

## MINUTES

### NEW ZEALAND WALKING ACCESS COMMISSION MEETING

8:00am 13 February 2012

Woodlands Motel and Conference Centre

Kerikeri

**Board Members:** J Forbes (Chair), 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.

#### 1. Apologies

There were no apologies

#### Conflict of Interest Register

No conflicts of interest were declared.

#### Confirm Agenda

The Board confirmed the Agenda for the meeting.

#### 2. Chief executive update

The board considered and discussed the chief executive's report. He updated the board on progress with the WAMS 2, the information management and the communication projects and meetings with clubs and stakeholders.

The Board discussed the Ruapehu District Council revised transport bylaw and the processes by which the Commission can engage in and be consulted on Overseas Investment Act applications with an access-dimension. The Board sought an increased participation in the process given the Commission's statutory function to give national leadership on access.

#### Action: The Board

a) **noted** the Chief Executive's report for February 2012.

**Moved** Maggie Bayfield

**Seconded** Brian Stephenson

**Carried**

#### 3. Walking Access Mapping System

The Board had a wide ranging discussion on the proposed WAMS 2 project at an earlier workshop and then again at the board meeting. Board members noted that:

- the Commission is in the business of information and the mapping system is an integral part of that;
- WAMS is a flagship project which meets the Commission's statutory function of providing information about places to which the public has access;
- How does the Commission maintain the future relevance and usefulness of WAMS?, and
- the strategic use of the Commission's funds.

**Action: The Board**

- noted** the progress that has been made on the WAMS 2 project;
- noted** the interdependency with the information and case management project;
- invited** the WAMS 2 Project Steering Committee at its meeting on 21 February to assess the options for WAMS 2 when the necessary financial information is available and to make a recommendation to the board for its next meeting;
- noted** that the project name WAMS E has reverted to WAMS 2;
- noted** that the cost of WAMS 2 will not now be possible within the approved budget; and
- agreed** that the next report include advice on future options for use of funds.

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

**4. Draft Statement of Intent (SOI) for 2012-2017**

The Board reviewed the draft SOI at a workshop beforehand and proposed amendments. It noted that the SOI should contain a clear statement about how the Commission's work links to the Government's priorities.

The board discussed the depreciation rate for the WAMS and noted that this should be discussed by the board in subsequent years to determine whether the lifespan of the WAMS should be extended with consequent adjustment of the depreciation rate.

The Board noted that further amendments may be needed after the Letter of Expectation is received from the Minister.

**Action: The Board**

- agreed**, in principle, the draft Statement of Intent (SOI) for 2012-2017 subject to amendments and comments provided by Board members; and
- noted** that further work may be needed after the Letter of Expectation is received from the Minister.

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

**5. Overseas Investment Act (OIO) and caveats**

The board discussed a paper on the possible use of caveats to protect access-related conditions where these are included in an Overseas Investment Office (OIO) consent. The board noted that a weakness inherent in the process is that the Commission relies on the OIO to ask the Commission to review an application and to then make a submission on an OIA application. The Commission only sees an application if the



OIO's initial assessment is that there may be access-related matters on which it needs further advice.

The board discussed the process and considered that it would be desirable for the process to be reviewed and for the Commission to be engaged earlier. The board proposed that the Chair write to the Minister expressing its concerns and, prior to doing so, the chief executive meet informally with chief executive of Land Information New Zealand to discuss the matter.

**Action:** The Board

- a) **noted** the context in which Overseas Investment Act consents may be given to overseas persons to acquire sensitive land;
- b) **noted** the advice from the Overseas investment Office (OIO) in respect of the scope for the granting of caveats;
- c) **noted** that the Commission is establishing a more formal process for dealing with matters referred to it by the OIO;
- d) **noted** that staff will be instituting more regular liaison meetings with the OIO;
- e) **agreed** that the Commission will develop a proposed consent wording that would, if agreed to, enable the Commission to create a caveatable interest in the land relevant to the consent condition;
- f) **agreed** that the Commission will continue to deal with matters referred by the OIO on a case by case basis;
- g) **agreed** that the Chair will write to the Minister for Primary Industries expressing its concerns about the processes for engaging the Commission in reviewing Overseas Investment Act applications; and
- h) **asked** the chief executive to meet informally with chief executive of Land Information New Zealand to discuss the matter.

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

**6. Draft minutes: November 2011 board meeting**

**Action:** The Board confirmed the minutes of the meeting of 21 November 2011 as being a true and correct record.

**Moved** Maggie Bayfield      **Seconded** Peter Brown      **Carried**

**7. Quarterly report: October–December 2011 (Q2)**

The Board discussed the second quarter report for October-December 2011. The chairman asked for information on the number of the Outdoor Access Codes distributed and M Bayfield asked about the seasonal trend in enquiries. Mr Cullinane undertook to cover this in his next report.

**Action:** The Board

- a) **noted** the Commission's Quarterly Report for the period ending 31 December 2011.

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

**8. Operations quarterly report: October-December, 2011.**

Mr Cullinane spoke to his operations report for the second quarter with discussion following on the Commission's involvement in and progress with the Clutha Gold Cycle Trail, Erua Road, Kopuawhara Monument and Acheron Road.

The board asked the chief executive to advise the regional field advisors that the board appreciates their reports as they help inform the board about the nature, scale and scope of access-related work.

**Action:** The Board

- a) **noted** the operational and regional field advisor report for the second quarter, 1 October to 31 December 2011.

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

**9. Forum with local government**

The Board adjourned at 9.45am to 11.00am for a forum with elected members and officers from the Far North, Whangarei and Kaipara District Councils and the Northland Regional Council.

**10. Outdoor access public education programme**

The Board considered a paper reporting on progress with the schools component of the Outdoor access public education programme. It noted that Learning Media/CWA had been selected to deliver the school-based element of the Outdoor Access Public Education Programme 2011-2013, with Commission oversight.

The board discussed the proposed budget and asked that, when stage 2 of the programme is developed that the cost range for the 2012-2013 financial year be tightened. The chief executive advised that the providers had given a range as the actual cost will depend on the amount of funding the Commission wants to put into the project.

The board asked for a report on the on-going annual costs of the project.

The board noted that the working title is 'Both Sides of the Fence'.

The board commended the staff on progress. The board asked staff to consider and include in the Statement of Intent indicators to measure the success of the programme.

**Action:** The Board

- a) **noted** that the school-based element of the Outdoor Access Public Education Programme 2011-2013 had been refined in order to maximise the effectiveness and appeal of the educational resources created;



- b) **noted** that Learning Media/CWA has been selected to deliver the school-based element of the Outdoor Access Public Education Programme 2011-2013, with Commission oversight;
- c) **noted** the total estimated cost for the school-based element of the broader programme, including advertising dedicated to its promotion, is \$50,000 for 2011-2012 and \$45,000 - \$75,000 for the 2012-2013 financial year depending on finance;
- d) **noted** the working title is 'Both Sides of the Fence'; and
- e) **requested** a report on the ongoing annual costs of the project.

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

## 11. Walking Access Mapping System: performance

### Action: The Board

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

**Moved** Maggie Bayfield      **Seconded** Peter Brown      **Carried**

## 12. Significant correspondence

**Action:** The Board received the schedule of significant correspondence

The Chair and board held a debriefing session following consideration of the formal papers.

On Sunday, 12 February, the board had held an informal workshop to discuss three high level strategic topics (draft Statement of Intent, progress with the Walking Access Mapping System 2 project and board succession).

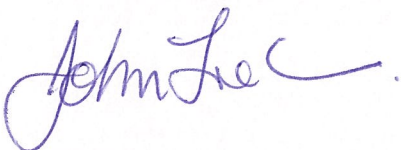
The board considered that scheduling a workshop prior to the formal meeting worked very well as it allowed the board time to discuss and reflect on topics in an informal way before making formal decisions.

The Board also discussed attendance at regional forums and how to ensure these were relevant and worthwhile.

The board discussed the scheduling of its meetings and members agreed that Tuesday-Wednesday meetings could be accommodated. It was noted that this timing might also attract more people to regional forums.

The chief executive noted that staff, regional field advisors and board members (if available) could also hold regional forums outside of scheduled board meetings.


The meeting closed at 12:20pm.



J Forbes  
6 March 2012

## Regional forum

On Sunday, 12 February, the board had held a forum in Kerikeri with stakeholders. The chief executive gave a presentation which was followed by a discussion with participants on access in the region, the Commission's work, walkways, signs, vehicle access on ecologically sensitive land and using former rail corridors for walkways and cycleways. Participants said that there is a low awareness of the Commission in the region.

  
Name  
Title