

MINUTES
NEW ZEALAND WALKING ACCESS COMMISSION
BOARD MEETING

21 September 2015

Chateau on the Park, Christchurch

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

In attendance: M Neeson (Chief executive), R Cullinane (Operations manager), D Knott (Corporate services manager) and G Holgate (Regional field advisor).

Opening Comments

The meeting commenced at 12:45 pm.

1. Apologies

There were no apologies.

Conflicts of Interest

The chairman advised that he is a director of Empower, which is a recruitment consultancy operating mainly in local government.

Declaration of Interests

B Stephenson advised the Chair that he had provided management with his annual Declarations of Interests form.

Confirm Agenda

The board confirmed the Agenda for the meeting.

2. Confirm Minutes

The Minutes of the Meeting held in Wellington on 11 and 12 August 2015 were circulated and read.

Action: The Board

- a) **confirmed** the minutes of the meeting of 11 and 12 August 2015 as being a true and correct record of the meeting.

Moved M Bayfield **Seconded** B Stephenson **Carried**

Matters arising from the Minutes

In response to a question from P Mudford, M Neeson advised the Board that he would be presenting a paper to the November Board meeting in regard to managing the level of retained surpluses in accordance with Board policy.

J Forbes noted that, at the meeting with MPI chief executive Martyn Dunne on 12 August, Martyn was accompanied by N Maling, MPI's Director, Strategy.

3. Annual Report

The board discussed a report on the draft 2014-2015 Annual Report, the text of which had been refined following the August board meeting. M Neeson advised the board that refinement of the text was ongoing, and that the entire report was still subject to audit.

The board noted that Audit New Zealand had advised management that their audit opinion would not be issued until Friday 30 October 2015. This was pushing the deadline of the board's reporting requirements. The board requested that management liaise further with Audit New Zealand regarding timing and sign off requirements to ensure that its reporting requirements were not compromised.

Action: The Board

- a) **approved** the Commission's Annual Report for the period ending 30 June 2015, subject to any changes arising from the audit, and
- b) **agreed** that J Forbes (Chair) and P Mudford sign the annual report, financial statements and statement of responsibility for, and on behalf of, the Board.

Moved J Forbes **Seconded** B Stephenson **Carried**

4. Recognising contributions to walking access (Access Awards)

At its May 2015 meeting, the board agreed to invite nominations to recognise the leadership, achievements and contributions of people and organisations that have enhanced or strengthened walking access heritage, or are working to enhance and strengthen walking access heritage. There are categories to recognise individuals, community organisations, and central and local government although there is no requirement for a nomination for each category and there may be multiple recipients within a category.

The board discussed a report from the chief executive containing recommendations for awards and certificates. Potential nominees were canvassed at the May 2015 board meeting, followed by a public nomination process using the Commission's website, newsletters to stakeholders, staff and regional field advisor knowledge.

The board noted that nominations for the 2015 awards had a good regional coverage of people and organisations with strong and different contributions, who were noted for their passion in advancing New Zealand's access heritage and culture and providing new access opportunities.

Action: The Board

- a) **agreed** to awards and certificates to recognise the leadership, achievements and contributions of people and organisations who have or are working to enhance and strengthen walking access heritage;

- b) **agreed** to make access “champion” awards to Lynne Alexander, Peter Chandler, Geoff Chapple, Hunter Donaldson, and the Stratford District Council (Neil Cooper), and
- c) **agreed** to award access certificates to the Dunedin City Council (Andrew Lonnie), Rural Women NZ – Forestry Committee (Anne Irving), Sport Bay of Plenty; and the Whangarei District Council (Hilton Ward).

Moved P Mudford **Seconded** P Brown **Carried**

5. Chief executive’s report

The board discussed the Chief executive’s report for September 2015.

M Neeson reported that discussions with the Ministry for Primary Industries (MPI) regarding board appointments indicated that the Chair should expect contact from MPI prior to the end of October to discuss the 2016 board member (re)appointment process.

The board noted that the Follow the Kiwi Way project was proceeding and that the estimated cost would be in the vicinity of \$40,000 to \$60,000. M Neeson undertook to table more detailed information and costings at the November meeting.

M Neeson reported that the Commission had received an approach from a young New Zealand film maker who was seeking financial support for a short documentary-type film titled “Te Araroa”, its working title. The board requested that a more detailed outline of the project be presented to the November meeting for its consideration.

The board noted that the Commission had submitted a partnership proposal to the trustees and organisers of Te Ahuwhenua Trophy. The Ahuwhenua Trophy is the BNZ Māori Excellence in Farming Award and acknowledges and celebrates business excellence in New Zealand’s important pastoral sector. The Commission’s involvement would, initially, be a presence on the Awards website in form of the Commission’s name and logo and as one of the sponsors/partners.

P Brown suggested that the Commission could also approach the Federation of Maori Authorities – Me Uru Kahikatea (FOMA) and identify opportunities to work with it,

Action: The Board

- a) **noted** the Chief Executive’s report for September 2015.

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

6. Other Business

Chief executive recruitment

The Board met (in camera) to discuss the process of appointing a chief executive to replace M Neeson who is retiring.

Action: The Board

- a) **agreed** that, with respect to the appointment of a new chief executive, the board delegated to the chief executive performance review committee, comprising J Forbes and P Mudford, the management of the appointment process and

requested that they bring recommendations to the full Board to complete the candidate selection process.

Moved M Bayfield **Seconded** B Stephenson **Carried**

Closing comments

The Chair thanked board members and Commission management for their participation at the meeting, and invited P Brown to conclude the meeting with a karakia.

The meeting closed at 1:35pm



J Forbes
Chairperson

Notes

1. The board held workshops (8:30 am and 11:30am) facilitated by Mr Graeme Nahkies (Boardworks International Ltd) to discuss the appointment process for a new chief executive.
2. The board hosted a forum (3:30pm – 4:30pm) for representatives (9 attendees) of local government and the Department of Conservation.
3. The board hosted a forum (5:15pm – 7:30pm) for stakeholders and interested parties (22 attendees).