

MINUTES
NEW ZEALAND WALKING ACCESS COMMISSION MEETING
1:25pm, 21 November 2011
Commodore Airport Hotel
CHRISTCHURCH

Board Members: J Forbes (Chairperson), P Brown, M Bayfield, B Stephenson and M Barnett.

In attendance: M Neeson (Chief Executive), H Barker (Corporate Services Manager), and R Cullinane (Operations Manager).

Opening Comments

The Chair opened the meeting and welcomed attendees. The Board paid tribute to John Aspinall who died on 4 November. Board members reflected on John's contributions to the Commission and the topic of "walking access". They noted the extensive time and commitment he had given to the mapping project including his role as convenor of the project steering group. The board agreed to consider, at a later date an appropriate way of marking John's contribution to the Commission and walking access.

Board members and staff signed a letter to Mrs Sue Aspinall recording the Commission's condolences on the passing of John Aspinall.

1. Apologies

There were no apologies.

Conflict of Interest Register

Mike Barnett declared a new ongoing commercial interest in Hauraki Rail Trail Company (yet to be established). He has been awarded principal operator rights for the rail trail.

Confirm Agenda

The Board confirmed the agenda for the meeting.

2. Risk register review

The Board reviewed the risk register and the proposed changes since the last review in May 2011. Higher risk items were discussed, evaluated and noted; these include the workload of the operations manager, finance and board succession. A new item – WAMS 2 – was added.

Action: The Board agreed to the risk register as amended.

Moved Brian Stephenson **Seconded** Mike Barnett **Carried**

3. Letter of strategic intentions

The Board considered a draft letter of strategic intentions for 2012-2013 to the Minister. The letter captured the outcome of earlier strategic discussions by the Board and proposed some changes to the outcomes framework to reflect informal feedback from the Office of the Auditor-General and Audit New Zealand. The main change in the framework was to reduce the number of intermediate outcomes from 3 to 2 by combining the “leadership” and “attitudes” outcomes. The board proposed several changes to the letter and agreed to the revised framework.

The board noted that the Commission’s current emphasis on “walking access” might need to change, over time, to be generic and refer only to “access”.

Action: The Board

a) **approved** the draft letter of strategic intentions for 2012-2013 to the Minister.

Moved Brian Stephenson **Seconded** Maggie Bayfield **Carried**

4. **Walking Access Mapping System – WAMS 2 project**

The Board considered a report that informed the Board on progress with the elements of the WAMS 2 project, in particular the TAPs layer, enabling partnerships and case management improvements. The report sought the Board’s agreement to a change in priorities, process and timelines. The main changes are: deferring work on wider partnerships pending legal clarification about the extent of the Commission’s powers to enter into “commercial” arrangements, parallel development rather than incremental development of the tracks and access points and mobile functionality, and the appointment of a steering group. The project end-date of June 2012 was not amended.

The Board discussed the use and cost of aerial imagery in WAMS, licence fees, the commercial value of WAMS and the level of possible future investment in the WAMS.

The board agreed that the project would continue subject to approval by the project steering group, in early December, of a revised project plan, budgets and timelines.

The chief executive advised that with the proposed changes to the project it would be appropriate for the project “technical advisory group” to be reformed as a steering group. He noted that further persons may be appointed to the group next year. The board agreed and asked that that the steering group be responsible to the board through the chief executive with the chief executive appointing members of the steering group.

Action: The Board

a) **noted** the progress on the project to update and improve the functionality of the Walking Access Mapping System;

b) **agreed** to the project proceeding with the following changes: enhancements to WAMS are developed on a separate staging server; and WAMS in production continues in its present form with possible marginal improvements during the enhancement development phase followed by a clean transition to the enhanced WAMS;

- c) **noted** that the project is being renamed WAMS Enhanced;
- d) **noted** that the scope of possible revenue raising opportunities through WAMS may be limited by the statutory functions of the Commission, and that the Commission will be seeking advice on this;
- e) **noted** the progress on the development of hosting agreements with suitable partners to populate the Tracks and Access Points (TAPS) layer in the system;
- f) **noted** the progress on a project being undertaken to improve the Commission's information system and integrate it with the enquiry management process and WAMS;
- g) **noted** that detailed cost estimates and modified project plans for both WAMS Enhanced and the information system project will be reported to the steering group on 9 December;
- h) **agreed** that the project proceed on the basis of Option C if the cost estimates come within approved Commission budgets and the steering group is satisfied with the updated project plans; and
- i) **noted** that the technical advisory group will become a steering group responsible to the Board through the chief executive.

Moved Maggie Bayfield **Seconded** Mike Barnett **Carried**

5. **Outdoor access public education programme 2011-2013**

The Board considered a report that described a proposed outdoor access public education programme for 2011-2013. The programme has been designed to help achieve the Commission objective of promoting attitudinal change among the public and recreationalists, and rural landholders in order to more closely align rural and urban objectives.

The proposed programme incorporates school-based education and media coverage. It will help rejuvenate interest in and use of the Outdoor Access Code.

The Board commended James Heffield (Communications Advisor) for the paper. The board discussed advice received in preparing the programme and timing for a virtual field trip video and competition. The Board also discussed possible stakeholder contributions to the production cost of the video.

Action: The Board

- a) **agreed** to the Outdoor Access Public Education Programme 2011-2013.

Moved Peter Brown **Seconded** Brian Stephenson **Carried**

6. **Enhanced Access Fund**

The Board discussed the proposed arrangements for the 2012 round, including the quantum and, in particular, whether out-of-round grants should come out of the following year's quantum. The need for a long term strategy for the Enhanced Access Fund was discussed including the opportunities for third party funding to secure the long-term future of the fund.

The board amended the first principle for evaluating EAF applications so that it reads "The commission's priority is negotiating new access and formalising existing access to make it enduring."

The board agreed that the one-off funding for the Paekakariki-Pukerua Bay track sought by the Te Araroa Trust would be charged against the 2011 round.

Action: The Board

- a) **agreed** to a 2012 contestable round of the Enhanced Access Fund with an indicative quantum of \$200,000 (\$230,000 GST inclusive) opening in December 2011 and project consideration and approval at the 14 May 2012 board meeting; and
- b) **noted** that the chief executive may approve individual projects under \$5,000 up to a limit of \$30,000 per annum and be charged against the immediate funding round and not the following year.

Moved Maggie Bayfield **Seconded** Mike Barnett **Carried**

7. Confirm Minutes

Action: The Board confirmed the minutes of the meeting of 3 October 2011 as being a true and correct record.

Moved Brian Stephenson **Seconded** Maggie Bayfield **Carried**

8. Quarterly report: First Quarter 2011-2012

The chief executive updated the Board on progress in the six weeks following the report. The chief executive noted that staff have spent considerable time on WAMS 2 development work and operational activities and workshops were held with staff from the Overseas Investment Office and Land Information New Zealand. He explained the objectives of the work staff are undertaking on a new information management system for the Commission. This project will help meet Public Records Act compliance requirements and improve case management. The WAMS 2 steering group will provide oversight of this project including project costs. Rural Women NZ has approved the signage project.

The board commented that the reports were becoming succinct and endorsed this approach.

Action: The Board

- a) **noted** the Commission's Quarterly Report for the period ending 30 September 2011.

Moved John Forbes **Seconded** Mike Barnett **Carried**

9. Operations quarterly report: July to September 2011

The Board discussed the report by the operations manager on operations activities for the quarter. Items of note were a summary of regional field advisor activity by region, some case studies, the appointment of John Gibbs to replace Jim Mylchreest as field advisor for Waikato and a regional field advisor workshop in December.

Maggie Bayfield accepted Mr Cullinane's invitation to board members to attend the workshop.

Mr Forbes advised that he would arrange for the Commission to give a presentation on unformed legal roads to a meeting of the rural/provincial forum of Local Government NZ.

Action: The Board

- a) **noted** the operation manager's report for the first quarter (July to September 2011).

Moved Mike Barnett **Seconded** Maggie Bayfield **Carried**

10. Overseas Investment Act and caveats

The chief executive advised that this matter was being progressed and would be brought to the February 2012 board meeting.

11. Schedule of Significant Correspondence

Action: The Board received the schedule of significant correspondence.

Moved Peter Brown **Seconded** Mike Barnett **Carried**

12 Walking Access Mapping System performance: September – October 2011

Action: The Board

- a) **noted** the summary of the Walking Access Mapping System technical performance for the period 1 September to 31 October 2011.

Moved Peter Brown **Seconded** Brian Stephenson **Carried**

The Board debriefed on the meeting.

The meeting closed at 2:48pm.

Next meeting: 13 February 2012, Kerikeri.



J Forbes
Chairperson

Note: The Board held a workshop before the board meeting. The Board also met with James Guild, Chairman, Queen Elizabeth II National Trust and Gary Moore and Suky Thompson from the Rod Donald Banks Peninsula Trust.

Three topics were covered in the workshop. 1) WAMS Enhanced and 2) strategic review were in depth discussions of the respective reports on the agenda. 3) Post election information for the Minister was an opportunity for the Board to have input into a draft letter to the post election Minister.