

## MINUTES

### NEW ZEALAND WALKING ACCESS COMMISSION MEETING

**Tuesday 24 February 2009**  
**Turnbull House, Bowen Street, Wellington**

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

***In attendance:***

Hunter Donaldson; Bruce Lynch.

#### **1.1 Opening comments**

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

The Chair advised that he had met with the Minister that morning and that the Minister had advised that

1. he intends to reduce the appropriation for the New Zealand Walking Access Commission by \$1.0 million from the 2009 Estimates. (This would have the effect of eliminating the \$1.0 million carried forward from 2007);
2. neither the 2008/09 funding nor the base funding for 2009/10 were changed;
3. the Board needs to show how it will use the fund for the Minister to be able to show public support for further funding;
4. he would go back to the Minister of Finance if this is shown to be required.

The reduction means that the forecast size of the contestable fund will be \$1m instead of \$2m.

Two letters from the Minister were tabled. The first accepted the 2008 Statement of Intent and the second was the letter of expectations for 2009.

Board reappointments are being processed. The Minister intends that all of the present members continue in office and that they will be reappointed on staggered terms (2 with 1 year, 3 with 2 years and 3 with 3 years).

## **1.2 Conflicts of Interest Register**

No possible conflicts were reported.

K Booth advised a potential conflict given an associate's potential interest as a GIS provider (mapping - item 10.1).

## **1.3 Confirm Agenda**

The tabled Agenda for the meeting was confirmed by the Board.

## **1.4 Confirm Minutes**

The sentence on page 2 2.1 commencing "The Board noted..." is to be deleted.

*With that correction the Board confirmed the Minutes of the 17/18 December 2008 meeting as a true and correct record.*

*Moved (J Acland/K Booth):*

*The motion was put: carried*

## **1.5 Matters Arising**

A copy of the list of Walkways was distributed.

## **2.1 Follow-up to Mt Peel**

*The Board expressed their thanks to John and Rosemary for the warm welcome that had received at Mt Peel and for the contribution that this made to a successful informal strategy session.*

*Moved (K Booth/B Stephenson):*

*The motion was put: carried*

M Bayfield spoke to the National Strategy that she has been developing. She noted that it quickly became apparent that the Commission needs both a National Strategy for walking access (that shows **what** we going to achieve) as well as a strategy for the Commission (that shows **how** we are going to achieve it).

The strategies need to be prepared together.

Agreed that the March Board meeting would focus on the National Strategy.

### 3.1 Financial Report

The financial statements to 31 January 2009 were tabled.

Future financial statements to show the agreed budget figures.

*Moved that the Board (J Forbes/M Bayfield)*

***agreed** to the following motion with respect to the delegation of financial authority, subject to Schedule 2 being amended to show a financial delegation to the Chief Executive of a maximum of \$50,000 for all expenditure items,*

*the **Board** acting under **section 73 of the Crown Entities Act 2004 DELEGATES** the authorities listed in Schedule 2 subject to the conditions listed in Schedule 1.*

***agreed** that payments of general expenses will be made monthly at month end apart from urgent payments or payments of wages or wages equivalent which are to be made on a weekly basis*

***noted** the current schedule of investments*

*The motion was put: carried.*

### **3.2 Correspondence**

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

### **3.3 Personnel**

Arrangements are being completed to complete an employment contract for a Team Support Officer for one year on a part-time basis.

### **3.4 Website arrangements**

Arrangements have been made through Tangerine for the new interim website and email address. Content was carried forward from the previous website. This now needs to be updated and extended. Under the agreement officials are able to manage the website in-house and input new data onto the website.

### **4.1 Monitoring/funding**

Neil McInnes from the MAF monitoring Unit joined the meeting to discuss the proposed funding reduction, the value for money review, the SOI process, and the letter of expectations.

He circulated the monitoring plan.

### **5.1 CEO Position**

Doug Martin and Stewart Milner of Martin Jenkins attended the meeting to discuss their process. They advised that they recruit under the client's brand and progress straight to the short list. They reference check the preferred applicants. National advertising by newspaper and websites (SEEK/Govt/Trade Me) is likely to be about \$14,000 plus a further \$1,500 for a logo.

They will come back with a proposal, containing suggested presentation topics and an advertising budget.

*Moved that the Board (J Forbes/B Stephenson)*

*Engage Martin Jenkins on the terms discussed to assist the Commission in the appointment of its first Chief Executive, with the Chairman to decide on the proposal received.*

*The motion was put: carried.*

Agreed that the briefing regarding the appointment of a Chief Executive prepared by B Stephenson be forwarded to Martin Jenkins.

## **6.1 Statement of Intent (SOI)**

### 2008/11

The signed draft SOI was handed to the Minister on 4 February. The response accepting the draft was received today. The final SOI is due to the Minister 30 days after the draft was signed (i.e. by 4 March). It must then be presented by the Minister to the House of Representatives no later than 5 working days afterwards.

### 2009/12

A draft service performance schedule for 2009/12 was tabled.

### *The Board*

***noted** that the next draft Statement of Intent needs to specify the forecast service performance outturns for the Commission for each of the three years 2009/12 and the means of measuring these.*

***agreed** to provide any comments or adjustments on the forecast service performance outturns for the Commission for each of the three years 2009/12*

*and the means of measuring them by **Friday 3 March** to enable the next draft Statement of Intent to be completed.*

## **7.1 Contestable Fund**

A process and structure for the administration of the contestable fund was tabled.

*The Board*

*agreed that the process and structure for the administration of the contestable fund should be deferred until the National Strategy had been discussed at the March Board meeting and that*

- 1. **National criteria** for the contestable fund must demonstrate national progress for walking access*
- 2. **National priorities***
  - a. must be driven by the National Access Strategy*
  - b. need to be tightly defined so that potential applicants can immediately identify whether they meet the criteria.*
- 3. A **monitoring** component be included, to check that funds are used as intended*

## **8.1 Walkways**

Officials updated the Board of progress and the proposed action going forward.

A draft MOU between the Commission and DOC has been prepared for discussion with DOC

A proposal has been received from the Waitakere City Council for a new walkway. A briefing on the proposal is to be circulated.

A positive response is to be written to the Waitakere City Council, noting that the Board is considering coming to Auckland for a Board meeting and asking when it would be suitable for a presentation to be given to the Board.

### 9.1 Code of Responsible Conduct

The Board determined that they would carry out the peer review of the Code. Item 10 is also to be changed from 'training' to 'promotional'.

With these two adjustments the Board

*agreed to the project plan to follow to implement the draft code; and  
noted that the Code will become a key component of the communications strategy and that any delay in finalising that strategy may delay the release of the draft.*

*Moved (K Booth/M Bayfield)*

*The motion was put: carried.*

### 10.1 Mapping

The Board

*noted that the Commission has the function of compiling, holding, and publishing maps and information about land over which members of the public have walking access under Section 10 (c) of the New Zealand Walking Access Act 2008.*

*noted that possibly two levels of functionality are required for the database:*

*An easily accessed and used mapping function that the Commission would provide for use by the New Zealand public.*

*A more comprehensive level of functionality that would be used by the Commission in its operations*

*confirmed the requirements and functionality of this database.*

*agreed to the proposal to specify the Commission's mapping requirements.*

*noted that the draft RFP is expected to be completed for discussion at the March board meeting and that a full project plan will be provided at that time*

*noted that if Tony Bevin presented the discussion at the March Board meeting then this would provide an opportunity for new Board members to meet him*

*noted that a peer review by key end users is also required.*

*Moved (B Stephenson/P Brown)*

*The motion was put: carried.*

### **11.1 Performance Report**

Brief report to the Minister required as at 28 February 2009. The report is to be prepared for the Chairman for his signature.

### **11.2 General**

B Stephenson advised that he had talked to the FMC on the Commission and that during that meeting the following two issues arose:

1. The Moonlight track on the Ben Lomond Station is signposted, yet the landowner is said to be charging \$5 per person for access. It is unclear if this was legal access or access over private land.
2. Are we aware of any easements from tenure review that give a right to charge walkers?



It was noted that these easement provide a right of access over freehold land and that the terms of easements differ. Negotiation is by LINZ with administration by DOC and DOC maintains the signs. A standard example is required.

The meeting closed at 12.50pm

Next meeting 23 March 2009, 9.30 am – 5.00 pm

*(27 and 28 April both pencilled in for the April Board meeting)*

Approved

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

J O Acland  
Chairman  
23 March 2009