

**MINUTES**  
**NEW ZEALAND WALKING ACCESS COMMISSION MEETING**  
**8:00am, 14 June 2010**  
**Kennedy Park**  
**NAPIER**

**Board Members:**

J Acland (Chairman), M Bayfield, K Booth, P Brown, J Forbes, B Stephenson and B Stuart.

**In attendance:** M Neeson (Chief Executive), P Litras, C Bell and R Cullinane.

**Opening Comments**

The Chair opened the meeting and welcomed attendees.

**Apologies:** John Aspinall.

**Conflict of Interest Register:** No conflicts of interest were declared.

**Confirm agenda**

The Board agreed to add an item on a possible position of 'Kaumatua' for the Commission.

**1. Risk identification and management**

The board identified and rated possible risks that the Commission could face as it transitions from establishment to being fully operational. It noted, in particular risks associated with the mapping project and discussed possible strategic alliances.

The board:

- a) **agreed** to refer the risk register as amended to the Audit and Risk Committee for consideration and review; and
- b) **agreed** that the risk register be updated prior to each board meeting and reviewed at each board meeting.

**Moved** J Forbes      **Seconded** K Booth      **Carried**

**2. Review of the 2009/10 Output Agreement**

The board noted the need for definitive advice on 'qualifying' walkways under the Walking Access Act 2008. The chief executive reported that investigations are underway and that considerable background research has been required to verify current information.

The board:

- a) **noted** the progress achieved against the 2009/10 Output Agreement; and

- b) **agreed** to report on progress against the 2009/10 Output Agreement in the 4<sup>th</sup> quarter report to the Minister.

**Moved** B Stuart                      **Seconded** M Bayfield                      **Carried**

### 3. Themes for the 09/10 Annual Report

The board:

- a) agreed that the following achievements in 09/10 should be covered in the Annual Report:

- consultation on and development of the draft national strategy;
- consultation on and development of the Outdoor Access Code;
- commencement of the development of the Mapping System;
- hosting of two national forums with key stakeholders;
- hosting of five regional forums;
- dealing with public enquiries (approximately 80);
- substantive stakeholder engagement;
- establishment of the Enhanced Access Fund & 1<sup>st</sup> tranche of applications assessed;
- shifting to its new premises;
- establishing key services, processes and systems to support the Commission as a standalone organisation;
- developing its organisational structure, supporting human resource and financial policies and procedures;
- recruiting permanent staff; and
- undertaking robust strategic development and business planning processes leading to an enhanced outcomes framework and clarity on its outputs.

**Moved** J Forbes                      **Seconded** B Stuart                      **Carried**

### 4. Proposed Priorities, Work Plan & Output Agreement for 2010/11

The board discussed the 2010/11 operational and capability priorities for the Commission. It discussed the mapping system project and the risks associated with the project. The board agreed that the effective management of stakeholder expectations was one of the keys to the successful implementation and operation of the system. Consequently, the board decided that the Commission should seek external expert advice and peer review of the communications strategy for the mapping system.

The board:

- a) **approved** the operational and capability priorities for 2010/11; and
- b) **approved** the draft 2010/11 Output Agreement for forwarding to the Minister of Agriculture for his consideration.

**Moved** J Forbes                      **Seconded** M Bayfield                      **Carried**

Following further discussion on the mapping system project, the board:

- a) **requested** that the Chief Executive obtain external advice on the management of the pre and post delivery and communications risks associated with the mapping system; and
- b) **requested** that the Chief Executive explore the possibility of an Memorandum of Understanding with Land Information New Zealand relating to the process of verifying the location of unformed legal roads (in particular) which may arise when the mapping system is launched.

**Moved** K Booth                      **Seconded** B Stuart                      **Carried**

## 5. Delegations

The chief executive explained that this paper brought together the financial, employment and operating delegations and sub delegations that were required to be made to the Chief Executive. It would sit alongside the delegations made in April 2010 relating to the Walking Access Act 2008.

The board:

- a) **agreed** to replace the delegated financial authorities agreed by the Board on 30 September 2009;
- b) **resolved** to approve the financial and general delegations in the Board paper; and
- c) **agreed** to sign the instrument of delegation.

**Moved** J Forbes                      **Seconded** K Booth                      **Carried**

## 6. Terms of Reference for the Chief Executive Performance Committee

The board:

- a) **approved** a terms of reference for the Chief Executive's Performance Committee;
- b) **agreed** to appoint Maggie Bayfield as the Convenor of the Chief Executive's Performance Committee; and
- c) **requested** that the Committee provide a report to the board at the 2 August meeting on the review of the Chief Executive's performance for 2009/10, recommendations for remuneration and a proposed Chief Executive performance plan for 2010/11.

**Moved** K Booth                      **Seconded** B Stuart                      **Carried**

## 7. Signs Update

The board noted advice on progress with this initiative. The Federated Farmers National Council had provisionally approved the signs subject to consultation with its provincial presidents. The draft signs and guidelines will be circulated to the board members by email. The board took the opportunity to view a draft Style Guide which would be used to ensure consistency for Commission publications.

The board:

- a) **noted** progress on the Joint Signage Project;
- b) **agreed** to continue to work with Federated Farmers New Zealand, Landcorp and others to promote the signs; and
- c) **noted** the draft version of the Commission's proposed Style Guide.

**Moved** M Bayfield      **Seconded** B Stuart      **Carried**

## 8. Draft National Strategy

The chief executive advised that since the last board meeting, he had talked with the four stakeholder representatives about the strategy and its relationship with the Commission's Statement of Intent. Those discussions had gone well.

The board discussed a revised draft of the strategy and made amendments to it. It also discussed the merits of, and need for, performance measures for the Commission.

The board:

- a) **noted** that the chief executive met or communicated with four stakeholder representatives to discuss their responses to the board's invitation to comment on the revised strategy;
- b) **noted** that the outcome of the discussions appears positive and that the release of the Commission's Statement of Intent has clarified the relationship between the various accountability and strategy documents;
- c) **approved** the draft strategy for final approval at the board's August meeting subject to the changes agreed by the board, and final editing and formatting;
- d) **noted** the final report on the analysis of submissions;
- e) **agreed** that any related strategic issues identified in the submission analysis process and not already actioned be included in the list of strategic and priority matters to be considered by the board over time; and

**Moved** B Stuart      **Seconded** K Booth      **Carried**

## 9. Confirmation of Minutes

The board confirmed the minutes of the meeting of 26 April 2010 as being a true and correct record.

**Moved** M Bayfield      **Seconded** J Forbes      **Carried**

## 10. Enhanced Access Fund Report

The board discussed a report on the results of the work of the evaluation panel and considered additional information on three applications (as requested by the evaluation panel).

The board noted that four of the recommended applications required multi-year funding.

The board would be asked to decide later in 2010 on the allocation for 2010/11 and the commitment from this year's round would need to be factored into that discussion.

The board discussed some of the practical implications of the evaluation process including the language used in the documentation, efficiency of the process, interest from national organisations and priorities.

The board:

- a) **agreed** that the applicants named in Table 1 in the board paper are funded the amounts recommended from the 2009/2010 funding allocation;
- b) **agreed** that the Chief Executive advises each applicant of the Board's decision and invites successful applicants to confirm agreement to any conditions set by the board;
- c) **directed** the Chief Executive to consider appropriate timing of the release of decisions and participation by interested Board members and staff in local announcements;
- d) **agreed** that the Chairman write to the Minister of Agriculture advising him of the decisions and subsequently publish them on the Commission's website;
- e) **reviewed** the outcome of the application process and discussed some of the implications of the process; and
- f) **agreed** that the staff consider and report on those matters (in e) above) prior to commencing planning for the next funding round.

**Moved** B Stephenson      **Seconded** M Bayfield      **Carried**

The board then discussed the value of having strategic alliances with national organisations with allied objectives and which made multiple applications reflecting their regional structures. The board felt that having a clearer understanding of their priorities would help streamline the process.

The board:

- g) **asked** the Chief Executive to explore the potential for strategic alliances with organisations such as Te Araroa, Local Government and Fish & Game NZ.

**Moved** J Forbes                      **Seconded** K Booth                      **Carried**

#### 11. Audit and Risk – proposed meeting schedule & agenda

The Chief Executive advised that Audit NZ had confirmed that the audit would take place during the week of 26-30 July. This required the Commission to complete its draft Annual Report by that timeframe.

Committee members would be advised of a confirmed date for the first meeting of the Audit & Risk Committee.

The board **noted** the indicative timeframe and agenda for the Audit & Risk Committee.

**Moved** K Booth                      **Seconded** P Brown                      **Carried**

#### 12. Chief Executive's Report

The Chief Executive updated the board on progress relating to the recruitment of the field advisors and the release of the Outdoor Access Code.

The board **noted** the Chief Executive's report for June 2010.

**Moved** J Forbes                      **Seconded** K Booth                      **Carried**

#### 13. Financial Update

The board:

- a) **agreed** that the budget figures in the Statement of Intent for 2010/11 be "the budget" for financial spending delegation purposes;
- b) **noted** the forecast surplus for 2009/10 is approximately \$400,000;
- c) **agreed** to allocate the surplus funding to the mapping project, organisation capability, policy and the Enhanced Access Fund; and
- d) **agreed** that the Chairman write to the Minister of Agriculture with regard to the management of the 2009/10 forecast surplus.

**Moved** K Booth                      **Seconded** B Stuart                      **Carried**

#### 14. Walkway Easements

The board:

- a) **noted** the advice from its legal advisors concerning the potential liability of the Commission in respect of walkway easements;

- b) **noted** the restriction on the Commission's capacity in s 163 of the Crown Entities Act 2004 to give guarantees and indemnities;
- c) **noted** the limitation of the Crown's responsibility for the debts and liabilities of Crown entities in s 49 of the Public Finance Act 1989;
- d) **noted** that staff are in discussions with Land Information New Zealand and the Department of Conservation in respect of public access over unallocated Crown land and the need or otherwise for such access to be the subject of a public access easement;
- e) **noted** that Land Information New Zealand has raised with the Commission the scope for cycleways over Crown land to be the subject of walkway easements;
- f) **agreed** that walkway easements should be in the form illustrated in the attachment to the board paper; and
- g) **agreed** that any covenants sought by land owners to be included in walkway easements be subject to risk analysis and consideration by the Board.

**Moved** J Forbes                      **Seconded** B Stuart                      **Carried**

#### 15. Mapping System Project

The Chief Executive updated the board on progress with the project. The board noted a proposal for a video to explain the mapping system and issues arising from it.

The board **received** the report.

#### 16. Schedule of significant correspondence

The Board **received** the schedule of significant correspondence.

The board discussed a letter from Federated Farmers on the mapping system and **agreed** that the Chief Executive prepare an appropriate response for consideration and signing by the Chairman.

#### 17. Kaumatua for the Commission

The board discussed the value of having a Kaumatua for the Commission

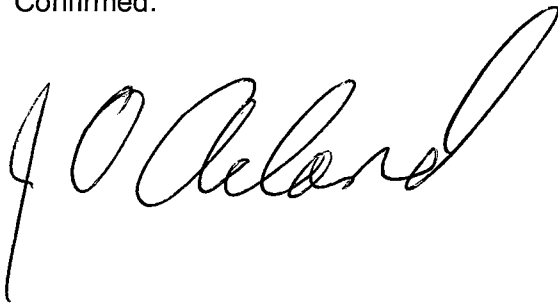
Mr Brown considered that it was appropriate for the board to have someone it can call on from time to time. The value of such a person was the signal it sent about the priority the Commission placed on treaty issues and would enable the Commission to draw on that individuals experience. The role was not about policy guidance to the Commission or the board but would be more about providing procedural advice and acting, where appropriate, as a 'go between.'

The Chief Executive was asked to work with Mr Brown and Mr Forbes to develop a paper for the board's consideration in August.

The meeting closed at 12:25pm.

**Note:** In the afternoon the board met with the Mayor, chief executive, councillor and staff of the Central Hawkes Bay District Council (CHBDC) to discuss access. The Commission's chief executive gave a presentation about the Commission and the CHBDC chief executive responded with a presentation concerning an access issue on the east coast of the district. The chief executive described the issue and how the council managed the negotiation process to arrive at an agreed result. A discussion followed.

Confirmed.

A handwritten signature in black ink, appearing to read 'J O Acland', written in a cursive style.

J O Acland  
Chairperson  
02/08/10