

MINUTES

NEW ZEALAND WALKING ACCESS COMMISSION MEETING

9:00am, 13 September 2010

NZWAC Boardroom, Revera House

WELLINGTON

Board Members: J Acland, J Aspinall, B Stuart, P Brown, K Booth and J Forbes

In attendance: M Neeson (Chief Executive), P Tamiana (Kaumatua), H Barker, R Cullinane

Opening Comments

The Chair opened the meeting and welcomed attendees, particularly welcoming Peho Tamiana to his new role as kaumatua to the Commission. Peter Brown welcomed Peho in Māori and Peho responded. The chairman welcomed Helen Barker who would be the board secretary.

1. Apologies

Brian Stephenson and Maggie Bayfield.

Conflict of Interest Register

No conflicts of interest were declared.

Confirm Agenda

The Board confirmed the agenda for the meeting.

2. Operating Environment Update

The board noted developments since the last meeting and possible implications for the Commission. The board:

- a) Congratulated the staff on their work on the national strategy and expressed its appreciation for Maggie Bayfield's leadership in 2009 in preparing the draft strategy; and

Moved K Booth **Seconded** P Brown **Carried**

- b) Thanked the staff for the organisation of the agenda and the quality of information provided to support the board in its work

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

3. Review Risk Management Register

The board discussed the risk management register and agreed:

- a) *2.1 Financial resourcing*: to increase the risk level due to possible financial impacts of the mapping system; and
- b) *4.1 External environment*: to include reference to developing a "Treaty policy".

A subsequent discussion noted the need to add iwi to those whom the Commission should develop key relationships and the possibility of developing a memorandum of understanding (MoU) with iwi. The board also noted the possibility of "exclusive capture" becoming a sensitive policy matter in 2011.

4. Update on Regional Field Advisors

R Cullinane gave a verbal presentation on the engagement of regional field advisors (RFAs), their role, the interaction of the RFA's with the board and the public, and the reporting processes.

5. Proposed Board Meeting Schedule for 2010/11

Action: the Board:

- a) **approved** the meeting schedule for 2010/11; and
- b) **asked** the chief executive to prepare a calendar of meetings for all of 2011.

Moved B Stuart **Seconded** P Brown **Carried**

6. Minutes of the meeting of 2 August 2010

Action: The Board confirmed the minutes of the meeting of 2 August 2010 as being a true and correct record subject to minor editorial changes advised by board members.

Moved K Booth **Seconded** J Aspinall **Carried**

7. Mapping System Project: Update

H Donaldson, W Jones and C Bell briefed the board on the status of the mapping system contract and communications actions. They gave the board a presentation on the system. The board asked that the staff investigate options for the Commission, the Department of Conservation and local government to work together to manage coastal areas, such as sand-dunes.

The board asked that Mountain Biking NZ be added to the list of key stakeholders.

Action: the Board

- a) **noted** the progress being made on the development of the Walking Access Mapping System; and

b) **noted** the project release schedule.

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

8. Planning & Reporting Framework

Action: the Board

a) **noted** the Commission's planning and reporting framework; and

b) **noted** the planning and reporting process and timeline for 2010/11.

Moved J Forbes **Seconded** B Stuart **Carried**

9. 2009-2010 Annual Report

Several editorial adjustments were advised.

Action: The Board

a) **approved** the Commission's Annual Report for the period ending 30 June 2010; and

b) **agreed** that the chairman and one board member sign the annual report and letter of representation.

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

10. Chief Executive's Report

Action: the Board

a) **noted** the Chief Executive's report for September 2010

Moved J Aspinall **Seconded** B Stuart **Carried**

11. Schedule of Significant Correspondence

Action: the Board noted the schedule of significant correspondence

Moved P Brown **Seconded** K Booth **Carried**

The meeting closed at 12.30pm.

Board members then met and introduced themselves to the regional field advisors.

Next meeting: 27/28 October in Wellington.

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

J O Acland

Chairperson

27/10/2010