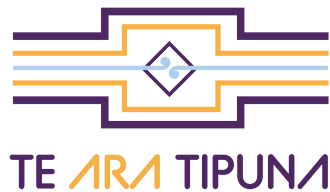
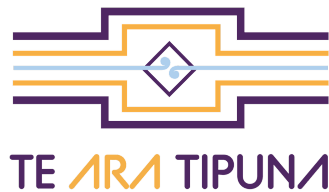


TE ARA TIPUNA

## Operational and Maintenance Management Plan



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## 1. Purpose

Te Ara Tipuna is approximately 345km long and located on the East Coast of Aotearoa New Zealand across the rohe of Ngati Porou, between Te Toka a Taiau and Potikirua, Gisborne and Potaka. This document focuses on the operational management of the Ara<sup>1</sup> once developed, in line with the social, cultural, and environmental layers of the broader kaupapa.

This Operational and Maintenance Management Plan (OMMP), prepared by Te Ara Tipuna Charitable Trust (the Trust), sets out how the Trust, as consent holder, will manage the Ara in perpetuity. It provides a framework for how the Ara will be operated and managed to avoid unconsented adverse effects, in line with anticipated conditions of resource consent.

The OMMP addresses long-term administration, inspection and maintenance, user access and conduct, complaints handling, hazard response, and coordination with delivery partners, among other things. It outlines the systems and safeguards required to manage effects, uphold landowner agreements, and ensure the Ara is safe, lawful, and sustainably operated, to ensure enjoyment by all trail users, uri and tu-waewae<sup>2</sup> alike.

This plan will be reviewed and updated as needed to reflect operational realities and evolving trail conditions.

## 2. Relevant resource consent conditions

This OMMP is a requirement of [insert consent reference] Conditions X, as provided in Table 1.

[Insert table with condition reference numbers, condition requirements and OMMP section]

## 3. Governance and Administration

The Trust is the governing and administrative body for the Ara and holds the resource consent. It will oversee the Ara in perpetuity and partner with others as appropriate to deliver on its responsibilities.

The Trust will:

- Contract or delegate day-to-day tasks to agencies (e.g. Gisborne District Council, Department of Conservation, New Zealand Transport Agency), marae, or social enterprise partners
- Formalise roles and responsibilities through Memoranda of Understanding
- Report annually to Gisborne District Council (GDC) on trail performance, issues, and updates

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<sup>1</sup> Throughout this document, “Ara” refers to the full 345km Te Ara Tipuna trail, while “ara” refers to individual segments within it.

<sup>2</sup> Uri are those with Ngati Porou whakapapa and tu-waewae are visitors, referenced in the Te Ara Tipuna karakia, the Trust use these terms to describe walkers on the Ara.



To ensure the Trust's ongoing financial sustainability, a mixed funding model is being pursued. This includes:

- Central government investment (e.g. Te Puni Kokiri, Kanoa's Regional Infrastructure Fund)
- Co-investment via the East Coast Exchange (e.g. MAHI tokens, biodiversity credits)
- Iwi and regional entities (e.g. Te Runanganui o Ngati Porou, Nati Growth, Trust Tairawhiti)
- Exploring fee-funding models

#### **4. Access, Induction and User Management**

##### **4.1 Arawhenua (Passport System)**

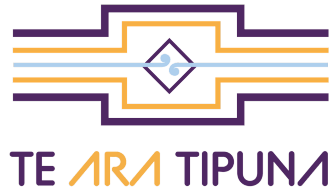
The Arawhenua is a kaupapa-based passport system that supports education, cultural induction, and responsible use of the Ara. It is not a permit for access, but a tool to actively manage user conduct in a way that reflects Ngati Porou tikanga and ensures the safety and sustainability of the Ara over time.

The system is available in both digital and physical formats:

- The digital Arawhenua is integrated into the Te Ara Tipuna app and includes trail maps, alerts, section-specific rules, and user tracking features – it can be downloaded ahead of time
- The physical Arawhenua can be picked up at key locations such as Te Poho o Rawiri Marae in Gisborne and other designated sites

Key features of the Arawhenua system will include:

- A cultural and ecological induction process, incorporating the Kawa (Code of Care) and Oati (Oath)
- Identification of users in a non-intrusive but traceable way for both safety and monitoring of numbers
- Maps, section rules, and live alerts (e.g. hazards, access updates)
- A digital badge system to reward responsible behaviour and encourage repeat use
- Clear display of section-specific permissions (e.g. whether dogs are allowed)
- Collection and display of hapu, marae, landowner, experience-specific tohu, like stamps in a passport, similar to the concept on the Camino de Santiago
- Optional location-sharing with whanau and friends, and integration with social media platforms, supporting both safety and social connection (similar to Garmin or Strava)



The Arawhenua system aligns with the national Tiaki Promise<sup>3</sup> and helps foster mutual obligations between hosts and visitors. It is also supported by clear signage and enforcement mechanisms, including oversight by the nature-based workforce (NBW) (see section 5.1). Users of the Ara who breach protocols or easement conditions may be subject to progressive responses, from education and warnings to suspension from the passport system and escalation to appropriate enforcement agencies such as the GDC or Police (see section 4.5).

This system does not restrict access but is designed to raise standards of trail use through cultural grounding, education, and ongoing community-led accountability.

#### 4.2 Cultural induction and Kawa (Code of Care)

All trail users will be guided through an induction process as part of the Arawhenua system, either in person at one of the physical marae passport locations or online through the app. This induction introduces trail-specific tikanga, kawa (protocols for applying those tikanga), and relevant information for a safe and respectful journey.

Users will confirm their understanding through the Arawhenua system, which is available in both digital and physical formats. Induction content will include:

- The principles and expectations of the Kawa (Code of Care) and a requirement to accept those before getting access to the app
- The Oati (Oath of Conduct) and a requirement to agree prior to accessing the app and Ara
- Trail section-specific rules (e.g. dog permissions, waahi tapu, access hours)
- Safety guidance (e.g. fire risks, ecological sensitivity)

This process aims to embed shared standards and responsibilities across uri and tu-waewae, grounded in Ngati Porou values.

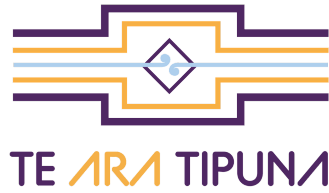
#### 4.3 User behaviour

The Trust, through the NBW, landowners, users, and digital systems, will monitor trail use to ensure alignment with agreed values and rules, and compliance with consent conditions. The Te Ara Tipuna app will:

- Display real-time rules by section
- Notify users of any alerts or access restrictions
- Record any reported incidents linked to individual Arawhenua profiles (without disclosing private information)

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<sup>3</sup> A national initiative that encourages people to care for Aotearoa by acting as guardians (kaitiaki) of the land, sea, and culture. It asks all visitors and locals to travel with respect, care for nature, and keep everyone safe.



The NBW and landowners will play a role in observing and educating users on proper conduct. Users are encouraged to report inappropriate behaviour through the app or website.

Behaviour expectations are guided by tikanga, including:

- Respect for people, whenua and waterways
- Quiet and considerate conduct near homes or marae
- Proper waste disposal and ecological awareness
- Staying on the marked Ara to avoid informal tracking or trespass

#### 4.4 Dog Access

Pet dog access on the Ara will be actively managed, not restricted, using a combination of digital systems, signage, and landowner-specific permissions. The aim is to balance user enjoyment with the safety of livestock, wildlife, and culturally or ecologically sensitive sites.

All permissions or exclusions will be recorded in the Arawhenua system and communicated through signage and the Te Ara Tipuna app.

Where permitted, pet dogs must:

- Always be kept on a leash
- Remain within authorised trail areas only
- Not disturb other walkers, livestock, wildlife, or landowners
- Have all waste picked up and removed by the handler

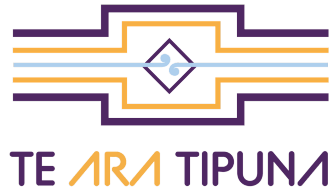
Working dogs (including hunting or farm dogs) owned by landowners may be present on their own land as of right. However, trail users (including uri and tu-waewae) may not bring working dogs onto the Ara unless explicitly permitted through an easement. Any such permission will be documented and managed through the Arawhenua system.

In general, ecologically sensitive areas, hunting blocks, and live farms will be dog-free zones unless otherwise specified.

#### 4.5 Non-compliance and response

Where users breach the kawa of the Ara or Arawhenua and consent conditions, the following responses may apply:

- Education and Redirection - NBW, landowners, other users may speak with the user, provide clarification, and suggest corrective behaviour
- Recorded Warning - A record of the behaviour is logged in the Arawhenua system
- Suspension - Access to the Ara via the Arawhenua system may be temporarily disabled
- Escalation - In cases of repeated or serious breaches, matters may be referred to the GDC, or relevant enforcement agencies (e.g. Police)



These responses are underpinned by the principle of whanaungatanga, aiming to uphold standards while maintaining respectful relationships.

Where possible, breaches will be handled in a restorative manner, especially where education or cultural misunderstanding is a factor. Serious threats to safety, landowner rights, or the environment will be treated with appropriate urgency and escalation.

#### 4.6 Complaints and feedback register

The Trust will maintain a complaints and feedback register, accessible through the Te Ara Tipuna app, website, and public contact channels including social media. The register will capture concerns raised about trail conditions, infrastructure, or user behaviour, and support a system of self-monitoring and continuous improvement over time.

The register will:

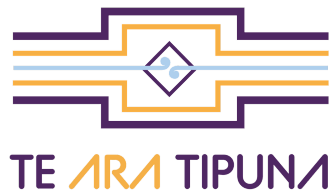
- Log complaints and concerns raised by landowners, uri, tu-waewae, or members of the public
- Record the nature, location, and timing of the issue
- Track response timeframes and actions taken
- Categorise issues (e.g. safety, behaviour, environmental impacts) to identify patterns
- Be reviewed regularly to support adaptive management
- Be available to GDC on request as part of condition compliance

Users will be able to submit complaints directly through the Te Ara Tipuna app, including uploading photos and tagging the relevant trail section. The Trust will acknowledge receipt and, where contact details are provided, offer follow-up. Anonymous complaints will also be accepted.

The NBW will play a key role in identifying issues, responding to reports on the ground, and helping educate users in real time. Over time, the system is intended to become increasingly self-regulating, with trail users, uri, and the NBW collectively upholding standards of care and tikanga.

Where complaints relate to user non-compliance with the Arawhenua system, tikanga, or trail conditions, they will be assessed under the graduated response approach outlined in Section 4.3. This may include education, warnings, suspension of Arawhenua access, or referral to enforcement agencies.

[MOUs or other joint management arrangements with key parties may be recorded or appended here post-consent. Placeholder only.]



#### 4.7 Visitor Thresholds and Monitoring

Trail use will be monitored to ensure that visitor numbers remain within appropriate levels to protect the Ara and its surrounds. If areas show signs of degradation or cultural impact, the Trust may consult with technical specialists and cultural advisors to determine whether temporary restrictions or a localised rahui should be placed to prevent further harm. The NBW will observe usage patterns and respond to issues on the ground. The Trust may temporarily pause or restrict the issuing of arawhenua to protect sensitive sites or sections under pressure.

Information about trail use will help the Trust make decisions over time about how to manage and protect the Ara and te taiao.

#### 4.8 Section entry and exit points

The Ara is designed to accommodate walkers undertaking individual sections or day walks, with each section having a logical start and end point such as a marae, carpark, or township. These end points may include signage, facilities, shuttle access, or mechanisms for users to share feedback such as QR codes or prompts in the Te Ara Tipuna app. Information on these end points will help users plan their journey and ensure that appropriate infrastructure (e.g. toilets, rubbish disposal, signage) is located where needed.

#### 4.9 Access points and parking

Access points and parking facilities for users of the Ara will be formalised in coordination with landowners and local authorities. These points serve as the starting and finishing locations for day walks or sections of the Ara. Information about where to park, what facilities are available, and any restrictions (e.g. time-limited or no overnight parking) will be communicated via signage, the Te Ara Tipuna app, and other channels.

### **5. Trail Operations and Maintenance**

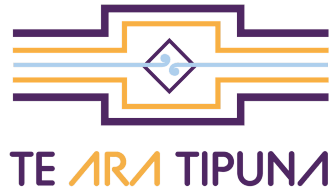
This section outlines how the Trust will manage inspections and ongoing maintenance of the Ara. All tasks will be delivered by the nature-based workforce (NBW) or, where current capability does not yet exist, by external contractors. The intent is to ensure the Ara remains safe, accessible, and culturally and environmentally consistent with the kaupapa of Te Ara Tipuna and resource consent conditions.

#### 5.1 Nature-Based Workforce

Te Ara Tipuna will be operated with the support of a trained nature-based workforce (NBW), a uniquely Ngati Porou response to environmental, cultural, social, and infrastructure needs along the Ara.

This workforce will carry out inspections, maintenance, biodiversity restoration, incident response, and cultural guidance, while supporting uri and tu-waewae on the Ara. The concept is grounded in practical, everyday kaitiakitanga and modelled on a combination of the Covid-era





Jobs for Nature, DOC rangers, and first responder crews, but adapted to reflect Ngati Porou values, whenua-based identity, and long-term infrastructure needs.

The workforce is expected to deliver most of the Ara's core operational functions and have the full spectrum of skills and experience, from unskilled labour to ecologists. The Trust is committed to attracting and building capacity over time - incentivising environmental qualifications, supporting specialist upskilling, and encouraging uri with existing expertise to join and/or return to the Coast.

Unless otherwise specified, reference to a nature-based worker in this plan assumes they are suitably trained and competent to undertake the required task, including holding qualifications such as SHE Qual, Totika, or an equivalent certification. Where technical or compliance requirements exceed current capacity, external contractors may be engaged, but the long-term objective is for the NBW to lead and deliver this kaupapa at all levels.

### 5.2 Inspections

Inspections ensure the Ara remains safe, functional, and compliant. These will be coordinated by the Trust and primarily delivered by NBW, or other suitably qualified personnel where needed.

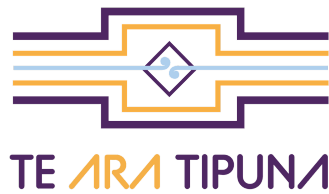
Inspections will occur:

- At the minimum frequency set out in Table 1. Requirements for inspection of structural integrity
- After any weather or natural hazard event that may have caused material damage to the Ara
- In response to reports from NBW, users, landowners, or the public regarding structural or safety concerns

[Details for inspection and maintenance of ara and signage within NZTA and GDC road corridors will be agreed with NZTA and GDC and set out here.] Reporting, Repairs, and Recordkeeping

All inspections and repair activities must be recorded and submitted to the Trust. These reports should clearly identify:

- Areas inspected or repaired
- Any defects, faults, or follow-up needs
- Tasks completed immediately during inspection
- Names and roles of those involved
- Before and after photographs
- Materials used (including source and any relevant certification)



This information supports compliance tracking, asset condition monitoring, and ongoing maintenance planning. Where issues cannot be addressed during inspection, they will be escalated for scheduling by the Trust.

[Over time, the Trust intends to integrate this recordkeeping system into the Te Ara Tipuna app to allow direct reporting by uri and tu-waewae.]

**Table 1. Requirements for inspection of structural integrity**

<i>Trail component</i>	<i>Minimum Frequency of Inspections</i>
Trail surface	3 months
Structures	12 months
Drainage	6 months
Signage	6 months
Landscaping	3 months

### 5.3 Maintenance Activities

Trail maintenance covers surface upkeep, structural safety, drainage, signage, landscaping, and vegetation management. Detailed guidelines and task responsibilities are summarised in **Table 2: Detailed Maintenance Requirements**, and include:

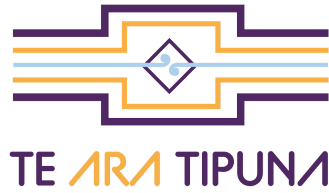
- Trail Surface: Sweeping, edge trimming, surface repair
- Structures: Swing bridges, retaining walls, gates, wayfinding features, toilets
- Drainage: Culverts, ponding areas, erosion prevention
- Signage: Safety, directional, information signage and graffiti removal
- Landscaping: Weed control, vegetation trimming, replanting, pest management
- Rubbish Removal: As needed, during all inspections or reported sightings

Where inspections identify issues beyond NBW capacity, the Trust will engage specialist contractors who must comply with consent conditions and the Construction Management Plan.

### 5.4 Toilet cleaning and servicing

Toilets installed along the Ara will be composting systems, serviced regularly to maintain hygiene and functionality. The NBW is responsible for cleaning, restocking supplies, checking ventilation, and removing waste in accordance with manufacturer specifications and health standards.

Where specialist servicing is required, this will be coordinated by the Trust. All servicing activity will be recorded, including date, time, location, and any issues identified.



[Table 2: Detailed Maintenance Requirements – inserted below.]

### 5.5 Training Requirements

All NBW members and contractors must be trained before undertaking inspection, repair, or maintenance tasks.

#### *5.5.1 Inspection Training:*

- Procedures: Trail condition assessment, triggers for escalation
- Issue Identification: Surface wear, drainage issues, pest impacts, etc.
- Reporting: Accurate documentation using standard templates

#### *5.5.2 Maintenance and Repair Training:*

- Task-specific Skills: Surface repair, vegetation management, signage
- Repair Assessment: When to escalate vs when to act immediately
- Safe Work Methods: PPE, tool use, and environmental safeguards
- Consent Awareness: Understanding and upholding consent conditions

#### *5.5.3 Delivery Approach*

Training will be coordinated by the Trust in partnership with suitable providers, which may include local education institutions, such as EIT, industry trainers, or approved contractors with experience in trail infrastructure, environmental restoration, or health and safety compliance.

For cultural and tikanga-based elements, the Trust will lead delivery directly or through designated uri. Where external contractors are engaged, the Trust will ensure they are inducted into the kaupapa and expectations of Te Ara Tipuna before commencing work.

## **6. Use Restrictions and Landowner Conditions**

### *6.1 Cultural site protection*

Known cultural sites along the Ara will be identified and protected in collaboration with local hapu. Access may be restricted through app-based alerts, signage, or temporary rahui. Additional sites identified through monitoring or engagement will be managed in accordance with tikanga and may be recorded through easement conditions where appropriate.

### *6.2 Camping*

Camping will only be permitted in designated areas and must be pre-arranged with the landowner or host marae. Camping in sensitive ecological zones or unauthorised areas is strictly prohibited. Permissions for camping will be determined as part of easement agreements and reflected in signage, the app, and the Arawhenua system.



### 6.3 Hunting

The Ara is not a public access way for hunting. Any hunting activity on private land requires landowner permission and must comply with local firearms and safety regulations. Permissions or restrictions on hunting will be formalised through easement conditions. Users found hunting from or across the Ara without permission will have their Arawhenua status suspended and may be trespassed by the landowner/s. See the *Dog Access* section for further information about hunting dogs.

### 6.4 Use of farm trails

Use of existing farm tracks will be permitted only with express landowner agreement as formalised in easements. These tracks may be subject to seasonal or operational closures for health and safety, lambing, or stock movement. The Trust and NBW will liaise with affected landowners and ensure any closures are reflected in the Te Ara Tipuna app and signposted accordingly, and an appropriate detour is clearly identified.

### 6.5 Motorised vehicle access

Motorbikes, quad bikes, all-terrain vehicles (ATV) and all other off-road vehicles are prohibited on all sections of the Ara unless explicitly authorised by the Trust. In general, motorised access for the public is not permitted. However, selected sections of the Ara are designed to provide emergency access and egress for the movement of people and supplies in urgent situations. In these cases, authorised vehicles (e.g. ATV or other off-road utility vehicles) may be used by the NBW, emergency services, or other approved personnel.

The conditions and routes for emergency vehicle access will be developed further post-consent in collaboration with emergency services and landowners, and reflected in easement terms where relevant. Signage and app guidance will clearly indicate which segments are vehicle-accessible in emergencies.

### 6.6 Informal tracking

Users must stay on the marked Ara at all times. To protect sensitive habitats and prevent erosion, informal tracking (e.g. creating side paths, shortcuts, or bypass routes) is prohibited. These restrictions will be communicated through signage and the app, and monitored by NBW.

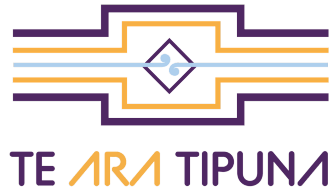
## 7. Health, Safety, and Emergency Response

### 7.1 Safe bridge crossing shuttle service

[This section will provide details on how the safe bridge crossing shuttle service will operate including how people will book, pick up and drop off locations etc.]

### 7.2 Serious Emergency Procedures

Serious emergencies include any situation where urgent external help is required, for example:



- A moderate or severe injury where the person cannot safely leave the trail
- An environmental hazard such as severe flooding or major slips that prevent safe passage
- A missing or lost person
- A major earthquake or other natural disaster

Users of the Ara are encouraged to carry Personal Locator Beacons (PLBs) or other emergency alert devices, especially in remote or high-risk areas. All NBW members will be equipped with PLBs and trained in their use as part of their emergency response role.

NBW may become aware of serious emergencies through on-trail presence, app alerts, landowner reports, or direct contact from emergency services.

In response:

- NBW, as trained first responders, will provide immediate support and coordinate with emergency services
- NBW may assist with first aid, hazard cordoning, and guiding other users to safety
- Closures may be implemented to isolate affected areas
- All closures will be signposted and communicated via the app and trail signage
- Remedial works will be scheduled as a priority to safely reopen the trail

### *7.3 Non-Serious Emergency Procedures*

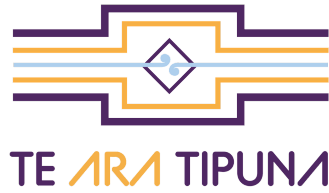
This section covers incidents that do not require immediate rescue or emergency services but may still affect user safety or trail accessibility. Examples include:

- Localised flooding or surface damage
- Minor slips or fallen branches
- Trail obstructions that can be bypassed
- Faulty signage or low-risk structural wear

In these situations:

- NBW will assess and report the issue to the Trust
- The Trust will determine whether a partial or full trail closure is needed to isolate the hazard
- All closures will be clearly signposted and communicated via the Te Ara Tipuna app, website, social media, local news and other relevant sources
- Users will be notified of alternative routes or detours if necessary
- Repairs or clean-up will be scheduled as soon as safely and practically possible

This process ensures user safety is maintained while minimising disruption to ara use.



## 8. Contact Details

For matters relating to the operation, maintenance, cultural integrity, and community engagement for Te Ara Tipuna, the following roles apply:

Primary Maintenance Lead: [Name], [+64 XXX XXX XXX], [Email]

Backup Maintenance Lead: [Name], [+64 XXX XXX XXX], [Email]

Emergency Response Contact (24/7): [Name], [+64 XXX XXX XXX], [Email]

Complaints Contact (for trail users and the public): [Name], [+64 XXX XXX XXX], [Email]

Landowner Liaison (for access, easement, and landowner concerns): [Name], [+64 XXX XXX XXX], [Email]

Cultural Lead (for matters relating to tikanga — individual practices — and kawa, the codified protocols that guide how tikanga is applied over time): [Name], [+64 XXX XXX XXX], [Email]

Nature-Based Workforce Lead (for NBW coordination and response): [Name], [+64 XXX XXX XXX], [Email]

[Note: Contact names and details will be confirmed prior to certification and will be kept updated in the live OMMP, the Te Ara Tipuna app, website, and public signage where appropriate.]

## 9. Plan Review

The OMMP will be reviewed after 12 months of the Ara operating then annually, to take into account changes to operations and any recommendations from the Annual Operations Report required by Condition [X]; and prior to any subsequent stages of Ara being made available for use by the public.

*Table 2: Detailed Maintenance Requirements*

This table consolidates the monitoring, maintenance, and response requirements for each key trail component referenced throughout the Operational and Maintenance Management Plan. It is designed to support consistent implementation by the nature-based workforce (NBW), contractors, and the Trust. The matrix reflects both routine inspection cycles and responsive triggers, and provides clarity on when repairs must be undertaken, who is responsible, and how compliance is documented.

This table covers all sections of the Ara, including both formed trails and wayfinding routes, with adaptations as appropriate to the type of trail infrastructure.

<b>Trail Component</b>	<b>What to Inspect For</b>	<b>Minimum Inspection Frequency</b>	<b>Additional Inspection Triggers</b>	<b>Repair Trigger</b>	<b>Repair / Maintenance Actions</b>	<b>Responsible Party</b>	<b>Reporting Requirements</b>
Trail surface – sweeping	Debris, leaf litter, obstruction	Every 3 months	After weather events or user or NBW report	Visible obstruction or safety hazard	Clear using hand tools or blower	NBW	Record location + photo if significant
Trail surface – integrity	Potholes, erosion, braiding, root exposure	Every 3 months	After weather events or user or NBW report	Any surface damage affecting safety or usability	Repair or replace to match original trail profile	NBW (or contractor if not yet available or qualified)	Detailed works log with before/after photos
Trail surface – edging	Berm build-up or slope erosion affecting width or drainage	Every 3 months	After weather events or user or NBW report	Narrowing of trail, pooling water, erosion risk	Remove build-up to maintain profile and drainage	NBW (or contractor if not yet available or qualified)	Maintenance record + location
Structures – swing bridges	Cable tension, decking, anchor	Every 12 months	After major weather events or natural disasters	Any structural issue affecting	Repair or replace; escalate for engineering input if needed	NBW (or contractor if not yet available or qualified)	Defect report + photo evidence

	points, signage			bridge integrity			
Structures – handrails	Stability, corrosion, damage	Every 12 months	After major weather events or user or NBW report	Loose, broken, or missing handrails	Repair or replace	NBW (or contractor if not yet available or qualified)	Maintenance report + photo before/after
Structures – retaining walls	Leaning, cracking, erosion undermining base	Every 12 months	After major weather events or user or NBW report	Any structural instability or erosion risk	Repair or replace; reinforce or rebuild as necessary	NBW (or contractor if not yet available or qualified)	Maintenance report + structural notes
Structures – gates	Function, alignment, safety	Every 12 months	After user or NBW report	Gate does not open/close properly or poses safety risk	Repair or replace	NBW	Maintenance log entry
Structures – toilets	Condition, ventilation, secure fixings	Every 6 months	After weather event or user or NBW report	Damage or deterioration to structure	Repair or replace	NBW (or contractor if not yet available or qualified)	Maintenance record + photo before/after
Drainage – culverts	Blockages, pipe damage, scouring (including inlet and	Every 6 months	After storm or flood events	Blocked flow, broken pipe, or visible erosion/scour	Clear or replace; ensure compliance with CMP and consent conditions	NBW (or contractor if not yet available or qualified)	Photo + material source info



	outlet structures)						
Drainage – ponding/low areas	Signs of waterlogging or trail damage	Every 6 months	After rain events or observed ponding	Pooling water or risk of surface/structural damage	Improve drainage; check NES-FW triggers	NBW	Report with assessment of risk
Signage – safety signs (structural)	Stability, mounting, visibility	Every 6 months	After vandalism, storms or NBW report	Loose, broken, or missing signs	Repair or replace	NBW	Maintenance record + photo if replaced
Signage – safety signs (content)	Legibility, clarity, compliance	Every 6 months	As reported by user or NBW	Faded, outdated, or unclear content	Repair or replace	NBW	Content update log if changed
Signage – information signs	Wear, weathering, legibility	Every 6 months	As reported by user or NBW	Faded, unreadable, vandalised signs	Repair or replace	NBW	Maintenance record
Signage – directional markers	Missing, unclear, or obscured markers	Every 6 months	As reported by user or NBW	Misleading navigation or unsafe redirection	Repair or replace	NBW	Report log + location photo
Graffiti control	Graffiti or vandalism	During all inspections	As reported by user or NBW	Any graffiti affecting signs, structures,	Remove graffiti promptly	NBW	Record incident + photo before/after

				or cultural sites			
Landscaping – weeds	Weeds affecting safety or visibility	Every 3 months	As observed during inspection	Overgrowth near path, thorned or toxic plants	Manual/mechanical removal; targeted herbicide if necessary	NBW	Maintenance record (bagging and disposal confirmed)
Landscaping – overgrowth	Vegetation impeding sightlines or safety	Every 3 months	As observed during inspection	Sightlines blocked or user safety affected	Prune or cut back (minimise impact on native trees)	NBW	Works log with justification if native vegetation affected
Landscaping – revegetation	Disturbed or eroding areas	As required post-disturbance	After construction, maintenance or public use	Bare soil, exposed roots, visible erosion	Replant using native species per plans	NBW	Planting record + survival monitoring
Landscaping – rubbish removal	Litter along trail	Ongoing; during all inspections	At any time rubbish is sighted	Any rubbish identified	Remove and dispose	NBW	Optional reporting if volume is high
Pest control	TBC	TBC	TBC	TBC	TBC	TBC	TBC

**Notes:**

All inspection records are to be submitted to the Trust for compliance and condition monitoring.

The Trust may update this matrix periodically as the NBW capability grows and operational requirements evolve.