

## MINUTES

### NEW ZEALAND WALKING ACCESS COMMISSION MEETING

Wednesday 12 November 2008

8.30 am – 4.00 pm

Terrace Conference Centre, 114 The Terrace, Wellington

**Board Members:** John Acland (Chair), Barbara Stuart, Kay Booth, Peter Brown, John Aspinall, John Forbes, Brian Stephenson, Maggie Bayfield.

***In attendance:***

Ministry of Agriculture & Forestry (MAF): Hunter Donaldson (Interim Manager); Jeannie Cozens (Policy Adviser); Sheryl Harding (Office Administrator – Minutes); Neil McInnes (Manager Performance & Evaluation) 10.15 -11.30.

Jim Lindsay (Consultant - Communications) 9.30 -10.00 am.

Murray Costello (Agency Manager, Ministry for Culture & Heritage) 10.15 -11.30 am.

***Apologies:*** Nil.

**1.1 Opening comments**

The Chair opened the meeting at 8.30 am and welcomed attendees. A *karakia* was given by P Brown.

*Moved (J Acland/M Bayfield):*

*That the Board agree to the attendance of Hunter Donaldson, Jeannie Cozens, Sheryl Harding (minutes) for the whole meeting and Neil McInnes, Murray Costello and Jim Lindsay for individual sessions.*

*The motion was put: carried*

**1.2. Conflict of Interest Register**

No possible conflicts were reported.

**1.2 Confirm Minutes**

Point 3.5 bottom of page 3 – correction; full stop after “Chair”, delete “and”.

*Moved (J Aspinall/B Stephenson):*

*That the Board confirm the Minutes of the 20 October 2008 meeting as a true and correct record.*

*The motion was put: carried*

#### 1.4 Matters Arising

- Post election - the Chair will make arrangements to meet with the new Minister.
- December stakeholder meeting – discussed under agenda item 6.1.

#### 2.1 Financial Report

Officials confirmed that expenses will continue to be paid by MAF on behalf of the Commission until such time as a Commission bank account is established, the funding transferred and a financial system is set up. Available funds for walking access are as noted at the previous meeting. Any surpluses may be carried forward and may contribute to the contestable fund.

K Booth queried the Regional Contracts component of the budget, and it was explained that this allowed scope for the Commission to establish a regional presence at a later date.

Research, mapping and data purchase will be discussed in the context of strategy development.

*Moved (B Stephenson/M Bayfield):*

- a) That the financial report be noted.*
- b) That the indicative budget be noted.*
- c) That the Board agree to confirm the interim staffing arrangements made by the Chair and note actions taken by the Chair to begin recruitment for a CEO.*
- d) That the Board delegate to Hunter Donaldson for the Ministry of Agriculture and Forestry the power to incur expenses on behalf of the Commission for the purposes of facilitating the functions of the Board, until such time as alternative arrangements are made and this decision is rescinded.*
- e) That the authority issued to Mark Neeson of the Ministry of Agriculture and Forestry on 20 October be rescinded at such time as funds are available from the Commission's bank account.*

*The motion was put: carried*

#### 2.4 Website Design

J Lindsay tabled a mock-up website design and requested feedback. The estimate of \$5,000 for provision of the website for the first 4 months was noted.

The Board discussed the design with the following comments to be returned to the designer:

- Straight to homepage. Remove front page stylised menu.
- Stylised 'map' on left hand menu.
- Remove some of the tramping pictures and replace with more family, rural, fishing, group and/or pastoral views.
- Updates to be able to be carried out easily and in a short timeframe by Commission staff.

- The designer to provide details on the website's capacity to upload updates after each meeting, minutes, some (or all) agenda papers and to provide details of the costs involved.

J Lindsay suggested that the Board send to him any photos for which they consider appropriate and have copyright for potential inclusion in the design. K Booth and B Stephenson will inspect the website design with a view to approving it prior to the December meeting.

It was noted that the website could be up and live by December meeting. It was agreed that member biographical profiles will be posted on the new website once this is operational.

It was noted that MAF Communications has offered assistance until the Commission has its own Communications personnel.

*Moved (M Bayfield/P Brown):*

*That the Board note progress on the development of the Walking Access Commission website.*

*The motion was put: carried*

## **2.5 Walkways (MAF-DOC MOU)**

It was noted that the MOU has not been signed as yet. H Donaldson noted that this issue is still under action and he will continue to progress it.

## **2.6 OIA Request CORANZ**

CORANZ has requested under the Official Information Act the agenda, papers and the minutes of the 20 October meeting.

*Moved (J Forbes /J Aspinall):*

*That the requested papers be released to CORANZ under the Official Information Act.*

*The motion was put: carried*

## **2.7 Correspondence**

Officials tabled a record of the correspondence received since the 20 October meeting for the Board's information.

*Moved (K Booth/B Stephenson)*

*That officials draft a letter from the Chair to LGNZ indicating the Commission's wish to develop a constructive relationship with local government, and advising of its interest in the use of unformed legal roads for walking access purposes; and that J Forbes and J Aspinall review the draft.*

*The motion was put: carried*

## **2.8 Te Roroa Deed of Settlement**

The Te Roroa Claims Settlement Act 2008 and the Deed of Settlement provide that an easement for a walkway be made as part of the vesting of land at Maunganui Bluff. A copy of the required easement instrument was tabled for the Board's information and feedback.

*Moved (J Forbes/ K Booth)*

*That H Donaldson obtain more background for the Commission and report back to the Board either via email or at the December meeting.*

*The motion was put: carried*

## **2.9 Draft Code of Responsible Conduct**

MAF Officials to invite Claire Mulcock to attend the December meeting to discuss the Draft Code of Responsible Conduct.

Officials confirmed that the *Walkways* logo would be legally owned by the Commission.

## **3.1 Induction**

The Chair welcomed Neil McInnes (Manager, Performance and Evaluation, MAF) and Murray Costello (Agency Manager, Ministry for Culture and Heritage) to the meeting.

N McInnes made a presentation to the Board based on a SSC slide show *Information for New Members of Crown Entities*, followed by a question and answer session.

M Costello outlined his perspective on the monitoring of Crown Entities and answered questions from Board members.

## **4.1 Draft Statement of Intent**

Officials asked for further input from the Board members on the current content of the Draft Statement of Intent. Officials also asked whether there was agreement on the draft objectives.

It was requested that feedback, comments and/or amendments to the draft be sent to H Donaldson by 21 November 2008 so a final draft will be ready for consideration at the December meeting.

## **4.2 Media and External Relations**

The Board agreed that all media and external enquiries should be directed to the Chair for comment.

The Board discussed having an open session for stakeholders quarterly at Board meetings for a set time limit (possibly 30 - 45 minutes). The Board agreed to ask stakeholders at the December meeting how they would like to see the relationship between their agency and the Commission.

It was agreed that an email newsletter be sent to stakeholders after every meeting, and that this would be posted on the website once this is operating. The possibility of posting all agenda papers and minutes on the website will be further investigated. [Additional text proposed: “The Board identified that it wanted to be as publicly open as possible with information.”]

### **5.1 Draft Workplan**

The Board discussed the previously circulated draft workplan. It was requested that MAF update this and keep it under review. Meeting dates for 2009 were agreed as follows:

January 16/17/18?	Possible Strategic Planning Session
February 23	Monday
March 23	Monday
April 27	Monday
May 25	Monday
June 22	Monday
July 27	Monday
August 24	Monday
September 28	Monday
October 19	Monday (Labour Day 26 October)
November 23	Monday

It was noted that the Chair would seek to have introductory meetings with Chief Executives of LINZ, LGNZ and DOC, prior to Christmas if possible.

### **6.1 Next meeting**

H Donaldson was asked to invite one or two representatives of the key stakeholder groups to a forum on 17 December in Wellington from 10-12.30 pm, followed by a light lunch.

It was agreed that regular Board business will be dealt with in the afternoon of 17 December and a facilitated strategy session will be held on 18 December from 8.30 am to 1.30 pm.

The Board discussed the possibility of holding a two-day planning session 17-18 January. H Donaldson will discuss possible arrangements with the Chair.

### **7.0 General Business**

Management was asked to enquire about the desirability of establishing a trust arrangement to deal with any non-Crown funding.

The meeting closed at 3.30 pm

**Confirmed**

**Chair**

