



# AGENDA

## RĀRANGI TAKE

NOTICE OF THE INAUGURAL MEETING OF THE

## Cycling and Walking Subcommittee

to be held on **Tuesday, 19<sup>th</sup> October 2021** commencing at **3.00pm** in the Council Chambers, 36 Weld Street, Hokitika and via Zoom.

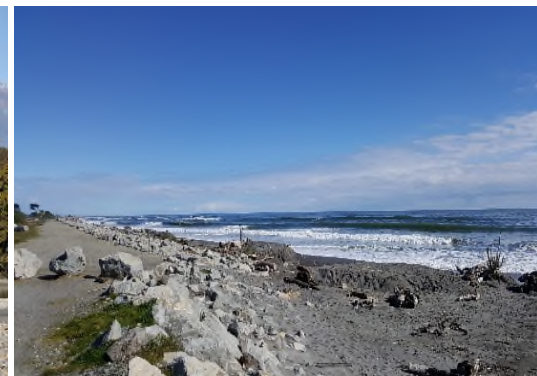
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Chairperson: Cr Davidson

Members: His Worship the Mayor  
Kw Madgwick, Ngāti Makaawhio  
T. Brownlee, Trustpower  
J. Gurden, WCWT  
I. Perkins, Walking Access NZ Westland

Kw Tumahai, Ngāti Waewae  
Cr Haddock, Grey District Council  
J. Wood, Chair, WCWT  
O. Kilgour, Operations Manager, DOC  
Liam Anderson, Westland Mountain Bike Club

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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. WELCOME FROM THE CHAIR**

### **2. SUBCOMMITTEE MEMBER INTRODUCTIONS**

### **3. NGĀ WHAKAPAAHA**

#### **APOLOGIES**

- Jackie Gurden, Trail Manager, West Coast Wilderness Trail Trust
- John Wood, Chair, West Coast Wilderness Trail Trust

### **4. 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.

### **5. 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.

## 6. **ADOPTION OF TERMS OF REFERENCE**

Simon Bastion, Chief Executive, Westland District Council (Pages 5-8)

## 7. **ACTION LIST**

Items transferred from the West Coast Wilderness Trail Subcommittee (Page 9)

## 8. **NGĀ TĀPAETANGA PRESENTATIONS**

- **Walking Access NZ**  
Inger Perkins, Regional Field Advisor – West Coast, New Zealand Walking Access Commission
- **Westland MTB Club**  
Liam Anderson, President, Westland MTB Club
- **Loopline Road Diversion**  
Tim Brownlee, Technical Team Leader, Trustpower

## 9. **REPORTS**

- **WCWT Trail Manager Update** (Pages 10-12)  
Jackie Gurden, WCWT Trail Manager
- **WCWT Quarterly Maintenance Update Report** (Pages 13-16)  
Melanie Anderson, Chief Executive Officer, Destination Westland.
- **Major Great Rides (MGR) Funding Applications – Verbal Update**  
Scott Baxendale, Group Manager: District Assets

## 10. **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.	Arahura/Milltown Road alternative route	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. (Section 7(2)(a))
1	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). (Section 7(2)(i))

**DATE OF NEXT CYCLING AND WALKING SUBCOMMITTEE MEETING TO BE CONFIRMED  
WESTLAND DISTRICT COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

# TERMS OF REFERENCE

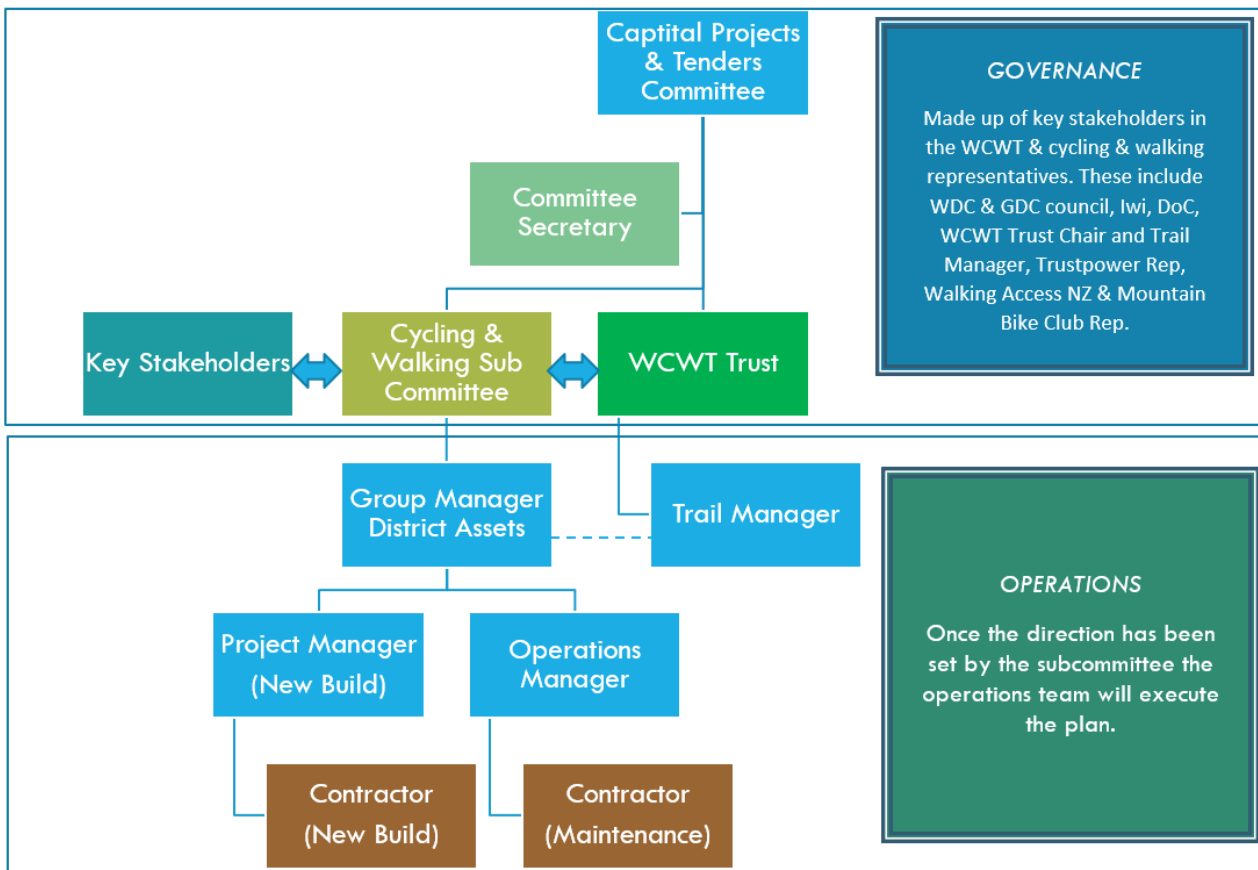
## Cycling and Walking Subcommittee

	<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.

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.**



## 19.10.21 – 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	SB	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	SB	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.
3	13.04.21	WCWT Trail exiting onto state highway 6.	Assess zones down the trail that exit onto the state highway.	July 2021	SB	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	SB	In progress – scheduled to be completed in the next 2 months.



Date: Tuesday 19<sup>th</sup> October 2021

To: Cycling and Walking Sub-committee Meeting Paper

From: West Coast Wilderness Trail Manager

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**Subject: West Coast Wilderness Trail Trust Update**

In addition to the ongoing management work and assistance with the MGR funding applications undertaken, the following are the key new focus areas the Trust is working on that are of interest to the Cycling and Walking Sub-committee:

**1. MBIE MRG Funding** – The Trust has lodged an application to complete the Accessible Ride Guide. This has included having Ross Ormsby (the accessible rider we have been working with) down to ride the trail with us and ensure nothing has been missed. During this visit we also propose to have an accessible events planning meeting.

The Trust sees the trail as having the potential to draw many more riders on adaptive bikes, as the awareness of how accessible it is, grows. The upgrading of the Mahinapua section and Kaniere Water race will also enhance this further.

**2. Strategic Plan** – The Trust reviewed its strategic plan. While retaining the current structure of the plan that focuses on the four pillars of: Leadership, Rider Experience, Growth in Numbers and Economic and Social Return, priorities going forward include:

1. Financial – This includes both the Trust and the Projects Undertaken. We will be exploring various forms of sponsorship for these.
2. Trail Enhancement – The areas of focus discussed were crossing the Hokitika Bridge, the Ross Straight, the connection between Lake Mahinapua and the Tree Top Walkway, the Shantytown Loop and the Ross Seven Golden Gullies project.
3. Commercial Development - Encouraging more business growth around the trail, including accommodation at Lake Kaniere and wellness and food product.
4. Event Development – While there are currently four events on the trail, the Trust would like to encourage more. Use by South Island secondary schools, accessible riders and family events have been suggested.

5. Grey District Council - With the Grey District Council now contributing to the Trust financially, we also intend working proactively with the Council, not only to help with enhancing the trail but also on ensuring they are capitalising on and leveraging the funding available through MBIE.

**3. Marketing Plan** – A marketing plan has been developed in conjunction with Development West Coast Tourism. This will see the Trust working with DWC on three streams of work:

- Marketing Campaigns - The up and coming campaigns for November/December and March/April which in turn work in with the TNZ campaigns,
- 2 Trade FAMILS
- Up to 5 articles from Freelance journalists.

**4. Start/Finish Banners** – New Zealand Cycle Trails Inc. are initiating a project of branding and promotion for the national network of cycle trails. They are funding the manufacture of signs that promote all trails on the network at the start and end points of each ride, Greymouth and Ross for our trail. Below is the imagery. More signage may be available in the future for each trail.

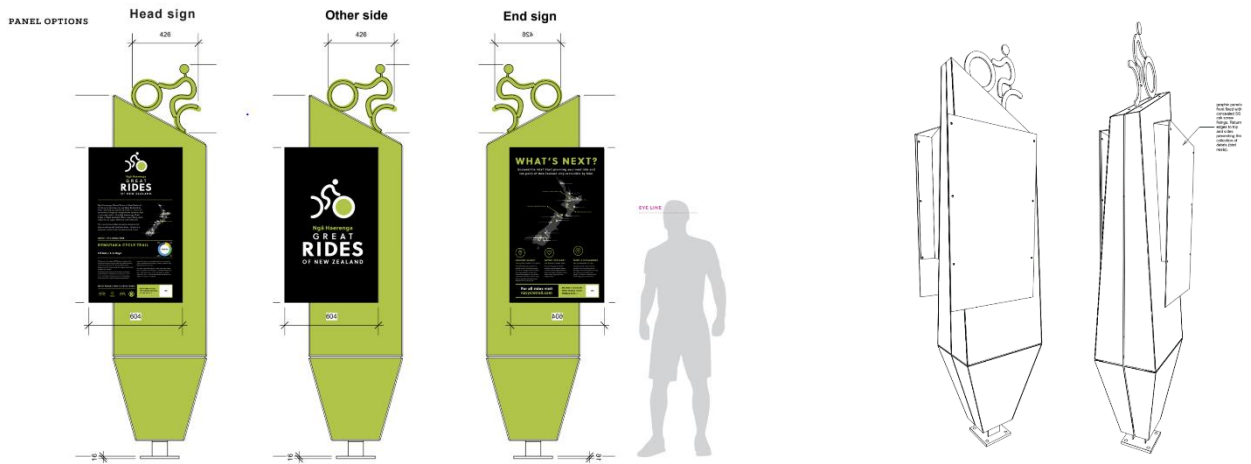
**Recommendation:** That the report be received.

Jackie Gurden

West Coast Wilderness Trail Trust Manager

Appendix 1: New Zealand Cycle Trails Start/Finish Signage

# Appendix 1. New Zealand Cycle Trails Start/Finish Signage



# Report to WCWT Committee



DATE: 30 September 2021

FROM: DWL Chief Executive

SUBJECT: Quarterly Update

## 1. SUMMARY

1.1. The purpose of this report is to provide an update to the Committee on the West Coast Wilderness Trail Maintenance being undertaken by Destination Westland Limited.

## 2. UPDATES

### 2.1. SIGNAGE

- 2.1.1. Various small and large directional signs have been replaced as well as installation of new directional signs and posts along the new sections in Kaniere.
- 2.1.2. Following safety concerns, new road crossing and giveaway signs have been installed at the Ross/Ruatapu Road section.
- 2.1.3. Several locations including Kaniere Tram, Mahinapua Walkway, Londonderry Rock, Kumara and Larrikins had 'Motorbike No Entry' signs installed



### 2.2. VEGETATION

Vegetation has been trimmed back along the whole trail including under all assets (Bridges)



### 2.3. CATTLE STOP

The construction of the new Cattle Stop at the Milltown entrance has been a great asset to the Wilderness trail with users no longer needing to open and close the heavy gate to access the trail.



### 2.4. STRUCTURAL DAMAGE (BRIDGES ETC)

Hoppers Bridge repairs have been made to prevent further undercutting of the bridge approach.



### 2.5. BOLLARDS

Due to a large number of quadbikes and motorbikes accessing the cycle trail in various areas, we have installed bollards at the Golf Club accessway, Larrikins Track entrance, Londonderry Track and Taramakau end of the Trail. These consisted of a variety of large boulders and removable centre posts in order for workers/contractors to still being able to access the trail.



## 2.6. STORM DAMAGE

The July 16<sup>th</sup>/17<sup>th</sup> weather event caused extensive damage to Sections 14, 15 & 16 in addition to the new section through Kaniere. We are working alongside WDC in what we can do to prevent this happening in the same areas again in the future which includes digging out drains, installing extra culvert pipes and creating stable footings along the trail in various sections.



Further storm damage in September resulted in additional scoring, culverts filling up which required a mini digger (sections 6, 12, 13 and 15) and repairs to reinstate the bridge abutment (section 14) 2 x retaining walls created to prevent further scouring in section 13



## 2.7.

### SAFETY & MAINTENANCE

New 'Road Crossing' and 'Give Way' signs installed at Ross/Ruatapu Road

## 2.8. COMMUNICATION

The communication between WDC District Assets team and DWL maintenance team is continuing as a strong bond with assigned tasks and reporting of maintenance issues on the trail being actioned within a timely manner.

### 2.9. FORWARD WORK

Additional Top Coursing along Dillmanstown approx. 300m

Storm damage work fix up required Kawhaka Pass, Powerboard Road, 2x sections along the new Kaniera sections and Sinclair's.

Contract spraying for whole trail

2x culverts to be installed in Dillmans area and remove high shoulder from side of trail.

Flax clearing along Golf Links Road, along with clearing of vegetation on the southside of the Hokitika Bridge and installation of mini giveaway signs

### 3. RECOMMENDATION

a) **THAT** the West Coast Wilderness Trail Maintenance Report from Destination Westland Limited be received

Melanie Anderson

Destination Westland Limited - Chief Executive