

Feasibility Study – Lincoln Downs Recreation Reserve Developed by the Mangawhai Tracks Charitable Trust

As a result of this study the Tracks Trust asks the Council to:

- 1. Agree to designate the Lincoln Downs Farm bush block a recreation reserve.**
 - 2. Agree and survey the boundaries of the reserve.**
 - 3. Agree and identify access to the reserve.**
 - 4. Identify the Mangawhai Tracks Trust as the lead community organisation to progress the design and construction of walking and mountain biking tracks within the reserve, and revegetation of old pasture.**
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1. Overview of Organisation

Organisation Purpose

The Tracks Trust was born out of the Mangawhai Walking Weekend and the need to develop new walking opportunities in the Mangawhai area. While the Trust has been focused on walking tracks it explicitly states in its constitution that the construction of cycle trails and mountain bike tracks are central to its primary objective.

Organisation contact details

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Legal entity

Charitable Trust registered with the Charities Commission No. CC46468

GST

Not registered for GST

Voluntary Organisation

The Tracks Trust is an entirely voluntary organisation with no paid members and no operating expenditure. As an example of the work of the Trust Forty six active volunteers contributed over 1600 hours work in the June 2018 year. It has operated since 2008. Its primary income source is funds raised from the wine and food event associated with the Mangawhai Walking Weekend and averages \$10,000 per year. Donations have also been received in the past year from the Opportunity Factory and Tara Iti Golf.

Appendix 1 illustrates the scope and achievements of the Trust since its inception in 2008.

2. Project Plan

Project description

The bush block of the Council owned Lincoln Downs farm on Brown Road covers about a 120 ha (to be confirmed) extending from the farmed area up the south eastern face of the Brynderwyns (Figure 1).

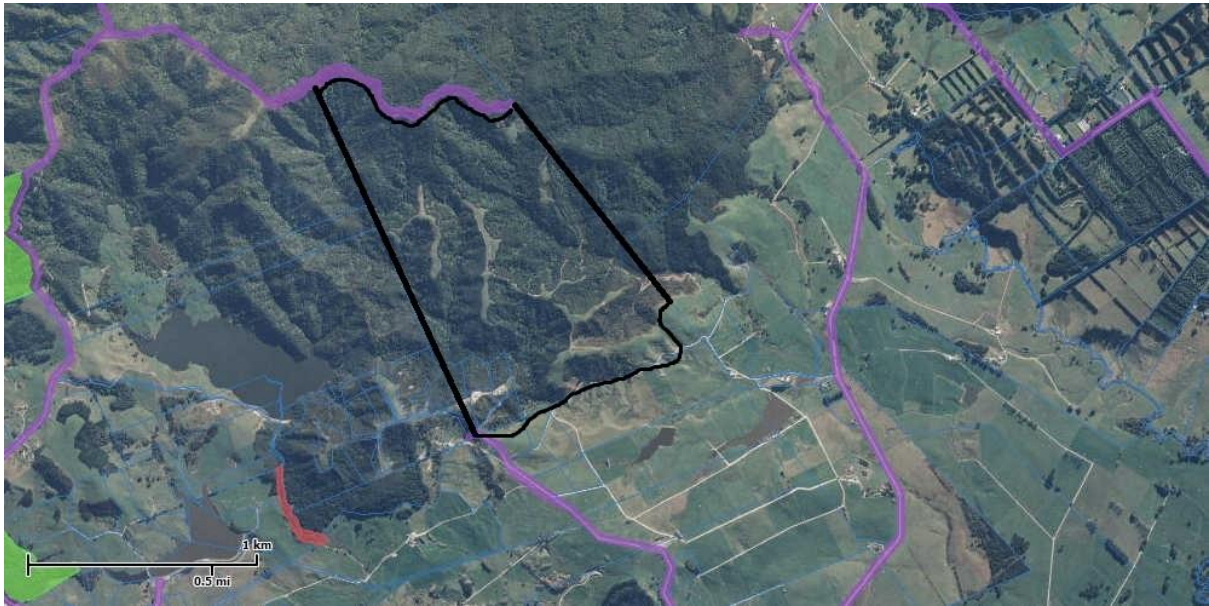


Figure 1. Lincoln Downs farm bush block (unconfirmed area 120ha).

The lower slopes have extensive areas of gorse which is rapidly re-colonising grassed areas on the ridges as well as pasture on the lower slopes. The valleys and higher elevations contain impressive forest remnants and secondary forest growth (Figure 2).



Figure 2. Upper slopes previously grazed area has largely been invaded by gorse since image taken.

The area has been extensively tracked in the past for farming purposes, much of which has been reclaimed by both forest and gorse. The north western part of the block adjoins an unformed public road providing potential access to the wider Brynderwyn range. The block has little value to the farming enterprise but in both topography and vegetation is a perfect area for the development of a dedicated mountain bike park and walking tracks (Figure 3). The Trust requires the Council to establish the area as a recreation reserve so that the project can proceed with assurance of tenure.

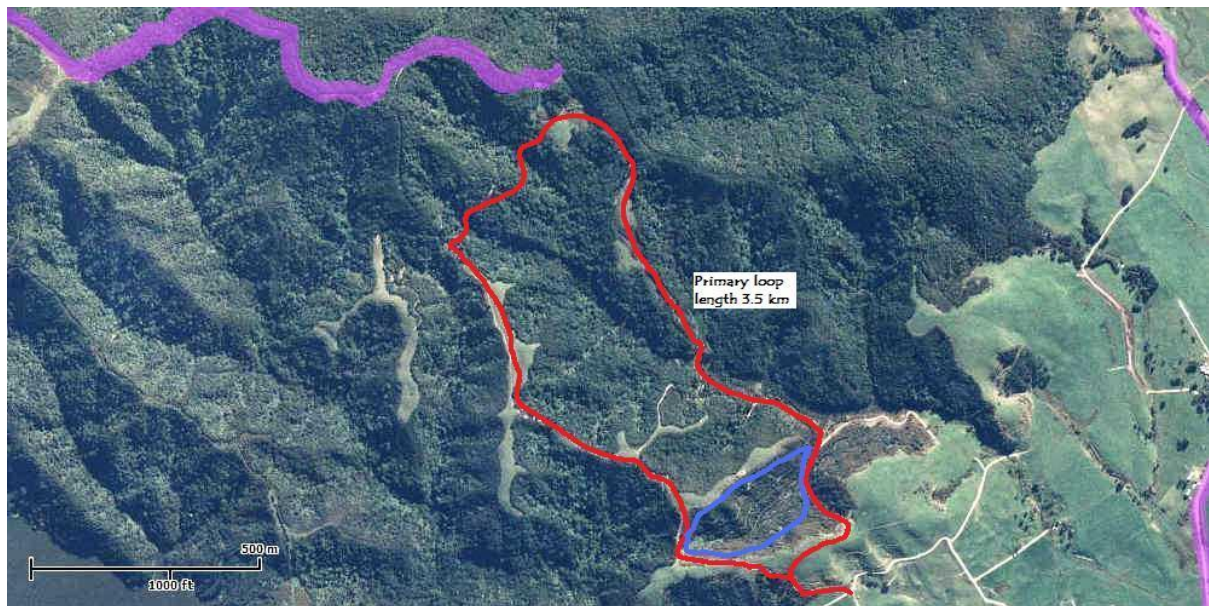


Figure 3. Potential primary MTB loop track with unformed public road above.

How will the project be developed?

The Tracks Trust will lead the initiative and contribute labour as appropriate to its development. It is proposed that the MTB park be constructed to a standard suitable for national competition and to this end a professional design organisation, such as Southstar Trails, would be contracted to develop the design and supervise construction. Key issues include:

- Use of existing historical farm tracks
- Separation of MTB and walking tracks
- Agreed access to the reserve
- Revegetation of hill pasture and gorse areas

The Trust, with its extensive experience, would take responsibility for the development of walking tracks using its volunteer labour.

Use of existing tracks. This would be a key issue for the design team but would not be allowed to compromise track quality.

Separation of walking and MTB tracks. It is considered essential the two track types are completely separate. The southern part of the block is considered best for walking tracks with good native forest and some key existing tracks extending to the ridge. The northern section with its greater areas of reverting gorse and scrub, but good native forest at higher

elevations, has excellent contour for the development of MTB tracks. However, integration of the track areas will be considered.

Access. There are two options for access, from Wonderview Road via western boundary race, and Brown Road via the central farm access (Appendix 2). The former has the advantage of extensive parking along Wonderview Road and access which does not intrude into the active farming area. Its main disadvantage is its length and extensive reforming and drainage. The Brown Road access is much shorter and is already well formed but does pass farm buildings and houses.

Critical stages. There are three critical issues which need to be addressed to get the project underway:

- Conferring of reserve status on the bush block by Council
- Survey of reserve area including access
- Identification of funding for Stage 1 (design, access, ground survey, MTB primary track)

The designation of reserve status on the bush block is fundamental for the Trust to invest effort in seeking funding, developing an operational plan, and investing the huge number of volunteer hours which will be needed on the ground. It is also critical that the area designated include suitable public access, and the lower hill slopes down to the main western race. The development of this feasibility study will provide an estimate of the costs involved in getting the project off the ground.

What cross-section of the community will benefit from this Project?

The Project will have benefits to almost all sectors of the community. Specifically it will provide:

- Recreational opportunities for MTB enthusiasts of all ages
- Walking opportunities for individuals, families and organisations
- Encouragement of active lifestyle and associated health benefits for all ages
- Economic benefits to the business and tourism community
- Reach across the eastern part of the region and to some degree beyond
- Worthwhile opportunity for involvement of volunteer community
- Access to outstanding native forest environment for all community members
- Ensuring the long-term retention of a significant area of native forest
- Rehabilitation of significant area of rough pasture and reverting gorse areas

As well as the above benefits to communities in the KDC catchment area, the project will provide recreational opportunities which will inevitably prove attractive to visitors from Whangarei, Auckland and beyond. The MTB component compliments the cycle trails proposed for the wider Kaipara region.

How does your Project impact the community's Four Well-beings?

Economic. The proposed high quality MTB/walking recreation area will attract visitors from the wider Northland region as well as tourists from further afield. Direct experience of walking groups venturing north from Auckland, due to closure of local forests to prevent the

spread of kauri dieback, can be seen with the Tanekaha Track complex which has been developed by the Trust volunteers since 2011. In excess of 6000 walkers have used the site over the last 12 months and walking groups from both Auckland and Whangarei are actively seeking new opportunities.

A recent economic impact study of mountain biking in Rotorua (Michael Connell & Assocs, July 2018) found between \$30m and \$50m is contributed by riders to the local economy. This spend contributes an estimated 200 to 350 FTE jobs which equates to \$10m to \$20m in income. The study did not capture the benefits brought by other recreational use such as walkers and runners, nor the health and well-being benefits of the forest. While we do not pretend the proposed project will meet these levels of economic benefits it is undeniable significant economic benefits will flow to the local community from the project.

The project will also offer the opportunity for extensive native forest restoration with the accrual of carbon credits and potential to be supported by the billion trees project. A conservative area estimate of 15 ha could accommodate between 50,000 and 150,000 trees dependent on spacing and species, with a nurse crop of manuka for honey production a potential option (Figure 4). On average New Zealand native forests store 210 tonnes of carbon per hectare at maturity. Dr David Bergin, foremost authority on native forest rehabilitation would be engaged to develop an appropriate planting plan for the site.



Figure 4. Potential planting area currently in gorse or grass.

Cultural. While the cultural benefits will be limited due to the lack of significant cultural sites on the proposed land, the drawing of visitors to the general area will provide exposure to the significant cultural sites in the wider area.

Environmental. The mid to upper slopes of the bush block contain significant areas of native forest and form part of the highly valued southern slopes of the Brynderwyn Hills. Past development efforts has shown the local community is strongly opposed to the loss of this

forest landscape. A survey of the Tanekaha bush, also on the southern slopes of the Brynderwyns, similar in composition to the bush block, identified more than 146 plant species (Young 2018). The proposed project would provide permanent protection, along with public access, to this botanically diverse forest typical of the southern slope of the Brynderwyn Hills. Planting of the gorse covered lower slopes and rough pasture would not only enhance the site for walking and cycling but would also contribute to both biodiversity and to the Government's climate change strategy. The very low incidence of kauri within the block has the added advantage of low risk of closure due to the kauri dieback control strategy.

Social. The provision of significant recreational facilities within easy reach of local communities encourages social interaction and well-being. The proposed project not only provides social benefits to future users but also to the community of volunteers involved in its development. Walking and MTB groups are always looking for new and interesting challenges to keep their members motivated. Access to walking and MTB tracks in a natural forest environment will be highly valued. A dedicated area of MTB trails would complement regional trails being promoted by Council and Nga Haerenga New Zealand Cycle Trail.

How does the Project link to Policy Criteria?

The project links to the following Policy Criteria:

- **Revenue and Financing Policy.** The project contributes directly to improved open spaces and recreational opportunities, benefits a wide sector of the community, with benefits accruing in the short term, and a community group willing and able to lead the initiative. The activity qualifies as high priority under the Revenue and Financing Policy criteria.
- **Significance and Engagement Policy.** With the Council already owning the land and the block in question contributing little to the Council's activities the designation of reserve status and agreement to allow the project to proceed should be considered of very low significance under this policy.
- **Development Contributions Policy.** The proposed project clearly addresses the aim of providing increased community facilities resulting from the demands of growth and development across the region. The project has particular significance for its reach in addressing this issue, a reach which is much wider than just the high growth area of Mangawhai.
- **Financial Contributions Policy.** The proposed project addresses the need to protect significant natural features and with expected native forest rehabilitation as part of the project is expected to enhance these values. It also conforms to the establishment of reserves and public open space areas with the addition of a significant area of native forest open for public enjoyment.

How does the Project link to community outcomes?

- **A district with strong and welcoming communities.** The track record of the Tracks Trust speaks for itself in the development and promotion of walking opportunities both in the Brynderwyns and in the Mangawhai urban area. The Trust works closely

with Council, DoC, and the annual Walking Weekend to motivate volunteers and welcome walkers to experience the products of their efforts.

- **A trusted Council making good decisions for the future.** The proposed project is forward looking in preserving a significant open space for future generations. A strength of the project is the Trust's strong relationship with Council and its staff with well-developed two way consultation on activities of mutual interest.
- **A district with plenty of active outdoor opportunities.** The project involves a strong community partnership clearly focussed on "Protecting and enhancing our natural assets and open space".

What is the community demand for the Project?

Since first proposing the project in 2013 the Tracks Trust has enjoyed continued strong community support for the project. A recent facebook posting attracted over 1400 responses overwhelmingly in its favour. The small and unsatisfactory MTB tracks in the Mangawhai Community Park attract high use despite their unsuitable sand base.

Does the Trust own or manage any key assets?

The Trust has developed and manages an extensive network of walking tracks in a 300ha DoC reserve on the south side of the Brynderwyn Hills. Management involves the building and maintenance of over 12km of walking tracks, signage, parking, and access. The Trust successfully applied for \$23K from Walking Access NZ to build a swing bridge providing the primary access to the reserve, a structure now vested in Council. The Trust also manages and maintains a number of walkways in the Mangawhai urban area including in partnership with developers.

Does the Trust have the capacity to undertake this project?

The Tracks Trust volunteer workers have successfully undertaken a wide range of projects over the past 6 years (Appendix 1.) including:

- Walking and cycling tracks in the Mangawhai Community Park
- Tracks on Council reserve land (Goldschmidt, Devon to Lincoln St., Back Bay)
- Tracks in new subdivisions (Parkview Waters, Sands)
- Tracks in Regional Parks (Te Arai)
- Tracks in DoC reserve land (Tanekaha complex)

Much effort in the past 5 years has been focused on the development of the Tanekaha Track complex in the DoC reserve north of King Road. This work is now at an end with only track maintenance continuing. Although a number of smaller projects are underway or pending, a major new project is timely and would provide new motivation and cohesion to the group, many of which find the social interaction involved in the work its greatest reward.

3. The Future

What will be different as a result of this Business Plan?

It is estimated that completion of Stage 1 of this project (primary MTB track open, one major walking track complete, 15 ha of native plantings established, and access upgraded) will be 3 years from being given permission to proceed. At the end of 3 years there will be:

- A long term strategy and plan for development of the whole block
- An all-weather metaled access track from either Wonderview Rd. or Brown Rd. to the site
- A dedicated parking area
- A fully functional dedicated MTB track completed to the highest standard
- A fully functional walking track terminating at the Brynderwyn ridge and linked to the Brynderwyn Walkway
- An automated monitoring system for usage
- A toilet facility designed and consented
- A national profile of the site and its future development through the Trust's website, Council website, Walking NZ website, and MTB websites.
- An extensive area of native forest established

Our aim by the end of 3 years is to make the Lincoln Downs recreation area a destination for mountain bikers and walkers especially from Auckland north, but also for visitors from wider New Zealand and overseas.

4. Action Plans

Objectives	Actions/milestones	How will you know the action has been achieved or completed	Person responsible for ensuring completion	Completion Date
Achieve Reserve status for the site	Council formally agreed to reserve status	Advice from Council	Gordon Hosking & Council	February 2019
Agreed boundaries	Surveyed access and boundaries to block	Council/Trust agreed survey plan	Gordon Hosking & Council staff	May 2019
Stage 1 MTB track design	Professional design and mark out of MTB track	Design agreed with Trust, documented, and ground marked	Gordon Hosking	June 2019
Stage 1 walking track design	Design and mark out walking track to Brynderwyn ridge	Track marked on the ground ready for construction to begin	Trustee Greg Stump	June 2019
Re vegetation plan development	Re vegetation plan and costing for grass/gorse area	Plan reviewed by Trustees and Council	Gordon Hosking	August 2019
Access track completed	Upgrade drainage and surface of access track and install any required bike bypasses	Inspection of access track by Trustees and Council staff	Trustee Mike Hay & Council staff	December 2019

Parking area developed	Provide adequate parking area at access point	Parking area gravelled and marked	Trustee Mike Hay & Council staff	December 2019
Re vegetation underway	At least 5ha of grass/gorse planted	Plantings inspected by Trustees	Gordon Hosking	September 2020
MTB track completed	MTB track ready for use including boardwalks/bridges	Trial riding and evaluation carried out	Gordon Hosking	December 2020
Walking track completed	Walking track formed including steps and boardwalks	Invitation opening and walk	Mike Hay and Greg Stump	December 2020
Formal opening	Stage 1 complete and formal opening undertaken	Invitees attend opening	Tracks Trustees & Council	February 2021
5 year development plan completed	Design of future MTB and walking tracks agreed	Formal document agreed between Council and Trust	Gordon Hosking	June 2021

5. People Plan

	Description
Who will be involved from the community in the project?	Leadership and primary labour contribution to the project will come from the Tracks Trust. With over 40 active volunteers working on projects every Friday, on the ground support will not be a problem. In addition the Auckland MTB club has offered to join working parties. We are confident the project will attract additional volunteer support.
What will be the voluntary contribution to the project?	While professional input will be required for the design and construction of the MTB tracks all manual labour will be provided by volunteers. Construction of walking tracks will be entirely by volunteers. It is expected 80% of input to the project will be by volunteers. The Tracks Trust is confident it can raise and contribute significant funds to the project.
How many volunteer and/or machine hours are being donated?	In 2018 46 active Tracks Trust volunteers contributed over 1600 hours in track development work, a level expected to continue or increase. A North Shore drainage firm has volunteered a digger and operator free of charge to the project.

6. Working with partner groups

The Tracks Trust will be the primary driver and contributor to the project but will work with Southstar Trails in the design and construction of the MTB tracks and also expects to work with volunteers from Auckland MTB groups. Dr David Bergin would advise on the forest rehabilitation planting and revegetation of pasture and gorse areas.

7. Capital Works Projects and Budgets

Expenditure (\$)	Stage 1	Stage 2	Stage 3	Total
Survey block & access	6,000			
Access upgrade	30,000			
Geotechnical report	5,000			
MTB track design	15,000	10,000	10,000	
MTB track construction	70,000	70,000	50,000	
Boardwalk/step materials	6,000	6,000	5,000	
Equipment hire	5,000	5,000	5,000	
2 X Wilderness Toilets		20,000		
Storage facility			10,000	
Re vegetation stage 1			20,000	
Total Capital Expenditure	137,000	111,000	100,000	348,000

8. Risk Management

The Tracks Trust has detailed Risk Management Plan (Appendix 3) which includes policy and procedures covering health and safety, financial, and reputational risks. The Trust maintains a risk register, incident register, and attendance register covering all its activities.

8.1 Operations

Risk description	Likelihood	Impact	Mitigations
Reserve status of site	Low	High	Seek alternative site/ discuss with other landowners.
Public access to site	Low	High	Alternative access possible
Access for track design	Low	High	Trust to clear gorse/weeds prior to design stage.
Availability of track building machinery	Low	Moderate	Hand construction and alternative machine sourcing.
Insufficient labour	Low	Low	Longer build period.

8.2 Financials

Risk description	Likelihood	Impact	Mitigations
Failure to obtain KDC support	low	High	Lobby Councillors and staff and present a convincing business case.
Failure to obtain third party funding	low	High	Identify a range of potential funders and clarify their funding strategies
Tracks Trust resources inadequate to attract third party support	Low	High	Ring fence existing resources for project.

References

Michael Connell & Assocs. 2018. Mountain biking in Whakarewarewa Forest. Economic impact study. Report to Rotorua Lakes Council. 31pp.

Young, Maureen. 2018. Checklist of indigenous vascular plants. Tanekaha Falls/Puriri Track, DoC Reserve, King Rd., Mangawhai.4pp.

Appendix 1.

Walking Track Priority Plan 1/11/2012 as at 1/12/2018				
Track	Current status	Work required	Time frame	Progress
Goldschmidt Priority 1	Complete except for wetland walkway upgrade and signage.	Boardwalk across wetland between Pearl and Cullen. Signage Cullen Rd end and track markers.	Boardwalk as funds available. Signage ASAP aim to compete by 1 August.	Completed
Goldschmidt Heads Loop Priority 1	Track formed and some steps built.	Additional steps (30 – 40) and track markers.	Steps to be completed by June 30. Track markers once available.	Completed
Paul's Track/ Last of Summer Wine Priority 2	Complete but some boardwalk upgrade required plus signage.	Boardwalk upgrade southern end of track currently using pallets. Signage at beginning of track and track markers.	Boardwalk when material available. Track markers when available.	Markers complete
MAZ Link Track Priority 1	Track formed and steps installed.	Three more steps required. Access from MAZ to be identified and signage installed. Cross-over with bike track to be constructed.	Before end of year	Complete
Sandstone Gully Walk Priority 2	Scouted to link Last of Summer Wine and Paul's Track.	Track to be formed, no steps required. Signage needed	Before end of year	Completed
Jordon St – Harbour Priority 2	This paper road would create a further link in the round harbour track	Heavy gorse infestation would require some effort. Neighbours have shown some interest in progressing this access.	Clarify actual position of road and verify GPS data already obtained.	Developer has completed
Old Waipu Rd. Priority 3	Paper road with good access from Cove Rd. Unformed from Village end.	Track position on paper road with reference to wet areas. Style access, drainage, gorse clearing. Boardwalks required.	Track to be reassessed in winter to identify wet areas and track position.	Preliminary assessment
Moir Pt Priority 2	Not accessible	Realignment of first section off driveway. Fencing to exclude stock and removal of existing fence. Access to harbour along paper road.	Discussion with Christian Camp re fencing but realignment can proceed immediately. Locate paper roads from harbour to avoid Pt at high tide.	Made redundant by Mangawhai Point development
Te Arai Regional Park				Construct walk to sand lakes for WW
Brynderwyn Access Priority 1	Agreement needed on track location in relation to private land.	Identify track position and bridge crossing point. Design of bridge and construction, locate and establish track.	Position across private land, easement or paper road, and bridge location by end of June. Bridge design and construction before June 2012.	Completed and track open.

Tanekaha Track car park				
Forest Track				
Falls Track				
Puriri Track				
Botanical Track				
Parkview Waters Track				Working with developer Bruce Ogilvy
Back Bay track upgrade				
Brown's Road Farm bush area Priority 3	Some evaluation of current tracking but no further progress until protection assured.	Develop a management plan for site incorporating walking and cycling. Baseline information of aerial photography and mapping of existing tracks.	Once protection assured develop draft management plan within 6 months. Awaiting Council action before progressing. See also MTB below.	No progress
Mangawhai Park Priority 2	A number of tracks and amenities developed or under construction.	Baseline data for management plan needs to be produced, including registration of aerial photos, mapping of existing tracks and facilities, and vegetation cover.	If work supported by KDC proceed immediately to develop baseline information.	Basic ecological assessment completed. Link tracks Info centre to Pioneer village underway.
Thelma Rd Track				
Round Estuary Walkway Priority 1	Sections range from complete to semi-complete to non-existent.	Identify status of all sectors and prioritise sections for development, negotiation, etc	Back Bay to Pearson St in Environment Court. Picnic Bay to camp ground under consideration	Awaiting resolution in Court.
Estuary Drive foreshore to Lincoln Rd Priority 1 & Priority 2	Sections need completion and linking.	1. Estuary drive to Moir Pt Rd. Discuss with Park View, gate access and extend track to Moir Pt Rd. 2. Establish track Moir Pt Rd to Devon St. 3. Develop and upgrade Devon St to Lincoln St section. 4. Estuary Drive down to foreshore	Discussions with developers by end of July. Locate Devon St end and track alignment by end of June. Form Devon to Cheviot st section as priority. Identify foreshore section	Completed
Resources	Posts Timber Imagery Signs Signs	Posts for track markers Timber boardwalks in Mangawhai Park Mangawhai Park Brynderwyn Track Major sign for Goldschmidt Track	June – July November November August June	Obtained In hand No progress In place In place
Mountain Bike Track Development 29/10/2011 as at 1/12/2018				
Toddler's Track	Partially marked at western end of MAZ	Clearing and ensuring slight grades only and complete marking. Need for wide clearing and forming.	By early 2012	Completed
Family Track	Area identified at eastern end of MAZ beneath eucalypts	Requires route marking, track clearing and forming quite wide.	By early 2012	Complete

	for extensive rolling network.			
Family Track 2	More difficult track at western end of MAZ	Cleared but not sprayed (2 tracks) and further track under development	By late 2012	Two tracks completed
Brown's Road Farm bush area	In conjunction with walking tracks above.	See under Walking Tracks	Council action needed	No Progress
Intermediate Track	Under development on ridge north of MAZ	Complete clearing and forming to lookout point and provide temporary loop down walking track. Mark and complete western end to link into Toddler's Track.	Temporary loop completed by Christmas 2011. Warning signs on walk/ride section.	Completed
Competition Track	Permission to proceed with KDC	Expert input to design and establishment of general route	Long term probably 2 years away	No Progress

Appendix 2.

Access options

There are two options for access to the bush block, from Wonderview Road and from Brown Road. The former has the advantage of extensive parking along Wonderview Road and access which does not intrude into the active farming area. Its main disadvantage is its length and extensive reforming and drainage required. The Brown Road access is much shorter and is already well formed but does pass farm buildings and houses (Figure 5). Any access must provide for heavy transport to the site but public parking should be confined to Wonderview Road or inside the entry from Brown Road.



Figure 5. The two potential access options.

Appendix 3.



Mangawhai Tracks Charitable Trust – Risk Management

Preamble

The Mangawhai Tracks Charitable Trust is a volunteer organisation dedicated to the development and maintenance of walking and cycling tracks in the wider Mangawhai area. It largely consists of retired folk, many over 70 years of age, undertaking often demanding physical activity in isolated areas such as the bush clad southern slopes of the Brynderwyn Hills. This combination of age, physical demands, and isolation demand the development of an effective risk management strategy.

Risk Management Policy - General

Purpose: The Trust recognises that the nature of our activities, the age structure of our volunteers, and the environment in which we operate, exposes us to risk. To ensure the greatest safety of our volunteers and the continued viability of the Trust we will:

- Use our combined knowledge and experience to identify our risks.
- Determine the likely impact of these risks and prioritise their importance.
- Identify and implement strategies to minimise risk.
- Record all risks in a Risk Register and review in relation to risk management.
- Undertake an annual review of our risk management policy and its associated strategies.
- Prudently manage our financial resources and maintain the trust of our sponsors.
- Provide a high standard of facilities to our stakeholders.

Roles and responsibilities: While the Chair of the Trust will take overall responsibility for risk management, the Trustees will:

- Review the policy and its associated procedures at least annually and following any serious incident.
- Review the Risk Register at least annually.
- Identify activity co-ordinators and their responsibilities.
- Ensure all incidents are entered in the Incident Register.

Performance Indicators: The effectiveness of the Trust's risk management will be determined by:

- Annual review of policy and associated procedures being undertaken.
- Annual review of Risk Register being undertaken.
- Effective reporting and recording of incidents.
- Change in policy and/or procedures resulting from incident reporting.

Associated documents:

- Risk Management Procedures
- Risk Register
- Incident Register (held in attendance book)

Date established: 29/05/17

Signature of Chairperson:



Date of next review: May 2018

Risk Management Procedures

A. Health and Safety Procedures:

Purpose: To help ensure the safety, health, and wellbeing of our volunteers while working on Trust projects.

Safety:

- A daily register of individuals actively working will be recorded.
- H & S incidents will be recorded and entered on the Incident Register.
- A comprehensive first aid kit will be available at the work face at all times.
- The work team will be briefed on risks before work commences.
- Working alone is not permitted except with express permission of the chairperson.
- Seasonal risks such as wasp/bee nests, wet slippery surfaces, high stream levels will be identified.
- Procedures for identified work risks:

(a) Use of power tools:

- Only experienced operators will use power tools such as weed eaters, chainsaws, scrub cutters, and hedge trimmers.
- Chain saws will only be used by approved volunteers.
- Volunteers will not work in the immediate vicinity of power tool operators.
- Power tool operators must use the appropriate safety equipment.

(b) Weather:

- Volunteers will not work in dangerous weather conditions such as heavy rain and high wind.
- Weather related risks will be specifically identified in pre-work briefing.
- Metservice weather for Whangarei (rain radar) useful.

(c) Volunteers under 16 years:

- The Trust encourages the participation of young people but recognises it has particular responsibility for their safety.
- The work environment and activities of young volunteers will be discussed with their parent/guardian prior to their involvement.
- A mature volunteer will be nominated as a buddy for any young volunteers.
- Duty of care extends until young person is delivered back to pick-up point and responsible adult.

Roles and Responsibilities:**Communication leader's responsibilities:**

- Inform volunteers of proposed activities and responsibilities.

Team Co-ordinator's responsibilities:

- Decide if weather/conditions are suitable for a work session.
- Complete attendance register on the day.
- Provide H&S briefing before work commences.
- Identify any first time participants.
- Ensure appropriate clothing, footwear, tools.
- Advise working time/exit time.
- Encourage reporting of all incidents and log reports.
- Ensure a mature volunteer is nominated as a buddy for any young volunteer.
- Co-ordinator to ensure access to a mobile phone and a first aid kit.

Volunteers' responsibilities:

- Ensure they work within their level of fitness and capability.
- Ensure any weight carrying is within their capability.
- Take care not endanger themselves or others.
- Work only with tools they are experienced in using.
- Wear suitable footwear.
- Advise Co-ordinator of any incident, health concerns, safety issues.

B. Financial Risk

Purpose: To ensure the financial viability of the Trust.

Financial procedures:

- A reserve fund sufficient to cover annual fixed commitments and the completion of existing projects will be maintained
- Support from multiple sources of funding will be sought.
- A record of funders and potential funders will be maintained.
- Disbursement of funds from the Trust will require two trustee signatories.
- An annual financial review will be undertaken in accordance the Charities Commission requirements.
- Project funding:
 - New projects will be costed within a project plan.
 - Funding will be in place before major projects are initiated.
 - Funding will be disbursed only with formal Trustee agreement.

Responsibilities:

- The trustees are responsible for ensuring the financial viability of the Trust.
- The Treasurer is responsible for providing the Trust with the annual reporting documents for auditing in accordance with the Charities Commission requirements.

C. Reputational Risk:

Purpose: To ensure the Trust's reputation remains beyond reproach through the performance of its volunteers, the quality of its work and the support of its stakeholders.

Reputational procedures:

- Tracks are to be constructed to an appropriate quality.
- High quality signage will be supplied and maintained.

- Contract work will only be undertaken where it can be delivered within agreed time and cost constraints.
- A positive media image will be maintained.
- Respecting and caring for its volunteers and stakeholders.

Responsibilities:

- The chair-person or his/her nominee will oversee the quality of the tracks and signage.
- The trust is responsible for approving any contract work undertaken.
- The chair-person or his/her nominee will nominate a spokesperson to cover all media releases.
- All trustees and work co-ordinators will respect and care for all volunteers and stakeholders.

Incident Register (Held in attendance book)



Mangawhai Tracks Charitable Trust – Risk Register

Calculating the risk score

Likelihood		Impact:	Score:
1. Rare. Very unlikely		1. Minor. Insignificant	
2. Quite likely	X	2. Quite serious	=
3. Extremely likely		3. Extremely serious	

Identified Risks

Risk No.	Date Logged	Risk Description	Risk Score	Management Strategy	Status Open/closed	Risk Management Update
1	29/05/17	Stream crossings/ Slippery uneven surfaces	7	Co-ordinator H&S briefing. Modify crossings	open	
2	29/05/17	Slippery tracks	7	Co-ordinator H&S briefing	open	
3	29/05/17	Transporting materials	3	Identify weight, assess ability	open	
4	29/05/17	Power tool use	6	Approved operators only, Co-ordinator Briefing/monitoring	open	
5	29/05/17	Hand tools	5	Co-ordinator briefing, Awareness raising	open	
6	29/05/17	Individual health risks	3	Allergies (e.g. wasps) Medical issues/abilities	open	
7	29/05/17	Financial	1	Insurance, trustee awareness	open	