

# Applicant Information Form 1a Notified or Non-notified Process

## 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.

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<sup>1</sup> <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](#)<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 is made. If you withdraw your application DOC will invoice you for the costs incurred up to the point of your withdrawal.

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

**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 type="checkbox"/> Incorporated society (Go to 2)	<input checked="" type="checkbox"/> Other e.g. Educational institutes (Go to 2)

1	Applicant name (individual)		YMCA – Registered Charity CC28776	
	Phone		Mobile phone	
	Email			
	Physical address		Postcode	3420
	Postal address (if different from above)		Postcode	

2	Applicant name (full name of registered company, trust, incorporated society or other)			
	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		
	Registered office of company or incorporated society (if applicable)			
	Company phone	Company website		
	Contact person and role			
	Phone	Mobile phone		
	Email			
	Postal address		Postcode	
	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	22-9-21
Name of DOC staff member	India Nicholls
Name of person who had the pre-application meeting with DOC	Steve Percival

## 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	<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](#)<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/>

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## 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:

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## 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).

YMCA – Helping under privilege youth in South Waikato. Operating for 30 plus years. Camp Park Lee used by youth for camps and is an integral part of the YMCA. Youth who use it would not get a holiday/break or to experience the out door life the camp offers. Is the perfect environment to teach young youth good values and skills that they can take into life situations. Has been used in the past for drug and alcohol rehabilitation courses as well as other community groups use. It is perfect for this as it can accommodate groups and its remote location with no electricity. Hot water has to be heated by the fire.

## 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
<i>3bA</i>	<i>Concession Application</i>	<i>Word</i>	<i>Attached as email.</i>
<i><u>1 other</u></i>	<i>Rental Agreement</i>	<i>Word</i>	<i>Attached as email</i>
<i><u>1 other</u></i>	<i>Arrival Form</i>	<i>Word</i>	<i>Attached as email</i>
<i><u>1 other</u></i>	<i>Departure Form</i>	<i>Word</i>	<i>Attached as email</i>
<i>Other</i>	<i>Grant application</i>	<i>Word</i>	<i>Attached as email</i>
<i>Other</i>	<i>YMCA history</i>	<i>Word</i>	<i>Attached as email</i>
<i>3bD</i>	<i>Exclusive possession</i>	<i>Word</i>	<i>Attached as email</i>

## 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 <b>activity application form</b> .	<input checked="" type="checkbox"/>
I have appropriately labelled all attachments and completed section <b>F Attachments</b> .	<input checked="" type="checkbox"/>
I will email <a href="mailto:permissions@doc.govt.nz">permissions@doc.govt.nz</a> my: <ul style="list-style-type: none"> <li>• Completed applicant information form</li> <li>• Completed activity application form/s</li> <li>• Any other attachments.</li> </ul>	<input checked="" type="checkbox"/>

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

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

**In ticking this checklist and placing your name below you are acknowledging that you have read and agreed to the terms and conditions for an account with the Department of Conservation**

Terms and conditions	Tick
I/We agree that the Department of Conservation can provide my/our details to the Department's Credit Checking Agency to enable it to conduct a full credit check.	<input checked="" type="checkbox"/>
I/We agree that any change which affects the trading address, legal entity, structure of management or control of the applicant's company (as detailed in this application) will be notified in writing to the Department of Conservation within 7 days of that change becoming effective.	<input checked="" type="checkbox"/>
I/We agree to notify the Department of Conservation of any disputed charges within 14 days of the date of the invoice.	<input checked="" type="checkbox"/>
I/We agree to fully pay the Department of Conservation for any invoice received on or before the due date.	<input checked="" type="checkbox"/>
I/We agree to pay all costs incurred (including interest, legal costs and debt recovery fees) to recover any money owing on this account.	<input checked="" type="checkbox"/>
I/We agree that the credit account provided by the Department of Conservation may be withdrawn by the Department of Conservation, if any terms and conditions (as above) of the credit account are not met.	<input checked="" type="checkbox"/>
I/We agree that the Department of Conservation can provide my details to the Department's Debt Collection Agency in the event of non-payment of payable fees.	<input checked="" type="checkbox"/>

<b>Typed applicant name/s</b>	Steve Percival For YMCA	<b>Date</b>	30-11-21
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For Departmental use			
<b>Credit check completed</b>			
<b>Comments:</b>			
<b>Signed</b>		<b>Name</b>	
<b>Approved (Tier 4 manager or above)</b>		<b>Name</b>	





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.

See attached

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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

Is an existing site, dates back to the early 70's, see the history attached.

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## 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:

500m within the main lodge, 2 a frame sleeping building and an ablution block as well (see site map). Field is used for sports activities as well as a landing site for emergency helicopter.

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.

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### 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.

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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.*

30 years

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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**

Only fuel on site is when it is occupied.

%l for generator and 9kg gas bottle for the cookers.

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.

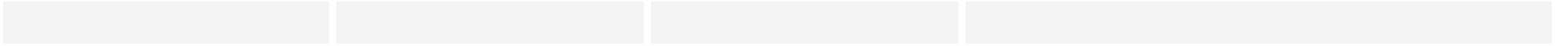
## H. Environmental Impact Assessment

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 remedy, mitigate or avoid any adverse effects identified
Pureora Forest Park	Rain Water Runoff	Erosion	Rain water is piped to flatter land
Pureora Forest Park	Fire	Damage	No out door fires in fire season. Vegetation is kept clear of buildings /chimneys all year round.
Pureora Forest Park	Septic Tank	runoff	Only eco friendly chemicals used for cleaning in ablution block. Septic tank is due to be emptied and cleaned as part of upgrade. External groups are reminded of this before hiring lodge.
Pureora Forest Park	Visual	Impact	Buildings are painted the same colour that blend into surroundings.
Pureora Forest Park	Pest Control	Poisoning	Traps used rather than bait. A24 traps used
Pureora Forest Park	Rubbish	Left on site or dumped	Users are instructed to take all rubbish away with them.



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## 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.

Have extensively controlled rodents in the area for 10+years. Traps are now well away from the YMCA Catch the rat as they come into the lodge area. Rare now for rat sign in the lodge. This has seen a big increase in bird life around the lodge.

Attached is a copy:

Rental agreement

Arrival for,

Departure form

A grant application copy is also attached FYI.

Exclusive possession – 3bD

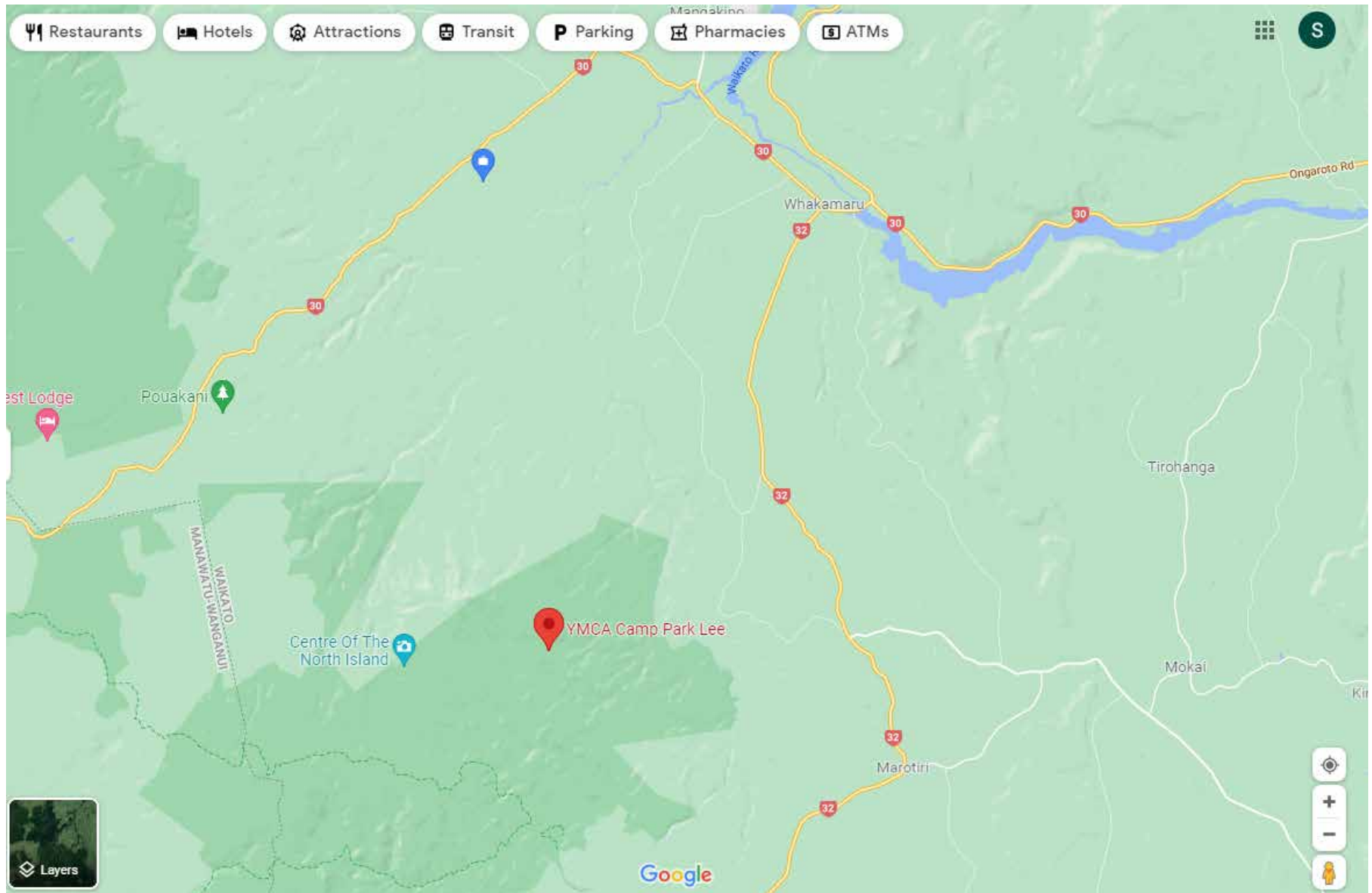
Exclusive possession on YMCA is needed, has been exclusive in past:

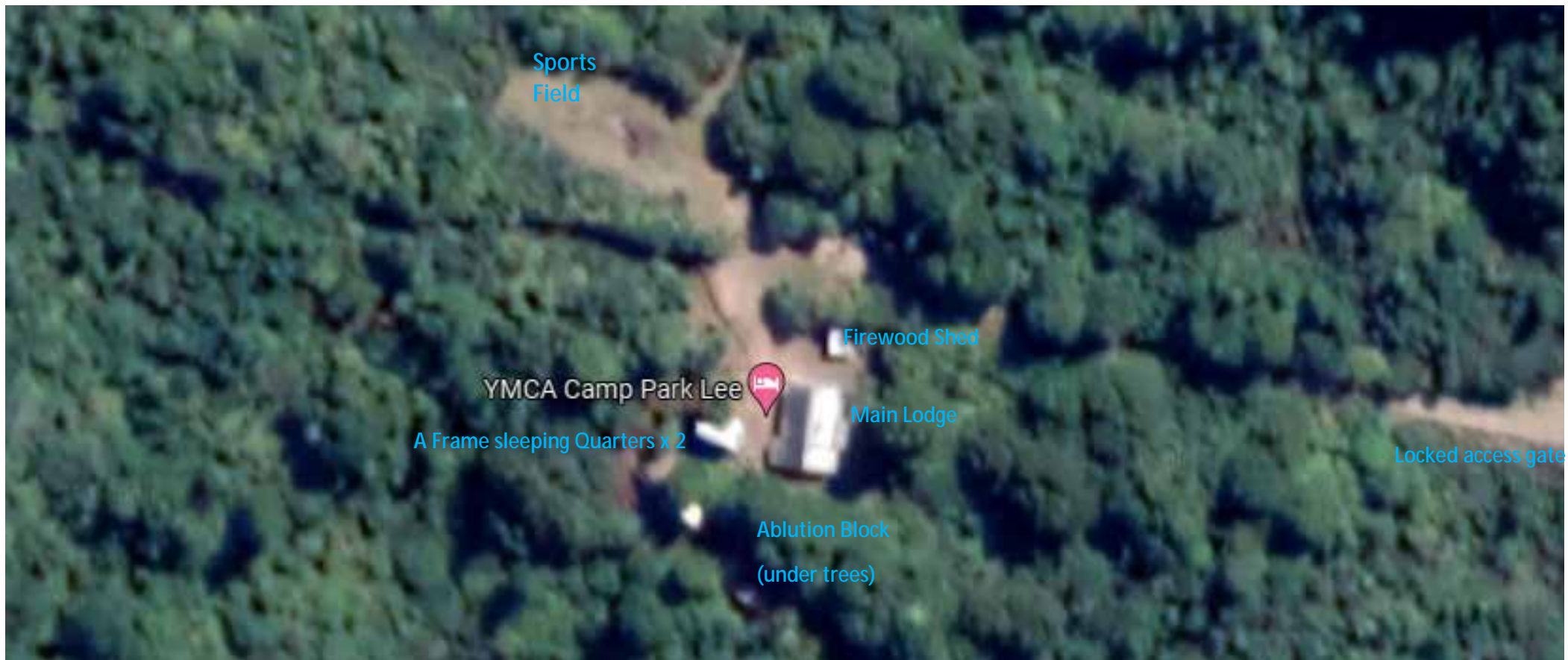
1. Camps run at Camp Park Lee are often run at capacity. if others turn up then there will be no room for them
  - a. Kitchen is stretched at capacity and would be no space for others.
  - b. All the beds/bedding space is used an no room for others.
2. Often venerable children/youth are taken out there. They would not feel, be safe/come out of their shell if strangers were there.
3. If other people used the lodge then camps could not run as it is used at capacity for the camp.
4. Security of the lodge, YMCA store a lot of property in the lodge for their own use.
5. There is a locked gate on the drive way approx. 150m from the lodge to stop security problems.
6. Private bookings are managed through Steve Percival, many other community organisations use the lodge, we charge a small fee for this to cover our maintenance costs (certainly do not make any money from it), For community groups (schools/churches/scouts/etc) charge \$5 a night.



Attachment 3b:A

Location Map





Site plan – Consists of

Main Lodge – Lounge area, kitchen (3 gas burners, LPG powered and double sink, hot and cold water) and bunk room, sleeps 8. Pot belly fire as heater. All site electricity is via a generator. Generator plugs into a separate shed off the fire wood shed.

A frame sleeping quarters x 2 – Each 2 story, Each sleep approx. 15 easily, no heating. Each area has light fed from the generator.

Ablution Block – male and female toilets. 3 toilets in female as well as 3 showers. 2 toilets in male as well as urinal and 3 showers. Both have wash basins. Toilets are flush, septic tank for waste. Hot water via a Marshall heater. Marshall heater is located in separate boiler room at the rear of the ablution block. Water comes from a spring close by and is gravity fed into complex. Good water pressure. Male/female and boiler room has lights fed from the generator.

Fire Wood shed – Has a garage door on opening. Dry storage of fire wood. Has a generator shed located on the side of the shed (part of the same structure). No lights.

All buildings are existing, no further plans to add any more buildings. With the site up grade we are upgrading the existing buildings, no new buildings are being added.

In the long term we may want to build a disabled walk way to the ablution block and a disabled bathroom?

# Camp Park Lee Rental Agreement



## Costs

Bond of \$200 to be paid **before** date of rental. Rental will not be confirmed until bond is paid. Bond will be refunded when next group books lodge and confirms condition of lodge is acceptable. Bank number for bond - 02-0727-0584123-083, YMCA South Waikato.

Per night – Adult \$15      Youth (under 25) \$10      Child (at school) \$free (with family group)

Rental costs for groups may be directly negotiated with the YMCA Director

## Information

- Replace the firewood used, otherwise there is a firewood charge of \$10 per night
- On arrival, run through a basic checklist before lodge is used/occupied. If any damage is found take photos before it is occupied (contact Steve if needed).
- On departure complete departure checklist then lock lodge and gate (your bond will be refunded once next group confirms condition of lodge).
- We realise the lodge is not the Hilton, but it is tidy and safe. Please respect this and take care of the lodge.
- If you require electricity you have to take a generator. The generator has to be plugged in into the generator shed (built on to the firewood shed). The YMCA does not rent their own generator.
- The lodge has 3 x LPG burners. A LPG bottle is needed to run these (normal fitting).
- Take your own pot/pans/plates/cutlery, etc.
- Use the confidence course/swimming hole at your own risk, this is not maintained by the YMCA.
- Take a 9v battery for the smoke alarms / fire extinguishers are inside the door on the main lodge.

In signing you acknowledge these conditions will be met, your bond will be refunded once the next group confirms the condition of the lodge is acceptable.

Group \_\_\_\_\_

Contact Person (details) \_\_\_\_\_

Date booking starts \_\_\_\_\_ Date booking ends \_\_\_\_\_

Costs / Number of people / Nights / Firewood \_\_\_\_\_

Signed \_\_\_\_\_

If there are any operational problems call Steve on 021 511 601

YMCA South Waikato - 02-0727-0584123-083

Updated June 2020

# Camp Park Lee

## Arrival checklist



Items to check upon arrival (hand this completed form back with Keys)

Group \_\_\_\_\_ Date form filed out \_\_\_\_\_

Item	Checked	Comments
Gate locked and secure		
Lodge locked and secure (doors and windows)		
Lodge Tidy? (floors swept, benches wiped, tables stacked away)		
Mattresses put up right to air?		
A Frames tidy? (swept, rubbish removed)		
Mattresses put up right to air?		
Ablution block tidy/clean? (swept and hosed out, toilets cleaned)		
Any damage to complex		
All Rubbish Removed		
Boiler Room firewood bins re stocked?		
Lodge firewood bin full?		
Fire Extinguishers present (lodge and A frames)		
Smoke alarm present (in lodge)		
Put Rat bait on shelf away from dogs and children (put on floor when departing)		

Office use only Previous group _____ Condition Satisfactory? _____ Bond to be refunded _____ Approval _____
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# Camp Park Lee

## Departure Form / Checklist



Items to actioned upon departure (hand this completed form back with Keys)

Bond will be refunded once checked by next lodge booking

Group \_\_\_\_\_ Date form filed out \_\_\_\_\_

Item	Checked	Comments
Mattresses put up right to air		
A frames swept out		
Window Shutters secure		
Lodge swept out		
Lodge tables/forms put away tidy		
Lodge firewood bin re stocked		
A frame window shutters secured		
A frames locked (top and bottom)		
Clothes removed from drying rack		
Kitchen benches wiped down		
Cooker/stove top cleaned		
All rubbish removed		
All food removed		
Boiler firewood bins re stocked		
Boiler room swept out		
Boiler room locked		
Toilets hosed out (men's and women's, Hose in men's)		
Toilets clean		
Hand Basins clean		
All Rubbish Removed		
Lodge/firewood shed locked and secure		
Gate locked and secure		
Any lights not working? Any work needed		
Put rat bait on floor (on boards)		

Bank Number for bond refund \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Fire wood used (from shed) / Restocked \$ \_\_\_\_\_

Group Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_





# South Waikato YMCA

## Camp Park Lee Proposal



South Waikato YMCA is the leading provider of services in youth development, creating positive social impact for children, youth and their families. We build strong kids, strong families, strong communities. Me whakahangaia hangaia e matou, i nga tamariki, i nga whanau, i nga hapori e.

## Statement of Purpose

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The South Waikato YMCA actively engage with over 1000 young people and children throughout the year and in 2019 we are looking to expand these numbers to ensure our outreach extends to all who need our services. The development and refurbishment Camp Park Lee would see our levels of engagement with young people rise greatly.

Currently the South Waikato YMCA is in a stage of growth and redevelopment and we are upgrading our facilities to ensure we have the appropriate infrastructure in place to meet the growing needs of our local community. Part of this infrastructure is the refurbishment of Camp Park Lee. This facility has been a great asset and resource to our organization however this great resource is starting to age and with age comes more problems associated with wear and tear.

Camp Park Lee is situated in the midst of the Pureora Forest at the bottom of the Titiraupenga Track. It is located approximately 45 minutes from the Whakamaru Dam and the camp consists of 2 A Frame Lodges, an Ablution block, a Main Lodge with a Kitchen indoor fire and sleepout cabin, a picnic and outdoor eating area an open space for recreational activities, swimming/water hole and an Outdoor Pursuits course located in the bush.

The Facility is often used for summer holiday camps for young people aged 5 through to 17, Drug and Alcohol free education Camp, other organizations throughout the community often use the facility also for example Scouts Clubs, Girl Guides, local services Academy, and local hunters and bush walkers.

In the current age of advanced Technology, Camp Park Lee acts as a serene environment where children and young people can experience the outdoors without these technological distractions. Often we find young people feeling refreshed, revitalized and reenergized after taking them out in to this natural environment for a week.

Camp Park Lee has serviced our community for over 25 years however it is now due for some much needed renovations and upgrades. This upgrade will lead to an exponential benefit to our service and our community as whole. This benefit would lead to increased youth engagement in the outdoors, would act as an opportunity for young people to experience our natural environment, and would allow for South Waikato YMCA to continue to maintain this great facility for all members of the community who would regularly engage in the Camp.

Attached to this Cover Letter is

- an overview of our service as a whole and how this Camp would strengthen our organization to work alongside our vision and mission statement.
- Quotes and Overview of the work needed to be done for the development of Camp Park Lee
- A visual of the current state of the Camp and an insight in to how much work is needed to be done to upgrade the facility





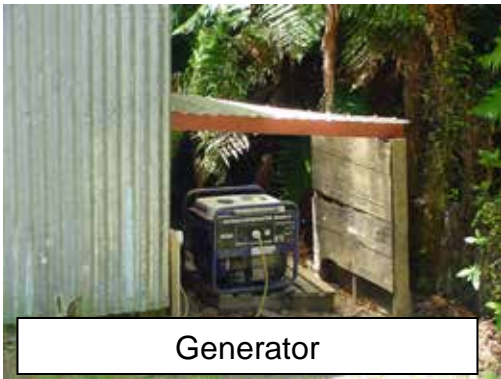
South Waikato YMCA



YMCA Camp Park Lee Sign



Main Lodge



Generator



1 of 2 A Frame :Lodges



Kitchen Facility located in Main Lodge



Swimming and Water Hole



Track to Ablution Block



## Our Cause Defines Us

We know that lasting personal and social change comes about when we all work together. That's why, at the Y, strengthening community is our cause. Every day, we work side-by-side with our community to make sure that everyone, regardless of age, income or background, has the opportunity to learn, grow and thrive.

## Our strength is in Community

The Y is a non-profit like no other. Throughout our District we have the presence and partnership to not just promise, but deliver, positive change.

- The South Waikato YMCA is community centred. For over 50 years, we've been listening and responding to our community.
- The YMCA brings people together. We connect people of all ages and backgrounds to bridge the gaps in community needs.
- The YMCA nurtures potential. We believe that everyone should have the opportunity to learn, grow and thrive.
- The YMCA has local presence and global reach. We aim to mobilise local communities to effect lasting, meaningful change.

## Our Impact is Felt Every Day

With a mission to put Christian principles into practise through programmes that build a healthy spirit, mind and body for all, our impact is felt when an individual makes a healthy choice, when a mentor inspires a child and when a community comes together for the common good.

***Me whakahangaia hangaia e matou, i nga tamariki, i nga whanau, i nga hapori e.***  
**YMCA helps build strong kids, strong families and strong communities.**

## Mission-Related Resources

### Vision:

The South Waikato YMCA is recognized and respected as a leader in the South Waikato community for providing quality services in Youth Development, Childcare, Fitness and Recreation

### Mission:

The South Waikato YMCA is the leading provider of services in Youth Development, Childcare, Fitness and Recreation that have a positive social impact on the South Waikato region

### Values:

Caring – be considerate of others; be helpful, thoughtful, compassionate and kind  
Honesty – be truthful, open and sincere; act with integrity in all that you do.



Respect – treat others as you would have them treat you; value the worth of every person, including yourself

Responsibility – do what is right, what you ought to do; own the task at hand; be accountable for your behavior and obligations

Policies and procedures are outlined according to mission, vision, values of the organisation and the funders criteria's for all programmes they are reviewed annually.

## Programmes we currently run

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### CHILDREN

- Oscar Before and After School Care
- Oscar Holiday Programmes

### YOUTH

- Breakaway Holiday Programmes
- Rugby League Development Programme
- CLUBS Youth Programme

### IN SCHOOL

- Wai-Rangatahi Primary/Intermediate School Based programmes
- Y-fit Service – Secondary School, Alternative education and Teen parent unit

### YOUTH JUSTICE

- Fresh Start Mentoring
- Supportive Bail

### FAMILY

- Supervised Contact Services
- Family Support Services (wrap around)

### CAMP PARK LEE

- Weekend Camps
- Summer Camps
- General Hireage

### STADIUM HIREAGE

- Recreation
- Birthdays and Celebrations
- Community Events

# Human Resources

	Internal	External
Board	7 Board members  Skill sets that provide support and guidance such as a Lawyer, secondary school teacher, primary school teacher, youth justice area coordinator, community development specialist.	Support from National Board and National Administration team, Auditor and Ministry advisors.
Administration	General Manager, administrator, cleaner	
OSCAR programmes	3 Staff, 12 volunteers Children Parents/caregivers Community services National YMCA	MSD, Oranga Tamariki , Work & Income, schools,
Youth Programmes	3 staff, 10 volunteers Youth Parents/caregivers Community Service National YMCA	MSD, Oranga Tamariki Youth Justice, NZ Police, Youth Advocates, local providers
Family Services Programme Support	2 staff member Youth / Children Parents/caregivers Community Service National YMCA	MSD, Oranga Tamariki, Work & Income, schools, CYF Youth Justice, NZ Police, Youth Advocates, local providers

## South Waikato's YMCA

### YMCA of South Waikato

YMCA of South Waikato is one of about 12,000 local YMCAs around the world which together comprise the YMCA movement. Founded in London in 1844, the movement has a presence in 119 countries and reaches about 60 million people.

The YMCA movement is sometimes described as the oldest and largest youth development organisation in the world. The strategic focus of the movement is on empowering young people, about which more can be found at [www.ymca.int](http://www.ymca.int).

The YMCA movement is known for its three-sided triangle, representing **body**, **mind** and **spirit**. All of the YMCA's programmes are designed to address these three facets of human well-being.

In New Zealand, the purpose of the movement is—



**Strong kids, strong families, strong communities.**

The values of the movement, both in New Zealand and around the world, are—

**Honesty, respect, caring, responsibility.**

There are 12 local YMCAs in New Zealand, which federate together as the National Council of YMCAs of New Zealand (or simply YMCA New Zealand).

YMCA of South Waikato was established more than 50 years ago. Today, it is regarded as the leading provider of youth development activities and services in the area.

## South Waikato District

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The following figures are drawn from the 2013 census:

**22,074** people reside in South Waikato District, ranking the district 41<sup>st</sup> in the size of 67 districts in New Zealand.

**70%** of people residing in South Waikato are European, compared to 74% in the remainder of New Zealand

**32.6%** of residents identify as Māori, compared to 14.9% in the remainder of New Zealand

**12%** of residents are Pacific Islands peoples, compared to 7.4% in the remainder of New Zealand.

**3.1%** of residents are of Asian descent, compared to 11.8% in the remainder of New Zealand.

**0.3 %** of residents are of Middle Eastern descent, compared to 1.2% of the remainder of New Zealand

**35.7%** of residents are under 15, compared with 33.8% for all Maori in New Zealand

**12,486** residents live in Tokoroa, or 62.9% of the districts population.

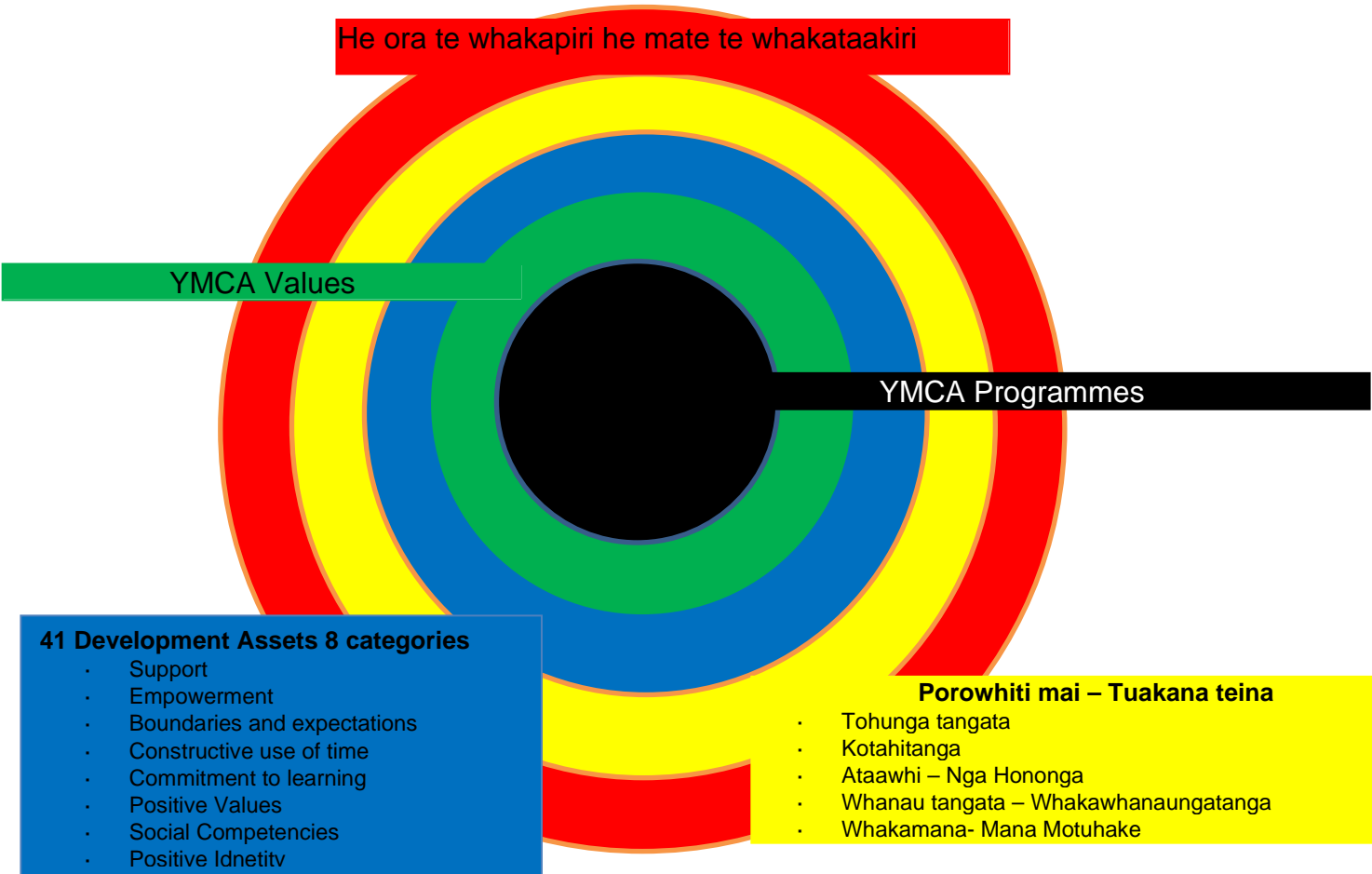
**1,746** young people between the ages of 15 and 19 live in South Waikato

# Cultural Identity

The YMCA acknowledges that Te Tiriti O Waitangi was an agreement between two people's Tangata Whenua and Tau Iwi and sought to establish the principal *partnership* in life of Aotearoa. Association structures and administration processes, policies and procedures support this goal. Actions and activities will seek to reflect this partnership. The YMCA also believes that the perspective of people is holistic in that it addresses the uniqueness of Mind – Body – Spirit of each individual and is preserved through emphasis on unconditional acceptance of each other without compromise to the self.

He ora te whakapiri he mate te whakataakiri (There is strength in unity) is the wrap around delivery to what we do as a YMCA in the programmes that we provide to our children, young people and their families.

He ora te whakapiri he mate te whakataakiri



YMCA Values

YMCA Programmes

**41 Development Assets 8 categories**

- Support
- Empowerment
- Boundaries and expectations
- Constructive use of time
- Commitment to learning
- Positive Values
- Social Competencies
- Positive Identity

**Porowhiti mai – Tuakana teina**

- Tohunga tangata
- Kotahitanga
- Ataawhi – Nga Hononga
- Whanau tangata – Whakawhanaungatanga
- Whakamana- Mana Motuhake