

# MINUTES

## NEW ZEALAND WALKING ACCESS COMMISSION MEETING

8:15am, 11 February 2013

### Invercargill

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

**In attendance:** M Neeson (Chief executive), R Cullinane (Operations Manager), H Barker (Corporate Services Manager) and N Beggs (Regional Field Advisor).

#### Opening Comments

The Chair opened the meeting and welcomed attendees.

#### 1. Apologies

Nil

#### Conflict of Interest Register

P Brown advised that he has whakapapa to Nga Tamanuhiri (Gisborne region) (Agenda item 3).

#### Confirm Agenda

The Board confirmed the Agenda for the meeting.

#### 2. Review of NZWAC risk management register

The Board reviewed the risk management register and asked that the 4 WAMS-related risks be put in priority order when the register is next reviewed. M Barnett noted that an additional challenge is the need to increase the number of WAMS users.

**Action:** The Board

a) **reviewed** the risk register for February 2013.

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

#### 3. Treaty of Waitangi settlements

The Board discussed in detail a paper concerning the processes and degree to which the Commission might engage in Treaty of Waitangi settlements and agreements that may have significance for walking access. The discussion canvassed the merits of the Commission devoting more resources to providing input into treaty settlement negotiations; timing of input into the negotiation process; influencing others to protect and retain access, for example, through stronger relationships with the Treaty

Settlement Unit in the Department of Conservation (DOC) and the Office of Treaty Settlements (OTS).

The Board asked for further advice on the implications of becoming more actively involved in the Treaty of Waitangi settlement process including the strategic implications, the extent of the work involved and the costs and benefits. The report should also compare the effort the Commission puts into tenure review.

**Action:** The Board

- a) **noted** that the Treaty of Waitangi settlement process is moving quickly and that settlement and the consequential legislation may have walking access implications;
- b) **noted** that greater input to Treaty settlement negotiation from a walking access perspective has significant resource allocation implications for the Commission;
- c) **considered** the merits of allocating more Commission resource to providing input into Treaty negotiations and following up on proposals; and
- d) **directed** the chief executive to report back on the costs, benefits and options of the Commission being more involved in Treaty settlement work.

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

#### 4. All of Government agreements

The Board considered a paper advising that the chief executive has signed a generic non-disclosure agreement for all All of Government contracts and agreed that the Commission has agreed to join the contracts for computers, external legal services, mobile voice and data, office consumables, print devices and travel.

The AOG contract for travel means that board members should book all travel through this office rather than themselves. This keeps faith with the agreement and maximises benefits. Arrangements outside this should be by exception.

The Board discussed options to reduce the Commission's office accommodation costs by sub-letting the boardroom and thereby increasing the office density. The Board commented that in the case of a small organisation the statistics were skewed and expressed their desire to continue to meet onsite. It agreed that the chief executive should explore options to increase the use of the boardroom by external parties.

**Action:** The Board

- a) **noted** that the chief executive has agreed to the Commission participating in All of Government contracts (currently computers, external legal services, mobile voice and data, office consumables, print devices and travel);
- b) **agreed** that all travel arrangements for board members be managed by the Commission;
- c) **noted** that the Commission's office density ratio (the amount of space per FTE) is high but that it would not be cost-effective to make other arrangements; and

d) **agreed** to consider options to encourage greater utilisation of the boardroom.

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

## 5. **Confirmed minutes**

**Action:** The Board confirmed the minutes of the meeting of 13 November 2012 as being a true and correct record.

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

## 6. **Draft 2013-2016 Statement of Intent**

The Board discussed and approved, in principle, the first draft of the 2013-2016 Statement of Intent (SOI). The draft SOI proposes a “steady-state” approach with no major changes in strategic direction or major projects.

The balance of the 2012-2013 year will focus on operations, fine tuning work on WAMS and Both Sides of the Fence, and partner engagement in both projects. It is proposed that, in 2013-2014, the Commission should remain focused on the same topics and raise its public profile.

The Board discussed the draft performance measures and made changes to existing measures and proposed new measures.

The Board asked the staff to enquire whether and how access arrangements created by other organisations, such as local government, but aided or influenced by the Commission, might be included in the performance measures.

A further draft of the SOI will be considered by the board at its March workshop before sending to the Minister for consideration.

The Board noted arrangements for an in-depth review of the Commission’s strategic direction in September- November 2013 with input from the audit process and stakeholders. This approach is desirable if the Commission is to maximise the opportunities arising from proposed changes to reporting in the Crown Entities Act. These changes may be effective from July 2014 (the next reporting year).

**Action:** The Board

a) **agreed**, in principle, to the draft Statement of Intent for 2013-2016 (as amended in discussion); and

b) **noted** the proposed arrangements for the next strategic planning process.

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

## 7. **Programme for reviewing financial operating policies**

The Board considered and agreed to a timeline and programme for reviewing financial operating policies over a three year period. The policies are essential to support the Board’s role of financial governance and, specifically internal control. The board requested that staff provide context for the board with each policy review.

**Action:** The Board

- a) **approved** the programme for reviewing the financial operating policies.

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

## 8. **Walking Access Mapping System Communications Plan 2013-2014**

The Board discussed the Walking Access Mapping System (WAMS) Communications Plan 2013-2014. It noted the new approach for communication of WAMS since the completion of enhancements to the system in 2012. This involves building visitor numbers, managing the expectations of stakeholders and increasing the number of third-party organisations using the system.

The Board discussed the target audiences for WAMS and noted the absence of any reference to the public and the role the public could play in promoting WAMS. It felt strongly that the WAMS must include the public and should not focus on or be seen to focus unduly on specific stakeholder groups or sectors. Doing so risks alienating the public from the Commission.

The Board felt that WAMS communications plan needs to sit within a wide and inclusive communications plan for the Commission as a whole. The costs and benefits of using social media as a way of raising the Commission's profile need to be explored.

The Board also asked that consideration be given to undertaking research on the best ways to market WAMS.

**Action:** The Board

- a) **approved** the Walking Access Mapping System Communications Plan 2013-2014, as amended; and
- b) **requested** research and advice on the best ways to market WAMS to the public.

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

## 9. ***Both Sides of the Fence* project completion report**

The Board considered a project completion report on the *Both Sides of the Fence* education website project. It noted that the report identified the need for cost-effective methods to ensure ongoing promotion of the resource and to engage third parties to help fund further development of the site.

The Board asked for regular updates on the use of the *Both Sides of the Fence* website and detail of a process and costs associated with reviewing and evaluating the site.

**Action:** The Board

- a) **noted** the report describing the closure of the development contract with Learning Media for the *Both Sides of the Fence* website;
- b) **requested** regular updates on the use of the *Both Sides of the Fence* website; and

- c) **requested** a report describing the process and costs associated with reviewing and evaluating the site.

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

#### 10. **Unformed legal roads – licences to occupy**

The Board noted a legal opinion from C Lenihan (Barrister) on the practice of some territorial authorities (district councils) to issue “licences to occupy” unformed legal road. The board also noted that the conclusions of the legal advice will be reflected in the revision of the Guidelines on Unformed Legal Roads.

The advice concluded that there is no legal authority for the licensing or occupation of unformed legal road or the fencing of road margins.

The Board asked that consideration be given to ways in which the Commission can assist councils to manage the use of unformed legal roads without purporting to give legal authority for the occupation of them.

**Action:** The Board

- a) **noted** a legal opinion from C Lenihan that councils are not empowered to license the occupation of unformed legal roads or to license the fencing of the margins of legal roads for grazing; and
- b) **noted** that this opinion will be reflected in the revised version of the *Guidelines for the management of unformed legal roads*.

**Moved** Peter Brown **Seconded** Penny Mudford **Carried**

#### 11. **Quarterly report: Second Quarter 2012-2013**

The Board discussed the quarterly report for the period 1 October-31 December 2012. The chairman noted that, in respect of Acheron Road, the main parties might only be the Department of Conservation and the Marlborough District Council, because of their statutory responsibilities as land managers and road controlling authorities.

**Action:** The Board

- a) **noted** the Commission’s Quarterly Report for the period 1 October-31 December 2012.

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

#### 12. **Chief Executive’s Report**

The chief executive advised that the written report sent with the board agenda was incomplete and was copied in error. He provided an oral report which covered activities in January 2013: proposed board workshop in March, media coverage, meetings with the Gisborne and Marlborough District Councils and board appointments.

The Board invited P Mudford to be a second board representative on the panel reviewing applications to the Enhanced Access Fund.

**Action:** The Board

a) **noted** the Chief Executive's oral report to 1 February 2013.

**Moved** Maggie Bayfield **Seconded** Penny Mudford **Carried**

### 13. Operations report

The Board discussed the operations and regional field advisors' (RFA) report for the period 1 October to 31 December 2012. A lengthy discussion canvassed the statistical components of the report, including the need to define and clarify terms, to gain more information on WAMS use and to correlate WAMS use with media coverage.

The Board noted the close links between WAMS use and the earlier agenda item on the WAMS communication plan. It noted the need to increase the public use of WAMS and asked for a marketing plan and strategy for the partnership information portal (of WAMS).

The Board reiterated the need for a wide-ranging, strategic communications plan covering the Commission as a whole.

The Board asked for a written report describing the framework which guides the setting of case priorities.

R Cullinane briefed the board on recent developments with the Kawhatau Base (Rangitikei), Opawe Road (Manawatu), Kopuawhara monument, Wardells Bridge (Wairarapa), and Highams Road (Auckland/Kaipara) cases.

The chairman noted the value for the board of the regional field advisors' reports.

**Action:** The Board

a) **noted** the operations and regional field advisor reports for Q2;

b) **requested** a wide-ranging, strategic communications plan covering the Commission as a whole;

c) **noted** the need to increase the public use of WAMS;

d) **asked** for a marketing plan and strategy for the partnership information portal (of WAMS); and

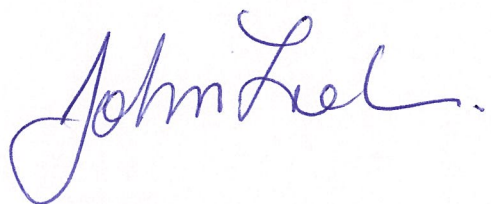
e) **requested** a written report describing the framework which guides the setting of case priorities.

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

### 14. Schedule of Significant Correspondence

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

The meeting closed at 3.10pm.

A handwritten signature in blue ink that reads "John Forbes". The signature is written in a cursive style with a large initial 'J' and a long horizontal stroke at the end.

J Forbes  
Chairperson  
6 May 2013

**Note**

In the morning of Monday 11 February the board hosted a forum for local government (representatives from the Invercargill City Council, Southland District Council, Gore District Council and Southland Regional Council), Venture Southland and the Department of Conservation. In the late afternoon the board hosted a forum for invited stakeholders (5 people attended).

