

MINUTES
NEW ZEALAND WALKING ACCESS COMMISSION
BOARD MEETING

17 May 2016

'Marlborough Room', Scenic Hotel, Blenheim

Board Members: J Forbes (Chair), P Brown, P Mudford, B Stephenson and B Stuart.

In attendance: E Pyle (Chief executive), R Cullinane (Operations manager), D Knott (Corporate services manager) and P Wardle (Regional field advisor).

Opening Comments

The meeting commenced at 1:30 pm.

1. Apologies

There were no apologies

Conflicts of Interest

No conflicts of interest were declared.

Confirm Agenda

The board confirmed the Agenda for the meeting.

2. Confirm Minutes

The Minutes of the Meeting held in Wellington on 17 February 2016 were circulated and read.

Action: The Board

- a) **confirmed** the minutes of the 17 February 2016 meeting as being a true and correct record of the meeting.

Moved P Mudford **Seconded** B Stephenson **Carried**

Matters arising from the Minutes

There were no matters arising from the Minutes.

3. Chief executive's report

The board discussed the Chief executive's report for May 2016.

E Pyle reported that a number of common themes had emerged from the 2028 Vision workshops for board members, staff and regional field advisors. These included a desire to strengthen relationships with central and local government and Maori, the

benefit of a strong National Strategy to assist in shaping the access area in the future, and a need for a clear and evidence-based narrative that outlines the Commission's successes, challenges and changing landscape in which it operates. Board members agreed that a refreshed National Strategy will help guide the Commission and the review of the Walking Access Act in 2018 – 2019.

E Pyle also advised the board that he will be undertaking a series of meetings with key stakeholders in coming weeks.

J Forbes and E Pyle provided a verbal report on their meeting with the Minister for Primary Industries on 14 April. The Minister was supportive of the Commission and indicated that he was comfortable with the Commission directly approaching Ministers of other access-related departments as part of the Chief executive's initiative to strengthen relationships within the central government sector.

E Pyle advised the board that the formal launch of the Follow the Kiwi Way website has been deferred pending the planning of a Commission-related event.

Action: The Board

- a) **discussed** the Chief executive's report for May 2016.

4. Risk management report

The board discussed a report on risk management and reviewed the risk management register.

Management has not identified any new or additional risks. Some of the current risks have had the explanatory text updated but the likelihood/impact matrices have not been changed.

E Pyle reported that, at its February 2016 meeting, the board requested further advice on the implications of the Health and Safety at Work Act, 2015. Management engaged Minter Ellison to review the Commission's health and safety policy, practices and procedures. Minter Ellison advised that the Commission's policies are consistent with the relevant legislative requirements under the new Act but that ongoing legislative compliance will be ensuring the policies are complied with in practice.

The board requested that management provide a copy of its health and safety policies and procedures for the August 2016 meeting, under a separate agenda item.

Action: The Board

- a) **discussed** the risk management report for May 2016;
- b) **confirmed** the risks and the descriptions and mitigating actions; and
- c) **advised** what advice would like to receive at the August 2016 board meeting in respect of any of the risks identified, including the Commission's approach to health and safety.

Moved B Stephenson **Seconded** P Brown **Carried**

5. Legislative compliance

The board reviewed and discussed a report and checklist on statutory compliance as at May 2016. The compliance checklist sets out the key statutory requirements and compliance measures for significant legislation, as identified by the Commission, plus additional statutes that are pertinent to the Commission's operations.

Action: The Board

- a) **approved** the 2016 legislative compliance review.

Moved P Mudford **Seconded** B Stuart **Carried**

6. Enhanced Access Fund – 2015 round (tranche 2)

The board discussed the Enhanced Access Fund report for tranche 2 of the 2015 round.

E Pyle reported that an assessment of applications was completed by the relevant regional field advisor, and the EAF grants assessment panel (board members – Penny Mudford and Brian Stephenson and management representatives - Ric Cullinane and David Knott) had reviewed two applications and recommended one for funding.

P Mudford noted that only two applications were received for tranche 2, and that completion of an application could be a time consuming exercise, particularly for a voluntary community group, and reflected whether the Commission's priorities were too restrictive when the focus was on securing access and signage. The board requested that management review the 2015 funding round and report its findings.

Action: The Board

- a) **approved** funding for one application from tranche 2, as recommended by the assessment panel;
- b) **agreed** that the Chief executive advises all applicants of the Board's decision, and invites the successful applicant to confirm their agreement to any conditions set by the Board;
- c) **directed** the Chief executive to consider appropriate timing of the release of decisions and participation by interested Board members and regional field advisors in local announcements; and
- d) **agreed** that the Chairman write to the Minister for Primary Industries advising him of the decision.

Moved J Forbes **Seconded** P Brown **Carried**

7. Statement of Intent and Draft 2016-2020 Statement of Performance Expectations

The board discussed the draft 2016-2020 Statement of Performance Expectations. D Knott reported that the draft, as approved at the 16 February 2016 board meeting, had been reviewed by Ministry for Primary Industries officials and Audit New Zealand and that no substantive changes were required.

D Knott advised that board that in accordance with the requirement of the Crown Entities Act, the draft 2016-2020 Statement of Performance Expectations was sent to the Minister (and MPI officials) for comment and that the Minister had approved the document. Management would now progress to printing the 2016-2020 Statement of Performance Expectations, arranging presentation to Parliament.

Action: The Board

- e) **confirmed** the Statement of Performance Expectations for 2016-2020;
- f) **agreed** that J Forbes (Chair) and P Mudford (Board member) sign the Foreword and Statement of Responsibility; and
- g) **noted** that management will deliver the 2016-2020 Statement of Performance Expectations to Parliament for tabling.

Moved B Stuart **Seconded** P Mudford **Carried**

8. **Quarterly report: Third Quarter 2015-2016**

The board discussed the Quarterly report to the Minister for the period 1 January to 31 March 2016.

The board noted that the Commission's financial affairs, including the Enhanced Access Fund, were in a sound position with income for the quarter being ahead of budget and expenditure below budget. E Pyle reported that, of those Enhanced Access Fund projects approved by the board, further development of the Follow the Kiwi Way and Both Sides of the Fence websites and a programme to improve relationships with Maori are on hold whilst the Te Araroa film sponsorship and the Whenua Iti sponsorship will not be progressed. The walking access mapping system upgrade is under budget and will be completed by 30 June 2016.

E Pyle reported that much time was spent co-ordinating and organising communications and awareness events: "access champions", social media platforms, Aspinall scholarship and sponsorships for the Top Outdoor Spot competition. Other projects consuming time were the Follow the Kiwi Way website and products for it, HR-related matters including recruiting new regional field advisors (RFAs) and website scenarios in partnership with the Mountain Safety Council.

R Cullinane advised that board that there was concern with the increasing number of open cases. This was a factor of having a number of new regional field advisors, and the time with which it typically took to resolve a case. P Mudford requested that management investigate this matter further.

Action: The Board

- a) **confirmed** the Commission's Quarterly Report for the quarter ending 31 March 2016.

Moved B Stephenson **Seconded** P Mudford **Carried**

9. Operations Quarterly Report: 1 January to 31 March 2016

The board discussed the Operations quarterly report for the period 1 January to 31 March 2016.

The board noted that the migration of WAMS to the Amazon Webs Services server in Sydney was completed on time and under budget on 29 February, the migration to the Web App Builder commenced late March with GBS undertaking the bulk of the software development and at mid-April 2016 the project is progressing as planned with completion scheduled for 30 June 2016. R Cullinane also reported that the applications for 18 walkway easements on Coronet and Glencoe pastoral leases were sent to the Commissioner of Crown Land on 19 February 2016.

The Commission received 115 enquiries (cases) in the quarter (85 enquiries last quarter) and resolved 61 (a further 8 cases were 'Closed no result'). A total of 310 cases were active with the Commission at the end of the quarter, 33 of which are 'On hold'.

R Cullinane confirmed that the upgrade to the walking access mapping system is on track. The project is under budget but some minor work may be required following the 30 June 2016 completion date to finalise the project.

In response to a question from B Stephenson, R Cullinane advised the board that there was no current system in place to follow up on our recommendations to the overseas investment office regarding the sale of land to overseas interests. E Pyle reported that this matter was being reviewed.

Action: The Board

a) **noted** the operations quarterly report for the period 1 January to 31 March 2016.

Moved P Mudford **Seconded** B Stuart **Carried**

10. Schedule of Significant correspondence

Action: The Board noted the schedule of significant correspondence.

The Chairperson thanked board members, staff and P Wardle for their attendance and contributions, and invited P Brown to conclude the meeting with a karakia.

The meeting closed at 3:00 pm.



J Forbes
Chairperson

Notes

1. The board held a workshop to review agenda items on the morning of 17 May.
2. The board hosted a forum (7:30am – 9:00am) for representatives from the local Maori community.
3. The board hosted a forum (3:30pm to 5:00pm) for representatives of local government and the Department of Conservation.
4. The board hosted a forum (5:30pm to 7:00pm) for representatives of recreation groups and interested parties.
5. On Wednesday 18 May the board completed a field trip to Havelock which included: a discussion with Department of Conservation staff regarding access issues in the Marlborough Sounds area; meeting a representative of the Link Track Project regarding access and economic benefits for the area; and a discussion with a local farmer regarding access adjacent to, and across, his property.