



# AGENDA

## RĀRANGI TAKE

NOTICE OF THE INAUGURAL MEETING OF THE

## Cycling and Walking Subcommittee

to be held on **Thursday 7 March 2023** commencing at **3.00pm** in the Council Chambers, 36 Weld Street, Hokitika and via Zoom

**Chairperson:** Cr Davidson

**Members:** Her Worship the Mayor

Kw Tumahai

M. Anderson, Destination Westland

T. Brownlee, Manawa Energy

Kw Madgwick

J. Gurden, West Coast Wilderness Trail

Cr J. O'Connor, Grey District Council

I. Perkins, Herenga ā Nuku Aotearoa; The Outdoor Access Commission

J. Wood, West Coast Wilderness Trail

L. Anderson, Westland Mountain Bike Club

O. Kilgour, Department of Conservation



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 - 18 August 2022** (Pages 5-11)

#### 5. **ACTION LIST** (Page 12)

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

No Presentations

#### 7. **PŪRONGO KAIMAHI** **WRITTEN / VERBAL REPORTS**

- **Terms of Reference – Amendment** (Pages 13-18)  
Simon Bastion, Chief Executive, Westland District Council
- **West Coast Wilderness Trail Maintenance** – Verbal Update  
Melanie Anderson, Chief Executive Officer, Destination Westland
- **West Coast Wilderness Trail** – Verbal Update  
Jackie Gurden, Trail Manager, West Coast Wilderness Trail
- **Grey District Council**  
Cr Jack O’Connor, Grey District Council
- **Manawa Energy** - Verbal Update  
Tim Brownlee, Generation Site Leader West Coast, Manawa Energy Limited
- **Department of Conservation** – Verbal Update  
Owen Kilgour, Operations Manager, Department of Conservation
- **Herenga ā Nuku; Outdoor Access Commission** (Pages 19-20)  
Inger Perkins, Regional Field Advisor, Outdoor Access Commission
- **Westland Mountain Bike Club** – Verbal Update  
Liam Anderson, Club President, Westland Mountain Bike Club

#### 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 Cycling & Walking Sub-Committee Minutes – 18 August 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 (Schedule 7(2)(a))
1	Protect information where the making available of the information: (i) would disclose a trade secret; and (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information (Schedule 7(2)(b)).
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 MAY 2023  
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**



# WALKING AND CYCLING SUBCOMMITTEE MINUTES

## MINUTES OF THE CYCLING AND WALKING SUBCOMMITTEE MEETING OF WESTLAND DISTRICT COUNCIL VIA ZOOM ON THURSDAY 18 AUGUST 2022 COMMENCING AT 3:00 PM

The Subcommittee Meeting was live streamed to the Westland District Council YouTube Channel and presentations are made available on the council website.

### 1. MEMBERS PRESENT AND APOLOGIES

Chairperson Cr P. Davidson		
Members		
	Cr P. Haddock, Grey District Council	J. Gurden, Trail Manager, West Coast Wilderness Trail
	J. Wood, Chair, West Coast Wilderness Trail	T. Shaw, Department of Conservation
	T. Thrupp, Department of Conservation	I. Perkins, Regional Field Advisor West Coast, Walking Access NZ
	L. Anderson, Westland Mountain Bike Club Representative	M. Anderson, CEO, Destination Westland
	J. Strange, Stantec	

### NGĀ WHAKAPAAHA APOLOGIES

His Worship the Mayor  
Paul Morris  
Kw Madgwick  
Tim Brownlee

### ABSENT

Kw Tumahai

Moved Cr Davidson (Chair), seconded Liam Anderson and **Resolved** that the apologies from His Worship the Mayor, Paul Morris, Tim Brownlee, and Kw Paul Madgwick be received and accepted.

### STAFF PRESENT

L. Crichton, Acting Chief Executive; S. Baxendale, Group Manager District Assets; D. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor; S. Johnston; Governance Administrator.

### 2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated via Microsoft Teams and available on the Council Chambers table.

There were no changes to the Interest Register noted.

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

There were no urgent items of business not on the Agenda.

### 4. NGĀ MENETI O TE HUI KAUNIHĒRA MINUTES OF MEETINGS

The Minutes of the previous Meeting were circulated separately via Email and Microsoft Teams.

- **Cycling and Walking Subcommittee Meeting Minutes – 19 May 2022**

Moved Cr Paul Davidson, seconded Cr Peter Haddock and **Resolved** that the amended Minutes of the Cycling and Walking Subcommittee Meeting held on the 19 May 2022 be confirmed as a true and correct record of the meeting, subject to the following amendment:

*Last meeting Dave Ritchie (Not David Thrupp) noted they made a submission around the Lake Kaniere Ride, but also Heritage Loop and a new loop proposed to connect to Blue Spur that connects to the Pine Tree Road Connection - How is the subcommittee involved in this and how can we progress and put it all together?*

The Chair **Approved** that their digital signature be added to the Amended and Confirmed Cycling and Walking Subcommittee Meeting Minutes of 19 May 2022.

### 5. ACTION LIST

The Group Manager District Assets, Scott Baxendale spoke to the Action List and provided the following updates:

- **Milltown Weir Crossing**  
Alternative proposal has been put to MBIE for consideration; no outcome has been received yet.
- **Mahinapua Historic Bridge – Highway Crossing**  
Preliminary work has been completed. Now looking at how it links in with item 3 on the Action list. Currently seeking clarification from NZTA – no response received from them to date.
- **West Coast Wilderness Trail exiting onto SH6**  
As per the above action – seeking clarification from NZTA.
- **Trail Safety Audit**  
This has been completed and can be removed from the action list.
- **Loopline Road Diversion**  
Met with the contractor (Destination Westland) approximately 10 days ago and started mapping out temporary route. Application to Major Great Rides (MGR) is being put together to fund the temporary route.
- **Major Great Rides (MGR) Funding Applications**  
This has now been completed and can be removed from the action list.
- **Walking Access NZ Update**  
This is complete and can be removed from the action list.

- **Cycling and Walking Terms of Reference**  
This has been completed and can be removed from the action list.
- **Pine Tree Road Connection**  
There is a report on today's Agenda from Inger Perkins.

Moved Cr Paul Davidson (Chair), seconded Cr Peter Haddock and **Resolved** that the updated Action List be received.

## 6. NGĀ TĀPAETANGA PRESENTATIONS

- **West Coast Wilderness Trail – Update**  
Melanie Anderson, Chief Executive Officer, Destination Westland
- Closure Diversions
  - Full Trail
  - Trail Diversion (Facebook post graphic needs to be updated please)
  - Checks
- Health & Safety – Mind Your Head signs
- Kawhaka – Potholes (Before & After pictures)
- July Storm Damage – the team is busy with clean ups, checks and diversions.
- Trees Down
- Shelters & Signs Damaged
- Scouring from July Storm event – still recovering from this and in the process of cleaning up.
- Richard Green – Destination Westland, Trail Maintenance Expert.

Jackie Gurden advised that the Facebook post graphic will be updated – removing the word 'closures' and replacing with 'diversions' where appropriate.

Moved Cr Paul Davidson (Chair), seconded Jackie Gurden and **Resolved** that the presentation from Melanie Anderson, Chief Executive Officer, Destination Westland be received.

## 7. PŪRONGO KAIMAHI STAFF REPORTS

- **West Coast Wilderness Trail – Verbal Update**  
Jackie Gurden, Trail Manager, West Coast Wilderness Trail

### Highlights

- Annual Forum coming up with everyone who is connected to the trail. This is happening on the 1<sup>st</sup> September 2022 with guest Speaker Craig Wilson from Quality Tourism.
- Working with Grey District Council new Engineering Team. Trail Audit has been done; and now working through things that need to be addressed from that audit.
- Boardwalks meeting was held with Erle Bencich and Tony Thrupp, and initial planning done regarding elevation of boardwalks.
- Updating the trail website – hoping to go live with this in a month.
- Worked with Development West Coast Tourism on a Trail Campaign and with the marketing side of things. Completed a winter photo shoot for new advertising content.
- Issues with dogs on the trails in the Grey District. The Grey District Council are installing signage and monitoring of the trail when their new dog ranger is appointed.

- Working in with students from Greymouth High School on a student led project – Papa Taiao Earthcare Project. There are 3 sections of the trail they are doing planting work on. Working with Grey District Council on this.
- Working with young people in Greymouth and Greymouth Youth Trust upgrading of the bike park.
- In October developing the accessible trail ride guide. Ross Ormsby (who is in a chair) is working with us. It will be available to the public later.

Moved Cr Paul Davidson (Chair), seconded Inger Perkins and **Resolved** that the Verbal Update Report from the Jackie Gurden Trail Manager of West Coast Wilderness Trail be received.

- **Grey District Council – Update**

Cr Peter Haddock, Grey District Council

- Railway station sign provided by New Zealand Cycle Trail (NZCT) has been installed with earthworks and concreted completed.
- In-house Health & Safety Audit has been completed. Council will work with Jackie Gurden and the team to follow up any outstanding items.
- Reactive maintenance following some of the storm events: some bridges got scoured & general rubbish across the trail – this is being taken care of.
- Trail in Grey District is in pretty good order.
- Shanty Town side bridge that was budgeted for in year 2 of the Long-Term Plan (LTP) and hoping this year it will involve stake holder engagement and works going to tender.
- Aaron Haymes, Manager of Infrastructure (GDC) and Dinesh (WDC) are proactively looking at more NZTA funding from diff funding category to help move the trail forward especially for the Shanty town route.
- Due to not seeking re-election as a Councillor for Grey District Council, this will be my last Committee Meeting.

Cr Paul Davidson (Chair) acknowledged and thanked Cr Peter Haddock for the time, effort, hard work and experience he has inputted into the Committee and the trail.

Moved Cr Paul Davidson (Chair), seconded John Wood and **Resolved** that the Verbal Update from Cr Peter Haddock of Grey District Council be received.

- **Department of Conservation – Verbal Update**

Tim Shaw and Tony Thrupp, Department of Conservation

- Water Ways / Gillies Creek Section, entrance is changing with construction to bridge.
- Working with Council on doing some inspection and load testing on the swing bridge at Hokitika Gorge.
- Jobs for Nature team are doing weed control in Hokitika and Ross region - specifically on the cycleway between Hokitika and Kaniere. A group of approx. 18 people have been slashing the blackberry and gorse. Looks great, but now the area has been opened up and there is a big area that needs planting. An opportunity for revegetation. Any plants or funding for this would be appreciated.
- Wadeson Island Cycle Trail - working with Westland District Council to look at a plan for a cycle trail through there. Currently forming a bit of track there.
- First week of September is Conservation week, so have organised a planting session and trap building day and will be inviting stakeholders and hoping to get some trees planted.
- Request that the Wadeson track MOU be formalised. Working on that with Project Manager Vicki Price and District Assets.



Moved Cr Paul Davidson seconded Cr Peter Haddock and **Resolved** that the verbal update from Tony Thrupp and Tim Shaw be received.

- **Herenga ā Nuku -Outdoor Access Commission – Written Report**

Inger Perkins, Regional Field Advisor, Herenga ā Nuku

- New Name / Rebranded – Herenga a Nuku Outdoor Access Commission – about connecting to and across the land, people, and places. Also picking up the outdoor in access, not just the walking access.
- Pine Tree Road Connection – A Business Case has been drafted to help this project along and to seek funding when appropriate funding is available. Karl Jackson is leading the project.
- Racecourse Development – Raised concern that neither the Commission as the advocate for public access, nor this Sub-Committee have been part of the stakeholder engagement. Keen to pick up on that opportunity if still possible. This would be a great opportunity to focus on public access and community connectivity. The racecourse area is a hub for public access – walking, cycling, horse riding – with links in many directions.

*Group Manager District Assets, Scott Baxendale advised that RSL have been commissioned to look at the Racecourse and Cass Sq. They approached a number of main stake holders within Hokitika, and some questionnaires were issued, and an evening held at Council Offices. The consultants being utilised are very receptive to those with active stakeholder interest, however numbers have been limited as to how many stakeholders are involved at meetings. (2 per organisation). Scott put Inger Perkins in contact with RSL.*

- The racecourse hub of public access links to legal connectivity between cul-de-sacs of Racecourse Terrace and Alpine View. Access is not practical at present. Suggested Council staff look into options to develop practical public access. There is an opportunity to connect communities similar to that at Pine Tree Road.
- 3 Obstructed legal roads with locked gates – working with various Council staff members: One has been resolved through Karl Jackson’s intervention. The other two remain locked and hope they will be resolved soon before the next meeting of this Sub-Committee.

Moved Cr Paul Davidson (Chair) seconded Cr Peter Haddock and **Resolved** that the report from Inger be received

- **Westland Mountain Bike Club – Verbal Update**

Liam Anderson, Club President, Westland Mountain Bike Club

- Applied to host a National Cross-Country Race, but unfortunately it went to Christchurch instead.
- Mountain Bike Club were alerted to the recreation review after the meeting had happened and read report which was submitted which had very little on mountain biking. Got hold of the questionnaire form and have completed it - thinking about what potential recreational activities around the Racecourse would look like from a mountain bike perspective. (Shared map on screen – the potential to link lots of different areas to create recreation opportunities for all sorts of user groups).
- Informed about the Better Off Funding available from 3 Waters. Wondering if application from the Mountain Bike Club could be put forward for this.

Inger Perkins welcomed the suggestions for connectivity from the racetrack, for example to Alpine View and Hokitika Primary School, by Liam Anderson, suggesting that multiple options to improve walking

and cycling access within and connecting communities is just the kind of thing this Sub-Committee could support.

Moved Cr Paul Davidson (Chair), seconded Inger Perkins and **Resolved** that the Verbal Update from Liam Anderson, Club President of Westland Mountain Bike Club be received.

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

(to consider and adopt confidential items)

Moved Cr Paul Davidson (Chair), seconded John Wood and **Resolved** that the Cycling and Walking Subcommittee confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 3:42 pm.

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 Cycling & Walking Sub-Committee 19 May 2022.	Good reasons 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	Protect information where the making available of the information: (i) would disclose a trade secret; and (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information (Schedule 7(2)(b)).
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))

Moved Cr Paul Davidson (Chair), seconded Cr Peter Haddock and **Resolved** that the business conducted in the 'Public Excluded Section' be confirmed and accordingly, the meeting went back to the open part of the meeting at 3:45pm

**LAST CYCLING & WALKING SUB-COMMITTEE MEETING OF THE TRIENNIUM.**

**MEETING CLOSED AT 3:45 PM**

Confirmed by:

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**Cr Paul Davidson**  
**Chair**  
**Date: 18.08.2022**

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**Lesley Crichton**  
**Acting Chief Executive**  
**Date: 18.08.2022**

## 07.03.23 – 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.  Alternative proposal put to MBIE for consideration
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.  To be reviewed as part of the next MGR funding round
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.
9	19.05.22	Pine Tree Road Connection	Formal report comes back to the next Cycling and Walking Subcommittee with scope of project, design, and costings	18/8/22	IP	Report to come to this committee

# Report to Committee



**DATE:** 7 March 2023  
**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 confirm an additional delegation to the Chair of the Cycling and Walking Subcommittee and an 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 adopt 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 subcommittee is due to the Terms of Reference adopted by Council on the 24 November 2022 did not include a clause to enable the Chair to have voting rights on behalf of the West Coast Wilderness Trail (WCWT) for elections to the New Zealand Cycle Trails (NZCT). The previous Subcommittee which was disestablished at the time of the local body elections had previously resolved to include this delegation in the Terms of Reference.

### 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. The subcommittee has 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 the Terms of Reference then adopt them.

4.3. 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 has been assessed as being minor as it is administrative in nature and is therefore assessed as being of low significance.

## **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.

There are no financial implications to the above options.

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

9.1. The preferred option is Option 1. As long as the provisions in Schedule 7 of the Local Government Act are observed, the subcommittee 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 subcommittee vote on this matter.

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

10.1. That the report be received.

10.2. That the Subcommittee delegate to the Chair of the Cycling and Walking Subcommittee the voting rights on behalf of the West Coast Wilderness Trail for the elections to the NZ Cycle Trails; and the Terms of Reference be updated accordingly.

10.3. That the revised Terms of Reference be added to Part III of the Delegations Manual – Delegations to Subcommittee' to replace the current terms of reference.

**Simon Bastion**  
**Chief Executive**

**Appendix 1:** Cycling and Walking Subcommittee – Amendment to Terms of Reference

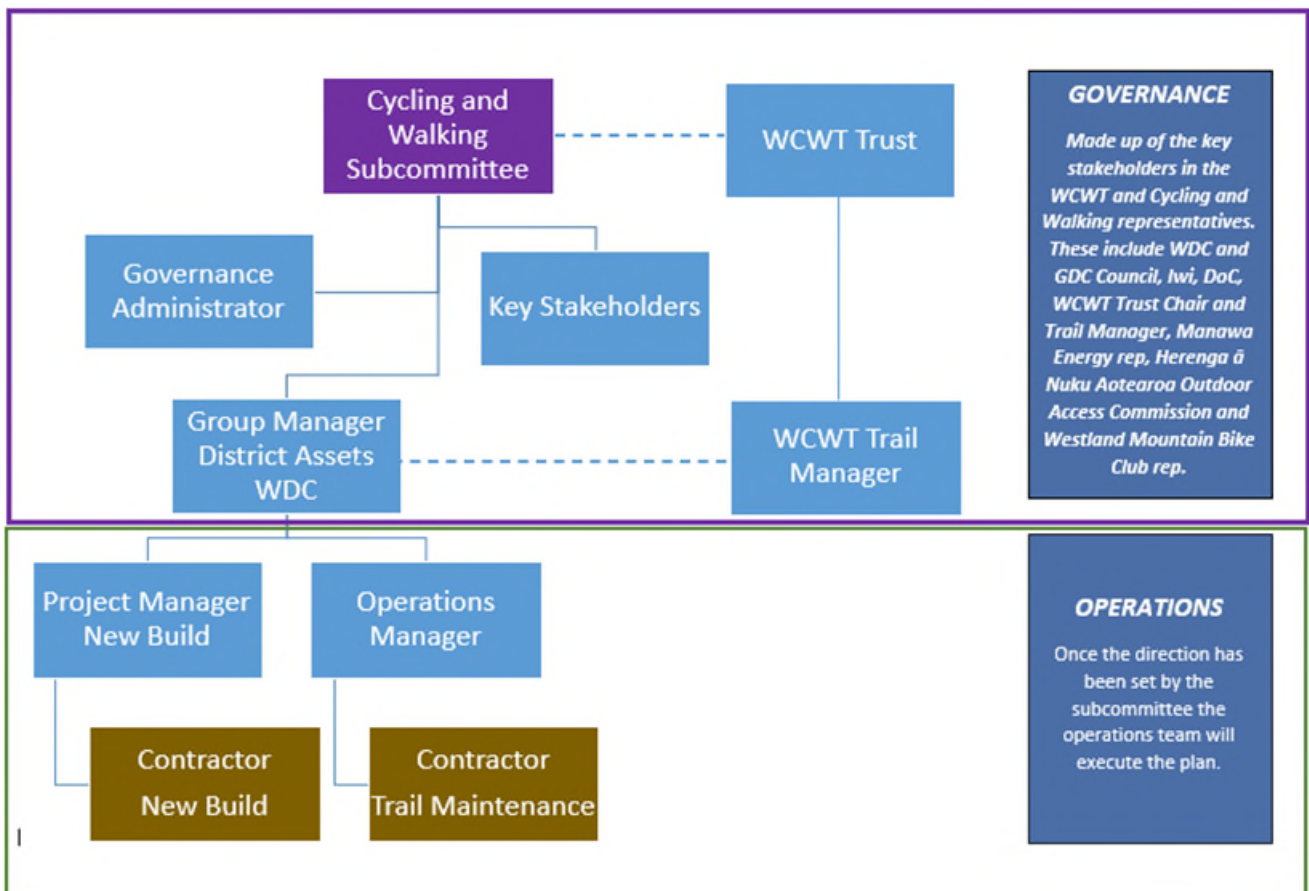


## TERMS OF REFERENCE FOR THE CYCLING AND WALK SUBCOMMITTEE

<b>Title</b>	Cycling and Walking Subcommittee
<b>Authorising Body</b>	Mayor and Council
<b>Status</b>	Subcommittee of Council
<b>Quorum</b>	The Chair plus two members
<b>Adopted by Council</b>	24 November 2022
<b>Administrative Support</b>	Chief Executive’s Office

### Purpose

The purpose of the Cycling and Walking Subcommittee is to oversee the Governance of the West Coast Wilderness Trail (WCWT) and guide future strategy in decision-making in regard to cycling and walking.



## Responsibility

The Cycling and 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 the 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 meets 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.
- Assist with bridging project barriers outside the influence of staff

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

Report to Council on a regular basis to provide updates as required.

## Delegations to the Subcommittee

The Cycling and Walking Subcommittee shall have the following delegated powers and be accountable to the 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 the Council
- The needs of Iwi and the local communities
- The approved budgets for the activity.

The Cycling and Walking Subcommittee shall have delegated authority to:

- Co-opt other members as appropriate.
- Provide the 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.
  - Commissioning of reports on new policy where that policy programme of work has not been approved by the Council.

## Power to Delegate

The Cycling and 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 (Westland District Council-appointed representative and appointed by the Mayor)
- Two Iwi representatives
- One Grey District Council representative
- The Chair of the West Coast Wilderness Trail Trust
- The Trail Manager of the West Coast Wilderness Trail Trust
- A representative from Manawa Energy
- A Department of Conservation representative being the Hokitika Operations Manager (or representative)
- A Herenga ā Nuku Aotearoa Outdoor Access Commission representative
- A Westland 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; 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 West Coast Wilderness Trail 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.

## Conduct of Affairs

The Committee 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.

## 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 concerning a member of staff. 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, they will be consulted on any relevant aspect of the subcommittee work.

## **APPENDIX 1**

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 are maintained and where 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 the 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 subcommittee 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 Westland 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:

- Workshops may be held to provide an opportunity for councillors to give guidance to staff on the next steps (direction setting), however, they cannot make decisions or formal resolutions.
- 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.

### **Minutes of meetings**

The subcommittee shall record minutes of all its proceedings.

## **Update from Inger Perkins, February 2023**

Herenga ā Nuku Aotearoa, the Outdoor Access Commission  
*formerly the Walking Access Commission*

### **1. Subcommittee remit**

On behalf of the Commission, I was invited to join the subcommittee with its broader focus in August 2021.

CE, Simon Bastion explained:

“During the Westland District Council’s Long Term Plan 2021 – 2031 process there were a lot of submissions around supporting the wider aspects of cycling and to a smaller extent walking. So these voices can be heard, Council has increased the scope of this subcommittee to allow the incorporation of these areas so as to be included in Council’s Asset Plan and future aspirations within the Westland District. To that end the subcommittee is inviting a representative from Walking Access NZ and the Westland Mountain Bike Club to join the newly amended subcommittee.”

I acknowledge the jewel in the crown that is the West Coast Wilderness Trail and recognise that this subcommittee must continue to focus largely on the management of and opportunities for the trail and for our community in relation to the trail.

However, with new councillors joining the subcommittee, I thought it would be worth returning to the Terms of Reference and our Purpose, in particular to refresh the group of our purpose:

“to oversee the Governance of the West Coast Wilderness Trail and guide future strategies and decision making in relation to cycling and walking.”

With plans underway for use and development of the racecourse, the potential for this area to be a hub of walking and cycling connections for the wider Hokitika area was raised briefly at the last meeting of the Subcommittee in August last year.

This is an opportunity for the subcommittee to develop its thinking and step up to the broader remit and purpose, prompted by those submissions to the LTP 2021-2031, and support the aspirations of the community.

## 2. Pine Tree Road: Walking and cycling track to connect Pine Tree Road up to Hau Hau and Brickfield Roads

Karl Jackson, Transportation Manager, has advised that his team will “will continue to investigate and develop the case and costings for this project” in order to be prepared for Tranche 2 of the Three Waters community funding, or any other opportunity to fund it.

I provided this comment to the last subcommittee meeting in August and share it again for new members: “The aim is to provide connectivity for pedestrians and cyclists between the Brickfield Road/Blue Spur areas and Pine Tree Road/Kaniere, avoiding the need to use Hau Hau Road. It will open up connections to other trails, including the West Coast Wilderness Trail and the Hokitika Heritage Trail, offer a safer more sustainable route to Kaniere School and enable new loop walks and rides for residents and visitors.

The project supports multiple Government aspirations including wellbeing, active transport, out of cars onto feet and bikes, carbon zero, sustainability and climate action. It also fits within regional plans as follows:

- Te Tai o Poutini Plan supports active transport and community connectivity.
- The West Coast Walking and Cycling Strategy aims for more walking, more cycling, more often.
- The West Coast Regional Land Transport Plan supports more walking and cycling, benefiting locals and visitors alike and removing cyclists from roads.

## 3. Glacier Trail

It was exciting to see the news that a \$60m cycle trail is proposed connecting Okarito to Fox Glacier via Franz Josef Glacier and Gillespies Beach. Worth celebrating and sharing with this subcommittee, and providing encouragement and support where possible: <https://www.nzherald.co.nz/travel/glacier-trail-60m-cycle-trail-proposed-linking-west-coasts-glacier-country/3STH5LN44E3XWC4OQ6C5AA743Q/>