact General Manager
- Treat as required
- Evacuate as necessary/feasible

At Track Base a check sheet will be filled in to make sure all emergency procedures are followed.

It is possible the accident scene may not have radio/cell phone coverage and you should be aware of and plan for this possibility.

In case of a serious accident, do not attempt to move the patient unless to prevent further injury. Do not disturb the accident scene in any way until investigations have taken place.

Keep in communication but remember that batteries have a limited life.

Assistance may only be a matter of minutes – or several hours away!

The decision to evacuate the patient from the track rests with the Emergency Services based on your assessment of the condition and symptoms exhibited by the patient.

Medivac sites for the Hump Ridge Track are marked in Appendix 1.

Remember – all accidents and near misses have to be reported and recorded! (Fill out relevant forms)

Serious accidents/injuries (if Doctor, hospital or ongoing treatment is required) have to be reported to the Ministry of Business, Innovation and employment, by phone or fax, as soon as possible after occurrence, by General Manager. Invercargill phone: XXXXXXXXXX

A completed accident form is to be sent to **Box 548, Invercargill**, by the General Manager within 7 days.

4.4 Medical

Those customers who have known medical problems and who are responsible will carry their own medication. These problems may be heart related, asthma, diabetes etc.

When picking up accommodation passes from Track Base customers are asked to tell us about known medical conditions. These will be noted on the booking sheet. We are willing to store duplicate medications for customers whilst at the lodges, but cannot offer a carrying service whilst tramping.

Should a medical emergency occur with the patient conscious ask if they are carrying medication for a known medical condition. If not, check for things such as Medic-Alert bracelets etc. Others tramping with the patient may have some knowledge which could assist. Check with Track Base to see if there are any known medical conditions.

If a patient is unconscious **maintain ABCs**. Notify **Track Base** via radio (if no answer, call 1- 111 through the radio or use cell phone). Provide as much information as you can about the patient. Act on advice given.

Follow emergency procedures as in 4.3 Accidents.

Track Base to proceed with emergency procedures, as in 4.3 Accidents.

The decision to evacuate the patient from the track rests with the Emergency Services based on your assessment of the condition and symptoms exhibited by the patient.

Check the other trampers – you might find a Doctor or Nurse among them.

4.5 NATURAL

Wind – snow – rain. The Weather forecast will be radioed through to Lodge Managers in the daily Radio Schedule. Rakeahua channel also has an extended weather forecast at 7.10am every day. Immediately Lodge Managers become aware of exceptional circumstances, Track Base will be advised and the track closed if necessary. The decision will be made by the General Manager or Operations Manager in their absence.

4.6 Earthquake - tsunami

First responsibility is to account for all those at the site, and ensure their safety/well being. Actions will be determined by the type of event (tsunami alert or tsunami warning), but strong leadership and direction will be required. Identifying and delegating responsibilities to client users should be considered, depending on circumstances. Should Track base have information relating to the possibility of a tsunami this information shall be relayed to Lodge Manager at Port Craig. The Lodge manager shall then take action depending on the severity of the event.

4.7 Spring tides, high swell

At spring tides and exceptional high swell, parts of tracks can become dangerous or impassable. Lodge Managers and Guides have access to tide timetables, advise customers of conditions and arrange to close the track if necessary (by General Manager). The Operations Manager shall advise staff when both climatic conditions and the spring tides combine to create potentially hazardous track/beach conditions. Actions to be taken may include the cancellation of scheduled transport, notifying trampers the night before during briefing, or notifying trampers before they leave Port Craig in the morning.

All effort will be taken by Lodge Managers to ensure trampers use the High tide track option, thus avoiding the potentially hazardous coastal (low tide option)

Any injuries will need to be dealt with effectively (and reported as appropriate).

It is **important** to advise Track Base of your site situation following a significant natural event. **Track closures** are fully covered in the Operations Manual (Section 6). In brief staff will monitor weather and track conditions and close the track if required.

4.8 Observed Marine Emergencies

If a vessel is observed to be in obvious distress, i.e. firing of red flare, fire etc. alert the VHF marine emergency channel 16.

Transmissions need to be very concise, but with as much information as can be observed.

It may be that the vessel in distress has already been reported with help on the way, but you may be asked to observe.

Please keep transmission times on marine channel 16 to the absolute minimum, and ONLY if reporting a vessel in distress or when emergency assistance is required.

4.9 AFTER THE WALK

Once your clients are off the track, and back at Track Base, make sure they have everything they need, that their luggage is returned to them (if held in storage) and that they are able to find their onward

destination. Some clients may want to purchase items from the Track Office - make sure have time to do so.

After the walk, it is the guide's responsibility to ensure that:

- The radio & battery is returned and set for recharging
- All lunchboxes & thermos flasks are returned, washed, dried & put away
- Wash gaiters and any dirty used gear eg packs, raincoats. Hose is at the back of the office in rear carpark. Hang all gear up to dry in gear room
- The First Aid kit & any other items belonging to Track Base are returned & stored appropriately
- Make sure the guided table is neat and tidy
- The Operations Manager is debriefed about the trip
- Wash gaiter and any dirty hire equipment at the back of the building.

After their trip, all guides shall write a postcard to their clients expressing the hope that they enjoyed their time on the Hump Ridge Track, and that they enjoyed the rest of their holiday. Please refer all clients to the website and/or the Hump Ridge Track email (walk@humpridgetrack.co.nz). In this way, we are able to maintain contact with the clients after they leave the track and ensure that their experience goes beyond the end of their stay at the Hump Ridge.

5 HELICOPTERS

Any use of helicopters on the track for our purposes will be organised by the Logistics Manager or Operations Manager. Whenever possible full loads will be taken in and maximum back loading achieved.

5.1 Safety

Safety in and around helicopters is paramount at all times. **NEVER** under any circumstances approach a helicopter from the rear. Even if the rotor blades have ceased turning make it a habit to approach from the front having received an appropriate signal from the pilot. Act only as the pilot advises or requests. If you are not sure of the instruction, request clarification. The helicopter pilot should be on Hump Repeater channel.

Ensure all people travelling on helicopters have had an adequate briefing prior to approaching the helipad.

Only designated staff will be allowed to work with sling loads away from the heli-pad. Staff will be appointed by the Logistics Manager and have had appropriate training.

The company has a comprehensive Helicopter Flight Safety Manual and Policy of which a copy will be left in each Lodge Managers accommodation. **Read** this information, become very familiar with it, and abide by what is set out. This is for your protection as well as the helicopter operators. Lodge managers shall wear supplied safety vests and ear muffs at all times whilst involved in any helicopter operations. These items **must** be worn at all times when working with helicopters

5.2 Landing Pads

The Tuatapere Hump Ridge Track operates the landing pads. Only those operators approved by the company can use them.

It is essential that the landing pads are clear of people at all times, except in an emergency. There must be **no loose material** lying around in the vicinity of the landing area which will be picked up by rotor wash and cause damage to the helicopter and/or persons in the vicinity. Ensure the door to the heli-shed at Okaka is securely closed prior to helicopters landing. Ensure that there are no customers in the vicinity of the helicopter pads (besides those under direct supervision for heli-lifts) prior to a machine approaching.

5.3 Operators

The Helicopter Line will be involved in heli-packing, heli-lifting and track servicing/management operations. Guides shall inform the Operations Manager in regards to any other helicopters (operators) observed operating in the area.

If the General Manager approves other operators, you will be advised.

6 GENERAL PUBLIC RELATIONS/INFORMATION

6.1 Weather information via radio schedules

At radio schedule times the weather information for the region will be radioed to lodges. The weather information will be written up on the whiteboard in each kitchen for the information of trampers. If more detailed forecasts are required (i.e. at times when track may have to be closed) Track Base shall be contacted.

Check other channels for daily weather forecasts (eg Rakeahua, 7.10am)

6.2 Track condition

Information on the condition of the track will be obtained from our own observations, trampers comments, and having consideration of the weather conditions. Such information can be passed on to trampers as appropriate for the section they will walk the following day. Any comment on extreme track condition/damage should be passed on to Track Base / Operations Manager without delay. Any reported comment in regards to a “problem” will be assessed by Operations or Logistics Manager at the first practicable opportunity.

It is good practise for the guide to carry a pruning saw and clear small windfalls etc.

6.3 Access – Maori landowners

It is imperative that the access the Tuatapere Hump Track Trust has secured is protected. Trampers must be made aware that they must not deviate from the track whilst on Maori land. The private blocks are clearly signposted. Trampers using the Tuatapere Hump Ridge Track must stay on the agreed track alignment at all times. Lodge Managers and/or guides will inform trampers at Okaka in regards to the Maori Land access on Day 2.

NO ACCESS IS AUTHORISED TO SANDHILL POINT WITHOUT A FORMAL PERMIT.

6.4 Media enquiries

You will be notified when Media walks the track. All other media enquiries **must** be directed to the General Manager. Track staff needs to be especially aware of the media in the event of any incident and refrain politely from making any comment. Please see *Media Policy* and *Crisis Media Policy* documents for further information and protocol.

6.5 Track user survey forms

Forms provided at Port Craig. Please encourage clients to complete these. The information gathered from these forms will be extremely helpful in further developing aspects of the track and facilities as well as giving us some background information of our clients. It is not necessary for respondents to sign or ID themselves when completing the forms.

6.6 Social Media

Social media post must in no way detract from the business and in no way should an employee’s post harm the image of the track, its employees, guests or management.

Any post harming the Track or companies image in any way will be viewed as gross misconduct.

7 HEALTH AND SAFETY

Guides must at all times adhere to the company Health and Safety Policy. They must make themselves aware of the locations of first aid kits, fire extinguishers, and all health and safety related documentation.

All known hazards identified on the track are listed in the Health & Safety Manual.

Reporting and eliminating/minimising hazards observed/reported

The health and safety of yourself, client users, contractors and volunteers is paramount at all times. Any possible health and safety issue must be taken seriously at all times. It may be from your observations or from a report by others. **Check the situation immediately!**

The process must be to eliminate the hazard as a priority, or if this cannot be done, minimise its effects, and warn by signage/barrier or whatever is required.

Advise Operations Manager/General Manager immediately of the situation.

Extra attention shall be undertaken by all staff to identify any situation where any member of the public's (or staff member's) safety is threatened. Specific areas where staff shall constantly monitor are

- Lodges, gas lines, gas leaks, slippery surfaces, use of candles
- Track, subsidence, windfalls, damage to structure
- Weather, specifically wind, snow, cold temperatures

7.1 Health and Safety Policy

The Tuatapere Hump Ridge Track has an operative Health and Safety Plan, and all employees must become familiar with the requirements and processes in it.

It is imperative that all staff will inform the Operations Manager if they become aware of any hazards either on the track itself, the lodges or other facilities or at any other location where staff or clients frequent.

All staff must undertake the following

- Fill in a General Incident Form (held in all copies of HSE folder) and forward to Operations Manager. This is for any Incident, Accident, Hazard or near miss.
- Fill in Accident register (held in principal HSE folder at Information centre)
- New Hazard if any will be added to Hazard Register by the Operations manager

8 TRACK TRANSPORT/DRIVING

The Hump Ridge Track offers a transport option to get customers to the track start at Rarakau.

8.1 Safety

Prior to departure (or conveying passengers) drivers should undertake a quick safety check of their vehicles

- Check tyre pressure
- Ensure steering/brakes in good working order

Passengers shall be briefed before leaving & should fasten their safety belts. Drivers shall ensure bags are secure inside the vehicle.

Driving on the gravel roads is sometimes difficult if the roads have been recently graded. In these conditions drivers shall reduce speed accordingly

8.2 Log books

All vehicles are supplied with a log book which shall be filled out at the completion of each trip (day). All drivers shall also display their P licence in full view of all passengers.

8.3 Registration and road users

Driver must insure COF, Registration and road users are up to date. If not advise operations manager.

8.4 Cleaning

All vehicles should be in a clean condition at all times, any rubbish removed, and vacuumed if necessary.

9 PENALTY RATES, REFUNDS, COMPLAINTS & TERMS/CONDITIONS

On occasion, you may come across a walker who enters a lodge or uses the Hump Ridge Track without having booked or paid. There is a standard operating procedure for such times, which should be followed. If in doubt, or if the individual involved starts to get aggressive, contact Track Base immediately:

9.1 Individual enters facility WITHOUT WALK PASS

Once an individual enters the lodge, or is within 3 metres of the lodge facilities, without having booked & paid, they are liable to be charged penalty rates. **Penalty rate is double the standard adult walk fee.**

9.2 Individual is discovered on track WITHOUT WALK PASS

If an individual is discovered on the track without a track pass, they cannot be charged but they can be asked for a donation. Explain that the track is not a DOC track but a privately managed and operated community project and does not receive DOC or government funding. All proceeds are returned to the community. **NO CAMPING IS ALLOWED ON THE HUMP RIDGE TRACK.**

9.3 REFUNDS

- Track Base handles all refunds. If a client wishes a refund, contact track base and relay the circumstances and the nature of the refund requested.
- No refunds are given for pre-booked services (showers, heli-packing, premium rooms etc). If a client has booked and paid for a service, they cannot ask for a refund for that service at the lodges.
- If a client has purchased a shower as part of their package (including Hump Track Prime package) and subsequently upgrades to a premium room (which includes a shower), no refund is liable for the 'double booked' shower.
- If a client has pre-booked heli-packing and then wishes to upgrade to a heli-lift they only need pay the balance of the heli-lift – do not charge full price for heli-lift.
- All payments must be made at lodges & recorded on the daily sales sheet.

9.4 COMPLAINTS PROCEDURE

It is the policy of Tuatapere Hump Track Ltd to promote good relations and conduct in the treatment of all its clients and staff. The purpose of any policy in place is to promote order, fairness, standard practice and standard conduct in the treatment of all. Where a complaint is made, steps shall be taken to verify the complaint, including discussions and informal meetings with those concerned. If necessary, Tuatapere Hump Track Ltd will appoint members of a complaints panel to investigate any serious complaint.

9.4.1 Stage One - Informal Procedure

In the first instance, the complainant will be invited to express their complaint, in writing, to the Manager. The main objective is to offer a mediatory service to reach a clear understanding as to why certain decisions were made or action taken.

Where possible, all complaints will be dealt with at this stage. If necessary, however, and in cases of more serious grievances, the formal complaints procedure shall be instigated.

9.4.2 Stage Two - Formal Procedure

The formal complaints procedure will take place when:

1. The work or conduct of Tuatapere Hump Track Ltd, or a member of staff, is alleged to have fallen below the required standard.
2. A case of misconduct is alleged concerning Tuatapere Hump Track Ltd's, or a member of staff's, ability to deliver the service required, or to follow the procedures set out in any guidelines.
3. A complaint is of a serious nature, or where a number of minor complaints have been made which, taken together, represents a serious breach of the services required by Tuatapere Hump Track Ltd set out in any guidelines.

It is the policy of Tuatapere Hump Track Ltd that all involved should:

- Have the opportunity to state their case
- Have the right at all stages to be represented or accompanied
- Have any allegation properly investigated
- Be notified in writing of the full details as soon as it is decided that there is a matter to investigate
- Have no formal disciplinary penalty imposed without a hearing
- Not have their contract terminated for a first offence except in cases of gross misconduct, gross negligence, or gross incompetence
- Have a right of appeal against the findings of the complaints panel

9.4.3 COMPLAINTS PANEL PROCEDURE

1. The complaints panel will be formed and notified of the complaint. The panel shall comprise the Manager, a director of the Tuatapere Hump Track Ltd, and a representative from the Hump Track Charitable Trust.
2. The complaints panel will notify all individuals concerned of the allegations and that the formal procedure has begun.
3. The complaints panel will investigate the alleged misconduct or unsatisfactory work.
4. Arrangements shall be made for those concerned to be interviewed by a member of the complaints panel.
5. The complaints panel will be informed of the completion of the investigation and will then meet within fifteen working days to consider the outcome of the complaint. The complaints panel shall take a majority decision with regards to subsequent action. Neither party concerned shall be present whilst this discussion takes place and the decision made.
8. The decision made will be reported to the parties concerned within three working days.
9. Should the parties disagree with the decision they have the right of appeal. The appeals panel shall be comprised of: a member of Tuatapere Hump Track Ltd Management staff, a director of the Tuatapere Hump Track Ltd, and a representative from the Hump Track Charitable Trust. Appeals panel members shall not already have been included in the complaints panel. The appeals panel shall consider copies of the initial investigation report, any submissions made by the appellant and notes from the complaints panel hearing. They shall meet within fifteen working days of an appeal being lodged and the appellant may attend the meeting. They may wish to interview other involved parties. Their decision will be communicated to the appellant. This decision is final. All proceedings will remain confidential.

Complaints should be addressed, in the first instance, to:

The Manager
Tuatapere Hump Track Ltd
31 Orawia Road

9.5 TERMS & CONDITIONS – TUATAPERE HUMP RIDGE TRACK

We advise that all activities do carry a degree of risk and that by participating in the activities provided by the Operator (Tuatapere Hump Track Ltd) you are expressly assuming those risks personally and are, to the maximum extent permitted by law, releasing the Tuatapere Hump Track Charitable Trust, Tuatapere Hump Track Ltd, its officers and employees from any liability, claims, losses, damages or expenses caused by any event, or weather conditions including, but not limited to: Personal injury or death, property loss or damage, acts which may be construed as negligent or accidental, any other loss, damage, suffering, emotional or nervous disorder.

In participating in any of the activities provided by Tuatapere Hump Track Ltd (the Operator), I the client, agree to and consent to, the conditions set out above and below.

- a. I agree that my successors, executors, administrators and next of kin are bound by the terms and conditions.
- b. I agree not to commence any litigation or proceedings in any country in relation to the risks and perils set out above and to indemnify the Operator against any such claims.
- c. I agree to complete a "[safety terms and customer declaration](#)" form for each person prior to departure.
- d. I confirm that I am physically fit and suffer no medical conditions, which may be aggravated by this activity.
- e. I consent to receive medical treatment in the case of injury, accident or illness during the activity and to indemnify the Operator against any claims in respect of this treatment.
- f. I agree that any films, sound, video or other recordings taken of or during the activity will not be used in any promotion or advertising without the prior consent of the Operator, however the Operator may use such recordings itself at its complete discretion without any prior approval.
- g. I agree to listen to my driver/guide/host/staff member, follow their instructions and make sure any children in my care do the same.
- h. If I am booking for myself and others as a group, I am also deemed to be acting on behalf and for said others. I agree I am not acting as a commercial agent, operator or guide.

The Operator and their staff reserve the right to make any alterations to the itinerary in the interests of safety, comfort or any unforeseen circumstances due to causes such as weather, illness, or misadventure. Every reasonable endeavour will be made to keep to schedules but no guarantee is given. The Operator will not be held liable for costs incurred by change, delay or the missing of connecting services.

The Operator reserves the right to exclude a person at any time, if in the opinion of the management or staff, that person may be likely to risk the health, safety or comfort (including unsociable behaviour) of other clients, him or herself or the environment. In such circumstances the Operator will not be obliged to offer any refund and any transport fees will be at the cost of the client.

As a privately operated walking track, your safety is important to us and as such under Health & Safety requirements a pre-departure track briefing for all walkers is compulsory, regardless of prior experience and this includes any children. Track briefings take place daily between 3.00pm and 5.00pm the day before your walk. Or by prior appointment only at 7.00am on the morning of departure.

9.5.1 PRICING

The price is quoted in New Zealand dollars and includes GST of 15%. The price is based on prices at time of publishing and the Operator hereby reserves the right to modify without notice those prices in any way considered necessary.

9.5.2 HOW TO BOOK

To secure a booking the Operator requires a completed booking form to be filled out by the client. In addition to this bookings are confirmed upon receipt of the full price and become definite from that date. The Operator reserves their right to decline any booking at their discretion.

9.5.3 AGE RESTRICTIONS

The Tuatapere Hump Ridge Track is not recommended for children under the age of 10years. A child is within the age range of 10 to 14 years at the date of commencement of walk. Helipacking for at least the first sector is strongly recommended. Any person under the age of 18years must be accompanied by an adult.

9.5.4 TRANSFERS

Bookings can be transferred to a future date, within a 12 month period, but not between people. You must give a minimum of 7 days (before your departure date) notice in writing for a transfer to apply. This will be in the form of a credit for the value of the original booking less fees, this will then be held and credited against a new booking at a future date within the valid timeframe. The new booking will be charged at current pricing at that time and is subject to availability. A fee of 10% of the total booking value will be charged on any booking transfer. Bookings may only be transferred once and no portion of the credit is redeemable for cash.

Sorry this option is not available for Guided Packages nor events. If notice is given less than 7 days prior to departure for any circumstances, including medical, you will be required to cancel your booking.

9.5.5 CANCELLATION

If a client wishes to cancel any booking, the cancellation must be forwarded in writing and the following refund values will be applied:

Independent Walker Packages or Events

1. Prior to 8 weeks of departure date 75% of the total cost;
2. Within 8 to 4 weeks 50% of the total cost;
3. Within 4 weeks or less no refund will be given.

Guided Packages

1. Prior to 8 weeks of departure date 75% of the total cost;
2. Within 8 to 6 weeks 50% of the total cost;
3. Within 6 weeks or less no refund will be given.

9.5.6 INSURANCE

The Operator recommends that the client take out cancellation insurance together with all other necessary travel and medical insurances. Obtaining all necessary insurances is the responsibility of you the client and the Operator cannot be held liable for any failure on your part to get insurance.

9.5.7 PENALTY RATES (for instances of non-valid and un-booked facilities access)

Failure to have a valid booking for the Tuatapere Hump Ridge Track for the date(s) of use will result in penalty fees being charged in addition to the usual fee, and where there is no valid booking, Tuatapere Hump Track Ltd does not guarantee access to any facilities/services on the track. The Penalty rate is the Age rate plus the full adult fee.

9.5.8 OPERATORS and AGENTS

Commercial Operators/Agents must contact the office as per below to make a booking. Separate terms and conditions will apply.

Tuatapere Hump Track Ltd, 31 Orawia Road, Tuatapere 9620, New Zealand

Registered Charitable Entity CC41701

Ph [REDACTED]

10 CONTACT INFORMATION

10.1 Police

Emergency Dial 111 – Police

[Redacted] (Tuatapere)

[Redacted] [@police.govt.nz](mailto:[Redacted]@police.govt.nz)

Tuatapere station:

Otautau:

Riverton:

Te Anau:

Invercargill:

10.2 Fire

Emergency Dial 111- Fire Service

Tuatapere

Note: Portable pumps and monsoon bucket at Fire Station.

Invercargill

10.3 Search & Rescue

Tuatapere Police/Invercargill Police

10.4 MEDICAL – Doctors, Health Centres, Hospitals, Poison Centre, St John

Emergency Dial 111 – Ambulance Service

Tuatapere Doctor

Southland Hospital

Poison Centre (Dunedin)

St John Ambulance Service

[Redacted]-local St Johns

10.5 Tuatapere Hump Track Ltd Team

Office Team

Hump Track Office

Lodge Managers/Guides

Guide

Okaka Lodge Mobile

Port Craig Lodge Mobile

SERVICES

Gas/Plumber

██████████ Gas & Plumbing Ltd

Fire Alarm

██████████

Builder

██████████



Tuatapere Hump Track Trust Executive

Chairman – ██████████

Vice Chairman -

Treasurer – ██████████



RARAKAU ALTON TRUST

██████████ (Chairman)

HELICOPTER OPERATORS

The Helicopter Line

██████████

██████████

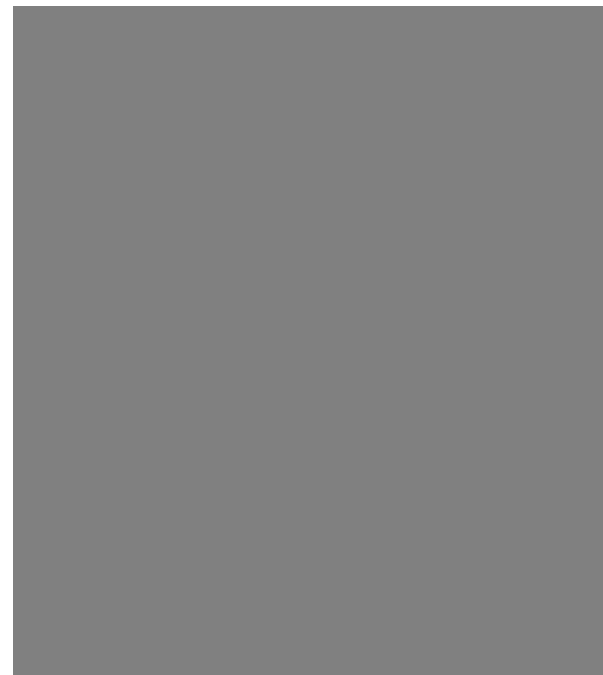


DEPARTMENT OF CONSERVATION

Southland Conservancy Office

Te Anau Fiordland N.P.

Conservation Emergencies (AH)



MAORI LAND CONTACTS

██████████

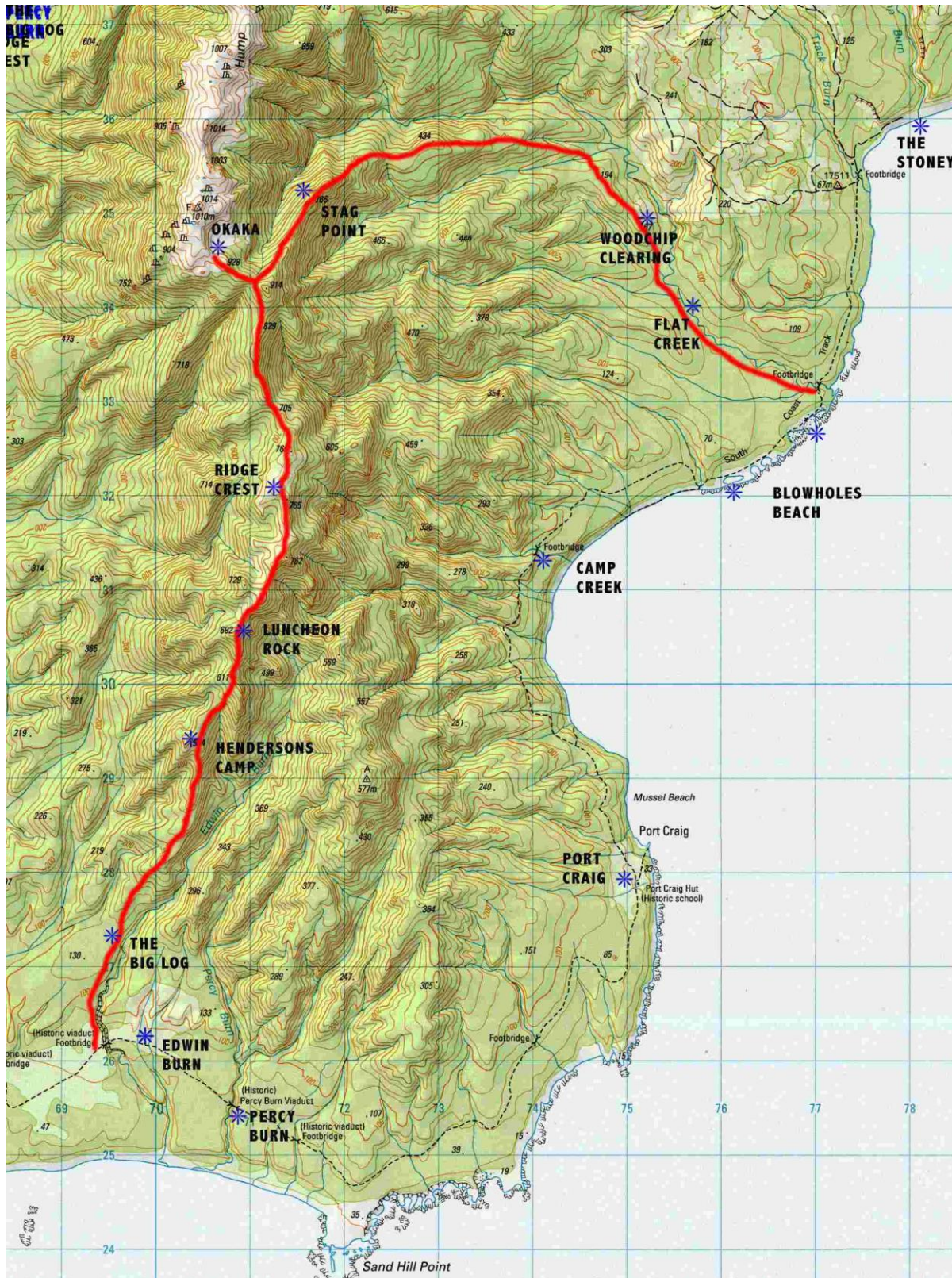
██████████

VICTIM SUPPORT

COMMUNITY WORKER

RARAKAU – car park,
Track open/closed sign

11 MEDICAL EVACUATION SITES



GPS COORDINATES

The Stoney: 46°09'03" S 167°24'28" E

Flat Creek: 46°10'24" S 167°23'40" E

Water Bridge: 46°10'03" S 167°22'26" E

Woodchip Clearing: 46°09'34" S 167°22'11" E

Stag Point: 46°09'28" S 167°19'15" E

Okaka: 46°09'30" S 167°18'35" E

Ridge Crest: 46°10'54" S 167°19'02" E

Luncheon Rock: 46°11'46" S 167°18'31" E

Hendersons Camp: 46°12'21" S 167°18'05" E

The Big Log: 46°14'08" S 167°18'12" E

Edwin Burn: 46°14'19" S 167°17'45" E

Percy Burn: 46°14'28" S 167°18'18" E

Port Craig: 46°13'18" S 167°21'44" E

Camp Creek: 46°11'23" S 167°21'03" E

Blowholes Beach: 46°11'23" S 167°22'39" E, 46°10'44" S 167°23'25" E

HUMP RIDGE TRACK

NOISE ABATEMENT POLICY

10 November 2022

Contents

1	Introduction	3
2	Activities.....	3
2.1	Effects of activities	3
2.2	General.....	3
2.3	Low Level Operations.....	3
2.4	Hover-Taxiing	3
2.5	Takeoff and Climb Out	3
2.6	Descent and Approach for landing	4
2.7	Track Resupply and Servicing.....	4
3	Update and Review	4

1 Introduction

This document presents an agreed approach for the safe and responsible management of noise annoyance created by aircraft used. It covers the actions we expect Fiordland Helicopters to follow to reduce the effect of aircraft operations on users of Fiordland National Park and the surrounding land.

For the avoidance of any doubt **health and safety will always be considered first and foremost** over noise abatement.

2 Activities

2.1 Effects of activities

The primary effect from aircraft is annoyance as a result of noise. Literature shows a variety of responses to aircraft noise, with some users being annoyed by it and others not being worried about it. It is considered that guided and non-guided walkers alike will be more accepting of helicopter noise, given that helicopters are used to support the track and may be carrying their bags. However, this does not negate the need to manage effects of aircraft use on track users and other users of the area.

2.2 General

The following policies are recommended for general aircraft use:

- a) Aircraft movements are planned and minimised where possible.
- b) Fly in accordance with the the “Fly Neighbourly” guide published by the Helicopter Association International.
- c) Where possible select a flight path which avoids noise sensitive areas and where possible fly downwind of these areas.
- d) Fly alongside noisy routes (e.g., statehighways and railways).
- e) Where possible avoid flying below 1500 feet AGL.
- f) Avoid large pedal movements where possible.

2.3 Low Level Operations

The following policies are recommended for low level operations:

- a) Avoid unnecessary and prolonged hovering.
- b) Where possible avoid quick and repetitive pedal movements.
- c) Depending on aircraft type, use right pedal turns over left when possible.

2.4 Hover-Taxiing

The following policies apply to hover-taxiing:

- a) Hovering & taxiing should be kept to minimum.
- b) Where possible plan takeoff and departure actions while the aircraft is landed and idle.
- c) When cleared to depart exit the area as quick as possible.
- d) Plan approach and landing early and land in a timely manner.
- e) Depending on aircraft type, use right pedal turns over left when possible.

2.5 Takeoff and Climb Out

The following policies apply to takeoff and climb out:

- a) Use the shortest acceleration possible, climb out at Vy using maximum continuous power.
- b) Avoid flight paths over noise sensitive areas, where possible.
- c) Keep angle of bank shallow where possible.
- d) Vacate the area in a timely manner.

2.6 Descent and Approach for landing

The following policies apply to descent and approach for landing:

- a) Plan approach early and set up for the most efficient flight path.
- b) Use an approach speed of 60 Knots indicated, and at a rate of Descent of close to 1,500 feet per minute until short finals.
- c) Keep angle of bank shallow where possible.
- d) Where possible avoid flying over noise sensitive areas.

2.7 Track Resupply and Servicing

One of the Hump Ridge Trust's core aircraft activities is the resupply and servicing of the Port Craig and Okākā Lodges located on the Track. The Fiordland National Park Management Plan provides the following direction:

- No landings within 500 metres of the track except at the Okākā and Port Craig Lodges;
- Landings are only permitted for the purpose of transporting packs;
- Passengers can only be transported if there is room on the flight carrying packs;
- Passenger ferrying (other than as described above) will not be permitted;
- Landings are to be managed to maintain existing recreation and user experience;
- Landings should occur between 10.00am and 3.00pm during the walking season.

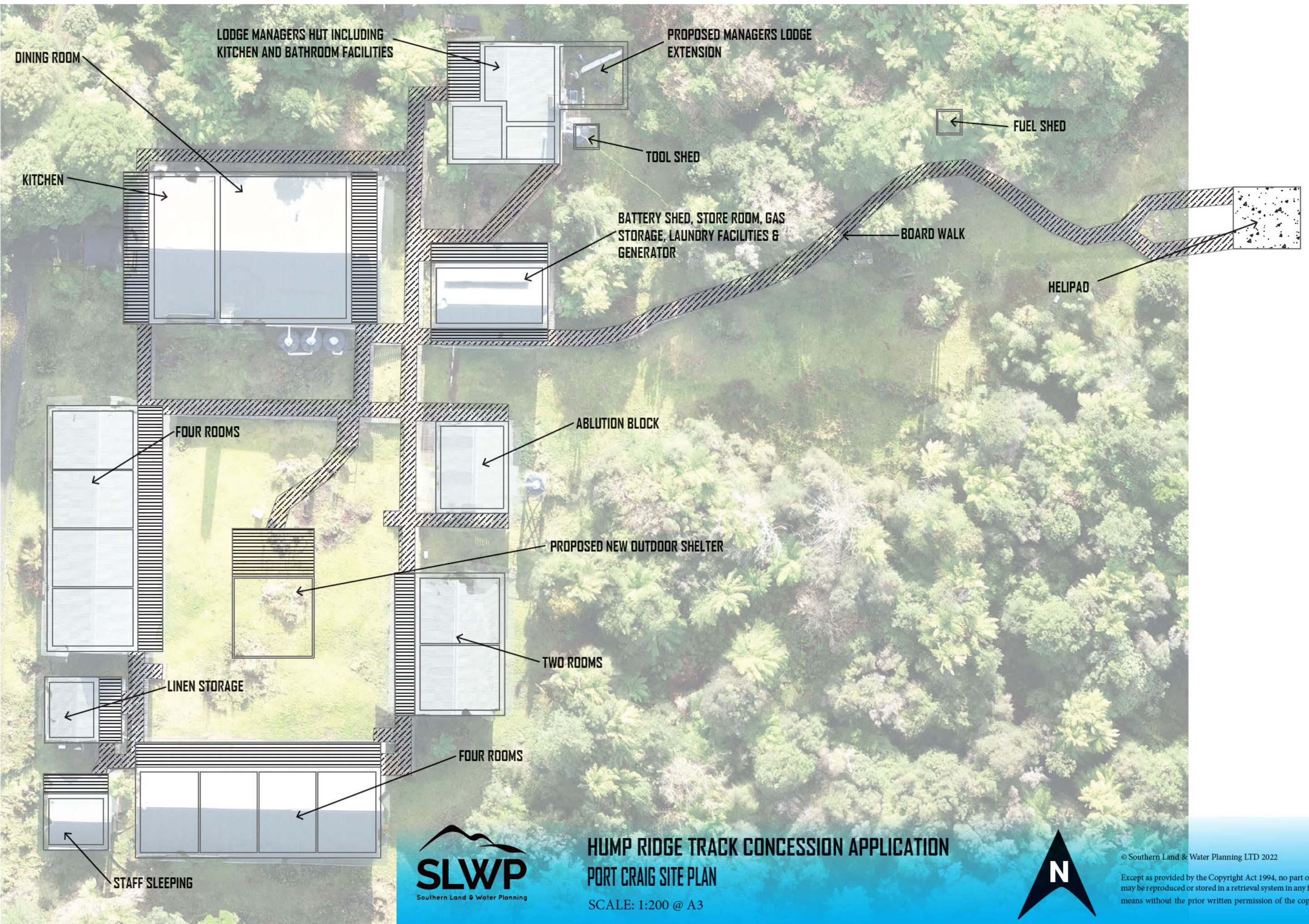
Fiordland Helicopters are expected to comply with the above requirements. From time-to-time some variation to landings times may be required for weather, health and safety reasons. Pilots are to check with Hump Ridge Track Ltd staff to meet the above conditions.

3 Update and Review

This policy should be reviewed once a year. Any amendments made should be reflected in the Policy and copy of the updated Policy should be forwarded to Fiordland Helicopters as soon as possible.

A record of the date of review, the reviewer and any amendments made should be recorded in the following table.

Date	Review	Amendments made



**HUMP RIDGE TRACK CONCESSION APPLICATION
PORT CRAIG SITE PLAN**

SCALE: 1:200 @ A3



© Southern Land & Water Planning LTD 2022

Except as provided by the Copyright Act 1994, no part of this drawing may be reproduced or stored in a retrieval system in any form or by any means without the prior written permission of the copyright owner.



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: Tenanting 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](#)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 type="checkbox"/> Registered company (Go to ②)	<input checked="" type="checkbox"/> Trust (Go to ②)
	<input type="checkbox"/> Incorporated society (Go to ②)	<input 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)		Tuatapere Hump Track Charitable Trust	
	Trading name (if different from applicant name)		Tuatapere Hump Track Limited	
	NZBN if applicable (to apply go to: https://www.nzbn.govt.nz)	9429032620795	Company, trust or incorporated society registration number	
	Registered office of company or incorporated society (if applicable)		31 Orawia Road, Tuatapere	
	Company phone		Company website	www.humpridgetrack.co.nz/
	Contact person and role		Cedric Wedderburn	
	Phone		Mobile phone	
	Email		operations@humpridgetrack.co.nz	
	Postal address	31 Orawia Road, Tuatapere	Postcode	9620
	Street address (if different from postal address)			Postcode

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	
Name of DOC staff member	Donna Shepard, Lisa Wheeler
Name of person who had the pre-application meeting with DOC	Various

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: Tenanting 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 checked="" type="checkbox"/>
Guiding/Tourism/Recreation: Watercraft activities	4b	<input 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](#)⁸
- [Easements](#)⁹
- [Land based guiding](#)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:

3C - Easements
4A - Land based Guiding

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).

Please see attached document

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
HUMP RIDGE TRACK CONCESSTION APPLICATION pdf DETAILS OF APPLICATION			
HUMP RIDGE TRACK APPENDICES pdf SUPPORTING DOCUMENTS			

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 type="checkbox"/>
Yes	<input checked="" type="checkbox"/>
If 'yes' under what name	HUMP RIDGE TRACK LIMITED

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	Rebecca Robertson (Consultant) on behalf of the Hump Ridge Track Charitable Trust
Date	8.12.22

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