

# 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](mailto: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<sup>1</sup>](#) for.
- Arrange a pre-application meeting (either face to face or over the phone) by contacting the [Department of Conservation Office<sup>2</sup>](#) closest to where the activity is proposed. You can use [DOC maps<sup>3</sup>](#) to identify which District Office you should contact. Or arrange a meeting with any of our [four offices that process concessions<sup>4</sup>](#) – 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<sup>5</sup>](#).
- 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<sup>6</sup>](#) 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

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

<sup>2</sup> [www.doc.govt.nz/footer-links/contact-us/office-by-name/](https://www.doc.govt.nz/footer-links/contact-us/office-by-name/)

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

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

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

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



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 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](#)<sup>7</sup> 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.

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



## A. Applicant details

Legal status of applicant (tick)	<input type="checkbox"/> Individual (Go to ①)	
	<input type="checkbox"/> Registered company (Go to ②)	<input type="checkbox"/> Trust (Go to ②)
	<input checked="" type="checkbox"/> Incorporated society (Go to ②)	<input type="checkbox"/> Other e.g. Educational institutes (Go to ②)

## B.

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)			Pirongia Forest Park Lodge Incorporated
	Trading name (if different from applicant name)			
	NZBN if applicable (to apply go to: <a href="https://www.nzbn.govt.nz">https://www.nzbn.govt.nz</a> )	Company, trust or incorporated society registration number	Incorporated Society Date 26 September 1984 & Number 241012 Charities Registration Date 13 July 2009 & Number CC41346	
	Registered office of company or incorporated society (if applicable)			
	Company phone	Company website		



Contact person and role	Peter Robertson		
Phone		Mobile phone	
Email			
Postal address			
Street address (if different from postal address)			

## B. Pre-application meeting

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

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

- If yes record the:

Date of DOC pre-application meeting	28 January 2020
Name of DOC staff member	Ray Scrimgeour, Glynn Morgan
Name of person who had the pre-application meeting with DOC	Peter Robertson, Murray Smith, Bruce Postill & Kate Parr

## 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](mailto: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	#
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](#)<sup>8</sup>
- [Easements](#)<sup>9</sup>
- [Land based guiding](#)<sup>10</sup>

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

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

<sup>10</sup> <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:

Form 3b

- 

## 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).

The Pinangin Forest Park Lodge Soc (inc) has been operating on this site for 35 years. We have developed the scrub covered site into a parkland of Native Bush. The Lodge is maintained in excellent condition and up to date with all facilities and meets all professional audits. Copies are enclosed. The Society is controlled by members representing Rotary clubs - District + local Mayors and retired professionals.



## 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</u> X Table	Doc1	Word	Table

## 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 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 type="checkbox"/>
I have completed the <b>activity application form</b> .	<input type="checkbox"/>
I have appropriately labelled all attachments and completed section <b>F Attachments</b> .	<input type="checkbox"/>



I will email [permissions@doc.govt.nz](mailto:permissions@doc.govt.nz) my:

- Completed applicant information form
- Completed activity application form/s
- Any other attachments.

H.

## 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	#
If 'yes' under what name	Pirongia Forest Park Lodge Incorporated

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.



I/We agree that the Department of Conservation can provide my details to the Department's Debt Collection Agency in the event of non-payment of payable fees.



Typed applicant name/s

Pirongia Forest Park Lodge Incorporated

Date

11 June 2021

**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](mailto: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.



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## 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 Applicant has two existing concessions as follows:

LEA-3007. This is a New Zealand Forest Service licence for the Lodge Building. The term was from 1 December 1985 and expired on 30 November 2015. While the licence does provide for three, five year rights of renewal these are not applicable as a new concession needs to be granted under Part 3B of the Conservation Act 1987.

LIC-3092. This is a licence that includes the Confidence Courses, Water Tanks, Wardens House and the two Accommodation Units. The Accommodation Units are assets of the Department and were managed by the Applicant and used as additional accommodation. The Department has gifted these units to the Applicant and the Waikato District Office has provided confirmation to support this. The term is from 1 December 2000 and is due to expire on 30 November 2030.

The Applicant has requested that all of the facilities and the activities being undertaken in both sites of the Pirongia Forest Park be included in one lease document. On this basis, then following signing of the new lease document by the Applicant, LIC-3092 will be surrendered.

The sites includes the following:

Lodge Building which incorporates all of the normal facilities for accommodating the users

Two additional Accommodation Units adjacent to the Lodge Building

Sealed Parking Area

Two Water Tanks (or is this three) located in the bush at the back of the parking area

Two Confidence Courses

Archery Area

Climbing Wall and Storage Shed

Flying Fox

Outdoor Class Area

Open Grass Areas for various activities

Wardens House and grounds across the Road from the entrance to the Lodge Building

All of the above are existing facilities. A toilet is to be located at the end of one of the grass areas close to Grey Road for easy access by a septic tank truck. The Department will need to provide their approval for this structure to be included.

The sites are located in the Pirongia Forest Park, Grey Road, Pirongia. The lease area will need to include all of the above facilities.

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## 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

These are existing facilities and a new concession needs to be considered for the two sites in the Pirongia Forest Park.

•

### C. Larger area

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

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:

Outside of the Lodge Building and Accommodation Units, other activities are undertaken in the balance of the lease area.

The lease area of the Wardens House also includes the grounds.

Is this necessary for safety or security purposes? **YES**

Is this necessary as an integral part of the activity? **YES**

Is this essential to carrying on the activity? **YES**

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

All of the lease area is required to undertake the activities as detailed in the application.

### 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**

*(Exclusive occupation requires a lease which requires public notification of the application)*

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

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

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

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



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

The area of the Pirongia Forest Park that includes the Lodge Building, Accommodation Units, Confidence Courses, Archery Area, Climbing Wall, Flying Fox, Outdoor Class Area, Open Grass Areas, it is necessary to exclusive possessions at all times for the reasons as above. The facilities in this area are used by school groups and other organisations.

The Wardens house is situated in an area of the Pirongia Forest Park across the road from the Lodge Building so exclusive possession of the house and grounds area is also necessary.

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## E. Technical Specifications (for telecommunications sites only)

**Frequencies on which the equipment is to operate**

**Power to be used (transmitter output)**

**Polarisation of the signal**

**Type of antennae**

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

**Heaviest period of use**

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## 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.*

A term of 30 years is quite appropriate for the two sites as they include the Lodge Building and the Wardens House. A term of 30 years for a lease can be granted in terms of the Conservation Act 1987, Part 3B, Section 17Z(1).



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## 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?

**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.



## 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.

Location on public conservation land	Special feature or value	Potential effects of your activity on the feature or value (positive or adverse)	Methods to be identified
<i>EG: Tararua Forest Park</i>	<i>Northern rata - threatened species</i>	<i>Damage to the plants by construction</i>	<i>Brief construction importance of species to avoid</i>
Pirongia Forest Park	The native bush located in the Lodge and House lease areas.	<p>The activities have been undertaken at these sites for many years. The values will be managed by the terms and conditions as detailed in the lease document and by consultation with the Department.</p> <p><i>The area has been developed from blackberry fern + rubbish into a beautiful native bush area</i></p>	<p>The new toilet track area as along Grey F access the to works will be removal of s</p> <p>There are op the facilities i vegetation to open.</p> <p><i>No negative effects.</i></p>



**I. Other**

Is there any further information you wish to supply in support of your application? Please attach if necessary and label Attachment 3a:1.

2020 Financial Accounts.  
Constitution + Rules of Pongia Forest Park Life Society  
Construction review of equipment






P.O. Box 147  
TE AWAMUTU

11 June 2021

## REQUEST FOR WAIVER OF FEES

The Pirongia Forest Park Lodge Society (inc) requests that the Department of Conservation waiver all fees relating to the renewal of the Lease for use of Conservation land on Mt Pirongia

1. The Lodge Society developed the land 35 years ago from a scrub covered area into a park area with hundreds of native trees
2. The society engaged with the Department of Conservation to maintain public toilets and facilities at the road end public parking area adjoining the leased area.
3. The society has supported and facilitated the re-establishment of endangered native bird species on Mt Pirongia.
4. The Society has made it a policy to maintain occupancy charges to groups at a minimal levy. This enables schools of Decile 1 to bring their pupils to the Lodge without causing financial stress to the childrens families. Fees are scaled to meet routine maintenance only. All capital items are purchased with assistance of Rotary Clubs and other community service clubs. There are no surplus funds to pay fees to renew the lease
5. The financial accounts as presented, have to be read in conjunction with the notes attached.. The apparent surplus of funds in the accounts are required to complete facilities for which the society has been granted those funds. These will be used once the limitations of Covid 19 are over.



Peter J Robertson BBS  
Secretary Treasurer  
Pirongia Forest Park Lodge Society (inc)



## **Pirongia Forest Park Lodge**

The project to construct the Lodge began in 1981 with the Te Awamutu Rotary.

The site was in gorse and dense fern. A team of Rotarians cleared the land with piles of cut material ready to burn. The then controller of the land, the NZ Forest Service would not issue a fire permit but sent their own staff to do the burn. The burn got out of control burning into the forest. When the fire was extinguished space had been created for the future construction of the DOC public carpark/picnic/shelter/toilets.

In the early 1980s Grey road was extended two kilometres by the Lodge Committee to reach the current carpark/Lodge site. Until this time trampers walked through farmland to reach the Mahaukura track and the Forest Park boundary.

Construction of the Lodge was completed and formally opened November 1988 by the Minister of Conservation Helen Clark, who is the current patron of the Lodge.

Ongoing DOC work saw the construction of a nature walk, tracking, public shelter with displays, picnic area, toilets, view tower and carpark.

Because of security issues and increased usage there needed to be onsite accommodation for Lodge managers/warden. Hence the construction of Waiwera Cottage.

The Accommodation Units were moved onsite when DOC closed the Pirongia Forest Park Visitor Centre and Base. They were still used by DOC staff, occasionally for a few years but have recently been written off and gifted to the Lodge Committee. They are essential for school groups, providing accommodation for teachers and parents/helpers.

Waipa District Council have been supportive with the assistance of Building Consents, etc. The current and past Mayors have been/are Committee members.

The Confidence Course below the Lodge. Has two significant structures the Cable Way/Flying Fox and the Abseil Climbing Wall. They have regular external safety checks undertaken by certified contractors. The Cable Way has more risk with moving parts and potential rescue issues. Has an annual inspection by certified inspectors. The concrete Abseil Climbing Wall has 16mm bolt anchors set in concrete. These are proof tested to industrial standards by engineering specialists every four years. Use of these facilities is limited to instructors that hold New Zealand Safety Audit Standard for Adventure Activities 2017.

Users of the Lodge are mostly schools (85%) and youth groups. Other users include tramping clubs, restoration society and occasionally DOC staff.

The Lodge is not available for weddings or commercial activities.

Sixty people is the maximum number of overnight guests permitted at the Lodge site.

There is a current proposal from the Lodge Committee to site a sealed vault toilet near the cableway/flying fox and outdoor class room.





Building Code Clause(s)..... B1.....

# PRODUCER STATEMENT – PS4 – CONSTRUCTION REVIEW

(Guidance notes on the use of this form are printed on page 2)

ISSUED BY: ..... XSphere Inc. Limited.....  
*(Construction Review Firm)*

TO: ..... HeightPro Ltd / Pirongia Forest Park.....  
*(Owner/Developer)*

TO BE SUPPLIED TO: ..... Waikato District Council.....  
*(Building Consent Authority)*

IN RESPECT OF: ..... Permanent fall arrest anchor installation.....  
*(Description of Building Work)*

AT: ..... Pirongia Forest Park Lodge - 297 Grey Road, RD5, Hamilton 3285  
*(Address)*  
..... LOT ..... DP ..... SO .....

..... XSphere Inc. Ltd. .... has been engaged by HeightPro Limited.....  
*(Construction Review Firm)*

To provide  CM1  CM2  CM3  CM4  CM5 *(Engineering Categories)* or  observation as per agreement with owner/developer

or  other ... Inspection of permanent roof anchors installation services  
*(Extent of Engagement)*

in respect of clause(s) ..... B1..... of the Building Code for the building work described in

documents relating to Building Consent No. .... n/a..... and those relating to

Building Consent Amendment(s) Nos. .... n/a..... issued during the

course of the works. We have sighted these Building Consents and the conditions of attached to them.

Authorised instructions / variations(s) No. .... n/a..... (copies attached)

or by the attached Schedule  have been issued during the course of the works.

On the basis of  this  these review(s) and information supplied by the contractor during the course of the works and on behalf of the firm undertaking this Construction Review, I believe on reasonable grounds that  All  Part only of the building works have been completed in accordance with the relevant requirements of the Building Consent and Building Consent Amendments identified above, with respect to Clause(s) ... B1..... of the Building Code.

I also believe on reasonable grounds that the persons who have undertaken this construction review have the necessary competency to do so.

I, ..... Antoni Rajwer ..... am:  CPEng No. ... 139139 (AC3044).....  
*(Name of Construction Review Professional)*

Reg Arch No. ....

I am a Member of:  IPENZ  NZIA and hold the following qualifications: ..... BE(hons).....

The Construction Review Firm issuing this statement holds a current policy of Professional Indemnity Insurance no less than \$200,000\*.

The Construction Review Firm is a member of ACENZ:

SIGNED BY ..... Antoni Rajwer ..... ON BEHALF OF ..... XSphere Inc. Ltd

Date: ..... 9<sup>th</sup> April 2017 ..... Signature: .....

Note: This statement shall only be relied upon by the Building Consent Authority named above. Liability under this statement accrues to the Design Firm only. The total maximum amount of damages payable arising from this statement and all other statements provided to the Building Consent Authority in relation to this building work, whether in contract, tort or otherwise (including negligence), is limited to the sum of \$200,000\*.

This form is to accompany Forms 6 or 8 of the Building (Form) Regulations 2004 for the issue of a Code Compliance Certificate.



This is to certify that First Step Outdoors Limited trading as First Step Outdoors

at 297 Grey Road, Hamilton

has successfully demonstrated conformance with the requirements of the

**New Zealand Safety Audit Standard for Adventure Activities 2017**

and is certified to conduct the following activities:

Adventure Activity	Location
Rock climbing	Waikato
Abseiling	Waikato
Caving	Karamu
Fly Fox/Zipline	Pirongia Forest Lodge
High ropes course	Pirongia Forest Lodge

Issue date 04 April 2020

Expiry date 03 April 2023

Original certification date 05 April 2017

Certificate number AAO 092

Hemi Morete  
Certifier

AdventureMark®



Certified by Integra Limited. AdventureMark® is a division of Integra Limited, 2 The Courtyard, 4 Te Aute Road, Havelock North 4130. Certification is subject to terms and conditions as detailed at [www.adventuremark.co.nz](http://www.adventuremark.co.nz).

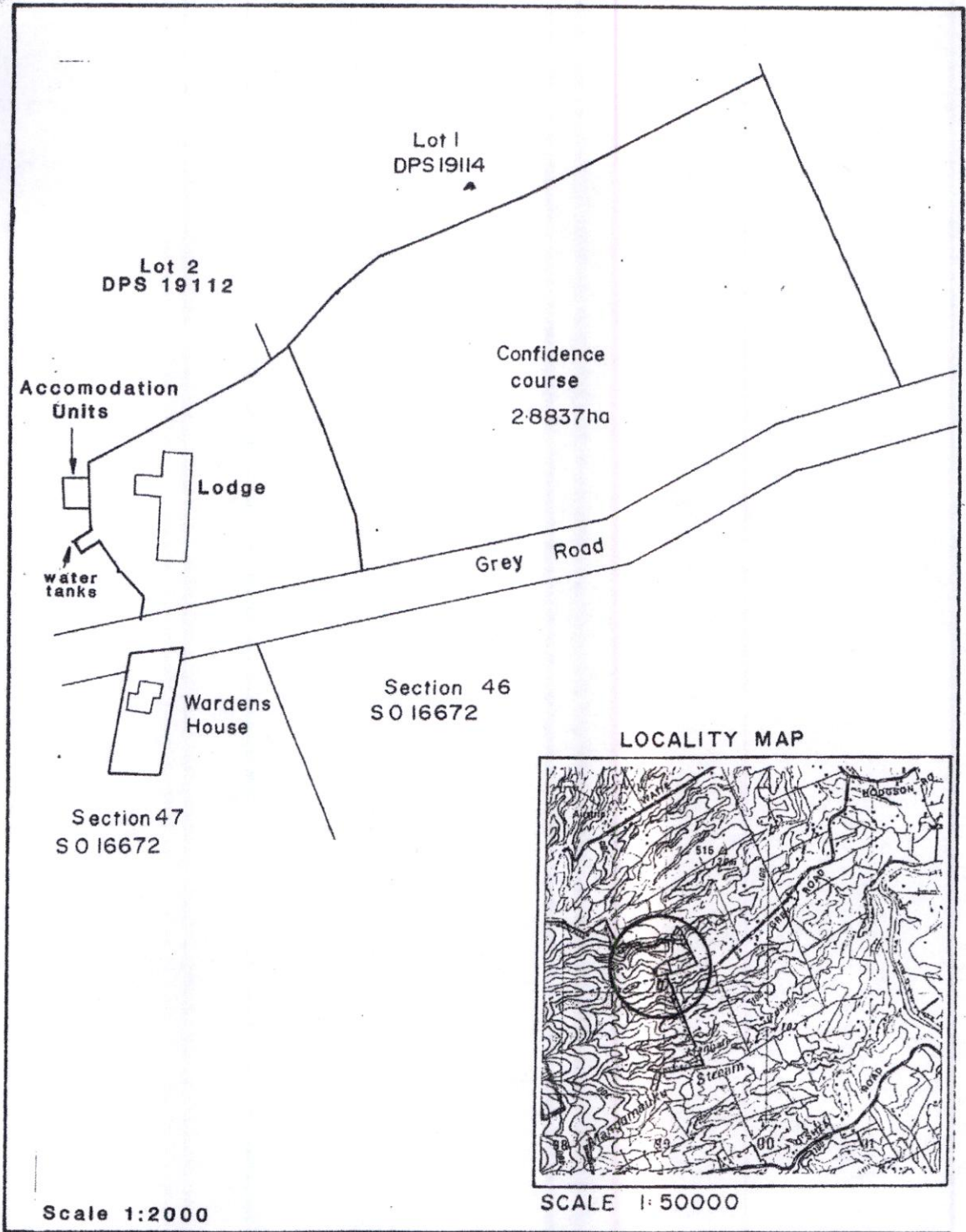
While all due care and skill was exercised in carrying out this safety audit, AdventureMark® accepts responsibility only for proven negligence. To verify that this certificate is current, please refer to the WorkSafe NZ Register of adventure activity operators.

JAS-ANZ



[WWW.JAS-ANZ.ORG/REGISTER](http://WWW.JAS-ANZ.ORG/REGISTER)





LOCALITY MAP



SCALE 1:50000

**PIRONGIA FOREST PARK LODGE LEASE  
- ACCOMODATION UNITS**

LES 082



# Dynamic

Access & Adventure



## Flying Fox Inspection Report

Report Date: 27 August 2020  
Inspection Date: 12 August 2020  
Inspected By: Karl Boielle  
Organization: Pirongia Forest Park  
Contact Person: Kate Parr  
Site Address: Pirongia Forest Park  
297 Grey Road  
WAIKATO  
Postal Address: Pirongia Forest Park  
297 Gray Road  
WAIKATO  
Phone: [REDACTED]  
Email: [REDACTED]

### Challenge Ropes Course History

Built by: Unknown  
Date of Last Inspection: 22 May 2019 By: Karl Boielle  
Estimated use during the past year: unknown  
(number of days x number of participants x number of hours per day)



## ***Disclaimer***

*This inspection of your Flying Fox. The inspection is limited to a visual inspection only and cannot, and is not intended to, guarantee the ongoing integrity and safety of your Flying Fox. This inspection is limited to visually assessing the condition of materials and equipment at the date of inspection only. The owner of the Flying Fox is responsible for ensuring the integrity and safety of the Flying Fox at all times. This is not a safety inspection, but is instead, an inspection and report made to assist owners and operators to meet their obligations to Flying Fox users. Dynamic Access and Adventure and its employees cannot, and do not, accept any responsibility for the integrity and safety of the materials and equipment in your Flying Fox.*

*In particular this visual inspection cannot and does not, include the condition of any materials, equipment or other items that are not capable of visual inspection on the date of the inspection and includes but is not limited to equipment such as covered ropes and posts buried in the ground. The inspection has been done on the basis that the quality and/or composition of materials and equipment have not been the subject of any replacement or substitution of material and/or equipment of a lesser quality or composition. This inspection report does not cover items, materials, or equipment that has been modified or repaired by persons other than Dynamic Access and Adventure or its employees.*

*Dynamic Access and Adventure does not accept responsibility for any accidents or injuries arising from the Flying Fox. It is the owner's responsibility at all times to ensure that all users and operators have the necessary knowledge, skills and experience to safely operate and maintain the Flying Fox on a day to day basis.*



## ***Inspection Ratings***

All Challenge Ropes Course elements and equipment inspected are listed below. Each element receives a rating of either:

**GREEN** - Pass; an acceptable level of wear. Meets current ACCT Standards for inspections and manufacturer's recommendations.

**ORANGE** - Serviceable; some wear, defects, or damage obvious that require remedial work. Minor modifications, replacement or repairs required. Not critical or life threatening at this point. Does not meet ACCT standards or manufacturer's recommendations.

**RED** - Fail; excessive wear, defects, or damage. Requires immediate closure or replacement. Unsafe for use. Potentially critical or life threatening at this point. Does not meet current ACCT Standards for inspections or manufacturer's recommendations.

**BLACK** - Not inspected or not in use.

A rating of **GREEN** must again be achieved before the element or equipment is safe to be used. Elements or equipment that receive an **ORANGE** rating require repairs or maintenance that must be completed in a timely fashion or as stated in the report. Elements or equipment that receive a **RED** rating must not be used until all necessary repairs have been implemented, or action taken and a further inspection carried out. Elements or equipment that receives an **ORANGE** or **RED** rating will include notes and if available photographs on the exact deficiencies.

### **List of Elements and Equipment Inspected**

- |                          |                  |                          |                  |
|--------------------------|------------------|--------------------------|------------------|
| <input type="checkbox"/> | Belay Ropes      | <input type="checkbox"/> | Low Elements     |
| X                        | Carabiners       | <input type="checkbox"/> | High Elements    |
| <input type="checkbox"/> | Harnesses        | X                        | Rescue Equipment |
| <input type="checkbox"/> | Studebaker Wraps | <input type="checkbox"/> | SMS Systems      |
| <input type="checkbox"/> | Helmets          | X                        | Flying Fox       |
| <input type="checkbox"/> | Belay Devices    |                          |                  |



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## Summary

Checked and tightened all Nut Eye Bolts (NEBs), Maillon Links and Cable Grips where necessary  
Checked all critical and non-critical cable terminations  
Checked all redundancy cable back-ups  
Checked entire length of main traversing cable  
Check tyre brake system  
Checked pulley, lanyard, and associated connection hardware  
Checked non-encroachment zone and clearway along entire length of Flying Fox  
Checked platform deck and dismount ladder  
No Test of speed and height of ride.

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Equipment: Main Flying Fox Cable Rating: GREEN

Notes: Caliper reading taken 12.72mm lowest reading over length of cable.

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Equipment: Guy Anchors and Cables Rating: GREEN

Notes:

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Equipment: Poles Rating: GREEN

Notes:

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Equipment: Take Off Platform Rating: GREEN

Notes:

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Equipment: Tyre Brake Rating: GREEN

Notes:

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Equipment: Clearway Rating: GREEN

Notes:

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Equipment: Dismount Ladder Rating: GREEN

Notes: Surface pitter rust on axel. Unit not rated.

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## *Participant Personal Protection Equipment*

Equipment: Flying Fox Pulley and Lanyards (3) Rating: GREEN

Notes:

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Equipment: CT Helmets (6) Rating: GREEN

Notes:

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Equipment: Red Aspiring Harnesses (11) Rating: GREEN

Notes: Some units unsure of age. Minor wear to waist strap webbing on some units.

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Equipment: CT Lock Safe Steel Carabiners (4) Rating: GREEN

Notes:

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Equipment: Instructor Rescue Gear Rating: GREEN / ORANGE

Notes: Purple rope fraying of sheath. Unsure of age of textile products some slings at 10-year replacement date.

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## ***General***

Equipment: Signage Rating: GREEN

Notes:

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## ***Overview***

The flying fox is in excellent condition and is a credit to the managers and staff and the systems they have in place.

## ***Recommendations for Pirongia Forest Park Staff***

- Monitor tyre brake system
- Monitor dismount ladder axel
- Keep guide anchors clear of soil and vegetation

## ***General Recommendations:***

- The next inspection is due August 2021

**Karl Boielle**

Director

**Dynamic Access & Adventure Ltd**

<https://www.dynamicaccessadventure.co.nz/>

4b Kingsley Place

Mount Maunganui

New Zealand 3116



CONSTITUTION & RULES OF

THE PIRONGIA FOREST PARK LODGE (INCORPORATED)

1. NAME

The name of the Association shall be "PIRONGIA FOREST PARK LODGE (INCORPORATED)" hereinafter called "the Association").

2. OBJECTS

The objects for which the Association is established are -

- (a) To erect and operate an Education Camp or Lodge in the Pirongia Forest Park on a site allotted for that purpose by the New Zealand Forest Service.
- (b) To erect and operate Education Camps of Lodges on such other sites as the Association may from time to time decide.
- (c) To co-operate with any person or body in order to achieve the above objects.
- (d) To assist and promote a movement or enterprise which in the opinion of the Committee for the Association would be able to assist in the establishment or operation of an Education Camp.
- (e) Subject to any conditions or restrictions imposed or required by the New Zealand Forest Service to operate an Education Camp or Camps in the Pirongia Forest Park in accordance with the Education Board's requirements to achieve the maximum benefit for all who wish to use the Camp in fostering outdoor education.
- (f) To raise such moneys as may from time to time be required to achieve the above objects and to disperse such moneys as may be needed for the erection operation and maintenance of an Education Camp.
- (g) To sue or be sued open and operate close one or more banking accounts.
- (h) To purchase take on lease or exchange on hire or otherwise acquire hold mortgage and dispose of any real or personal property and any rights and privileges which the Association shall think necessary or expedient for the purposes of attaining the objects of the Association of any of them or promoting the interests of the Association or standards.
- (i) To build or otherwise provide pavilions or clubhouse sheds workshops shelters and any other buildings or conveniences in connection therewith to equip furnish alter enlarge improve repair uphold and maintain the same respectively for the attainment of the foregoing objects.
- (j) To subscribe to become a member or affiliate with and or co-operate with any Society or organisation having objects similar to those of the Association.



- (k) To do all such things as are incidental or conducive to the attainment of the above objects.

### 3. MEMBERSHIP

- (a) Any person or body or organisation <sup>\* by applying in writing</sup> may/become a member of the Association on payment of the annual subscription set from time to time by the Committee.
- (b) The admission of new members to the Association shall be confirmed by the Committee.
- (c) A member shall cease to be a member of the Association in any of the following events:-
- (i) By notice in writing to the Association resigning from membership.
  - (ii) If having failed to pay the annual subscription six months after the date appointed for payment thereof his name shall be removed from the Association's list of members.
- (d) If any member shall so conduct themselves as to bring the Association into disrepute or to impair the operation of the Association in any way then the Committee of the Association in its absolute discretion may remove the member from membership of the Association.

### 4. OFFICERS

- (a) The officers of the Association shall be as follows:-
- (i) Patron
  - (ii) President
  - (iii) Vice President
  - (iv) Director
  - (v) Secretary
  - (vi) Treasurer
  - (vii) ~~Auditor~~
  - (viii) Honorary Solicitor
- (b) A Patron shall be appointed by the Association at its annual general meeting in each year.
- (c) The President and Vice Presidents shall hold office for one year but may be eligible for re-election and shall be elected annually by members of the Association at its annual general meeting.
- (d) The Director, Secretary and Treasurer shall be appointed by the Committee and the offices of Director, Secretary and Treasurer or any combination thereof may be held by one person.
- (e) The Director, Secretary and Treasurer so appointed shall hold office until he or they resign or are removed from office by a resolution of the Council. Any vacancies in such offices shall from time to time be filled by resolution of the Committee.
- (f) The Auditor and the Honorary Solicitor shall be appointed by members



of the Association at each annual general meeting. An Auditor and an Honorary Solicitor so appointed may be eligible for re-election.

#### 5. EXECUTIVE

The Executive shall consist of the President, Vice Presidents Secretary and Treasurer. The Committee may vest in the Executive such powers to act for and on behalf of the Committee in matters relating to the day to day management of the Association's affairs in accordance with policies accepted or determined by the Committee. Such actions of the Executive shall be confirmed by the Committee at its next meeting.

#### 6. COMMITTEE

The Committee for the Association shall consist of -

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Treasurer
- (e) Six members of the Association who shall be eligible under these Rules to hold such office elected at each Annual General Meeting.

#### 7. POWERS OF COMMITTEE

The Management and control of all property real and personal of the Association shall be vested in the Committee which may exercise all such powers and do all such acts and things as may be exercised or done by the Association and not hereby or by statute expressly directed or required to be exercised or done by the Association. In particular (but not limiting the general powers hereby conferred) the Committee may:-

- (a) From time to time take all steps and proceedings and do all acts and things it may consider advisable for carrying into effect the objects of the Association.
- (b) Appoint or employ and at its absolute discretion dismiss remove or suspend such servants or agents as it may from time to time think fit and may determine their duties and powers and fix their salaries or emoluments and period of engagement.
- (c) Institute, conduct, defend, compound or abandon any actions, legal proceedings and demands by or against the Association or otherwise concerning the affairs of the Association.
- (d) Receive and sign and give effect to receipts for all money debts goods, chattels and effects which will come into its hands or of which the Association or Committee may become possessed or entitled to.
- (e) From time to time control, invest and deal with all or any of the funds or money of the Association in such manner as it shall think fit and from time to time at its absolute discretion vary investments



or realise the amount invested therein and it may deposit or bank any or all of the funds or money of the Association at such bank or banks the Committee may determine and may withdraw same from time to time.

- (f) Draw, sign, accept, endorse or otherwise deal with cheques promissory notes or other instruments payable to the Association or the committee and may affix the Seal of the Association as herein provided to all such documents, contracts, transfers, conveyances, leases, bonds, debentures, securities, assignments, deeds and instruments entered into and executed on its behalf and made in conformity with purposes, affairs or matters in which the Society may be interested or concerned.

#### 8. MEETINGS OF COMMITTEE

- (a) The Committee may meet together for the dispatch of business adjourn and otherwise regulate their meetings as they think fit. Questions arising at any meeting shall be decided by the majority of votes. In the case of an equality of votes the Chairman shall have a second or casting vote. Any two members of the Committee may and the Director or Secretary on the requisition of any such two members shall at any time summon a meeting of the Committee.
- (b) The quorum necessary for the transaction of business of the Committee shall be four.
- (c) The continuing members of the Committee may act notwithstanding any vacancy in their body but if and so long as their number is reduced below the number fixed as a necessary quorum the continuing members of the Committee may act for the purpose of summoning an annual general meeting of the Association but for no other purpose.
- (d) (i) The President subject as to hereinafter appears shall preside as Chairman at every meeting of the Committee.
- (ii) If there is no President or if at any meeting he is not present within ten minutes after the time appointed for holding the meeting or is unwilling to act as Chairman the members present shall choose a Vice-President to be Chairman.
- (iii) If there is no Vice-President or if at any meeting no Vice-President is present within ten minutes after the time appointed for holding the meeting or no Vice President is willing to act as Chairman the members of the Committee present shall choose some one of their number to be Chairman.
- (e) The Committee may delegate any of its powers to sub-committees consisting of such member or members of its body as it thinks fit: any Committee so formed shall in exercise of the powers so delegated conform to any regulations that may be imposed on it by the Committee.
- (f) Unless a Chairman has been previously appointed by the Committee a sub-Committee may elect a Chairman of its meetings; if no such Chairman is elected or if at any meeting the Chairman is not present



within five minutes after the time appointed for holding the same the members present may choose one of their number to be Chairman of the meeting.

- (g) The Committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by majority votes of the members present and in case of an equality of votes the Chairman shall have a second or casting vote.
- (h) All acts done by any meeting of the Committee or of a sub-Committee or by any person acting as a member of the Committee shall notwithstanding that it may be afterwards discovered that there was some defect in the appointment of any such member or person acting as aforesaid or that they or any of them were disqualified be as valid as if every such person had been duly appointed and thus qualified to be a member of Committee.

#### 9. GENERAL MEETINGS

- (a) A general meeting of the Association shall be held once in every calendar year at such time (not being more than fifteen months after the holding of the last preceding general meeting) as the Committee may determine. The above mentioned general meetings shall be called Annual General Meetings. All other general meetings shall be called Special General Meetings.
- (b) Special General Meetings of the members may be convened at any time by the Secretary or Director under the direction of the Committee and shall be convened on the requisition of not less than five members of the Committee or not less than twenty members of the Association.
- (c) Twenty eight days notice of any Annual General Meeting or Special General Meeting shall be given to members and such notice shall specify the general nature of any business intended to be transacted at such meeting. It shall be sufficient for such notice to be published in a newspaper circulating in the district in which the Society operates.
- (d) At every Annual General Meeting or Special General Meeting the chair shall be taken by the President or in his absence by one of the Vice Presidents failing one of them a Chairman to be nominated from members of the Committee by the persons present at the meeting.
- (e) The voting at the Annual General Meeting or Special General Meetings shall be taken as the Chairman shall direct but any member present may demand a poll which shall immediately be taken in a manner determined by the Chairman the result declared by the Chairman. In the case of an equality of votes the Chairman shall have a second or casting vote.
- (f) Business of the Annual General Meeting shall be:
  - (i) To receive the Annual Report of the Committee
  - (ii) To receive the duly audited Annual Statements of Income and Expenditure and Assets and Liabilities of the Association.



- (iii) To elect a President Vice-President and members of the Committee for the ensuing year.
  - (iv) To appoint an Auditor for the ensuing year.
  - (v) To transact any other business of which notice in writing has been given to the Secretary at least fourteen days prior to the last day upon which notice of meetings may be given.
- (g) No business shall be transacted at any meeting unless a quorum is present at the commencement of such business. Such quorum shall unless determined by a general meeting be five members either personally present or represented by proxy save as hereinafter provided for in the next succeeding sub-clause.
- (h) If within half an hour of the time appointed for the meeting a quorum of members is not present the meeting if convened on the requisition of members shall be dissolved. Any other case it shall stand adjourned until such convenient time and place to be determined by the majority of the members then present and if at such adjourned meeting a quorum of members as provided for in sub-clause (i) hereof is not present the members then present shall constitute a quorum.
- (i) No member shall be eligible to vote at any meeting either in person or by proxy unless he shall be a financial member. A member shall be deemed to be a financial member unless he be more than three months in arrears with his subscription.
- (j) Subject to the foregoing provisions every member shall have one vote and no more save that any person having been duly appointed to vote as proxy may record a vote for each member by whom he has been so appointed.
- (k) Votes may be recorded personally or by proxy. The form of proxy must be in the hands of the Secretary at the office of the Association seven days before the meeting at which it is proposed to be used. An instrument appointing a proxy shall be signed by the member making the appointment and if such member shall be a corporate or unincorporate body or organisation such instrument shall be signed for and on behalf thereof by any two of them the President, manager, secretary or a director of such body or organisation.

#### 10. FINANCIAL YEAR

The financial year of the Association shall end on the 31st December in each year or such other date as a meeting of the Association may decide on the recommendation of the Committee.

#### 11. BORROWING MONEY

The Association shall in addition to the other powers vested in it have power to borrow or raise money from time to time by the issue of debentures bonds, mortgages or any other security founded or based on all or any of the property and/or rights of the Association or without any such security



and upon such terms as to priority and otherwise as it shall deem fit. Any such borrowing must first be approved by a majority of members present at a General Meeting called for that purpose.

12. COMMON SEAL

The Secretary shall have custody of the Common Seal of the Association and such Seal shall not be affixed to any instrument except by authority of a resolution of the Committee and in the presence of a member of the Committee and the Secretary or such other person as the Committee may appoint for that purpose.

13. DIRECTOR

The Director shall be responsible for carrying out the policy and decisions of the Association and the Committee shall supervise the staff of the Association shall (subject to any direction of the Committee) have power to engage and dismiss servants of the Association (other than a person holding an office under these rules) shall have custody of the Association's books papers and documents shall draft for consideration by the committee an annual report of the year's work and activities for presentation to the Annual General Meeting and shall do such other acts and things as from time to time the Committee or the Chairman of a meeting of the Association the Committee or Executive Committee of the Committee may require.

14. CHEQUES

All cheques shall be signed or endorsed in such manner as the Committee shall from time to time direct.

15. REGISTERED OFFICE

In accordance with the Incorporated Societies Act 1908 the Association shall have a registered office at such place as the Committee may from time to time determine.

16. ALTERATION OF RULES

Subject to Section 21 of the Act these rules or any of them may be altered added to or rescinded by a resolution in that behalf passed by a majority of not less than three-fourths of the members as being entitled so to do vote in person or by proxy at a general meeting of which notice specifying intention to propose the resolution has been duly given.

17. WINDING UP

- (a) The Association may be wound up voluntarily if the Association at a General Meeting of its members passes a resolution requiring



the Association so to be wound up and the resolution is confirmed at a subsequent General Meeting called together for that purpose and held not earlier than thirty days after the date on which the resolution so to be confirmed is passed.

- (b) If upon the winding up or dissolution of the Association there remains after the satisfaction of all costs debts and liabilities any property or assets whatsoever the same shall not be paid to or distributed among the members of the Association but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on this Association such institution or institutions to be determined by members of the Association at or before the time of dissolution.

APPLICATION FOR INCORPORATION

WE the several persons whose names are subscribed hereto being members of the above named Society HEREBY MAKE APPLICATION for the incorporation of the Society under the foregoing rules in accordance with the Incorporated Societies Act 1908.

DATED this 27<sup>th</sup> day of June 1984



**THE PIRONGIA FOREST PARK LODGE (INCORPORATED)**

Notice of Motion to be moved at a Special General Meeting of the Association.


That the Constitution and Rules of the Association be amended as follows:

1. That Rule 3 (a) be deleted and replaced by:  
"3 (a) Any person or body or organisation whether corporate or unincorporated may become a member of the Association on payment of the annual subscription (if any) set from time to time by the Committee."
2. That the word "Auditor" be deleted from Rule 4 (a) (vii) and be replaced by "Independent Financial Review Officer".
3. That the word "Auditor" be deleted from Rule 4 (f) and be replaced by "Independent Financial Review Officer".
4. That the words "Twenty eight" be deleted from Rule 9 (c) and be replaced by "Ten".
5. That the word "audited" be deleted from Rule 9 (f) (ii) and be replaced by "reviewed".
6. That the following Rule be included:  
"18 (a) No payments are to be made to a member of the Association or to any person associated with a member who is allowed to take part in or influence any decision made by the Association in respect of payment to, or on behalf of the member or associated person of any income, benefit or advantage.  
(b) Any payments made to a member of the Association or person associated with a member must be for goods and service that advance the charitable purposes and must be reasonable and reactive to payments that would be made between unrelated parties."

Motion passed on the 31st day of July 2008.

Member  *V. PUGH*

Member *A. G. B. JOYSON*

Member 



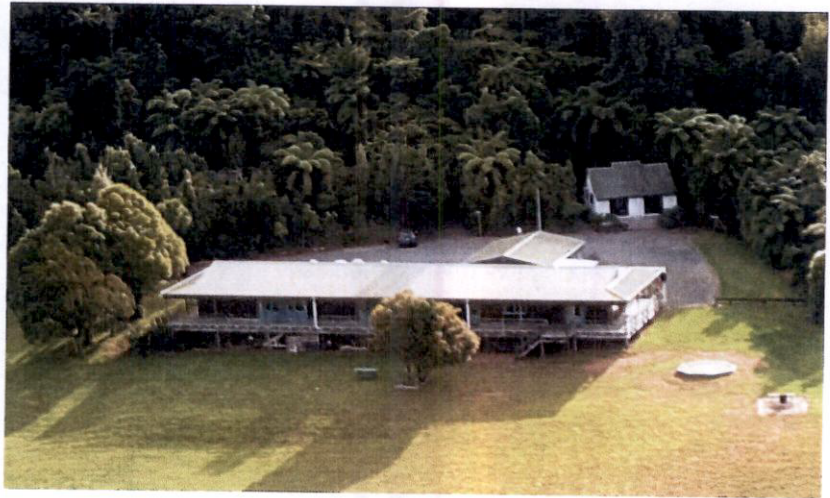


Pirongia Forest Park

# Lodge

accommodation  
& adventure

## Safety & Information Handbook For Group Leaders



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*Accommodation & Adventure on Pirongia Mountain*

297 Grey Road, RD5, Hamilton 3285  
[www.pfolodge.org.nz](http://www.pfolodge.org.nz)





## **Health and Safety**

### **Policy**

The Lodge society is committed to maintaining a safe environment, preventing serious harm and reducing the risk of injury to all persons.

### **Covid-19**

Please refer to our Lodge Use Guidelines

### **All Users**

Your continued enjoyment of the facilities provided are dependant on your accepting responsibility for:

Reading this manual PRIOR TO ARRIVAL

Following all the requirements contained herein.

### **Compliance**

ANY PERSONS NOT ADHERING TO SAFETY REQUIREMENTS AT THE LODGE CAN BE REMOVED WITHOUT FURTHER NOTICE.

### **Hazards**

All previously identified hazards are listed on the hazard sheet enclosed.

Please note the control measures required to minimise or reduce the risks applied to these hazards.

If any users identify any new hazards they are required to notify the Lodge Warden; If the Hazard is of a minor nature, this must be done prior to departing the lodge at the end of occupation. If the hazard is likely to cause immediate harm to any person, advise the Lodge Warden immediately the hazard is noticed.

### **Accidents**

In some cases, an accident is an indication of a new hazard. In many cases, it is because people have failed to adhere to instructions regarding the use of the Lodge.

In all cases, accidents are to reported the Lodge Warden prior to the conclusion of occupancy of the Lodge. Major accidents (Serious Harm) requiring outside assistance (Doctors or Ambulance) must be reported to the Lodge Warden immediately the accident occurs.

### **Defined Areas of Responsibility**

The areas covered by this manual are:

- The Forest Park Lodge
- Accommodation Units at rear of lodge
- Outdoor area immediately surrounding these buildings
- On site Adventure and Free to run Activities

### **Please Note**

The Forest Park Bush is NOT PART of the Lodge facilities.

All identification of any hazards or safety procedures in this area are not the responsibility of the Lodge Committee nor it's staff.



## Information

### Before you arrive

We will send you all information regarding your booking, including a list of what to bring to the Lodge. Groups may arrange inspection by appointment with the Warden prior to booking date.

*Please advise us if you require:*

- Catering
- Adventure activities
- Cleaning of Lodge or rubbish removal facilities
- Activity resources or local maps etc
- Camp fire

*And we can book these for you in advance.*

### When you arrive

The Lodge will be open and ready for your group, or a key will be left for you. The Warden will meet you and will discuss the Health and Safety information including emergency procedures that you must share with your group.

### While you are here

- Ensure users are informed of and adhere to the Lodge Code of Conduct and are briefed with the Lodge Safety Instructions.
- Ensure the Lodge Manager knows how to contact you at all times if you are not with the group.
- Inform us of any problems, including sickness you or your group may have and work with us to resolve these.
- Discuss with us any questions, concerns, or suggestions you may have about your stay as soon as possible.
- Hirers of the lodge are entitled to privacy and exclusive use of the facilities. Casual visitors will not be allowed access during such times.
- Keep water usage down to a minimum - we do not have the capacity for you to run: water slides/games, etc as we operate on rain catchment only.
- Inform us of any hazards that you have noted that may cause injury to others.
- We advise you to keep the main gate closed for additional privacy
- Advise us of any accidents or incidents
- You must adhere to DOC Environmental Care Code go to:  
<http://www.doc.govt.nz/parks-and-recreation/plan-and-prepare/care-codes/nz-environmental-care-code/>

### When you depart

- Clean and tidy the Lodge ready for the Warden's 'Check out' inspection (cleaning kit in laundry)
- Hang up all keys
- Take all rubbish with you—unless you wish to pay us for its disposal
- Turn off all lights and lock all doors once areas are cleaned (prevent footprints on wet floors!)
- Advise us of any accidents or incidents which we were not aware of
- Advise us of any breakages, loss or damage and/or use of first aid supplies



### Hazards Identified

Area	Hazard	Risk	Unman- aged Risk	Control Measures	Man- aged Risk
Lodge Decks	Water/rain	Slipping on wet deck	High	Warn users of hazard, no running if decks wet	Low
Lodge steps	Steep wooden steps	Falling from height	High	No running or playing on steps	Low
Lodge rails	Climbing on rails	Falling from height	Med	Do not allow lodge users to climb on rails	Low
Lodge doors	Doors slam due to wind	Finger en-trapment, broken glass	Med	Use door latches to keep doors safely open	Low
Heaters in dorms	Heaters covered with clothing	Fire risk	High	Do not allow users to cover heaters with clothing or towels. Heaters are on a timer for safety reasons	Low
Kitchen	Hot water, zip, food, ovens, pans etc	Burns/scolds	High	Be aware of hot water in kitchens, only caterers the kitchen—no unsupervised children	Low
BBQ	Gas & naked flames	Burns	High	Do not allow children to use—adults only	Low
Grounds	Rabbit holes	Trips, sprains and falls	High	Warn users of hazard, check for holes and be aware when playing on field	Low
Fence along-side of hill	Steep drop offs	Falling from height	Med	Advise users to stay away from signed steep drop off areas	Low
Fenced areas (out of bounds)	Users entering out of bounds areas	Various	Med	Users to be advised to stay away from any 'out of bounds' or 'unauthorised areas' access.	Low
Poisons	Pest bait stations, cleaning chemicals in laundry	Poisoning	Med	All pest bait stations clearly marked, areas clearly out of bounds, groups advised if in use. Chemicals stored in locked cupboards and locked laundry.	Low
Outdoor classroom Stream	Small stream	Drowning	Med	All young children to be supervised by adults at all times.	Low
Climb/Abseil Wall Flying Fox	Unauthorised Use	Falling from height, fatality	High	First Step Outdoors authorised Instructors to run these activities <b>only</b> . Contact Warden for details. No unauthorised access or use.	Low
Trampoline	Over use, over-crowding	Sprains, broken limbs	High	One at a time on the tramp <b>ONLY</b> , shoes off please.	Low
Lodge Building	Smoking, naked flames,	Fire	High	No smoking on site—by gate <b>ONLY</b> . No naked flames in or around Lodge building. Dispose of butts carefully	Low
Camp Fire	Fire out of control	Fire	High	All fires to be authorised by Warden. All fires to be under 1m <sup>2</sup> in size and put out after use	Low



## **Code of Conduct**

### **Behaviour**

Groups not reasonably observing the requirements of orderly behaviour, care of property and respect for other residents will not be allowed further use of the lodge and can be asked to leave immediately. The management committee places the responsibility for the above with group leaders, school principals or presidents of other organisations in the first instance.

### **Site Licence Restriction**

Our site licence prohibits any supplementary accommodation such as tents, cavana's, campervans etc.

### **Animals**

Animals are not permitted in the buildings or grounds and a permit is required from **D.O.C** to bring them into the park.

### **Alcohol**

Is not permitted at the lodge—waiver can be applied for by contacting the Warden. We do not allow the Lodge to be used for: Weddings, parties and functions.

### **Illegal Substances**

The use of illegal substances is banned at the Lodge and on its premises. Anyone breaking this rule will be asked to leave immediately and the Police will be informed.

### **Refuse Disposal**

This is the responsibility of the residents, all refuse must be removed charges for left rubbish do apply. Please **DO NOT** leave any food scraps on the lodge lawns—these only attract pests.

### **Breakages, Damage or Loss**

Breakages, damages or loss of equipment will be charged to those responsible.

### **Smoke Free**

Lodge building and grounds are smoke free, no naked flames allowed in or around lodge. Camp fire use allowed with Warden consent.

### **Cleaning**

We ask all groups to leave the Lodge and grounds in a clean and tidy state, Warden will check to see that this has been completed before your departure. Additional cleaning charges can apply.



## What to do in an a Fire or Emergency

### Building Warden

The Building Warden appointed for the Lodge is Kate Parr, all persons using the lodge must obey her instructions.

### Fire Warden

Each group must appoint a "**Fire Warden**" this person has a list of responsibilities outlined below.

### At all times

The **Fire Warden** is responsible to ensure that while the group is in residence at the lodge:

1. All exit ways are kept clear of objects.
2. If the group includes any disabled persons that they each have a designated able bodied person to assist them in the event of an emergency.
3. Be familiar with the location of the fire alarm, telephone, fire exits, fire extinguisher locations, evacuation procedure notices and assembly point.
4. Ensure that all people working in the kitchen (area of highest fire risk) are aware of the location of the fire extinguisher.
5. Inform all members of their group as to the whereabouts of location of fire alarm, telephone, fire exits, fire extinguisher locations, evacuation procedure notices and assembly point.
6. Ensure that Group Leader keeps an accurate account of group numbers on site at any given time.

### Emergency Procedure (in the event of a fire or other emergency)

1. Raise the alarm immediately—by operating the nearest fire alarm.
2. Call emergency services: Call 111 and ask for the Fire Brigade—emergency details are pinned up next to the lodge telephone.
3. Pick up the **Red Folder** which is stored above the table by the door in the Kitchen.
4. Alert the Building Warden (Kate Parr).
5. Exit via safe door and go the fire assembly point (first big flat area in front of Lodge) with the **Red Folder**
6. Put on the Fire Warden Vest—this is so that your role is visible to all.
7. Initiate the evacuation to the fire assembly point.
8. Delegate staff to clear all areas and report back to you once clear
9. Check that all people on site are accounted for
10. Mark off areas cleared on sheet in red folder
11. Report to the building warden progress of reports and when building is clear
12. Ensure no one re-enters the building
13. **ONLY IF CONDITIONS PERMIT AND IT IS SAFE TO DO SO**, should any attempt be made to extinguish the fire.
14. Follow the instructions of the Fire Brigade when they arrive
15. Meet with Building Warden upon closure of incident to complete relevant health and safety paperwork



## **Adventure Activities**



### **First Step Outdoors (FSO)**

The Lodge can offer a variety of Adventure Based Activities from the Lodge.

We use First Step Outdoors ([www.firststepoutdoors.com](http://www.firststepoutdoors.com)) a locally based company who are AdventureMark Certified and are a registered and certified deliverer of activities that is fully compliant with the Health and Safety in Employment (Adventure Activities) Regulations 2011. They run the following on site: Climb and abseil, archery, flying fox and all on-site free activities (if you do not wish to run them yourselves.) Also many off site activities (caving, kayaking etc).

Group Leaders and adults in your group may be asked to assist with some of the activities, they will be fully briefed and trained before the activity commences.

All groups wishing to book activities will be asked to complete a Medical Consent and Risk Disclosure Agreement Form before participation.

*If you would like to book activities either go to FSO web site or contact Warden for more details.*

### **Climbing and Abseiling Wall**

Run by First Step Outdoors Instructors.

### **Flying Fox**

Run by First Step Outdoors Instructors.

### **Confidence Course**

Free to use with Lodge booking—contact Warden for resources.

### **Free on-site Activities**

Orienteering	Sports Equipment	Scavenger Trail
Problem Solving Circuit	Pirongia Puzzles	Frisbee Golf Course

*Contact Warden for Resources*

### **Forest Park Walks**

We have resources for many local walks—for further information go to [www.doc.govt.nz](http://www.doc.govt.nz)

### **Education Programmes**

Contact Warden for a list of our exciting education programmes that we have on offer—including our new Pirongia our mountain Programme.

### **Catering**

If you do not wish to self cater then contact Warden for prices of Lodge catering.







PIRONGIA FOREST PARK LODGE SOCIETY (INC)

FINANCIAL ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2020

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## PIRONGIA FOREST PARK LODGE SOCIETY (INC)

### REVIEW REPORT

To the readers of the Financial Statements of the Pirongia Forest Park Lodge Society (Inc):

I have reviewed the financial statements of the Pirongia Forest Park Lodge Society (Inc) for the year ended 31 December 2020

A review is limited primarily to enquiries of the organisation's officers and analytical review procedures applied to financial data , and thus provides less assurance than an audit. I have not performed an audit and accordingly do not express an opinion.

Based on this review, nothing has come to my attention that causes me to believe that the accompanying financial statements do not give a true and fair view

---

Michael Cox O.B.E.



PIRONGIA FOREST PARK LODGE SOCIETY (INC)  
BUSINESS DIRECTORY  
FOR THE YEAR ENDED 31 DECEMBER 2020

BUSINESS ACTIVITY:		OUTDOOR EDUCATION CENTRE
CHARITY STATUS		REGISTERED WITH NZ CHARITIES COMMISSION CC41346
ADDRESS	:	MOUNT PIRONGIA
		GREYS ROAD,
		R.D. 5
		HAMILTON
CHAIRMAN	:	MURRAY SMITH
SECRETARY	:	PETER ROBERTSON
TREASURER	:	PETER ROBERTSON
BANKERS	:	WESTPAC
	Of	TE AWAMUTU
SOLICITORS	:	RICHARD SWARBRICK
	Of	TE AWAMUTU
REVIEW OFFICER		MICHAEL COX
	Of	TE AWAMUTU

PRONGIA FOREST PARK LODGE  
 STATEMENT OF FINANCIAL PERFORMANCE  
 FOR THE YEAR ENDING 31 DECEMBER 2020

	2020	2019
<b><u>INCOME</u></b>		
Fees	38607	
Refunds	-939	44920
Sale of old mattresses	296	
Altrusa Grant	2087	
Sport NZ	23488	
Interest Received	15	
WDC grant	2700	18
Sport Waikato	8250	
Sundry Income	370	
Grant	1000	
Wage Subsidy	18716	
Rent - Mangers House	7800	
	<hr/>	<hr/>
TOTAL INCOME	102390	51802
<b><u>LESS EXPENSES</u></b>		
<b><u>OPERATING COSTS</u></b>		
Honorarium	30734	19031
Accident Compensation	166	-39
Catering	101	
Cleaning/Rubbish Removal	303	
Maintenance	6753	
Sewage Consent		4750
Advertising and Publicity	403	456
Tables	700	670
Light & power	4054	
Fencing		4806
Equipment		40
Deck Extensions	960	357
Taxidermy		2694
Charities Commission	44	217
	<hr/>	<hr/>
	44218	33026
<b><u>REPAIRS and MAINTENANCE</u></b>		
Buildings	884	
Fire Safety Inspections	1517	104
Water Supply	557	1495
New mattresses	10776	
Flying fox inspections	565	
	<hr/>	<hr/>
	14299	2024
<b><u>STANDING CHARGES</u></b>		
Outdoor Audit		
Rates	2790	
Insurance Lodge	911	485
DOC Management Fee	11887	11586
Insurance Cottage	350	350
	1159	1132
	<hr/>	<hr/>
	17097	13553



PRONGIA FOREST PARK LODGE  
 STATEMENT OF FINANCIAL PERFORMANCE  
 FOR THE YEAR ENDING 31 DECEMBER 2020

	2020	2019
<u>ADMINISTRATION</u>		
Administration	3800	2000
Telephone & Tolls	1099	1527
Sundry Expenses		107
Postage & Stationery	295	74
Valuation Fees		739
Bank Fees		5
Computer Expenses	330	
Internet & website	1007	961
	<hr/>	<hr/>
	6531	5413
	<hr/>	<hr/>
TOTAL CASH EXPENSES	82145	54016
	<hr/>	<hr/>
NET CASH SURPLUS (DEFICIT)	20245	-2214
	<hr/>	<hr/>
	<hr/>	<hr/>
NET Surplus SEE NOTES	\$ 20245	\$ -2214
	<hr/> <hr/>	<hr/> <hr/>

PRONGIA FOREST PARK LODGE  
 STATEMENT OF MOVEMENTS IN EQUITY  
 FOR THE YEAR ENDING 31 DECEMBER 2020

	2020	2019
<b><u>CAPITAL ACCOUNT</u></b>		
Balance Brought Forward	127375	129591
<u>PLUS</u>		
Operating Surplus	20245	-2214
	<hr/>	<hr/>
	20245	-2214
	<hr/>	<hr/>
BALANCE OF CAPITAL	\$ 147620	\$ 127377
	<hr/> <hr/>	<hr/> <hr/>



PRONGIA FOREST PARK LODGE  
 STATEMENT OF FINANCIAL POSITION  
 AS AT 31 DECEMBER 2020

	2020	2019
<b><u>CAPITAL ACCOUNT</u></b>		
Accumulated Funds	147620	127377
TOTAL CAPITAL	\$ 147620	\$ 127377
 <b><u>REPRESENTED BY</u></b>		
<b><u>CURRENT ASSETS</u></b>		
Trustee Cheque Account	38052	17080
Net G.S.T	-3248	603
	34804	17683
<b><u>CURRENT LIABILITIES</u></b>		
Fees in Advance	4505	4845
Accounts Payable	8645	11427
	13150	16272
WORKING CAPITAL	21654	1411
<b><u>NON-CURRENT ASSETS</u></b>		
Assets at Book Value	125966	125966
TOTAL NET ASSETS	\$ 147620	\$ 127377

**PRONGIA FOREST PARK LODGE  
SCHEDULE OF FIXED ASSETS & DEPRECIATION  
FOR THE YEAR ENDING 31 DECEMBER 2020**

CODE	DESCRIPTION	PURCHASE	OPENING	ADDITIONS			DEPRECIATION		CLOSING		
		DATE	COST	BOOK VALUE	DISPOSALS	TYPE	RATE	MTHS	C/YR	ACCUM	BOOK VALUE
<b>FIXED ASSETS</b>											
105	Accomodation Lodge . Replacement value \$882,000		158571	59471			C	2.50	12	99100	59471
110	Waiwera Cottage . Indemnity Value \$ 100,000		51287	19237			C	2.50	12	32050	19237
112	Lock-Up Shed	18/12/03	848	518			D	4.00	12	330	518
113	Cottage Alteration	26/05/08	29784	22632			C	3.00	12	7152	22632
114	Cottage - Kitchen	23/12/09	7708	3016			D	14.40	12	4692	3016
115	Power Installation		6662	2654			C	2.50	12	4008	2654
117	Sensor Lighting	11/08/03	548	27			D	21.60	12	521	27
119	Purewater Water Filter System	13/04/06	1664	595			D	10.00	12	1069	595
120	Water Supply & Reticulation		10532				C	10.00	12	10532	0
122	Roading and Grounds		11782				C	10.00	12	11782	0
124	Confidence Course		3077				C	10.00	12	3077	0
130	Lodge Furniture and Equipment		6566	31			D	20.00	12	6535	31
131	Recreational Equipment Pool	08/03/01	1370	0			D	50.00	12	1370	0
132	Drapes for Dormitories	01/10/06	4260	252			D	26.40	12	4008	252
133	Delongi Heater	01/06/01	223	12			D	18.00	12	211	12
136	Heating	26/11/03	832	191			D	11.40	12	641	191
137	Grillo Ride on mower	12/03/08	13764	73			D	48.00	12	13691	73
139	Stainless Steel Oven	11/08/08	680	204			D	15.00	12	476	204
140	Vinyl - Pantry/Washroom	26/11/09	1600	358			D	21.60	12	1242	358
145	BQ Tables	02/07/92	405	77			D	20.00	12	328	77
155	Weedeater	22/04/93	515	44			D	10.00	12	471	44
160	Abseil Wall	01/10/93	23528	10297			C	2.50	12	13231	10297
165	Chiller / Freezer	01/11/93	6106	2048			D	12.50	12	4058	2048
175	Electric Oven	06/11/95	4283	573			D	9.50	12	3710	573
177	Vacuum Cleaner	30/04/09	4043	830			D	39.60	12	3213	830
180	Hot Water Cylinder	23/07/96	1214	25			D	18.00	12	1189	25
181	"Boil & Brew" Zipp	01/07/03	716	7			D	31.20	12	709	7
182	Fire Extinguisher	11/11/97	220	13			D	14.40	12	207	13
184	Whiteboard (Teaching Aid)	08/07/97	175	0			D	39.60	12	175	0
185	Waterproof Mattresses	22/05/97	2964	1			D	39.60	12	2963	1
186	Waterproof Matresses -Additns	01/06/00	3058	0			D	39.60	12	3058	0
187	Slat Bed for Unit 1	08/08/02	266	9			D	21.60	12	257	9
195	Fire Security System	18/06/02	3510	679			D	11.40	12	2831	679
200	Trampoline & Safety Pads	11/10/02	1310	23			D	26.40	12	1287	23
201	Displays (Pooled Assets)	24/06/03	355	29			D	18.00	12	326	29
202	Computer	01/05/09	4714	1991			D	39.60	12	2723	1991
203	Caving - Helmets (12)	18/05/10	888				D	80.40	12	888	0
204	Climb Gear - Harnesses, Rope..	18/05/10	1503	39			D	48.00	12	1464	39
<b>TOTAL ASSETS</b>			<b>371540</b>	<b>125964</b>						<b>245576</b>	<b>125964</b>



NOTES TO ANNUAL ACCOUNTS

The advent of COVID 19 had a major impact on the operations of the Lodge  
When lockdown was decreed All bookings were cancelled.

The last group left the lodge on 13 March

The next group to use the Lodge post Covid lockdown was on 27 June. That is usually a very busy time at the Lodge

Wage subsidies were received for the Manager (full time basis) and the Director (Part time) These were passed on to the staff. Because the amount to the Director was more than would normally be paid, some of the extra was paid to extra staff employed to undertake deep cleaning that was necessary as a result of the Covid outbreak.

Other grants were obtained and used to replace all the mattresses that had small tears and were showing signs of wear. The new mattresses have also a higher Fire Safety rating. Further grants were received to help the lodge upgrade its appeal and enable business recovery post covid. Because of the demand for many services post covid, much of the funds received were not spent at balance date. Flooring re-surfacing has since been completed and the outdoor camping area is waiting for weather to improve and availability of contractors

Because of all the above factors, the surplus stated in these accounts is very much a one off.

**PIRONGIA FOREST PARK LODGE SOCIETY (INC)  
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**1. GENERAL ACCOUNTING POLICIES**

**Reporting Entity**

The reporting entity is an incorporated society established under the Incorporated Societies Act 1908. The entity is also a Registered Charity under the Charities Act 2005. The financial statements have been prepared in accordance with generally accepted accounting practice.

**Measurement Base**

The measurement base adopted is that of historical cost.

**2. SPECIFIC ACCOUNTING POLICIES**

The following specific accounting policies which materially effect the measurement of financial performance and financial position have been applied.

The entity qualifies for differential reporting as it is not publicly accountable and there is no separation between the owners and governing body. The entity has taken advantage of all available differential reporting exemptions.

**Accounts Receivable**

Accounts Receivable are stated at expected realisable value.

**Depreciation**

Depreciation is calculated using rates permitted under the Income Tax Act 2004 and are detailed in the Schedule of Fixed Assets and Depreciation.

**Fixed Assets**

Fixed assets are shown in the Schedule of Fixed Assets and Depreciation and are stated at cost less aggregate depreciation. The indemnity value of the buildings is stated separately in the Fixed Asset Schedule.

**Goods & Services Tax**

These financial statements have been prepared on a GST exclusive basis of accounting. Any GST due or recoverable at balance date is included as either a current asset or current liability.

**Statement of Commitments**

There are no immediate capital commitments at balance date.

**Contingent Liabilities.** The Licence to occupy the land from the Department of Conservation came up for renewal during the year and is being processed by our Solicitor.

**Comparative Figures**

The comparative figures in the financial statements relate to a period of 12 months.

**Changes in Accounting Policy**

There have been no changes in accounting policies. All policies have been applied on bases consistent with those used in previous years.