

**MINUTES**  
**NEW ZEALAND WALKING ACCESS COMMISSION BOARD MEETING**  
**8:45am, 2 August 2010**  
**Boardroom, NZWAC Offices, Revera House**  
**WELLINGTON**

**Board Members:**

J Acland (Chairman), J Aspinall, M Bayfield, K Booth, P Brown, J Forbes, B Stephenson and B Stuart.

**In attendance:** M Neeson (Chief Executive), P Litras, R Cullinane (Operations Manager), H Barker (Corporate Services Manager),

H Donaldson (Advisor for items 2, 4, 13 and 15), and I Gear (contractor) for item 2, C Bell (Communications Manager), C Fawdray (Advisor GIS) and W Jones (Mapping System Project Manager) for items 2 & 13.

**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. Mapping Communications Strategy Review**

The chief executive explained that a review of the Mapping System Communications Strategy had been undertaken by Tracey Bridges from Senate Communications. Ms Bridges was welcomed to the meeting. She gave a brief presentation on her report and answered questions from and sought advice from board members.

The review found that the communications strategy was good with a stronger focus needed on key stakeholder concerns, especially the rural community, and ensuring that the Commission had sufficient resources to implement the strategy.

The board:

- a) **discussed** the report on the review of the mapping project communications strategy;
- b) **approved** the revised communications strategy; and
- c) **agreed** that \$150,000 of the 2009/10 projected surplus be allocated to the mapping project communications and operations.

**Moved**      B Stephenson      **Seconded**      K Booth      **Carried**

### 3. Operating environment update

The board discussed recent developments in its operating environment. The meeting agreed there was a need to ensure that other Government ministers as well as MPs were kept informed on access matters and the mapping system as appropriate. The chief executive confirmed that both these groups featured on the Commission's stakeholders list.

### 4. Guidelines for the Management and Stopping of Unformed Legal Roads

Mr Donaldson advised the board that the draft guidelines for local government on managing unformed legal roads had been substantially updated since they had been sent to board members with comments received from local authorities. The board considered that the document reflected very well the Commission's role in making information available to the public and would like other publications on related topics. It also felt that the guidelines would be well received by the local government sector.

The board:

- a) **discussed** and provided comment on the draft guidelines for local government on managing unformed legal roads;
- b) **noted** that, to be fully effective, the guidelines need the support and agreement of Local Government New Zealand (LGNZ); and
- c) **noted** the actions being taken to elicit the support and involvement of LGNZ and council managers and staff.

**Moved** J Aspinall      **Seconded** M Bayfield      **Carried**

### 5. Board Self Evaluation

Ms Bayfield outlined the process that the board might like to follow in reviewing its performance, including using Mr G Nahkies to facilitate the process. This would occur at the board's October meeting.

The board:

**agreed** to engage Graeme Nahkies (BoardWorks International) to facilitate a review of the Board's performance.

**Moved** B Stephenson      **Seconded** B Stuart      **Carried**

### 6. Review of NZWAC Risk Register

The board:

**reviewed** and amended the risk register for August 2010.

**Moved**

J Forbes

**Seconded**

K Booth

**Carried**

## 7. MAF Briefing

Dan Bolger, Deputy Director General, Strategy & Performance, Neil McInnes, Director, Performance & Evaluation and Debbie Parker, Senior Analyst were welcomed to the meeting.

Mr Bolger provided an update on the MAF/NAFSA merger process and commented on the following matters:

*2009/10 Performance of the Commission:* The Commission had performed well in the 2009/10 year. The launch of the Outdoor Access Code and the joint signs initiative with Federated Farmers had generated good positive media attention; the mapping project was on track and key staff had been recruited. Mr Bolger noted that the Commission was also on track for completing its establishment process within the accepted two year timeframe.

*Key issues for 2010/11:* the Commission needed to use good financial forecasting processes and ensure it had a good risk management process. Mr Bolger noted that the Commission had upgraded its financial management system, had appointed an audit and risk committee and had established an organisational risk register which was reviewed at each board meetings.

*Update on Crown entity matters:* Mr Bolger advised that there had been no further information on the possible application of a capital charge regime, or on the review to reduce compliance for Crown entities.

Mr Bolger sought advice from the board on the future changes in land use in New Zealand, for example, the effect on access of more forestry. The board discussed the changes and competing demands on land uses that were likely to arise. It noted that it would need to work more with the forestry industry on access matters.

The board thanked Mr Bolger and his team for attending the meeting and keeping the board advised of key matters.

## 8. Establishment of a Position of Kaumatua to the Commission

The board considered a paper on the benefits from appointing a Kaumatua in a korero role to support the Commission.

The board had previously discussed this matter with the intention to appoint someone who would act in as a key advisor to the Commission, board and staff, on cultural matters and provide advice on tikanga Maori. The person would not be involved in governance or management and would assist the Commission on as required basis.

The board:

**approved** the establishment of a Kaumatua role to support the activities of the Commission

**Moved**

K Booth

**Seconded**

M Bayfield

**Carried**

## 9. Appointment of a Kaumatua to the Commission

The board considered a paper on a person for the Kaumatua position.

The board:

- a) **agreed** that John Acland (Chair), Peter Brown, John Forbes and the chief executive meet with the nominee to discuss his possible appointment as Kaumatua; and
- b) **delegated** John Acland (Chair) and the chief executive the power to offer, if appropriate, the nominee the position of Kaumatua to the Commission.

**Moved** B Stephenson      **Seconded** J Aspinall      **Carried**

## 10. Draft National Strategy

At its June 2010 meeting, the board had approved the document for editing and formatting and final approval. The strategy has now been reviewed and edited by a professional editor and changes made to improve readability by simplifying the text and removing redundant language. The chief executive tabled a 'desktop published' version of the strategy. The board made some additional editing amendments.

The board noted that the strategy would be sent to all the stakeholder organisations and other organisations and individuals known to be interested in the Commission's work. It will be placed on the Commission's website.

The board:

**approved** the strategy for publication subject to the editing changes.

**Moved** J Forbes      **Seconded** M Bayfield      **Carried**

## 11. Draft Annual Report 2009-2010

The board noted that they had received, by separate mail, an updated draft of the annual report. The board considered the general nature of the text and direction of the report and noted that additional text and information may be required following discussion with the auditors and/or to provide more information about the Commission's activities.

The board's forward and the Chief Executive's report were still being drafted and would be circulated to the board separately. The board will be kept informed of amendments to the report.

The board discussed the draft annual report and made suggestions on its content.

The board:

- a) **approved** the Commission's draft Annual Report for the period ending 30 June 2010; and
- a) **noted** that additional material may be added following advice from the auditors and our own review and that the text is subject to further editing.

**Moved** P Brown                      **Seconded** J Aspinall                      **Carried**

## 12. Discussion Topics for Board Meetings

At its June 2010 meeting the board asked for a list of topics for consideration at future board meetings. The board reviewed a draft list and discussed the priority and timing for the topics.

The board:

**noted** the list to be discussed at future board meetings and agreed that the topics - dispute resolution process, Treaty of Waitangi policy and strategic partners - would be the three priority items.

**Moved** J Aspinall                      **Seconded** P Brown                      **Carried**

## 13. Confirmation of Minutes

The board confirmed the minutes of the meeting of 14 June 2010 as being a true and correct record.

**Moved** K Booth                      **Seconded** J Forbes                      **Carried**

## 14. Waking Access Mapping System

The Project Manager, Mr Jones and Mr Donaldson reported on progress with the mapping system project. They advised that the project was on track and within budget. Sprint 7 had been completed in July and sprint 8 was due to be completed in August. The user acceptance testing had been going well and a review of the look and feel of the user interface had been completed.

The board:

**noted** the progress being made on the development of the Walking Access Mapping System.

**Moved** M Bayfield                      **Seconded** J Forbes                      **Carried**

## 15. Audit & Risk Committee

The board were informed that the audit of the Commission had been completed and no significant matters were raised. The board congratulated the team for a successful audit. The board noted that the A&R Committee considered that the committee should focus on matters associated with financial reporting and legal compliance rather than risk management generally. The latter was a matter for the full board.

The board:

- a) **noted** the draft minutes of the Audit & Risk Committee meeting of 30 June 2010; and
- b) **agreed** that the board insert at the end of the Audit & Risk Committee terms of reference the following clarification: "and the committee will bring to the board's attention any matters the committee deems appropriate".

**Moved** M Bayfield      **Seconded** J Forbes      **Carried**

## 16. CE Performance Committee

The CE performance committee has undertaken a review of the CE's performance and reported back to the board. The board agreed a remuneration package for the following year.

The board:

- a) **noted** the verbal report of the CE Performance Committee; and
- b) **agreed** that the Chairman write to the CE confirming the outcomes.

**Moved** M Bayfield      **Seconded** J Forbes      **Carried**

## 17. Walkways: Liability, Maintenance, Compliance and Enforcement

The board discussed a report which builds on earlier papers and issues raised by the Ministry of Agriculture and Forestry (MAF), concerning the risks faced by the Commission in the administration of walkways, its responsibility for the maintenance of walkways, and compliance and enforcement issues raised in respect of walkways. The risk and compliance issues apply in respect of "walkways" apply only to the walkway regime within the Walking Access Act 2008.

The board noted that the intention is for this paper to form the basis of advice to the Minister in November 2010 on these matters.

The board:

- a) **noted** that the Commission has no general liability exposure in respect of walking access other than walkways;

- b) **noted** that if the Commission wishes to become a party to access arrangements over private land other than in respect of walkways it will need to assess any potential liability it may be creating;
- c) **noted** that the Commission has no responsibility for the day-to-day administration, construction and physical maintenance of walkways unless it decides to take on the role of controlling authority;
- d) **agreed** that the Commission develops a compliance and enforcement policy in respect of walkways; and
- e) **noted** that this paper will form the basis of advice to the Minister on liabilities, monitoring and compliance.

**Moved** J Forbes                      **Seconded** J Aspinall                      **Carried**

### 18. Chief Executive's Report (August 2010) and Quarterly Report

Mr Cullinane provided an update on the selection and engagement process for the Regional Field Advisor contract roles (RFA). He advised that interviews would be completed by early August. He hoped to have all contracts completed by early September and have all RFAs attend a briefing session in Wellington soon after.

The chief executive gave an update on his forthcoming visit to the United Kingdom and Canada in late September.

The board:

- a) **noted** the Chief Executive's report for August 2010; and
- b) **noted** the Commission's Quarterly Report for June 2010.

**Moved** B Stephenson                      **Seconded** K Booth                      **Carried**

### 19. Schedule of Significant Correspondence

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

**Moved** B Stuart                      **Seconded** K Booth                      **Carried**

The meeting closed at 1:50pm

Confirmed.

J O Acland  
Chairperson  
13/09/10

