



# AGENDA

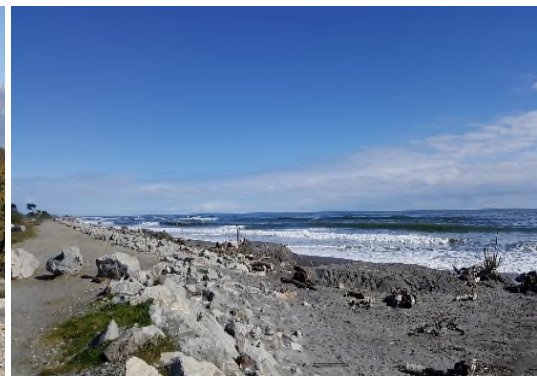
## RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF THE

## Cycling and Walking Subcommittee

to be held on **Thursday 19 May 2022** commencing at 3:00pm in the Council Chambers,  
36 Weld Street, Hokitika and via Zoom

<b>Chairperson:</b>	Cr Davidson	
<b>Members:</b>	His Worship the Mayor	Kw Tumahai
	Kw Madgwick	Cr Haddock, Grey District Council
	T. Brownlee, Trustpower	J. Wood, Chair, WCWT
	J. Gurden, WCWT	O. Kilgour, Operations Manager, DOC
	I. Perkins, Walking Access NZ Westland Representative	Liam Anderson, President, Westland Mountain Bike Club



In accordance with clause 25B of Schedule 7 of the Local Government Act 2002, members may attend the meeting by audio or audio-visual link.

## **Council Vision:**

*We work with the people of Westland to grow and protect our communities, our economy, and our unique natural environment.*

## **Purpose:**

The Council is required to give effect to the purpose of local government as prescribed by section 10 of the Local Government Act 2002. That purpose is:

- (a) To enable democratic local decision-making and action by, and on behalf of, communities; and
- (b) To promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

### **1. NGĀ WHAKAPAAHA APOLOGIES**

### **2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST**

Members need to stand aside from decision-making when a conflict arises between their role as a Member of the Council and any private or other external interest they might have. This note is provided as a reminder to Members to review the matters on the agenda and assess and identify where they may have a pecuniary or other conflict of interest, or where there may be a perception of a conflict of interest.

If a member feels they do have a conflict of interest, they should publicly declare that at the start of the meeting or of the relevant item of business and refrain from participating in the discussion or voting on that item. If a member thinks they may have a conflict of interest, they can seek advice from the Chief Executive or the Group Manager: Corporate Services (preferably before the meeting). It is noted that while members can seek advice the final decision as to whether a conflict exists rests with the member.

### **3. NGĀ TAKE WHAWHATI TATA KĀORE I TE RĀRANGI TAKE URGENT ITEMS NOT ON THE AGENDA**

Section 46A of the Local Government Official Information and Meetings Act 1987 states:

- (7) An item that is not on the agenda for a meeting may be dealt with at the meeting if –
  - (a) the local authority by resolution so decides, and
  - (b) the presiding member explains at the meeting at a time when it is open to the public, -
    - (i) the reason why the item is not on the agenda; and
    - (ii) the reason why the discussion of the item cannot be delayed until a subsequent meeting.
- (7A) Where an item is not on the agenda for a meeting, -
  - (a) that item may be discussed at the meeting if –
    - (i) that item is a minor matter relating to the general business of the local authority; and
    - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but

(b) No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.

#### **4. NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETINGS**

Minutes circulated separately via Microsoft teams/email

- **Cycling and Walking Subcommittee Meeting Minutes – 3 March 2022**

#### **5. ACTION LIST**

(Pages 5-6)

Group Manager: District Assets, Scott Baxendale

#### **6. NGĀ TĀPAETANGA PRESENTATIONS**

No Presentations

#### **7. PŪRONGO KAIMAHI STAFF REPORTS**

- **Cycling & Walking Terms of Reference Variation** (Pages 7-13)  
Simon Bastion – CE
- **Major Great Rides Projects Update** (Pages 14-18)  
Operations Manager; District Assets, Erle Bencich
- **Walking Access NZ – Verbal Update**  
Inger Perkins, Regional Field Advisor, West Coast, New Zealand Walking Access Commission
- **Westland Mountain Bike Club – Verbal Update**  
Liam Anderson, President, Westland Mountain Bike Club
- **West Coast Wilderness Trail – Update Report**  
Jackie Gurden, Trail Manager, West Coast Wilderness Trail
- **West Coast Wilderness Trail – Verbal Report**  
Melanie Anderson, Chief Executive Officer, Destination Westland

#### **8. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI RESOLUTION TO GO INTO PUBLIC EXCLUDED**

(to consider and adopt confidential items)

Resolutions to exclude the public: Section 48, Local Government Official Information and Meetings Act 1987.

The general subject of the matters to be considered while the public are excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of the resolution are as follows:

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Confidential Minutes – 3 March 2022	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.  Section 48(1)(a)

This resolution is made in reliance on sections 48(1)(a) and (d) of the Local Government Official Information and Meetings Act 1987 and the particular interests or interests protected by section 7 of that Act, which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public are as follows:

Item No.	Interest
1	Protect the privacy of natural persons, including that of deceased natural persons
1	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i))

**DATE OF NEXT CYCLING AND WALKING SUBCOMMITTEE MEETING – 18 AUGUST 2022 (TBVC)  
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

## 19.05.22 – Cycling and Walking Subcommittee Action List

Date of Meeting		COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
<b>West Coast Wilderness Trail</b>							
1	13.10.20		Milltown Weir Crossing	Alternative routes to be presented to the Subcommittee for discussion.	December 2020	CE	Site visit completed, design under evaluation. Put on hold while exploring alternative route options.
2	13.10.20		Mahinapua Historic Bridge – Highway Crossing	The CE to provide an update to the Subcommittee about progress made on a safer crossing at the Mahinapua Historic Bridge, across the highway from the golf course.	December 2020	CE	Site visit in March and Stantec commissioned to complete a new design incorporating the hazard management. Stantec provided a draft review at the July 2021 meeting. Need to be considered for additional funding via the annual plan process.
3	13.04.21		WCWT Trail exiting onto state highway 6.	Assess zones down the trail that exit onto the state highway.	July 2021	CE	Further hazard assessments to be completed as part of a larger safety audit for the trail.  To be included as part of a wider safety review in conjunction with Jackie Gurden, Trail Manager, Destination Westland and Council staff. Focus on the trail area on the south side of the Taramakau.
4	13.04.21		Trail Safety Audit	To be scheduled with Jackie Gurden and Destination Westland.	July 2021	CE	In progress – scheduled to be completed in the next 2 months.
5	19.10.21		Loopline Road Diversion	The CE to liaise with T. Brownlee from Trustpower, J. Strange from Stantec and J. Gurden, Trail Manager from the West Coast Wilderness Trail Trust to validate the proposed diversion route.		CE	Work conducted by Vern Morris and route agreed.
6	19.10.21		Major Great Rides (MGR) Funding Applications	The closing date for applications was the 30 September 2021, now a 12 week wait to see if the applications were successful. Once a reply has been received an update will be presented to the Subcommittee.		CE	Applications submitted and confirmation of funding has been received.

## 19.05.22 – Cycling and Walking Subcommittee Action List

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<b>West Coast Wilderness Trail</b>						
7		Walking Access NZ Update	Inger Perkins name and number be distributed as a conduit for potential other walking routes to be evaluated	19/5/22	CE/IP	Pending

# Report to Committee



**DATE:** 19 May 2022

**TO:** Cycling and Walking Subcommittee

**FROM:** Chief Executive

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## CYCLING AND WALKING SUBCOMMITTEE – AMENDMENT TO TERMS OF REFERENCE

### 1. Summary

- 1.1. The purpose of this report is to provide an additional delegation to the Chair of the Cycling and Walking Subcommittee and amendment to the Terms of Reference to the Cycling and Walking Subcommittee.
- 1.2. This issue arises from the establishment of the subcommittee to oversee the Governance of the West Coast Wilderness Trail, and guide future strategy in decision making in regards to cycling and walking.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long Term Plan 2021 - 31. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that the subcommittee adopts the recommendations at the end of this report, and the amended Terms of Reference for the Cycling and Walking Subcommittee attached as **Appendix 1**.

### 2. Background

- 2.1 The reason the report has come before the Committee is due to Chief Executive (CE) currently having the voting rights on behalf of the West Coast Wilderness Trail for elections to the New Zealand Cycle Trail Inc (NZCT).

### 3. Current Situation

- 3.1. The current situation is that the NZCT Inc. operate under the direction of a board consisting of five elected voluntary members and a paid Chair appointed by the government. In addition, NZCT Inc. employs a general manager and several part-time supporting contactors.
- 3.2. Due to a vacancy, the Council CE has is seeking election as a board member in a personal capacity, and it is appropriate that the voting rights be revised and reallocated due to a potential conflict of interest.
- 3.3. It also makes sense that we now have a sub-committee with overarching governance of the WCWT and that the Chair can take direction on who would be the best placed applicant to apply for any NZCT vacancy as an advocate for WCWT.

#### **4. Options**

- 4.1. Option 1: Adopt the revised Terms of Reference attached as Appendix 1.
- 4.2. Option 2: Amend then adopt the revised Terms of Reference.
- 4.3. Option 3: Do not adopt the revised Terms of Reference (the status quo would remain).

#### **5. Risk Analysis**

- 5.1. Risk has been considered and no risks have been identified.

#### **6. Health and Safety**

- 6.1. Health and Safety has been considered and no items have been identified.

#### **7. Significance and Engagement**

- 7.1. The level of significance is minor as it is administrative in nature, and is therefore assessed as being of low significance.
- 7.2. No public consultation is considered necessary as the public will be made aware of any administrative changes via this report and attachments, and information will be available on the Council Website.

#### **8. Assessment of Options (including Financial Considerations)**

- 8.1. Option 1 is the preferred option which is to adopt the amended Terms of Reference for the Subcommittee.
- 8.2. Option 2 is for the subcommittee to determine.
- 8.3. Option 3 is not the preferred option.
- 8.4. There are no financial implications to this option. Councillors only receive a payment for chairing a Committee of Council and not a Subcommittee.

#### **9. Preferred Option(s) and Reasons**

- 9.1. The preferred option is Option 1. As long as the provisions in Schedule 7 of the LGA are observed, the Committee is at liberty to make changes by formal resolution to the delegations of the Subcommittee.
- 9.2. The reason that Option 1 has been identified as the preferred option is that there is a fully functioning Subcommittee and it would be appropriate to have the Chair of the Committee vote on this matter.

#### **10. Recommendation(s)**

- 10.1. That the report be received.
- 10.2. That the Subcommittee adopt the revised Terms of Reference for the Cycling and Walking Subcommittee delegating the voting rights for the elections to the NZ Cycle Trails to the Chair of the Committee.
- 10.3. That the revised Terms of Reference be added to Part III of the Delegations Manual – ‘Delegations to Subcommittees’ to replace the current terms of reference.




## **Chief Executive**

### **Appendix 1:** Amended Terms of Reference

# TERMS OF REFERENCE

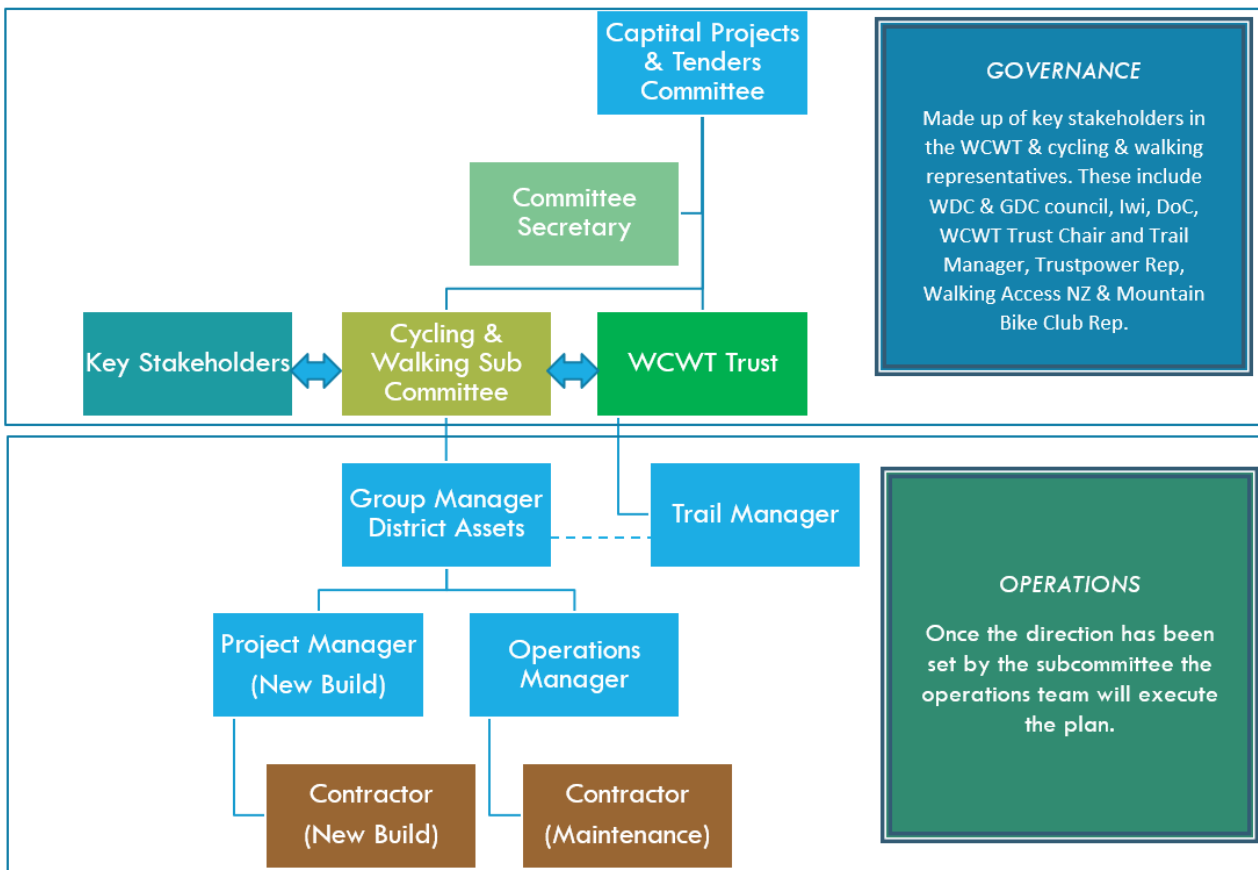
## Cycling and Walking Subcommittee

	<b>Authorising Body</b>	Mayor / Council
	<b>Status</b>	Subcommittee of the Capital Projects and Tenders Committee
	<b>Title</b>	Cycling & Walking Subcommittee
	<b>Approval Date</b>	3 August 2021
	<b>Administrative Support</b>	Chief Executive's Office
	<b>Quorum</b>	The Chair plus 2 members

**Purpose**

The purpose of the Cycling & Walking Subcommittee is to oversee the Governance of the West Coast Wilderness Trail and incorporate stakeholders in cycling and walking activities within the Westland District. The makeup of the Subcommittee is to ensure stakeholders are represented to provide guidance on the future strategies in relation to Cycling and Walking.

Walking & Cycling Governance Structure



## **Responsibility**

The Cycling & Walking Subcommittee is responsible for the following:

- Defining the overall Strategic Plan for the West Coast Wilderness Trail (WCWT);
- Ownership of the development and maintenance of the Cycling & Walking Asset Management Plan;
- Defining the priority projects with the Cycling & Walking Asset Management Plan;
- Reviewing and defining financial sustainability of each proposal;
- Ensuring the prioritisation of projects reflects the community/user needs;
- Supports the NZ Cycle Trail Nga Haerenga network program and strategy and meet the criteria set by Major Great Rides NZ;
- Working closely with all key stakeholders of the WCWT & other stakeholder organisations;
- Supporting Funding applications as applicable.

In connection with each Project, the Subcommittee shall receive regular reports from management containing such information it deems relevant to fulfil its mandate, including but not limited to information concerning:

- Project timetable, critical path events and progress to completion
- Major project milestones, including variance analysis and mitigation strategies
- Key issues or disputes and proposed mitigation strategies
- Project budget updates, showing actual expenditures versus budget, use of contingencies and projected final expenditures
- Assist with bridging project barriers outside the influence of staff

Report to the Capital Projects and Tenders Committee on a regular basis to provide updates as required.

## **DELEGATIONS TO THE COMMITTEE:**

The Cycling & Walking Subcommittee shall have the following delegated powers and be accountable to Council for the exercising of these powers. In exercising the delegated powers, the Subcommittee will operate within:

- Policies, plans, standards or guidelines that have been established and approved by Council;
- The overall priorities of Council;
- The needs of Iwi and the local communities; and
- The approved budgets for the activity.

The Cycling & Walking Subcommittee shall have delegated authority to:

- Power to co-opt other members as appropriate
- All powers necessary to perform the Subcommittee's responsibilities except:
  - Powers that the Council cannot legally delegate or has retained for itself
  - Where the Committee's responsibility is limited to making a recommendation only
  - Deciding significant matters for which there is high public interest and which are controversial

- The commissioning of reports on new policy where that policy programme of work has not been approved by the Council

### **Power to Delegate**

The Cycling & Walking Subcommittee may not delegate any of its responsibilities, duties or powers.

### **Membership**

The Cycling & Walking Subcommittee will comprise the following, one of which will be the chairperson:

Chairperson (WDC appointed representative and appointed by the Chair of the Capital Projects and Tenders Committee)  
Iwi Representatives  
Ex-Officio – Mayor  
Grey District Council Representative  
Chair - West Coast Wilderness Trail Trust  
Trail Manager - West Coast Wilderness Trail Trust  
Trustpower Representative  
Department of Conservation – Hokitika Operations Manager (or representative)  
Walking Access NZ District Representative  
Mountain Bike Club Representative

### **Chairperson**

The Chairperson is responsible for:

- The efficient functioning of the Subcommittee;
- Setting the agenda for Subcommittee meetings in conjunction with the Chief Executive Officer; and
- Ensuring that all members of the Subcommittee receive sufficient timely information to enable them to be effective Committee members.
- Voting rights on behalf of WCWT for elections for NZ Cycle Trails

The Chairperson will be the link between the Subcommittee and Council staff.

The Chair appointment will be reviewed and appointed following the selection of Councillors at each new Triennium.

### **Quorum**

The quorum at any meeting of the Subcommittee shall be the Chairperson and any two members.

### **Frequency of Meetings**

The Committee shall meet as required but not less than quarterly.

### **Relationships with Other Parties**

The Chief Executive is responsible for servicing and providing support to the Subcommittee in the completion of its duties and responsibilities. The Chief Executive shall assign council staff as required to provide these functions on his/her behalf.

The Chairperson may request the Chief Executive, staff in attendance, and all other parties other than Council Representatives to leave the meeting for the duration of the discussion. The Chairperson will provide minutes for that part of the meeting.

The Subcommittee acknowledges that Waka Kotahi (NZTA) are a major stakeholder in the outcomes of the WCWT and plays an important part in aspects of the trail that impact on NZTA assets and rider safety. Whilst they do not form part of the membership of the Subcommittee that will be consulted on any aspect of the committees work that they will be impacted on.

The Subcommittee also recognises the role the Ministry of Business, Innovation and Employment (MBIE) plays in their role with Major Great Rides. Not only are they a provider of funding but also ensure the overall performance and health of the trail is maintained and were possible improved. The Subcommittee will seek support for the strategy and direction of the trail through MBIE on a regular basis or as stipulated in formal agreements.

### **Contacts with Media and Outside Agencies**

The Subcommittee Chairperson is the authorised spokesperson for the Subcommittee in all matters where the Committee has authority or a particular interest.

Subcommittee members, including the Chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the Subcommittee's delegations.

The Chief Executive will manage the formal communications between the Subcommittee and its constituents and for the Committee in the exercise of its business. Correspondence with central government, other local government agencies or other official agencies will only take place through Council staff and will be undertaken under the name of the District Council.

### **Conduct of Affairs**

The Subcommittee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968, Council's Standing Orders and Code of Conduct.

### **Public Access and Reporting**

Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders, but it should be noted that:

- Workshop meetings solely for information and discussions and at which no resolutions or decisions are made may be held in accordance with Standing Orders.
- Extraordinary meetings of the Subcommittee must be held in accordance with Standing Orders.

The public may be excluded from the whole or part of the proceedings of the meeting and information withheld on one or more of the grounds specified in s.48 of the Local Government Official Information and Meetings Act 1987.

The Subcommittee shall record minutes of all its proceedings.

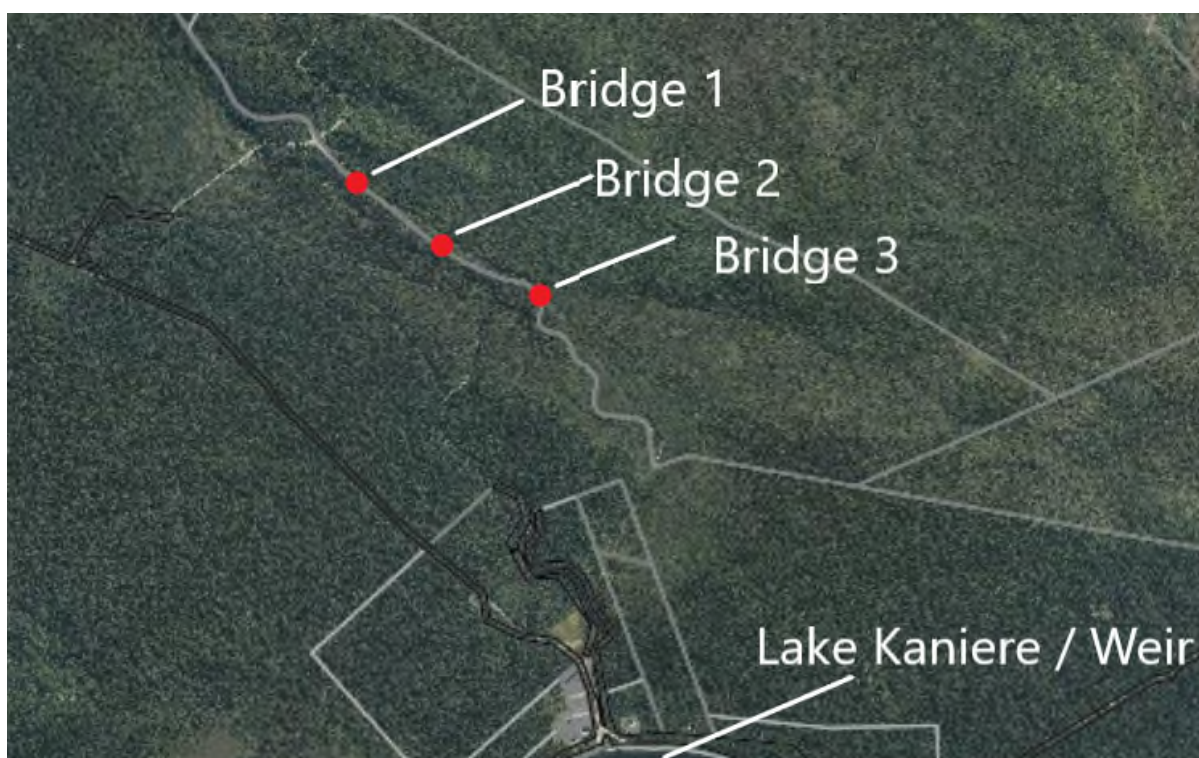
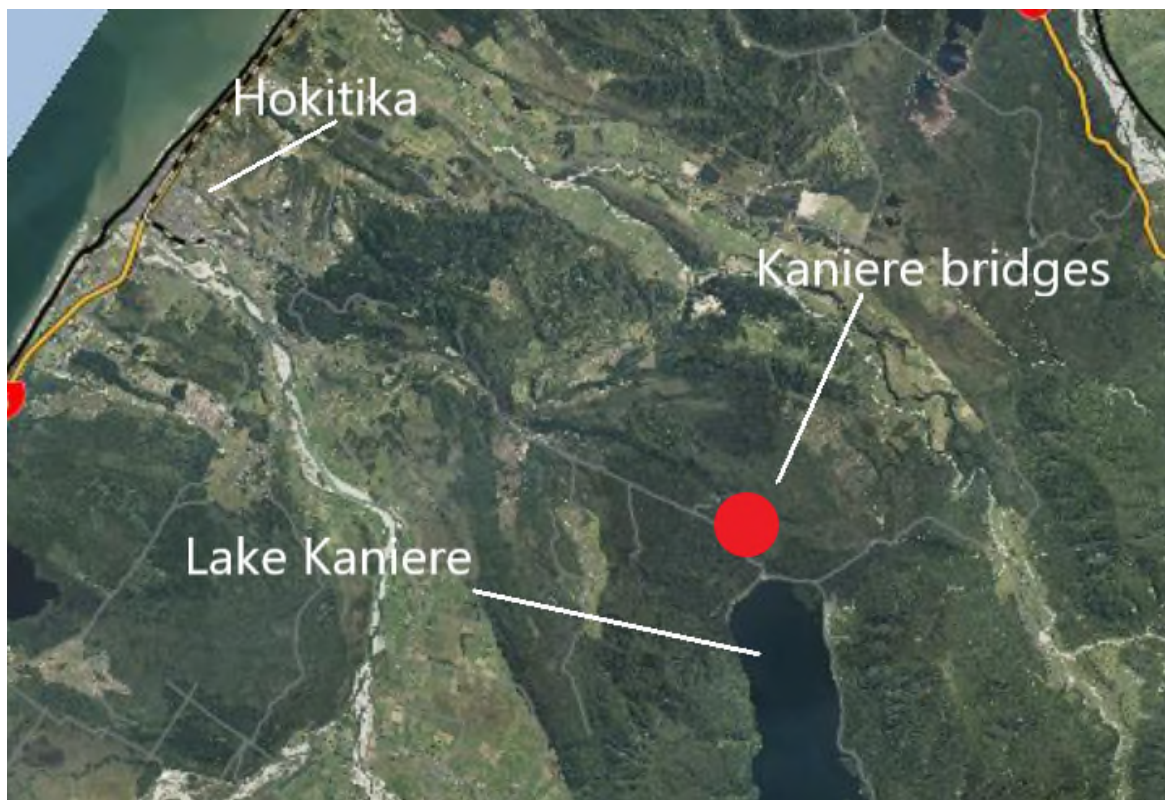
**The Terms of Reference were adopted by the  
Capital Projects and Tenders Committee on the 3 August 2021.**

## Walking & Cycling Committee Report – May 2022

This report is to provide an outline of current major activities being undertaken by the Westland District Council – District Assets Team.

### 1. Kaniere / Water Race Bridge Upgrades (2 – 3)

This project involves the widening of bridges 2 & 3 by approximately 300mm at the base and ensuring the hand rails are suitably far apart to allow a comfortable journey when crossing without riders having to worry about handlebar clash.



Photos Priority 1 Projects



DoC ID # 014755

1



DoC ID # 007487

3



DoC ID # 043002

2

## 2. Kaniere / Water race Bridge 1

As is obvious in the picture above, bridge 1 is of most concern. The deck and hand railing is extremely narrow and near impossible to navigate while riding. The option at this site is to replace the existing structure with a bespoke “fit for purpose” bridge. Removing the bend in the middle and making it far safer for users.



Unfortunately due to COVID impacts there has been a delay in getting engineering design approved and underway from the design build manufacturers. WDC has been assured that the design and final costings will be available this week. Once obtained, assessment on the best way forward and matching this with the available budget will determine works order. Co-funded total \$254,000.



3. **Milltown Shelter – Toilets & Signage.**

This project involves the installation of a new curved cycle shelter and the development of a staging area at the end of Milltown road. The site has now been developed with fencing, site construction and portable toilets stationed at the location.



The shelter materials have arrived and it is awaiting installation once the builder has allotted time available. At this stage that will be the start of July. Co-funding available \$176,000.

With this funding package tasks also underway are the shifting of the small existing shelter from Milltown to an area at Kawaka, installation of interpretation panels, safety signage and toilets at various locations along the Wilderness trail. The images below are of a standard shelter. The one in this project is 6x6 meters.

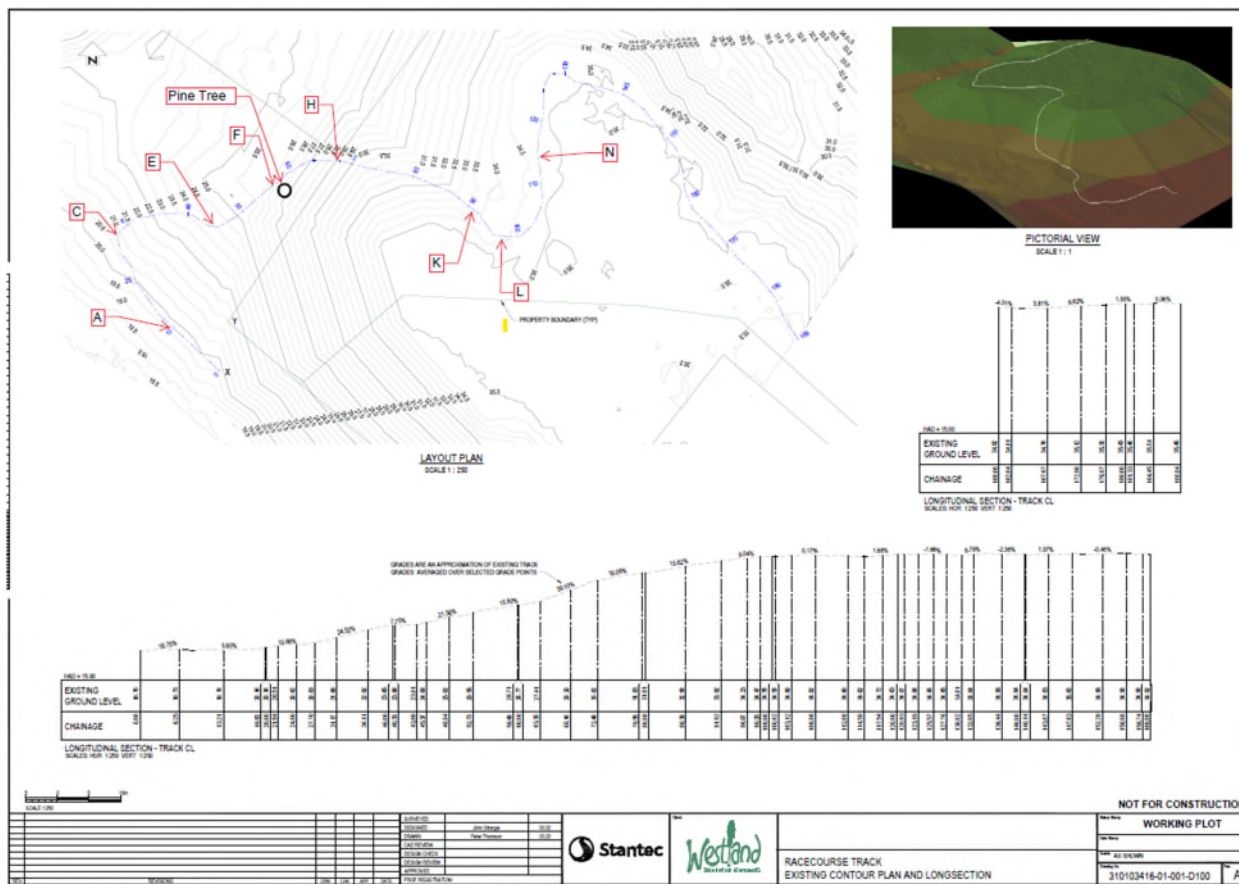


**4. Mahinapua boardwalk investigation.**

Also as a part of the MGR-14-02 is a funding allowance for the investigation and design of new boardwalks at the Mahinapua scenic reserve. This activity will be undertaken with the support of the Department of Conservation.

**5. Heritage Trail Realignment – Racecourse – Racecourse Terrace section**

The DA group are working with various parties to realign the troublesome section of the Heritage Trail that goes between the back of the Racecourse and Racecourse Terrace. This location is difficult to navigate and maintain due to its steep nature. Designs are being worked on and permission sort to realign the trail into an adjoining property. In April heavy maintenance was undertaken around the back of the racecourse to improve the standard of the trail and allow better access for the future changes.



**6. Westland District Council – Staff Change**

WDC are pleased to announce that Vicki Price has taken the duties of Cycle Trail supervisor over from Vern Morris due to his departure. She has a high level of skill in administration and co-ordination of work activities and is keen to get experience in smaller construction & maintenance works. She will have the support of the engineers in the group and will grasp the complexities of the various trails over the next few months.