

From: [Asher Wilson-Goldman](#)
To: [REDACTED]
Subject: Official Information Act request - November Board meeting papers for NZ Walking Access Commission
Date: Monday, 4 May 2020 9:54:00 AM
Attachments: [2019 11 27 Board papers_Redacted.pdf](#)
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Kia ora [REDACTED]

Please find attached the November 2019 papers from the NZ Walking Access Commission's Board meeting, as requested.

Please note that we have made some redactions to these papers, in accordance with the Official Information Act 1982. Where we have done this, we have noted the grounds under which we have made these redactions.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

If you wish to discuss this decision with us, please feel free to contact me again.

Nāku noa, nā

Asher Wilson-Goldman

Strategic Communications and Partnerships Manager | Pou Whakahaere, Whakawhitiwhiti
Kōrero, Hononga Rautaki

New Zealand Walking Access Commission | Ara Hīkoi Aotearoa

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Promoting access in the outdoors



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WALKING ACCESS
ARA HĪKOI AOTEAROA

New Zealand
Walking Access Commission

Board Meeting
Wellington

27th November 2019

New Zealand Walking Access Commission Board Meeting

**AGENDA
NEW ZEALAND WALKING ACCESS COMMISSION, BOARD MEETING
18 September 2019**

Agenda			
	Item	Lead	Resource
	1. Welcome Apologies Confirm Agenda	J Forbes	
	2. Minutes of the meeting of 18 September 2019 and matters arising from the Minutes	J Forbes	Paper
	3. Chief Executive's report	R Cullinane	Paper
	4. Health and safety report	P Culling	Paper
Part A	Items for decision		
	5. EAG 2019 - 2020 Tranche 1	J Yang/P Culling	Paper
	6. Statement of Intent 2020 - 2025	A Wilson-Goldman	Paper
	7. 2020 Commission timetable	P Culling	Paper
	8. Code of Professional Conduct	P Culling	Paper
Part B	Items for noting		
	9. Q1 Quarterly Report	A Wilson-Goldman	Paper
	10. Aspinall Scholarship	A Wilson-Goldman	Paper
	11. Realignment of part of the White Cliffs Track Walkway	L Edwardson	Paper
	12. Annual Report 2018 - 2019	P Culling	Paper
	13. Report to the Board on the Audit	P Culling	Paper
	14. Insurance Renewal	P Culling	Paper
	15. Financial Planning Projections	P Culling/A Wilson- Goldman	Paper
	16. Audit and Risk Committee	P Culling	
	17. Options if budget is overspent	P Culling	Paper
	18. Significant correspondence: 18.1 Enduring Letter of Expectations (ELOE) from Ministers Robertson and Hipkins 18.2 ELOE Briefing from Chapman Tripp		
Part C	Any other business		
	Chair's closing remarks	J Forbes	
Next Meeting: 18-19 Feb 2020, Wellington			

MINUTES
NEW ZEALAND WALKING ACCESS COMMISSION
BOARD MEETING
18th September 2019
Invercargill

Members: J Forbes (Chair), H Allison, L Chase, P Henare, H Mexted

In attendance: R Cullinane (Chief Executive), P Culling (Deputy Chief Executive), A Wilson-Goldman (Strategic Communications and Partnerships Manager), K Douglas (Co-Acting Operations Manager), and J Yang (minutes).

Opening Comments

The meeting commenced at 10.30am

P Henare opened the meeting with a karakia.

The Chair welcomed Board members and staff.

1. Apologies

Apologies were received from R Tipene

Moved H Allison **Seconded** P Henare **Carried**

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 3rd July 2019 were circulated and read.

Action: The Board

- a) **confirmed** the minutes of the 3rd July 2019 meeting as being a true and correct record of the meeting.

Moved P Henare **Seconded** L Chase **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 September 2019.

R Cullinane gave a strategic summary of the year to September and reported on: the progress of Regional Leadership and Strategy projects in Taranaki, Rodney (Puhoi to Pakiri Trail Programme) and Connecting Franklin and North Waikato; progress in the partnerships and policy area; continued development of strategies and programmes that support partnership with Māori; updates to Find My Adventure, which was named as a finalist in the People and Community category at the 2019 NZ Spatial Excellence Awards; the WAMS/GIS update; the uncertainty of ongoing baseline funding; strategic initiatives for the next three to nine months, including investigating a possible merging of the operations of Te Araroa trail into the Commission's operations; the latest correspondence with Kawakawa 1D2 Ahu Whenua Trust; preparation for the final audit and draft 2018/19 Annual Report; the draft unaudited financials; health and safety; an internal review of data security.

Action: The Board

- a) **discussed** the Chief Executive's report for September 2019.

Moved H Allison

Seconded P Henare

Carried

4. Health and Safety report

P Culling presented the Health and Safety report as at September 2019.

This is a regular report, covering any accidents, near misses, on-going issues/any action taken, proactive initiatives, and any other relevant matters.

There has been one accident and no near misses since last report.

The Board was informed that:

- the incident involved one of the Commission's Regional Field Advisors
- an Incident Report was completed
- an incident investigation was carried out, and prevention strategies were communicated to all staff

Action: The Board

- a) **noted** the Health and Safety report.
- b) **noted** the reported incident involving one of the Commission's Regional Field Advisers.

Moved H Mexted

Seconded H Allison

Carried

Part A:

5. Budget Bid 2020-2021

P. Culling and A Wilson-Goldman presented a paper seeking the Board's approval for management to proceed with a bid for Budget 2020. The paper outlined three possible scenarios. The first; if there was no baseline increase to the Commission's historical grant of \$1,789,000, the second a scenario based on current spending, excluding the separately funded Puhoi to Pakiri (Rodney Access Network) project but including an amalgamation of the Te Araroa Trail operations into the Commission, and a third scenario if the Commission was resourced to carry out all of the Walking Access Act review recommendations.

The Board discussed the three scenarios in line with the current drawdown and depletion of existing reserves. The Board decided that it would approve scenario two as a bid for Budget 2020, including in the bid an estimate of the costs for the amalgamation of Te Araroa trail and an estimate of costs in relation to resourcing the Commission's Māori engagement commitment.

Cost pressure initiatives such as the Commission's baseline increase request are due to Treasury by close of business 1 November.

New spending initiatives such as resourcing for the amalgamation of the Te Araroa trails operations and the commitment to Māori engagement are due to Treasury by close of business 29 November.

The Board asked management to keep them informed of the details of the bid prior to it being submitted. P Culling informed the Board that he would be working closely with MPI on the budget bid.

Action: The Board

- a) **approved** Management's plan for a bid for Budget 2020 based on Scenario 2, including funding for Te Araroa trail and Māori engagement, with the final details to be worked through in discussion with MPI and the Minister's office.
- b) **directed** management to provide an update to the Board on the Commission's budget bid details prior to the bid being submitted.

Moved P Henare

Seconded L Chase

Carried

6. Annual Report 2018-2019

P. Culling and A Wilson-Goldman presented the draft of the Commission's *Annual Report for the period 1 July 2018 to 30 June 2019*, for the Board to comment on and approve.

The format for the *Annual Report* is similar to the previous year with a stronger focus on stories, using case studies as examples. Most performance measures were achieved and the impact of those that were not will be examined.

Action: The Board

- a) **approved** the Commission's *Annual Report for the period 1 July 2018 to 30 June 2019*; subject to any changes made during subediting and proofreading, or amendments arising from the audit.
- b) **designated** L Chase, alongside J Forbes (Chair), to sign the *Annual Report for the period 1 July 2018 to 30 June 2019*, statement of responsibility, financial statements and letter of representation for, and on behalf of, the Board.

Moved P Henare

Seconded H Allison

Carried

Part B

7. Act Review Update

A Wilson-Goldman presented a paper updating the Board on progress with the review of the *Walking Access Act 2008* since the July Board meeting.

The report of the finding from the Act Review was sent to the Minister in August and is currently with Cabinet. The Report is expected to be tabled in Parliament on September 24-26.

The Board acknowledged all the work that has gone into the Act Review.

Action: The Board

- a) **noted** the update on the review of the *Walking Access Act 2008*.
- b) **directed** a letter be sent to review panel in recognition of their work on the Act Review.

Moved J Forbes

Seconded L Chase

Carried

8. Te Araroa Trust: Integration with the Commission

R Cullinane presented a paper providing background on, and possible options for, the integration of the functions and responsibilities of Te Araroa Trust with the Commission.

The Act Review found an overwhelming response emphasizing a need for closer relationship with Te Araroa, noting some cross-over in function and overarching purpose of recreational track and trail development across New Zealand.

Te Araroa is not financially sustainable in its current form, and the Commission already provides some support to Te Araroa. Over the past 12 months, informal discussion has been ongoing between the Commission's CE and Te Araroa Trust CE on the matter of closer integration of functions. The Commissions Chair and CE also met with the Te Araroa Chair and CE in late March on this matter.

In beginning substantive discussions with Te Araroa the Board emphasized that detailed costings needed to be produced for any possible integration structure, as well as clear timelines for implementation.

Action: The Board

- a) **agreed** that the Commission enter substantive discussions with Te Araroa on options for integration of Te Araroa function within the Commission.
- b) **noted** that there may be options for partial and/or phased integration.
- c) **noted** that the Commission is not currently funded to support full integration of Te Araroa Trust.

Moved L Chase

Seconded P Henare

Carried

9. **Connecting Franklin – North Waikato update**

A Wilson-Goldman presented a paper updating the Board on progress with the Connecting Franklin – North Waikato project.

The project was initiated in late 2018, with funding from Waikato Regional Council and Waikato District Council, and support from the Franklin Local Board of Auckland Council. The first stage of this project, which involved engaging with stakeholders to produce a report outlining the hopes, concerns and vision for the region, has now been completed. The *Connecting Franklin – North Waikato Stakeholder Report* was released on August 7. The report has been well received by locals and has been reported on by local media. The next steps are to identify key projects to begin implementing the vision outlined in the report, and to create a governance and monitoring structure to oversee implementation of the key projects.

The Board noted the increasing need and opportunity to create access for elderly and disabled communities that is removed from public roads.

The Board also commended A Wilson-Goldman, RFAs and all staff that were involved in creating the report.

Action: The Board

- a) **noted** the update on the Connecting Franklin – North Waikato project.
- b) **noted** that, following the project's completion, the Commission will identify a modular model for future regional projects, taking into account lessons learned from all the regional projects it has undertaken.

Moved J Forbes

Seconded P Henare

Carried

10. Unaudited Financial Results 2018/2019

P Culling presented a paper updating the Board on the unaudited financial results for the financial year ended 30 June 2019.

The unaudited financial statements and supporting documentation/information were provided to Audit New Zealand, in preparation for the Commission's year-end audit. The Board will be updated on any amendments recommended by the Auditor. The audited financial statements will be included in the Annual Report.

The Board noted that, due to and in line with the agreed draw-down of the Commission's cash reserves, any significant spending outside the Commission's current 2019/2020 budget would require a higher level of scrutiny than usual.

Action: The Board

- a) **noted** the Commission's unaudited financial results for the year ended 30 June 2019.
- b) **directed** that any significant unbudgeted items that impact the bottom line in the financial year to June 2020 be brought to the Board's attention as soon as possible.

Moved H Mexted

Seconded P Henare

Carried

11. Engagement with Māori – Commission's Strategic Approach

P Culling presented a paper that reviewed the results of the Commission's Board Māori Engagement Strategy workshop facilitated by Campbell Squared on 25 July 2019 and outlined the next steps in developing and implementing the Commission's strategic approach to Māori engagement.

Action: The Board

- a) **reviewed and discussed** the workshop memorandum and recommendations from Campbell Squared.
- b) **agreed** that an aspirational approach to Māori engagement is required.
- c) **agreed** on the next steps in the process:
 - 1) formulating a Māori engagement strategy for the Commission;
 - 2) building the tikanga Māori capacity and capability of staff and regional field advisors; and
 - 3) having applicable practical policies, procedures and guidelines in place.
- d) **noted** that currently the Commission has not budgeted for any work to be carried out in relation to Māori engagement.
- e) **directed** that any action which requires significant resource not be undertaken until funding is secured.

Moved P Henare

Seconded L Chase

Carried

12. Q4 Quarterly Report

A Wilson-Goldman presented the Commission's Q4 report for 2018-19 as submitted to the Ministry for Primary Industries (MPI).

Action: The Board

a) **noted** the Commission's Q4 quarterly report, as submitted to MPI.

Moved H Allison

Seconded H Mexted

Carried

13. Legal options for creating access

K Douglas presented a paper providing an overview on different types of legal options that are nationally available to create certain and enduring public access, which includes walking access.

Public access can be created through legal roads (formed and unformed); marginal strips; esplanade reserves; reserves under the *Reserves Act 1977*; Commission owned land; leases; several different types of easements including walkways under the *Walking Access Act 2008*; covenants; and informal agreements.

The Board was informed about:

- some common issues with the types of access most often in dispute
- the increasing difficulty with creating walkway easements under the *Walking Access Act 2008*,
- esplanade strips and access strips, which are commonly recommended by the Commission to establish public access.

Action: The Board

a) **noted** the contents of this report.

Moved P Henare

Seconded H Allison

Carried

14. Roadways on Māori land

K Douglas presented a paper informing the Board about roadways on Māori land (sometimes referred to as Māori Roads).

Roadways on Māori land provides access over Māori land to other land. Roadways on Māori land are not the same as legal roads (as defined in the *Local Government Act*

1974), and can have restricted access, therefore it cannot be assumed that public access is available over a roadway.

Action: The Board

a) **noted** the contents of this report.

Moved P Henare

Seconded J Forbes

Carried

15. Significant Correspondence

Action: The Board noted the correspondence to:

- (a) Sir Kim Workman on 10 July 2019
- (b) Sir Kim Workman on 9 September 2019

Part C

16. Closing comment

The Chair thanked Board members for their attendance at the meeting and their involvement and contribution.

The Board commended staff and RFAs for their work on the Act Review.

P Henare closed the meeting with a karakia.

17. Next meeting

The next meeting of the Board will be held in Wellington on 27th November 2019.

The meeting closed at 12pm.

J Forbes
Chairperson

**NEW ZEALAND WALKING ACCESS COMMISSION
BOARD PAPER**

27 November 2019

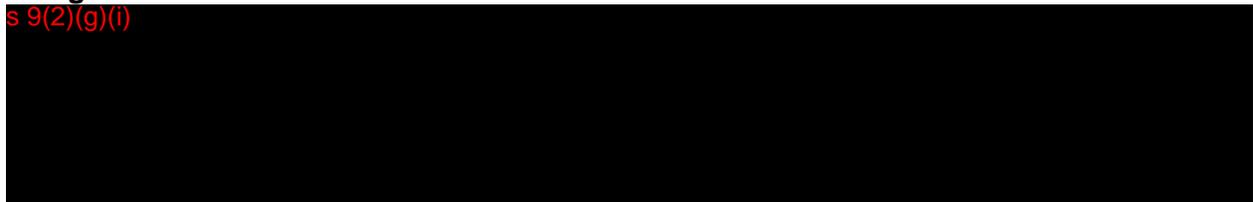
Chief Executive's report

Purpose

1. The Board is asked to discuss the Chief Executive's report for November 2019.

Budget Bid

s 9(2)(g)(i)



2018/19 Annual Report

3. The Audit and Risk Committee met with the Commission's Audit New Zealand Director on Friday 18 October to discuss the draft 2018-2019 Annual Report. The overall comments from the Director were positive and, subject to some agreed changes from the meeting, he issued a clear audit opinion.
4. In addition, the Director also tabled a report to the Board on the audit which assessed the Commission's management control environment as good, financial information, systems and controls as very good, and performance information, systems and controls as very good. Audit NZ also identified some matters for attention and has made three recommendations about these. There is one outstanding recommendation from the interim audit.

Insurance

5. Phil and I met with Darren Williamson, our account manager from Jardine Lloyd Thompson (JLT) to renew the Commission's insurance programme. JLT acknowledged that the Commission had established an Audit and Risk Committee. JLT noted that the Report on the Findings of the Review of the Walking Access Act 2008 had been released and requested that JLT be kept informed of any legislative changes that might result in a review of the Commission's current business operations which could impact on risks and insurance coverage.

I have asked Mr. Williamson to address the Board at its November meeting on Commission insurance matters. He will answer any insurance questions you have; In particular, questions about professional indemnity, statutory liability and directors and officer's liability.

IT systems upgrade project:

6. The Commission is well underway with its GIS Project. The project will upgrade the Commission's GIS in both capacity and capability so that it is in line with modern GIS technology and best industry practice. The project has two major components: an upgrade to the systems, and a refresh of the map viewer known as WAMS. This will affect both the public-facing maps and maps for internal (staff and RFA) use.

7. We have partnered with GIS consultancy Eagle Technology and are currently in the data migration and testing phase of the project. Next phase is to build and test the new map viewers with an expected go-live in the week beginning 25 November 2019.

Board appointments

8. The Commission welcomes Celia Wade-Brown and Peter Coburn as new board members. We expect advice on the appointment of a new Chair in December.

Progress on Statutory Functions

Regional Leadership and Strategies

9. Pūhoi to Pākiri Trail Programme: The Programme is continuing to progress well. Work has continued on the development of an engaging trail narrative/vision which trail building groups, key stakeholders and funders can get in behind. In the Matakana area several easements over private land are being pursued, including a fantastic riverside trail. A clear process has been developed with Auckland Transport to develop trails on unformed legal roads.
10. Connecting Franklin-North Waikato: The Commission has contracted Dr Mick Abbott to undertake phase two of this project, identifying the overarching vision and some concrete projects. Mick has held workshops with key stakeholders including local authorities and iwi, and he is now developing the agreed outputs.
11. Taranaki: The newly established Taranaki Tracks and Trails Trust has now completed the work to become a legal entity. The Commission has funded some support from Mick Abbott to help the Trust identify its vision and mission statement, and to prepare documents that the Trust can use to attract large-scale funders to support its projects. This work is expected to be completed in November. Following which, the Commission's role in Taranaki will be dialled back to routine levels of support as are provided to any other trails trust.

Partnerships and Policy

12. Regular high-level meetings continue with MPI and LINZ. We have developed excellent relationships at an operational level with the OIO and QEIINT.
13. I attended a Te Araroa Trust Board meeting in Wellington 24 October. TAT will continue to consider various options for working more closely with the Commission. It may be timely to invite the TAT Board to our board meeting in early 2020.
14. I met with Recreation Aotearoa on 25 October to discuss the Act Review Report and implementation. Recreation Aotearoa are very keen to support the implementation of the review's recommendations.

s 9(2)(j)

16. Te Urewera Summit has been postponed from 30 October 2019 to 30 January 2020.
17. We submitted on the Action for Healthy Waterways consultation document, essentially that the National Policy Statement for Freshwater Management should include a section on public access to and along waterways based on Policy 19 of the NZ Coastal Policy Statement.

Health and safety

18. The period covered by the health and safety report is 1 September 2019 to 22 November 2019. Since the last health and safety report there have been no recorded accidents or near misses.

Recommendation

19. It is recommended that the Board:
 - a) **discuss** the Chief Executive's report for November 2019.

Ric Cullinane
Chief Executive | Te Tumuaki

NEW ZEALAND WALKING ACCESS COMMISSION BOARD REPORT

27 November 2019

Health and safety report

Purpose

1. This paper reports to the Board on health and safety for the period 1 September 2019 to 22 November 2019

Background

2. The Board requested that a health and safety report be included as a regular item on its agenda.
3. This regular report will cover the following health and safety matters: accidents, near misses, on-going issues/any action taken, pro-active initiatives, and any other relevant matters.

Incidents

4. There are no new incidents or near misses to report.
5. It is recommended that the Board;
 - a) **note** the Commission's November health and safety report.

Ric Cullinane
Chief Executive | Te Tumuaki

Prepared by
Phil Culling
Deputy Chief Executive | Te Tumuaki Tuarua

Appendix 1: November 2019 Health and Safety Report

Walking Access Commission

22 November 2019

Health and Safety Report

Period covered: 1 September 2019 to 22 November 2019

Accidents:

2018: No accidents reported

2019: Previously reported - 1 incident on 3 July 2019 involving s 9(2)(a) who tripped and fell down stairs, in wet conditions at Wellington airport. Accident did not require a doctor or hospital visit but RFA received some superficial injuries in the form of cuts and bruises.

2019: This period: No accidents reported.

Near Misses:

2018: no near misses reported

2019: no near misses reported

On-Going Matters:

- 1) Regional Field Advisors
No issues

In November, as part of the Commission's annual review of its contractors Health and Safety obligations, RFA's will be required to review and complete the 'Contractor Selection Checklist'(HS1).

- 2) Wellington Office
No issues

Pro-Active staff related initiatives:

- Personal locator beacons: Issued to all RFAs
- Vitae wellness: 24/7 counselling services for staff and RFAs
- Under-fire: all staff training on dealing with difficult situations
- Fire wardens: Two staff on NZTE roster for 15th floor
- First aid training for all staff held on 25 June
- Flu vaccinations: offered to all staff
- First aid: easy access to first aid kit and first aid cabinet
- Civil defence: cabinet containing blankets, axe, saw, bandages etc.
- Individual safety pack: staff each have a safety pack

- Two staff on NZTE civil defence evacuation committee
- Eye care: Staff reimbursed for eye tests and cost of glasses (up to \$500)
- Sick leave: increased by 1 day per annum to a total of 10 days sick leave
- Desk and computer set up for all new employees and RFA's at their request
- Flexible working arrangements

Other Matters:

The Commission will source a suitable 'driving in winter conditions' course for RFAs as appropriate.

NEW ZEALAND WALKING ACCESS COMMISSION BOARD PAPER

27 November 2019

Enhanced Access Grants – 2019-2020 Tranche 1

Purpose

1. This paper invites the Board to:
 - a. ratify a budget of \$100,000 for the Enhanced Access Grants (EAG) in 2019/2020
 - b. approve projects for grants from the 2019-2020 EAG funding round Tranche 1 – for which applications closed on 30 September 2019.

Strategic context

2. The notion of a contestable fund to support the development of expanded or improved access opportunities was formally recommended by the New Zealand Walking Access Consultation Panel in 2007.
3. Section 10 (1)(h) of the *Walking Access Act 2008* enables the Commission to administer a fund to finance the activities of the Commission or any other person in obtaining, developing, improving, maintaining, administering and signposting walking access over any land.
4. The EAG also contribute directly to meeting the “opportunities” objective in the Commission’s National Strategy by contributing to future access opportunities and working with others to provide assistance and funding for enhancing access (p.17-19).

Background

5. The Board has previously approved a budget of \$100,000 for earlier funding rounds.
6. Applications for the 2019-2020 EAG round are sought in two tranches. Tranche 1 closed on 30 September 2019 and Tranche 2 will close on 31 March 2020.

Tranche 1 Applications

7. The Commission received seven EAG applications for Tranche 1. An assessment of each application was completed by the relevant regional field advisor. The EAG assessment panel (board members Pierre Henare and Hilary Allison, and management representatives Lynda Edwardson and Phil Culling) met on 17 October 2019 to review the Tranche 1 applications for recommendations to the Board.
8. In making its recommendations, the panel considered the Commission’s priorities for funding, the total amount available for allocation, and geographic spread. The panel recommends that six applications receive funding (as below) and that one application be declined.
9. The assessment panel recommends the following six applications for board approval:

Applicant	Project	Amount Sought (GST exclusive)	Recommendation (GST exclusive)
Raetihi Promotions Charitable Trust / Ruapehu District Council	Ameku Road Walking Track	s 9(2)(b)(ii)	\$5,700
The Nowell's Lakes Walkway Trust of NZ	Nowell's Lakes Walkway Information Signage		\$6,075.29
Whangawehi Catchment Management Group	Whangawehi Walkway		\$14,615
Ilana Yannai and Justin Venable	Brennen's Creek/Blue Spur recreational access		\$4,800
Our Hut Heritage Hub	Sir Truby King Railway Bridge Track		\$8,096
Permolat Trust	Painkiller Track		\$13,400
Total			\$52,686.29

Recommendations

It is recommended that the Board:

- a) **ratify** a budget of \$100,000 for the EAG for 2019-2020, subject to Management's discretion as to whether or not to hold Tranche 2 depending on budget availability.
- b) **approve** funding for six applications from Tranche 1, totalling \$52,689.29 exclusive of GST, as recommended by the EAG assessment panel.
- c) **agree** that the Chief Executive advises all applicants of the Board's decision and invites the successful applicants to confirm their agreement to any conditions set by the Board.
- d) **direct** 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.

Ric Cullinane
Chief Executive | Tumuaki

Prepared by:

Joy Yang
Corporate Services Advisor | Kaitohutohu Ratonga Rangatōpū

Appendix 1 – Summary table of applications and EAG Review Panel recommendations (2019-2020 round, Tranche 1)

Appendix 2 – Guidelines for Applicants

Appendix 1 – Summary table of Applications and EAF Review Panel recommendations (2019 Round, Tranche 1)

19	Project applicant	Project summary	Sought (GST exclusive)	Recommended (GST exclusive)	Recommendation & Comments
01	Raetihi Promotions Charitable Trust / Ruapehu District Council	<p>Ameku Road Walking Track</p> <p>Survey work to clarify the position of the unformed legal road in relation to the Ameku Road walking track. The applications received a grant for \$5640 in the 2018/2019 Round, Tranche 1 for easement costs, signage and track markers.</p> <p>Funding sought for:</p> <ul style="list-style-type: none"> Centre line survey 	s 9(2)(b)(ii)	\$5,700	<p>Recommend – FULLY FUND</p> <p>This is the third application by the applicant for funding for the centre line survey. It has been declined twice previously as centre line surveys are not appropriate for EAG funding. However, considering the extenuating circumstances in the area (recent SH4 landslip), the panel recommends that in this exception, funding be approved.</p>
02	The Nowell's Lakes Walkway Trust of NZ	<p>Nowell's Lakes Walkway</p> <p>Informational and educational signage for a well-maintained walkway. Access is provided by an MOU between Fonterra and the Trust. The project is well supported and strongly promoted by the community and respective Councils. The walkway links to the network of tracks being developed in South Taranaki.</p> <p>Funding sought for:</p> <ul style="list-style-type: none"> Signage (manufacture, design) Posts and fittings for signs 10% contingency 	s 9(2)(b)(ii)	\$6,075.29	<p>Recommend – FULLY FUND</p> <p>Whilst this application does not meet objective #1, it does meet objectives #2, #3 and #4. As access is provided by an MOU, it is not certain or enduring. However, it was considered that there is no reason that these conditions would change and so there is little risk of the access being closed to the public.</p> <p>Condition –NZWAC logo to be on signs</p>

19	Project applicant	Project summary	Sought (GST exclusive)	Recommended (GST exclusive)	Recommendation & Comments
03	Kaitiaki Mokihinui Charitable Trust	<p>Re-opening the Chasm Creek Walkway</p> <p>This walkway was originally established by the NZ Walkway Commission but was never gazetted. This project is working towards the re-opening of the Chasm Creek Walkway by bringing historic railway bridges up to standard for walking and cycling.</p> <p>Funding sought for:</p> <ul style="list-style-type: none"> • Seed funding for bridge repairs 	s 9(2)(b)(ii)	\$0	<p>Recommend - DECLINE</p> <p>The panel recommends declining funding at this time, as it considers the application to fall outside of the scope of the EAG and the amount sought would be a significant portion of the yearly EAG budget.</p>
04	Whangawehi Catchment Management Group Inc.	<p>Whangawehi Walkway</p> <p>A community-led restoration project group is creating new access into the catchment area they are working on. The route will connect to a walkway on the adjacent DOC scenic reserve.</p> <p>Funding sought for:</p> <ul style="list-style-type: none"> • Survey of the walkway • Legal fees • Signage 	s 9(2)(b)(ii)	\$14,615	<p>Recommend – FULLY FUND</p> <p>This application meets all objectives and has strong support from community, local Marae, landowners and respective Councils.</p> <p>The applicants have also received a grant for \$10,000 under CE's discretion, to begin the survey of the walkway.</p> <p>The panel recommends funding the full amount.</p> <p>Condition –NZWAC logo to be on signs</p>

19	Project applicant	Project summary	Sought (GST exclusive)	Recommended (GST exclusive)	Recommendation & Comments
05	Ilana Yannai and Justin Venable (landowners)	<p>Brennan's Creek/Blue Spur recreational access</p> <p>Creation of 245m access strip over an existing gravel track on the applicant's property, linking sections of marginal strip. The landowners currently maintain the track, which is frequently used by the public. The landowners are also seeking a DOC easement where the track continues onto marginal strip to allow them to subdivide the property but also to continue maintaining the track.</p> <p>Funding sought for:</p> <ul style="list-style-type: none"> • Legal fees • DOC easement fees • Signage 	§ 9(2)(b)(ii)	\$4,800	<p>Recommend – FULLY FUND</p> <p>This application meets all objectives – it would formalise public access to an already frequently used private track that provides access to a network of walking and biking trails developed by the local mountain bike club.</p> <p>The panel recommends funding the full amount.</p> <p>Conditions:</p> <ul style="list-style-type: none"> - access instrument to be secured on the title - NZWAC logo to be on signs
06	Our Hut Heritage Hub	<p>Sir Truby King Railway Bridge Walkway</p> <p>Signage for a new walkway along an ULR, following the Tahakopa River, from Tahakopa Valley Road to a proposed bridge viewing platform.</p> <p>Funding is sought for:</p> <ul style="list-style-type: none"> • Information and safety signage and frames (manufacture and installation) 	§ 9(2)(b)(ii)	\$8,096	<p>Recommend – FULLY FUND</p> <p>This application meets objectives #2, #3 and #4. Access is secured over ULR and there is support from the Clutha District Council (local authority), local community and Fish and Game.</p> <p>The panel recommends funding the full amount.</p> <p>Condition –NZWAC logo to be on signs</p>

19	Project applicant	Project summary	Sought (GST exclusive)	Recommended (GST exclusive)	Recommendation & Comments
07	Permolat Trust	<p>Painkiller Track</p> <p>A historic track on PCL being reopened by volunteers for walking and mountain biking. Access to the north end of the track is limited due to safety restrictions as it falls within an operational coal mine. The Trust is trying to reroute this section, mostly over PCL or ULR. There is also a small section over private land, and the landowner has given verbal support for the track and new access.</p> <p>Funding is sought for:</p> <ul style="list-style-type: none"> • Survey fees for easement • Signage • Legal fees for easement • Fencing (3 wire electric) • Track excavation and gravelling 	<p>§ 9(2)(b)(i)</p>	<p>\$13,400</p>	<p>Recommend – PARTIALLY FUND</p> <p>This application meets all objectives. The project would create a new easement over private land, signage, and create a permanent unrestricted and safer route. The project has verbal or written support from DOC, local community, local council and landowners.</p> <p>The panel recommends funding towards the costs of: survey fees (\$5,520); signage (\$2,880); legal fees (\$5,000)</p> <p>Conditions:</p> <ul style="list-style-type: none"> - written consent from landowner - NZWAC logo to be on signs

Enhanced Access Grants

The New Zealand Walking Access Commission administers contestable grants to support projects aimed at enhancing access to New Zealand's great outdoors. This is known as the Enhanced Access Grants.

The first funding round of the Enhanced Access Grants were held in 2010 and since then 91 projects have been awarded funding.

There are two funding rounds each financial year, with a total of \$100,000 available for distribution across both rounds. Funding will be prioritised towards projects that help to secure certain and enduring access to the outdoors for future generations.

The main priority for funding is:

- obtaining certain and enduring access; for example, the cost of negotiation to secure access agreements, legal or survey costs of obtaining access, the cost of obtaining Resource Management Act consents.

Other priorities, in descending order, are:

- information including signs;
- developing and improving walking opportunities through installing gates, stiles and fences and the cost of obtaining professional reports such as engineering reports; and
- supporting community walking access projects, including infrastructure and administration. Funding of infrastructure including bridges and boardwalks is low priority.
- Availability of grant funds for these priorities will only be considered once higher priority applications have been considered.

The Walking Access Act came into effect in 2008 to “provide the New Zealand public with free, certain, enduring, and practical walking access to the outdoors (including around the coast and lakes, along rivers, and to public resources) so that the public can enjoy the outdoors”.

The Commission established the Enhanced Access Grants to facilitate the involvement of individuals and organisations in access projects across New Zealand.

Applicants should be aware that the funding is intended to be self-sustaining and this may limit the Commission's ability to satisfy all applications.

Exclusions

The Enhanced Access Grants cannot be used for:

- activities that could reasonably be expected to be carried out by applicants on their own account; or
- for personal or commercial profit.

Who is eligible to apply for funding?

As well as individuals, the following groups and organisations are eligible to apply to the Enhanced Access Grants:

- community organisations;
- territorial authorities in combination with community organisations;
- umbrella/lead organisations applying on behalf of local groups;
- iwi/hapu;
- administering authorities of walkways; and
- access-related groups or organisations.

The Commission is keen to attract applications that show individuals, community groups and/or organisations working together to enhance outdoor access in their localities. In some situations the local authority may be best placed to coordinate the project and assist with completing an application.

Territorial authorities themselves are not eligible unless combined with a community organisation.

Central government agencies are not eligible.

Partnerships

To achieve maximum impact from funding allocations the Commission prefers to see evidence of partnerships, including contributions from the applicant and other interested parties. Where other parties are involved applicants should provide letters of support showing how each individual, group or organisation will contribute to the project. This might involve financial assistance, non-cash support or both. Non-cash support could include materials, sponsored business services and/or volunteer labour.

What types of activities are eligible for funding?

Given the Commission's priorities (see "What are the priorities for funding" above), the following types of project activities are likely to be carried out by applicants:

- obtaining certain and enduring access through negotiation and legal processes to secure access agreements.
The following are lesser priorities. Availability of grant funds for these priorities will only be considered once higher priority applications have been considered.
- providing access signage on either public or private land; and,
- developing and improving walking opportunities through installation of gates, stiles and fences, and obtaining professional reports such as engineering reports, on either private or public land.

The grant will not pay for retrospective costs.

How much funding is available?

For the 2018-2019 funding round, \$100,000 (excluding GST) is available for distribution via an application process.

A maximum of \$25,000 may be allocated for any one project. However, given the total amount available the Commission also expects to support smaller projects.

Applicants may seek funding for projects that require up to two years to complete, and periodic reporting will be required.

Funds will be distributed across the duration of the project.

Applicants that are GST registered will be required to provide the Commission with a GST invoice when making a claim for payment. The Commission will need evidence of GST registration.

What do I need to include in the application?

Please ensure you fill out all of the required sections in the application form. Clear advice on exactly what the grant would be spent on and when that expenditure would occur is important. For example, 'legal costs' should be specified and include what the legal services would provide, and 'survey' should be specified in detail. Similarly, applications for signage, stiles, track markers etc should be as detailed as sensible. This information is best addressed in Section C of the application form: Project Milestones.

All applications should identify how the community will benefit from the project, detail of other funders (if any) and how much each funder will be contributing or has been asked to contribute.

If you are a registered charity, trust, incorporated or are required to prepare financial statements, please attach a set of your most recent financial statements with your application.

We welcome information about how you found out about the Enhanced Access Grants as this will assist us with future promotion.

On completion of the project, the Commission welcomes feedback on the impact the project has had and the applicant's impression of the Enhanced Access Grants funding process.

Who will evaluate the applications?

Applications will be evaluated by a Commission-appointed panel and the Board of the Commission will make the final funding decisions.

What will the Commission be looking for?

Applicants will need to provide evidence that they meet the eligibility requirements as described above. In addition, the Commission will consider how projects could contribute to one or more of the following:

- providing free, certain, enduring and practical access for the public; and
- enhancing opportunities for outdoor access.

The quality of the project plan, the ability of the project team to successfully complete the project, and the quality of the outcome will also be taken into account.

The Commission reserves the unrestricted right, however, to:

- not apply all of the amount set aside for the funding round; and/or
- fund a lesser amount than sought by the applicant; and/or
- not accept any application.

How do I submit an application?

To ensure applications can be evaluated in a fair way, all applicants must use the Commission's Application Form.

In many instances, additional supporting information may be needed (e.g. letters of support, plans, drawings, map references and photographs).

All applications must be sent by post, with original documents. Applications may be emailed but the originals must also be posted.

Applications should not be bound or stapled as the Commission needs to replicate them for the evaluation process. Please, do not send multiple copies of your application.

Accountability

The application form requires applicants to declare the information provided is true and correct and acknowledge that, if successful, a legal agreement will be drawn up between the applicant and the Commission.

This agreement will cover, for example, project approval, project details, start and finish dates, financial accountability, reporting requirements and contact details.

Application deadlines

This year the Commission will be accepting applications on a six-monthly basis.

Your application must be received at the Commission by the following dates to be considered for grant funding in any particular round.

Round 1

Closing date: 30 September 2019

Applicants advised by: 30 November 2019

Round 2

Closing date: 31 March 2020

Applicants advised by: 31 May 2020

Who can I talk to about a potential project?

Please contact us if you have any other questions or want clarification. If you are wondering about the eligibility of a potential project we would be happy to discuss it with you before effort is invested in preparing an application.

Initial discussion

Please contact the regional field advisor in your area if you wish to discuss a project that may qualify for funding with a Commission representative. This is the person who will be monitoring successful applications in your area.

Procedural matters

Name: Joy Yang

Position: Corporate Services Advisor | Te Kaitohutohu Ratonga Rangapū

DDI: 04 815 8502

Email: joy.yang@walkingaccess.govt.nz

Acknowledgement

We will acknowledge receipt of all applications. Once funding decisions have been made all applicants will receive notification in writing.

Further information about the Commission

If you have any other questions related to the work of the Commission please contact us.

04 815 8502 or contact@walkingaccess.govt.nz

New Zealand Walking Access Commission, PO Box 11181, Manners Street, Wellington 6142

NEW ZEALAND WALKING ACCESS COMMISSION BOARD PAPER

27 November 2019

Statement of Intent 2020 – 2025

Purpose

1. This paper updates the Board on planning for a new Statement of Intent (SOI) to be published in 2020.

Strategic context

2. SOIs are the product of a Crown entity's internal strategic planning process and assessment of whether the existing strategy is fit for purpose.
3. The SOI sets out how a Crown entity intends to increase value for its customers and New Zealanders (public value) over the medium to long term. It provides the Crown entity's Board with a mechanism for publicly setting out the entity's strategic objectives and how it will achieve these. The Board must ensure the entity acts in a manner consistent with its current SOI (as per s49 and 92 of the *Crown Entities Act 2004*).

Background

4. The Commission's current SOI was published in 2017 for the period 2018 – 2022. It focussed on improving relationships with key stakeholders, work in the regional and national leadership space, and gaining a better understanding of the Commission's role in tourism and urban development. The 2018 – 2022 SOI also made mention of the start of a shift from reactive to proactive access planning.
5. It also noted the spending down of the Commission's reserves, due to increased amounts and complexity of work across the range of areas in which staff and regional field advisors work. The SOI noted that "new funding will be sought via NZWAC's monitoring agency in 2019 - 2020...after the conclusion of the review of the *Walking Access Act 2008* in 2019."

Discussion

6. The SOI is the key document outlining the Commission's medium-term plans.
7. Given the Commission's current financial situation, if additional funding is not received the Commission will need to revise its SOI to reflect the imminent significant reduction of capacity and capability of the Commission.
8. This revised SOI would have to be published prior to the end of the 2019 - 2020 financial year. The Commission will know the result of the current bid for additional baseline funding for Budget 2020 before the publishing deadline for the SOI.
9. If additional funding is received, the Commission will continue at the current level of operation until the completion of the next stage in the review of the *Walking Access*

Act 2008. Therefore, the current 2018 – 2022 SOI could remain in place.

10. Once the policy and legislative processes are complete, with regards to the *Walking Access Act 2008*, the Commission will need to produce a new SOI, regardless of whether it has received additional funding in the interim.

Recommendations

11. It is recommended that the Board:
 - a) **agree** to the preparation of a new SOI in 2020 to be published only if additional funding is not received.
 - b) **direct** management to inform Minister O'Connor that the Commission plans to publish a new SOI in 2020 only if additional funding is not received.

Ric Cullinane
Chief Executive | Tumuaki

Prepared by:
Asher Wilson-Goldman
Strategic Communications and Partnerships Manager | Pou Whakahaere,
Whakawhitiwhiti Kōrero, Hononga Rautaki

NEW ZEALAND WALKING ACCESS COMMISSION BOARD REPORT

27 November 2019

2020 Commission timetable

Purpose

1. This paper seeks the Board's confirmation of the Commission's 2020 planning and reporting timetable.

Background

2. A 2020 Planning and Reporting timetable highlights the Commission's calendar events for next year.
3. The timetable sets out:
 - a) Board meeting dates;
 - b) Significant board business;
 - c) Regional Field Advisor workshops;
 - d) Statutory Reporting;
 - e) Budgets and Financial Reporting; and
 - f) Audit and Risk Committee meetings.

Discussion

4. The Board is asked to review and confirm the timetable – see Appendix 1. Any changes from the meeting will be incorporated into an updated timetable and circulated to the Board.
5. Three Audit and Risk Committee meetings are proposed.

Recommendation

6. It is recommended the Board:
 - a) **note and confirm** the planning and reporting timetable for 2020.

Ric Cullinane
Acting Chief Executive

Prepared by:
Phil Culling
Corporate Services Manager

Appendix 1 – 2020 Board Planning and Reporting timetable

Planning & Reporting 2019-2020

	2020											
	January	February	March	April	May	June	July	August	September	October	November	December
Public holidays	New Years Day Wednesday 1st Wellington Anniversary Day Monday 20th	Waitangi Day Thursday 6th		Good Friday 10th Easter Monday 13th ANZAC Day Monday 27th		Queen's Birthday Monday 1st	Annual Board/RFA/Staff Forum			Labour Day Monday 26th		Christmas Day Wednesday 25th
Board meetings		Board mtg Wellington February 18-19 Tue/Wed		Board mtg Location TBD April 21-22 Tue/Wed			Board mtg Wellington July 7-8 Tue/Wed		Board mtg Location TBD September 22-23 Tue/Wed		Board mtg Wellington November 24-25 Tue/Wed	
Board business		Meeting with minister	Letter of Expectations received from Minister, consider and reflect in SOI / SPE	SOI/SPE finalise (draft can be sent by e-mail prior to meeting, final version to Minister by 30 April)			CE Performance Review Committee report back		Act Review. The report to presented to House of Representatives by Sept end.		Pre SOI / SPE letter to Minister	
		Performance measures and budget estimates approved by Board .	Engage MPI and Audit & Risk Committee on SOI/SPE	EAG R2 approvals			Board confirms planning process for 2020-2021				EAG R1 approvals	
				Board Self Review	Annual declaration of interests				Board self review			
RFA Workshops			RFA Workshop, 4-5 March				RFA workshop, 1 - 2 July			RFA Workshop, 14-15 October		
Statement of Intent <i>SOI lasts for 3 years. Any changes in the interim are as a consequence of Ministerial request or Board initiated changes</i>		Board Discussion	SOI to MPI and Audit & Risk Committee for comment	Draft SOI to Minister for comment		SOI tabled in the House (if changed)						Current SOI covers the period 2018-2022.
						SOI published on website and mailed out (if changed)						Next SOI required for the 2017-2020 period.
Statement of Performance Expectations <i>SPE is required annually. Measures only required for 1 year (legislatively).</i>				Draft SPE to Minister by April 30	Receive Ministers comments on draft SPE	Printed SPE tabled in house						Prepare Draft SPE
				SPE proofed and printed Draft SPE to MPI for comment by April 30		SPE published on website and mailed out						
Quarterly report to Minister	Q2 report to MPI	Q2 report to board		Q3 report to MPI			Q4 report to MPI, Q3 report to Board		Q4 report to Board	Q1 report to MPI	Q1 report to board	
Annual Report					Review year end forecast (financial and SPE measures)	Commence drafting Annual Report		Board considers draft AR for approval	Annual Report Financial Statements to Audit NZ by Sept 30	Audit Report received at WAC by 31 October	Annual Report + Audit Report presented to Board	
Audit New Zealand and Audit&Risk Committee			Interim Audit	Audit & Risk Committee meeting on Thursday April 9 - focus on SPE/SOI, budget and legislative compliance					Audit NZ Final audit. Audit & Risk Committee meeting to discuss audit results before Board meeting	Annual Report + Audit Report to Office of the Clerk within 15 working days of Audit letter	Audit Committee meeting on Friday November 13, focussed on risk.	
Budgets and Business Plan		Begin reviewing business plan & budgets	Results of budget bid Late March/early April	1st draft of Business Plan and Align Business Plan with SOI		Finalise business plan & begin project planning	-Begin performance plans for next FY - Distribute financial delegations to officers					
Select Committee		Select Committee Response to questions due. Expecting hearing this year, date TBC.										Select Committee questions received

NEW ZEALAND WALKING ACCESS COMMISSION BOARD REPORT

27 November 2019

Draft Code of Professional Conduct for Crown Entity Board Members

Introduction

1. This paper seeks feedback from board members on the Draft Code of Professional Conduct for Crown Entity Board Members.

Background

2. The Commission has a policy that sets out the Code of Conduct for Board members. This 2009 policy was established in accordance with the provisions of the *State Sector Act 1988*. It gives guidance to the Commission Chair and Board members on how to conduct themselves in the capacity as members of the Board.
3. The State Services Commission has sent to the Board an updated draft Code of Professional Conduct for Crown Entity Board Members (see Appendix 1) and has asked for feedback.
4. The State Services Commission draft code, covering letter, and fact sheet have been circulated to the Board prior to the meeting to enable board members enough time to review the draft and to consider any feedback they may have.

Recommendations

5. It is recommended that the Board:
 - a) **review** the Draft Code of Professional Conduct for Crown Entity Board Members; and,
 - b) **consider** any feedback that it wishes to convey to the State Services Commission.

Ric Cullinane
Chief Executive

Prepared by:
Phil Culling
Corporate Services Manager

Appendix 1: Draft Code of Professional Conduct for Crown Entity Board Members.

NEW ZEALAND WALKING ACCESS COMMISSION BOARD REPORT

27 November 2019

Q1 Quarterly Report

Purpose

1. This paper presents the Commission's Q1 report for 2019-20 as submitted to the Ministry for Primary Industries (MPI).

Background

2. The Commission submits quarterly reports to MPI for its monitoring purposes and to enable it to report on the Commission's performance to the Minister for Primary Industries.
3. The quarterly report includes sections reporting on:
 - a. highlights from the quarter;
 - b. forecasting key events in the next quarter;
 - c. the Commission's financial performance; and
 - d. the Commission's performance against the *Statement of Performance Expectations 2019 - 2020*.
4. The Q1 report for 2019 - 2020 has a shortened format compared to previous reports, following discussions with MPI about which information it requires, and what the Commission was previously providing to MPI that was not being read.

Recommendations

5. It is recommended that the Board:
 - a) **note** the Commission's Q1 quarterly report, as submitted to MPI.

Ric Cullinane
Chief Executive | Tumuaki

Prepared by:
Asher Wilson-Goldman
Strategic Communications and Partnerships Manager | Pou Whakahaere,
Whakawhitiwhiti Kōrero, Hononga Rautaki

Appendix 1 – Q1 Quarterly Report



WALKING ACCESS

ARA HĪKOI AOTEAROA

NEW ZEALAND

WALKING ACCESS COMMISSION

ARA HĪKOI AOTEAROA

Quarterly Report for the period

1 July 2019 to 30 September 2019

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HIGHLIGHTS THIS QUARTER

- Release of the final Stakeholder Report from the Connecting Franklin-North Waikato project.
- Support for the release of the Report on the Findings of the Review of the Walking Access Act 2008.
- s 9(2)(g)(i) [REDACTED]
- A facilitated workshop for the Board and senior management to plan out how the Commission can better engage with iwi and Māori. Management are also working with Te Arawhiti on this.
- A joint workshop was held for the Board, Regional Field Advisors and staff, bringing the entire Commission together for only the second time in ten years.
- Survey work has commenced on 3 walking access easements on Lees Valley Station, to improve and legalise public access to the Puketeraki and Oxford Forest Conservation Areas.

NEXT QUARTER

- s 9(2)(g)(i) [REDACTED]
- Attendance at Te Urewera Summit to look at how the Commission can support this unique governance model.
- The Commission's Find My Adventure tool is a finalist at the New Zealand Spatial Excellence Awards in the People & Community category.
- Presentation on two of the Commission's regional projects at the 2019 Recreation Conference in Hamilton.
- Opening of the Five Summits trail by Pukekohe Tramping Club. This uses existing legal public access in a joined-up way, making an enjoyable, scenic 21km loop taking in all the main highpoints around the town, and celebrating the history of the area.

ENHANCED ACCESS FUND (EAF)

The Commission has budgeted \$100,000 for grants in the 2019-2020 financial year. The EAF offers small but often essential funding for projects that create new public access, or significantly enhance existing access. The priorities for funding are costs associated with surveying and legal costs relating to public access, two areas which are often difficult for community groups and NGOs to find alternative funding streams for. 24% of projects funded since 1 July 2016 have been completed within 24 months of funding being approved, with a further 64% in progress/awaiting signed contract. 12% of contracts have failed/been withdrawn.

Progress report on previous funding rounds (GST exclusive)

2016/17 rounds

8 approved project grants amounting to \$34,060, 1 of which was approved under the Chief Executive's discretion. 4 projects have been completed, 2 projects are not going ahead, 2 projects are in progress.

2017/18 rounds

14 approved project grants amounting to \$121,412. 8 projects have been completed, 3 of which were approved under the Chief Executive's discretion. 1 project is not going ahead, and 5 projects are in progress.

2018/19 rounds

10 approved project grants amounting to \$66,331, 1 of which was approved under the Chief Executive's discretion. 8 contracts are in progress, 1 contract was withdrawn before signing and 1 is pending the signed contract.

2019/2020 rounds

2 project grants, approved under the Chief Executive's discretion and amounting to \$5,999, are in progress.

Contingent liability

As at 30 September 2019, there were 20 grants in progress (including one grant totalling \$8,100 which has the signed contract pending) against which claims totalling \$147,531.11 (GST exclusive) have yet to be made.

FINANCIAL (SUBJECT TO AUDIT)

Statement of Comprehensive Income

For the quarter ended 30 September 2019, there was a net deficit of \$234,668 against a budgeted deficit of \$244,114.

Total income for the quarter was \$450,869, which was \$7,406 behind budget. This was due to lower than expected interest received as a result of holding the Commission's excess cash reserves in the on-line saver account pending further analysis of the findings from the Walking Access Act review and final audit confirmation. It is the intention to invest \$1,000,000 in the next quarter for 6-7 months.

Total Expenditure for the quarter totalled \$685,536 which was \$16,852 under budget.

Operating costs in total were \$33,994 over budget with under expenditure in some categories and over expenditure in others, including: Regional Field Officer expenditure \$30,045 over budget, Consultants \$11,692 over budget. Contractors support was \$8,124 under budget, grants \$10,631 under budget and staff travel \$4,684 under budget.

Personnel costs were under budget by \$42,583 mainly as a result of the decision to postpone the appointment of an Operations Manager.

At 30 September, forecast projections to year end indicate that overall revenue will be down by \$24,000 due to lower interest income. Expenditure at this stage is expected to be on budget with tight budgetary control required for the remainder of the financial year.

Statement of Financial Position

The Commission's current financial position continues to decline as more of its cash reserves are used to fund the working capital needed for day to day operations.

Cash and cash equivalents at the end of the quarter amounted to \$2,360,660 largely as the result of holding excess cash on call for the last quarter, as noted in the preceding section.

The origin of the \$447,250 income in advance in current liabilities is being investigated for its accounting treatment.

Forecast equity projected to year-end is below budget due largely due to a \$31,038 worse than expected result for 2018/19 and a worse than expected forecast result against budget for the June 2020 year end.

Statement of Comprehensive Revenue and Expense (subject to final audit clearance)

		for the three months 1 July to 30 September 2019			Full year to 30 June	
Sept 2018		September 2019			2020	Audited 2019
Actual		Actual	Budget	Variance	Forecast	Actual
\$000		\$000	\$000	\$000	\$000	\$000
	Revenue					
447	Revenue from the Crown	447	447	0	1,789	1,789
27	Interest Income	4	11	(7)	20	90
-	Other Income	0	0	0	0	27
474	Total revenue	451	458	(7)	1,809	1,906
	Expenses					
377	Operating costs	394	360	(34)	1,385	1,536
245	Personnel costs	247	289	42	1,172	1,333
-	Audit fees	0	0	0	22	21
17	Board fees	19	26	7	102	88
23	Depreciation/amortisation	9	10	1	44	102
17	Rentals and leases	17	17	0	76	69
679	Total expenses	686	702	16	2,801	3,149
(205)	Net surplus/(deficit)	(235)	(244)	9	(992)	(1243)
0	Other comprehensive revenue and expense	0	0	0	0	0
(205)	Total comprehensive income	(235)	(244)	9	(992)	(1243)

Statement of Financial Position (subject to final audit clearance)

as at 30 September		Full year to 30 June			
Sept 2018		Sept 2019	2020	2020	Audited 2019
Actual		Actual	Forecast	Budget	Actual
\$000	ASSETS	\$000	\$000	\$000	\$000
	Current Assets				
521	Cash and cash equivalents	2,361	800	510	2,052
58	Prepayments	57	0	0	0
25	Receivables	0	5	80	4
2,250	Investments	0	1,000	450	750
2,854	Total Current Assets	2,418	1,805	1,040	2,806
	Non-Current Assets				
38	Property, plant and equipment	27	20	94	31
54	Software	86	75	0	93
107	Work in Progress	0	0	0	0
750	Term Investments	0	0	750	0
949	Total Non-Current assets	113	95	844	124
3,803	Total Assets	2,531	1,900	1,884	2,930
	Current Liabilities				
160	Creditors and other payables	125	290	125	219
45	Employee entitlements	71	32	68	141
447	Income in advance	447	447	447	447
652	Total current liabilities	643	769	640	807
3,151	NET ASSETS	1,888	1,131	1,244	2,123
	EQUITY				
3,151	General funds	1,888	1,131	1,244	2,123
3,151	TOTAL EQUITY	1,888	1,131	1,244	2,123

Commission's Projected Financial Outlook

As noted in previous reports, several factors resulted in a build-up of the Commission's cash reserves. For the last two years, the Commission has increased its activities and funded the increased workload, over and above the resourcing from the annual Crown grant of \$1.789 million by using these cash reserves.

The forecast cash/bank balance to 30 June 2020 is \$1.805 million (2019 actual: \$2.805 million).

Going concern:

The going concern concept assumes that during and beyond the next fiscal period that the Commission will be able to complete its current plans, use its existing assets and continue to meet its financial obligations.

Overall budget projections:

A more comprehensive paper on the effect of the reserve drawdown and implications for the Commission's ongoing operations will be presented to the Board at its November meeting. This will include separating out the remaining Pūhoi to Pākiri obligations and will also include the effect of the Commission's outstanding grant commitments.

The flowing table has been prepared based on budget projections and without the effect of the timing of the remaining Pūhoi to Pākiri funding, outstanding grant commitments or any unexpected unbudgeted expenditure.

	30-Jun-2019	1-Jul-2020	1-Jul-2021
Adjusted equity position at start - 1 July 2019	2,570,212	1,577,714	577,716
Plus budgeted income	1,809,000	1,801,500	1,791,500
Less budgeted expenditure	2,801,498	2,801,498	2,563,211
Projected equity position at end of financial year	1,577,714	577,716	(193,995)
End of period date	30-Jun-2020	30-Jun-2021	30-Jun-2022

As is shown by the table, based on no additional base-line funding and without the effect of the timing of the remaining Pūhoi to Pākiri funding, outstanding grant commitments or any budget overruns, the Commission will have depleted its existing cash reserves and also its 2022 annual Crown funding at the end of the financial year ending on 30 June 2022. Indications are that the impact point will be sometime around Feb/Mar 2022.

Budget Bid

s 9(2)(g)(i), s 9(2)(j)



s 9(2)(g)(i) [Redacted]

s 9(2)(g)(i) [Redacted]

SERVICE PERFORMANCE (SUBJECT TO AUDIT)

1.0 Managed access is available where and when it will add most value to communities

NZWAC works with a range of stakeholders to secure access to the outdoors in urban, peri-urban, regional and rural communities. This is done through negotiation and relationship building with local communities, councils, and government agencies such as the Department of Conservation (DOC) and Land Information New Zealand (LINZ).

NZWAC's work under this output also includes supporting iwi, other communities and local groups to secure new access opportunities through grants from the Enhanced Access Fund, as well as mediating between parties where access is disputed. NZWAC also recommends access for areas subject to the sensitive land provisions of the Overseas Investment Office (OIO).

		Type	Q1 Actual 2019-20	Year to Date 2019-20	Target 2019-20	Actual 2018-19
Output: Access facilitation and leadership						
1.1	Number of Commission-led regional key stakeholder workshops held	QN	2	2	8	8
1.2	Percentage of OIO reports completed within 90 days	QN	100%	100%	80%	85%
Output: Access dispute resolution						
1.3	Percentage of access disputes resolved successfully within 12 months	QN	50%	50%	50%	37%
Output: Management of the Enhanced Access Fund						
1.4	Percentage of funded community group-led projects completed within five years of funding being approved	QN	100%	100%	70%	New
Output: Community engagement						
1.5	Percentage of enquiries responded to within 10 working days	TL	98%	98%	90%	96%

2.0 People know how to find access

NZWAC works with LINZ and DOC to access the GIS data that forms the basis of the Walking Access Mapping System (WAMS). WAMS is available from NZWAC's website and provides up-to-date information on public access rights for both recreational and professional purposes. The NZWAC website also contains a database of tracks and trails, to enable New Zealanders and overseas visitors to find places to go in the outdoors for walking, cycling and horse-riding.

NZWAC wants to understand how the public learns about access opportunities, so it analyses website traffic using Google Analytics, to understand its audiences.

		Type	Q1 Actual 2019-20	Year to Date 2019-20	Target 2019-20	Actual 2018-19
Output: Access mapping system						
2.1	Percentage of WAMS technical enquiries completed within 30 working days of receipt	TL	0%	0%	95%	New
2.2	Percentage of new gazetted walkways displayed on WAMS within 12 months	QN	N/A	N/A	100%	100%
Output: Tracks and trails information						
2.3	Percentage increase in the number of unique visits to the tracks and trails database	QN	2916	2916	5% (9,047)	Baseline 8,616

3.0 People responsibly access the outdoors

Encouraging the public to act responsibly while in the New Zealand outdoors is a key task. NZWAC does this in two ways – by providing educational resources and supplying general information on how to behave when in the outdoors. In addition, it is also responsible for enforcing behaviour on walkways via local and regional councils and DOC, who act as controlling authorities on NZWAC’s behalf.

		Type	Q1 Actual 2019-20	Year to Date 2019-20	Target 2019-20	Actual 2018-19
Output: School education programme						
3.1	Percentage increase in school education resources accessed compared to the previous year	QN	550	550	5% (5,242)	Baseline 5,004
Output: Digital-led behaviour change initiatives						
3.2	Percentage increase in the number of people accessing digital information on rights, responsibilities and appropriate behaviour in the outdoors	QN	1853	1853	5% (6,580)	Baseline 6,267
Output: Promoting informal access across private land						
3.3	Percentage of compliance reports received from controlling authorities	QN	93%	93%	95%	100% ^s

**NEW ZEALAND WALKING ACCESS COMMISSION
BOARD PAPER**

27 November 2019

Aspinall Scholarship

Purpose

1. This paper updates the Board on the latest recipient of the Aspinall Scholarship.

Strategic context

2. The Aspinall Scholarship is a \$5000 grant from the Commission to a student doing post-graduate work at a tertiary institution on a field of work relevant to the Commission.
3. It is named after John Aspinall, a late former Board member of the Commission and landholder of Mt Aspiring Station, who contributed significantly to both the primary sector and to public access to the outdoors.
4. The scholarship is an effective way for the Commission to receive innovative work from a reputable source for modest funding.

Background

5. The Commission has funded two Aspinall Scholarships in recent years.
6. In 2016, the Commission funded a summer studentship through Lincoln University, to test a concept for matching recreationalists and landholders in the digital environment. The student prepared a report which the Commission has published.
7. In 2018, the Commission awarded the Scholarship to a student at the University of Auckland, who produced a dissertation as part of her Honours Degree in Urban Planning looking at mechanisms for incentivising Auckland property developers to allow for public access through their land.

Discussion

8. Currently, due to a lack of capacity, the Commission has handed over the logistics of organising the scholarship to the University of Auckland.
9. The University advertises the scholarship along with many others offered by a range of institutions and funders. It is open to people studying at the University in any of several fields relating to the Commission's work at an Honours, Masters or PhD level.
10. The University makes an initial assessment of any applications, and the final scholarship applicant is selected by committee. This committee has two staff from the University of Auckland, and one representative from the Commission – currently the Strategic Communications and Partnerships Manager.

11. In 2019, two applications were received.
12. The first applicant was deemed to be qualified, but their proposed research topic was not closely enough connected to the Commission's work and was therefore declined.
13. The second application was by Declan Weir, a student studying towards a Bachelor of Urban Planning (Honours). The research question for his dissertation is "How can tactical urbanism be supported as a planning tool to improve walking and cycling infrastructure and promote active transport in Auckland?"
14. Declan has now completed his research and submitted his dissertation.
15. In early 2020, the Commission will seek to share this research on its website. It is also thought that the research findings will be beneficial to the Pūhoi to Pākiri and the Connecting Franklin-North Waikato projects.

Recommendations

16. It is recommended that the Board:
 - a) **note** that the Aspinall Scholarship for 2019 has been awarded to Declan Weir for his research on tactical urbanism and active transport in Auckland.

Ric Cullinane
Chief Executive | Tumuaki

Prepared by:
Asher Wilson-Goldman
Strategic Communications and Partnerships Manager | Pou Whakahaere,
Whakawhitiwhiti Kōrero, Hononga Rautaki

Appendix 1 – Letter of thanks for Aspinall Scholarship



20 October 2019

Jo McCabe
Policy & Partnerships Advisor
New Zealand Walking Access Commission
PO Box 11181
Manners Street
Wellington 6142

Alumni Relations and Development

The University of Auckland

University House
19A Princes Street, Auckland
Private Bag, 92019
Victoria Street West,
Auckland 1142
New Zealand

Dear Jo McCabe

When you chose to make your donation to the University of Auckland, you joined one of our most important partnerships. It is a partnership vital to success in finding answers to the great challenges facing us today.

Your gift will become a part of a powerful catalyst for creating academic excellence, intellectual leadership, and outstanding teaching and research. Philanthropic support for scholarships, internships, international study experiences and enhanced learning environments will help create the leaders of tomorrow and drive the revolutionary ideas and technologies that will shape our future.

On behalf of the community of the University – students, researchers, academic and administrative staff – thank you for your generous donation. Together we believe we can achieve great things for New Zealand and the world.

A receipt for your donation is attached below. Please take advantage of the tax credits or deductions, as they apply to your circumstances.

Yours sincerely

Dr Richard Sorrenson
Philanthropic Funds Manager
(On behalf of Vice-Chancellor, Professor Stuart McCutcheon)

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DATE	DONATION RECEIVED FROM	PARTICULARS	AMOUNT
20/09/2019	New Zealand Walking Access Commission	Aspinal Award in Planning 2019: D Weir	\$5,000.00
Total			\$5,000.00

Mrs Adrienne Cleland
Director of Administration

The University of Auckland has been granted charitable status by the Inland Revenue Department and donations are tax deductible within the limits of the Inland Revenue Act 1994.

NEW ZEALAND WALKING ACCESS COMMISSION BOARD REPORT

27 November 2019

Realignment of part of the White Cliffs Track Walkway

Purpose

1. This paper advises the Board that part of the White Cliffs Track Walkway (the walkway) located on land owned by Ngāti Tama Custodian Trustee Limited (Ngāti Tama), will require realignment due to the proposed Mt Messenger bypass project.

Background

2. The Commission holds the easement for the walkway. The Department of Conservation (DOC) is the controlling authority under the *Walking Access Act 2008* (the Act).
3. The part of the walkway to be realigned is located on land owned by Ngāti Tama.
4. The NZ Transport Agency (NZTA) has been working closely with Ngāti Tama and DOC in relation to the Mt Messenger bypass project. The solicitor acting for NZTA has advised that both parties are comfortable with the proposed realignment of part of the walkway and will provide written confirmation to that effect once all negotiations have been finalised.
5. If the Crown acquires the land for the motorway bypass part of the walkway easement over Ngāti Tama land will be extinguished.
6. The relevant part of the walkway to be extinguished is shown red on the map and the proposed new alignment is shown in light blue - refer Appendix A.
7. Ngāti Tama will grant a new walkway easement to the Commission over the new alignment.

Next Steps

- The route of the realignment will be confirmed with Ngāti Tama, DOC and the Commission.
- The form of the easement will be confirmed with Ngāti Tama, DOC and the Commission.
- The name of the walkway will be reviewed and confirmed by Ngāti Tama.
- The survey plan for the new section of the Walkway will be undertaken.
- The subject easement area (shown red) will be extinguished when the Crown acquires the land for the proposed Mt Messenger bypass.
- As soon as reasonably practicable, the new section of the walkway will be registered on Ngāti Tama title.
- Declaration of the walkway by gazette notice will be the final step – refer Appendix B for location of the entire walkway.

Recommendation:

8. It is recommended that the Board:
 - a) **note** that in the future extinguishment of the easement over part of the White Cliffs Track Walkway will take place, a new easement will be created and declared a walkway by gazette.

Ric Cullinane
Chief Executive

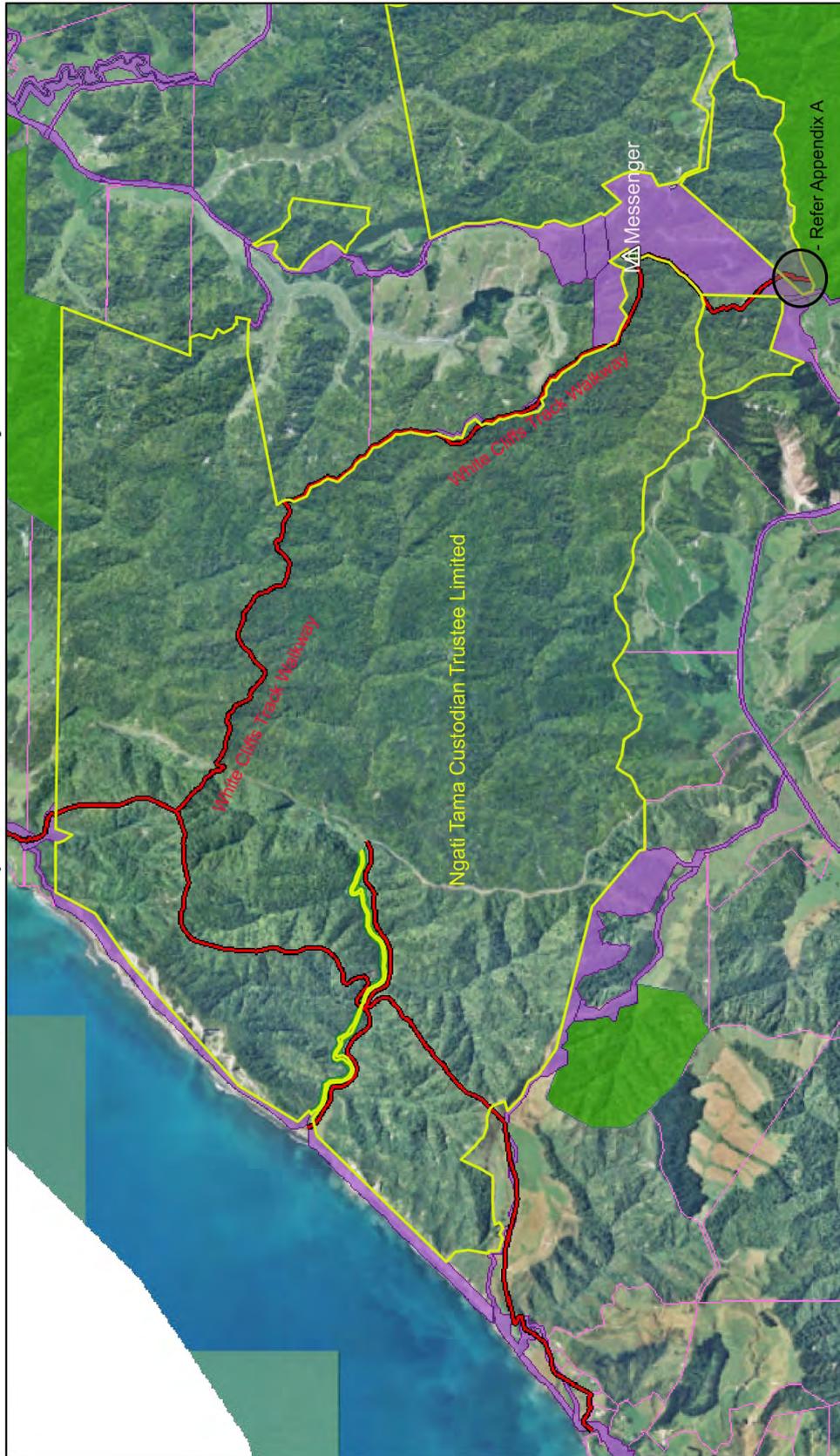
Prepared by:
Lynda Edwardson
Operations Manager (Acting) | Kaitohutohu Kōkiri

Appendix 1 – Location diagram of part of **White Cliffs Track Walkway** to be extinguished (outlined red) and new easement alignment to be created (shown light blue).

Appendix 2 – General Location diagram of **White Cliffs Track Walkway** (shown red, outlined in black)

Appendix B – General Location diagram of White Cliffs Track Walkway (shown red, outlined in black)

Location Map - White Cliffs Track Walkway



November 12, 2019

- Our Walkways
- DOC Public Conservation Areas (Land)
- NZ Road Parcels
- NZ Property Titles

1:30,000
 0 0.25 0.5 1 mi
 0 0.4 0.8 1.6 km

NZ Walking Access Commission, Fish and Game NZ, Environment Canterbury, Clutha Fishers, DOC, Te Aorora, NZ Cycle Trails, LINZ, Local and Regional Councils. Sourced from the LINZ Data Service and licensed for re-use under the Creative Commons Attribution 4.0 New Zealand licence

NZ Walking Access Commission

NEW ZEALAND WALKING ACCESS COMMISSION BOARD REPORT

27 November 2019

Annual Report 2018 - 2019

Purpose

1. This paper presents the final version of the Commission's *Annual Report for the period 1 July 2018 to 30 June 2019*.

Background

2. The Commission is required, by statute, to present an annual report to the Minister and Parliament.
3. The annual report must provide sufficient information to allow Ministers, MPs, select committees, stakeholders and the public to make an informed assessment of the entity's performance during the financial year. Annual reports also have an important historic value as they record the aspirations and views of an organisation as well as performance measures.
4. At the September meeting of the Board in Invercargill, the draft annual report was approved, subject to any changes arising from the audit. The Board designated Board member Lisa Chase, and Board Chair, John Forbes to sign the Annual Report covering the period 1 July 2018 to 30 June 2019, statement of responsibility, financial statements and letter of representation for, and on behalf of the Board.
5. The Commission's Audit and Risk Committee held a special meeting on 18 October 2019 where Audit New Zealand addressed the committee and discussed issues around disclosures in the Annual Report, the outcome of the audit, outstanding matters required to tidy up the report, the process for approving the report, audit matters they identified during the audit plus recommendations to address these.
6. At the meeting Audit New Zealand circulated a copy of its report to the Board on the audit. This report is item 13 of the Board's agenda and includes the matters in the preceding paragraph.
7. The Committee approved the Annual Report and recommended that the final version be presented to the Board with the Committee's endorsement.
8. The *Annual Report for the period 1 July 2018 to 30 June 2019* has now been sent to Minister O'Connor's office for tabling in Parliament. Once this has occurred it will be published on the Commission's website.

Recommendations

9. It is recommended that the Board:
 - a) **note** the Commission's *Annual Report for the period 1 July 2018 to 30 June 2019* has been printed and submitted to the Commission's Minister's office for tabling in Parliament.

Ric Cullinane
Chief Executive | Te Tumuaki

Prepared by:
Phil Culling
Deputy Chief Executive | Te Tumuaki Tuarua

Appendix 1 – Audited Annual Report for the period 1 July 2018 to 30 June 2019.

NEW ZEALAND WALKING ACCESS COMMISSION BOARD REPORT

27 November 2019

Report to the Board on the Audit

Purpose

1. This report documents Audit New Zealand's findings from its recent audit.

Strategic context

2. The Commission is required by statute to prepare an annual report. Audit New Zealand completes the audit of the Annual Report on behalf of the Office of the Auditor General. For the year ended 30 June 2019 it has issued a clear or unqualified audit opinion.
3. An unqualified audit opinion means that Audit New Zealand is satisfied that the Commission's financial statements and performance information fairly present the Commission's activity for the year ending 30 June 2019 and the Commission's financial position at the end of the financial year.
4. In addition to the audit opinion Audit New Zealand also issue a report to the Board on findings from the audit.

Matters identified during the audit

5. Audit NZ identified two matters during the audit; 1) sensitive expenditure, and 2) potential implications of the going concern assumption as a result of the review of the *Walking Access Act 2008*.
6. The auditors were adequately assured that there were no significant audit risks, and the financial statements and performance information were free from material misstatements.
7. The Audit and Risk Committee have reviewed the report on the audit, with the audit Director at the Committee's special meeting on 18 October 2019.

Audit Recommendations

8. Audit New Zealand's made three new recommendations:
 - a. managing sensitive expenditure;
 - b. reviewing sensitive expenditure policies; and
 - c. confirming related party disclosures.
9. There is one open recommendation from the interim audit in relation to the control over system master-file changes.
10. There are two implemented recommendations in relation to review of credit card statements and improved performance management measures.

Audit assessment

11. Audit New Zealand made the following assessments at the end of their audit;
- Management control environment: Good (2018: Very Good)
 - Financial information, systems and controls: Very Good (2018: Very Good)
 - Performance information, systems and controls: Very Good (2018: Good)

Recommendations

12. It is recommended that the Committee:
- a) **note** Audit New Zealand's Report to the Board on the Audit of the Commission for the year ended 30 June 2019.
 - b) **discuss** any issues or areas of concern.

Ric Cullinane
Chief Executive

Prepared by:
Phil Culling
Deputy Chief Executive

Appendix 1 – Report to the Board on the 2018 - 2019 audit

**Report to the Board
on the audit of**

New Zealand Walking
Access Commission

For the year ended 30 June 2019

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Key messages

We have substantially completed the audit for the year ended 30 June 2019. This report sets out our findings from the audit and draws attention to areas where the New Zealand walking Access Commission (the Commission) is doing well and where we have made recommendations for improvement.

Audit opinion

We intend to issue an unmodified audit opinion.

Matters identified during the audit

- Some sensitive expenditure transactions were not incurred in accordance with recognised good practice in the public sector.
- Improvements to sensitive expenditure policies could be made to bring these in line with recommended good practice.
- We have considered the Report on the Findings of the Review of the Walking Access Act 2008 (the Act) and assessed its potential implication for use of going concern assumption by the Commission. We concur with the management's conclusion that there is no doubt about the Commission's ability to continue as a going concern for a period of at least 12 months from the date we will sign the audit report. We will continue to monitor the situation for any changes to the legislation due to MPI's review of the Act and the budget bid progress as part of our 19/20 audit.

Thank you

We would like to thank the Board, management and staff for the assistance and cooperation we received during our audit.



Rehan Badar
Appointed Auditor
1 November 2019

1 Recommendations



Our recommendations for improvement and their priority are based on our assessment of how far short current practice is from a standard that is appropriate for the size, nature, and complexity of your business. We use the following priority ratings for our recommendations.

Priority	Explanation
Urgent	<p>Needs to be addressed <i>urgently</i></p> <p>These recommendations relate to a significant deficiency that exposes the Crown Entity to significant risk or for any other reason need to be addressed without delay.</p>
Necessary	<p>Address at the earliest reasonable opportunity, <i>generally within six months</i></p> <p>These recommendations relate to deficiencies that need to be addressed to meet expected standards of best practice. These include any control weakness that could undermine the system of internal control.</p>
Beneficial	<p>Address, <i>generally within six to 12 months</i></p> <p>These recommendations relate to areas where the Crown Entity is falling short of best practice. In our view it is beneficial for management to address these, provided the benefits outweigh the costs.</p>

1.1 New recommendations

The following table summarises our recommendations and their priority:

Recommendation	Reference	Priority
<p>Managing sensitive expenditure</p> <p>We recommend sensitive expenditure should be treated cautiously and incurred only when there is a clear business rationale.</p>	4.1	Necessary
<p>Review of sensitive expenditure-related policies</p> <p>We recommend sensitive expenditure-related policies be updated to meet good practice and the Office of the Auditor-General guidelines.</p>	4.2	Beneficial
<p>Related parties for Board members</p> <p>We recommend the Commission complete a periodic search of the companies register to confirm all related parties are disclosed and any conflicts of interest are appropriately managed.</p>	4.3	Beneficial

1.2 Status of previous recommendations

Set out below is a summary of the action taken against the previous recommendations. Appendix 1 sets out the status of previous recommendation in detail.

Status	Priority			
	Urgent	Necessary	Beneficial	Total
Open	0	1	0	1
Implemented or closed	0	1	1	2
Total	0	2	1	3

1.3 Environment, systems, and controls for measuring financial and service performance (ESCO)

We applied a standard framework, used across government departments and Crown entities, to assess your environment, systems, and controls. This assessment is based on our audit work to form an opinion on the financial and service performance statements. It incorporates the recommendations above. The grades assigned were:

Aspect	2018/19	2017/18
Management control environment	Good	Very Good
Financial information systems and controls	Very Good	Very Good
Performance information and associated systems and controls	Very Good	Good

We have reflected on the outstanding recommendations, some new recommendations and the need to review sensitive expenditure policies.

The grading for management control environment in previous years was appropriate given the size and scale of the Commission's operations, but given the growth and increasing complexity of the Commission's activities, the recommendations should be addressed in order to attain a "Very Good" grade.

The grading for performance information and associated systems and controls has improved from previous years as the Commission has addressed our recommendations in 2018/19.

Further information can be found in Appendix 2.

2 Our audit report

2.1 We intend to issue an unmodified audit report



We intend on issuing an unmodified audit report. This means we were satisfied that the financial statements and statement of service performance present fairly the Commission's activity for the year and its financial position at the end of the year.

2.2 Uncorrected misstatements

The financial statements are free from material misstatements, including omissions. During the audit, we have discussed with management any misstatements that we found, other than those which were clearly trivial. There were no significant misstatements identified during the audit that have not been corrected.

2.3 Quality and timeliness of information provided for audit



Management needs to provide information for audit relating to the annual report of the Commission. This includes the draft annual report with supporting working papers. We provided a listing of information we required to management on 29 July 2019. This included the dates we required the information to be provided to us.

We have been provided with all the information requested in accordance with our requirements listing. The quality and timeliness of information provided for audit was good, and our queries were answered in a timely manner. However we had to deal with a number of new accounting matters towards conclusion of the audit.

Report on the Findings of the Review of the Walking Access Act 2008 (published in September 2019), including consideration of its potential implication for going concern assumption, severance payment related recognition and disclosure misstatements and proposed accounting treatment of income in advance have significantly added to our audit cost. These technical matters add to our audit risk and require additional senior time. This additional cost amounted to about 35 percent of the overall budgeted costs. We will provide further details of these costs after conclusion of the audit.

3 Matters raised in the Audit Plan



In our Audit Plan of 26 March 2019, we identified the following matter as the main audit risk:

Audit risk/issue	Outcome
Risk of fraud due to management override of controls	
<p>There is an inherent risk in every organisation of fraud resulting from management override of internal controls. Management are in a unique position to perpetrate fraud because of their ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively.</p> <p>Due to the unpredictable way in which such override could occur, auditing standards require us to consider the a risk of material misstatement due to fraud as a significant risk.</p>	<p>We reviewed the journals system to ensure there is sufficient segregation of duties including independent review.</p> <p>The Commission has an appropriate journal system in place, given the small size of the entity, to prepare and review journals.</p> <p>In completing our audit procedures around journals entries, significant accounting estimates and unusual transactions, we have not identified any issues to bring to your attention.</p>

4 Issues identified during the audit

We identified the following matters during the course of the audit.

4.1 Managing sensitive expenditure

Sensitive expenditure is expenditure by a public entity that provides, or could be perceived to provide, a private benefit to a staff member, over and above the benefit derived by the business itself. There is also heightened public sensitivity around effective and efficient use of resources, waste, and a lack of probity or financial prudence and, as a result, we review these areas each year.

We tested a sample of entertainment, gifts, conferences, regional field advisors, travel and accommodation expenditure and staff expense claims.

We identified the following transactions that were not incurred in accordance with recognised good practice in the public sector:

- Wellness voucher was given as a Christmas gift to one of the regional field advisors to recognise hard work for the year. The expense was incorrectly coded as “Regional Field Advisor expense” instead of “Entertainment gifts and donations”. However this was a one-off coding error. The cost of the gift comply with the Commission’s sensitive expenditure policies but the nature is likely to be perceived as inappropriate.
- Wellness voucher was given as a gift to owner of the venue used to host the new Board member induction programme (supplier relationship) as a token of appreciation for exceptional service provided. In our view, it is not appropriate to give a gift to a supplier who is being paid for the services provided. A gift would have been appropriate if the venue was provided free of cost. The cost of the gift complies with the Commission’s sensitive expenditure policies but the nature is likely to be perceived as inappropriate.

We recommend sensitive expenditure should be treated cautiously and incurred only when there is a clear business rationale.

Management comment

Management take the matter of sensitive expenditure seriously and is aware of the important aspects of good practice in this area in terms of accountability, integrity and using public resources effectively and economically.

The two \$170 vouchers highlighted in the report were given under special and unique circumstances for genuine well-being and relationship purposes. The isolated transactions are certainly not the norm or culture of the Commission.

4.2 Review of sensitive expenditure-related policies

We have completed a comparison of the Commission's sensitive expenditure-related policies against Office of the Auditor-General's (OAG) good practice guidance on controlling sensitive expenditure. The purpose of this review was to confirm whether the Commission's policies covering travel, meals and accommodation, gifts, donations, use of the entity's assets, entertainment and hospitality are in line with the recommended good practice.

We identified some aspects of the policies where there is an opportunity for further improvement to bring these in line with recommended good practice. Refer to Appendix 3 – Sensitive expenditure recommendations.

Management comment

The Commission currently has a formal policy on Sensitive expenditure. In addition, the Commission also has an Entertainment Policy, Gifts and Hospitality Policy, and a Travel Policy.

We agree that these policies could be updated to give more clarity and guidance in line with recommended good practice.

4.3 Related parties for Board members

We gained an understanding as to how the Commission identifies, manages and discloses related party transactions. We have confirmed the completeness and accuracy of related party transactions and balances disclosed in the annual report.

However, during our audit, we identified that the Commission doesn't have any checks to confirm the completeness of the Board member declarations.

We recommend the Commission complete a periodic search of the companies register to confirm all related parties are disclosed and any conflicts of interest are appropriately managed.

Management comment

We will implement this checking and confirmation control for the completeness of Board members declarations.

4.4 Review of the Walking Access Act 2008

Ministry of Primary Industries (MPI) completed a review of the Walking Access Act 2008 (the Act) as required under section 80, which requires it to be undertaken within ten years of the Act's commencement. A report on the findings of the review is published and presented to the House of Representatives at the end of September 2019.

The review considered the need for the Act, its operation and effectiveness, and whether any amendments are necessary or desirable.

The primary conclusion of the review report is that the Act has been, and continues to be, effective and of public benefit and that MPI support its continuance. The review report also highlighted that Commission's work is valued by most stakeholders.

From discussion with the management and the Board, we understand that any changes to legislation and to the Commission's focus stemming from the review are unlikely to be implemented until late 2021.

We have considered the outcome of this review as part of our assessment of going concern assumption for the Commission.

Demand for the Commission's services has increased significantly over the ten years since its formation, without any change in funding level over that time. As per management, the Commission is likely to spend its cash reserves by 2022 if it continues to provide the required level of services without additional funding. The Commission is planning to put in a budget bid for additional funding in the interim to ensure it has required resources to operate efficiently and effectively until its new direction is confirmed.

If the budget bid for additional funding is unsuccessful, it is likely that the Commission will have to significantly reduce staffing levels and associated levels of service. We will continue to monitor the situation for any changes to the legislation due to MPI's review of the Act and the budget bid progress as part of our 19/20 audit.

From our review of the Commission's going concern assessment, current ratio, cash position and Report on the Findings of the Review of the Walking Access Act 2008, we concur with the management's conclusion that there is no doubt about the Commission's ability to continue as a going concern for a period of at least 12 months from the date we will sign the audit report. However we have recommended management to appropriately disclose a brief description of the Report on the Findings of the Review of the Walking Access Act 2008 and estimate of its financial effect, or a statement that such an estimate cannot be made. This recommendation was accepted.

We have assessed the appropriateness of the disclosure in the financial statements and concluded that the disclosure complies with the requirements of International Public Sector Accounting Standard 14 - Events after the reporting date.

5 Public sector audit



The Commission is accountable to Parliament and the public for its use of public resources. Everyone who pays taxes or rates has a right to know that the money is being spent wisely and in the way the Commission said it would be spent.

As such, public sector audits have a broader scope than private sector audits. As part of our audit, we have considered if the Commission has fairly reflected the results of its activities in its financial statements and non-financial information.

We also consider if there is any indication of issues relevant to the audit with:

- compliance with its statutory obligations that are relevant to the annual report;
- the Commission carrying out its activities effectively and efficiently;
- the Commission incurring waste as a result of any act or failure to act by a public entity;
- any sign or appearance of a lack of probity as a result of any act or omission, either by the Commission or by one or more of its members, office holders, or employees; or
- any sign or appearance of a lack of financial prudence as a result of any act or omission by a public entity or by one or more of its members, office holders, or employees.

Our findings and suggestions are included in section 4 above.

6 Useful publications



Based on our knowledge of the Commission, we have included some publications that the Board and management may find useful.

Description	Where to find it
Client updates	
<p>In March 2019, we hosted a series of client updates. The theme was “Improving trust and confidence in the public sector”.</p> <p>These included speakers from both Audit New Zealand and external organisations.</p>	<p>On our website under publications and resources.</p> <p>Link: Client updates</p>
Model financial statements	
<p>Our model financial statements reflect best practice we have seen to improve financial reporting. This includes:</p> <ul style="list-style-type: none"> • significant accounting policies are alongside the notes to which they relate; • simplifying accounting policy language; • enhancing estimates and judgement disclosures; and • including colour, contents pages and subheadings to assist the reader in navigating the financial statements. 	<p>On our website under publications and resources.</p> <p>Link: Model Financial Statements</p>
Tax matters	
<p>As the leading provider of audit services to the public sector, we have an extensive knowledge of sector tax issues. These documents provide guidance and information on selected tax matters.</p>	<p>On our website under publications and resources.</p> <p>Link: Tax Matters</p>

Description	Where to find it
Client substantiation file	
<p>When you are fully prepared for an audit, it helps to minimise the disruption for your staff and make sure that we can complete the audit efficiently and effectively.</p> <p>We have put together a tool box called the Client Substantiation File to help you prepare the information you will need to provide to us so we can complete the audit work that needs to be done. This is essentially a tool box to help you collate documentation that the auditor will ask for.</p>	<p>On the OAG’s website under publications and resources.</p> <p>Link: Client Substantiation File</p>
Matters arising from the 2017/18 audits	
<p>The OAG has published a report on the results of the 2017/18 audits for the sector.</p>	<p>On the OAG’s website under publications.</p> <p>Links: Central Government</p>
Good practice	
<p>The OAG’s website has been updated to make it easier to find good practice guidance. This includes resources on:</p> <ul style="list-style-type: none"> • audit committees; • conflicts of interest; • discouraging fraud; • good governance; • service performance reporting; • procurement; • sensitive expenditure; and • severance payments. 	<p>On the OAG’s website under good practice.</p> <p>Link: Good practice</p>
Reporting fraud	
<p>The OAG have released data from 2012-2018 on fraud in public entities. This includes how the fraud was detected, the type of fraud and the methods and reasons for the fraud. The graphs show the high-level sector, and this can be broken down further into sub-sectors by opening the spreadsheets available.</p>	<p>On the OAG’s website under data.</p> <p>Link: Reporting Fraud</p>

Appendix 1: Status of previous recommendations

Open recommendations

Recommendation	First raised	Status
Necessary		
Masterfile change control		
<p>We have identified a risk around supplier masterfile changes.</p> <p>Corporate Services Advisor has edit access to make changes to suppliers, invoicing and making payments.</p> <p>Deputy Chief Executive checks supporting documentation against masterfile changes made in the system as part of his batch payment approval process. However there is a segregation of duties risk as Corporate Services Advisor is still able to make changes to the supplier details and make payments, once Deputy Chief Executive has approved the changes.</p> <p>The Commission will be looking at addressing this control deficiency even though there was no issue from the review of the masterfile change report. We will revisit this issue at our final audit to assess whether the control has been implemented.</p>	<p>2018/19 Interim audit</p>	<p>At final audit visit, we were advised that Deputy Chief Executive now review all masterfile creations and updates.</p> <p>All changes are printed out and marked with the date of update. Corporate Services Advisor and Deputy Chief Executive sign the print out as proof of review.</p> <p>We assessed implementation of this control during our final audit visit and identified some instances where this control was not carried out.</p> <p>We will follow up this finding as part of 2019/20 audit.</p>

Implemented or closed recommendations

Recommendation	First raised	Status
Review of credit card statements		
<p>We identified that some credit card statements were not signed off by either the card holders or an independent reviewer. This is not in line with the Commission’s policy.</p> <p>We recommend the Commission ensures that credit card statements are signed off by the credit card holder and appropriately approved, according to policy.</p>	<p>2018/19 Interim audit</p>	<p>Through our review of credit card statements from March to June 2019 we have not noted any instances where the credit cards were not signed off by the credit card holders and an independent reviewer.</p> <p>We are satisfied the matter is closed.</p>
Performance information		
<p>We recommend the Commission look at some survey measures regarding their stakeholders’ satisfaction and consider measures of its work with the Overseas Investment Office, as this is an increasing workload for the Commission.</p>	<p>2016/17 Final audit</p>	<p>The Commission has taken steps to improve its performance management framework and incorporated stakeholders’ satisfaction and Overseas Investment Office work related performance measures.</p> <p>We are satisfied the matter is closed.</p>

Appendix 2: ESCO assessments



We applied a standard framework, used across central government and Crown entities, to assess your environment, systems, and controls. If we identify deficiencies, we will recommend improvements. We reached our conclusions in the context of our work in forming an opinion on the financial and service performance statements.

Explanation of grades

Grade	Explanation of grade
Very good	We have made no recommendations for improvement.
Good	We have recommended that some improvements be made.
Needs improvement	We have recommended that major improvements be made at the earliest reasonable opportunity.
Poor	We have recommended that fundamental improvements be made urgently.

The grade assigned directly reflects the recommendations for improvement as at 30 June 2019. It is not an assessment of management’s overall performance or an assessment of how effective the Board is in achieving its financial and service performance objectives.

Management control environment

This is the foundation of the control environment and may include consideration of the:

- clarity of strategic planning;
- communication and enforcement of integrity and ethical values;
- commitment to competence;
- participation by those charged with governance, for example, the involvement and influence of the Audit Committee;
- management philosophy and operating style;
- organisational structure;
- assignment of authority and responsibility;
- human resources policies and practices;
- risk assessment and risk management;

- main entity-level control policies and procedures;
- information systems and communication (including planning and decision-making for information technology);
- monitoring; and
- arrangements for legislative compliance.

Management control environment	
2018/19: Good	We have recommended that some improvements be made.
2017/18: Very Good	
Comment	
<p>Based on our review of the management control environment, we identified the following areas that we recommend the Commission address:</p> <ul style="list-style-type: none"> • Managing sensitive expenditure. • Review of sensitive expenditure-related policies. • Assessing completeness of related parties for Board members. • Implementing masterfile change control. 	

Financial information systems and controls

These are the systems and controls (including application-level computer controls) over financial performance and financial reporting, and include the:

- appropriateness of information provided;
- presentation of financial information;
- reliability of systems;
- control activity (including process-level policies and procedures); and
- monitoring.

Financial information systems and controls	
2018/19: Very Good	We have made no recommendations for improvement.
2017/18: Very Good	

Service performance information and associated systems and controls

This concerns the quality of the service performance measures selected for reporting against, as well as the systems and controls (including application-level computer controls) over service performance reporting, and includes the:

- appropriateness of information provided and reported;
- review of the associated forecast information and Information Supporting the Estimates;
- the audit of the current Statement of Performance Expectations and main measures of outcomes/impacts in the annual report;
- reliability of systems;
- control activity (including process-level policies and procedures); and
- monitoring.

Service performance information and associated systems and controls	
2018/19: Very Good	Deficiencies we identified in 2017/18 have been resolved.
2017/18: Good	

Appendix 3: Sensitive expenditure recommendations

We have made the following recommendations relating to the Commission's sensitive expenditure policies:

1. To outline arrangements for approval process when the usual approver is unavailable.
2. To set out who is eligible for a business credit card.
3. To set out the person or people responsible for authorising card issue, managing the acquisition of cards, and monitoring and reporting on their use. Currently credit cardholder is responsible to confirm charges on the card.
4. To include the process for cancelling and destroying credit cards.
5. To set out the consequences of unauthorised use of credit card, and who is responsible in the case of misuse of the card.
6. To include guidance on taking annual leave during business travel, staying away over weekends and/or travelling with spouses.
7. To state to the extent practical that air travel is booked well ahead of the actual travel, so the expenditure is the most cost-effective possible.
8. To set out the value of meals paid for when travelling. The main options for this are actual and reasonable costs or set amounts/allowances.
9. To include clear guidance on what constitutes appropriate entertainment expenditure in New Zealand and when travelling locally, regionally and internationally.
10. To set out type and cost per head for meals related to entertainment.
11. To include clear guidance about what is an acceptable level of expenditure on seasonal occasions such as a Christmas event.
12. To outline process to keep a record of loyalty rewards accrued and applied for the benefit of the Commission, and regularly supplying the Commission with a report of this record.
13. To mention that expenditure on farewells or retirements is to be pre-approved at an appropriate level of management, and to be moderate and conservative.

Appendix 4: Disclosures

Area	Key messages
Our responsibilities in conducting the audit	<p>We carried out this audit on behalf of the Controller and Auditor-General. We are responsible for expressing an independent opinion on the financial statements and performance information and reporting that opinion to you. This responsibility arises from section 15 of the Public Audit Act 2001.</p> <p>The audit of the financial statements does not relieve management or the Board of their responsibilities.</p> <p>Our Audit Engagement Letter contains a detailed explanation of the respective responsibilities of the auditor and the Board.</p>
Auditing standards	<p>We carried out our audit in accordance with the Auditor-General's Auditing Standards. The audit cannot and should not be relied upon to detect instances of misstatement, fraud, irregularity or inefficiency that are immaterial to your financial statements. The Board and management are responsible for implementing and maintaining your systems of controls for detecting these matters.</p>
Auditor independence	<p>We are independent of the Commission in accordance with the independence requirements of the Auditor-General's Auditing Standards, which incorporate the independence requirements of Professional and Ethical Standard 1 (Revised): <i>Code of Ethics for Assurance Practitioners</i>, issued by New Zealand Auditing and Assurance Standards Board.</p> <p>Other than the audit, we have no relationship with, or interests in, the Commission.</p>
Fees	<p>The audit fee for the year is \$21,362 as detailed in our Audit Proposal Letter 2019-21.</p> <p>No other fees have been charged in this period.</p>
Other relationships	<p>We are not aware of any situations where a spouse or close relative of a staff member involved in the audit occupies a position with the Commission that is significant to the audit.</p> <p>The Commission's previous appointed auditor Chrissie Murray resigned from Audit New Zealand effective 16 November 2018. She was subsequently appointed as the Chair of the Commission's newly formed Audit and Risk Committee effective 11 January 2019. Audit New Zealand has taken actions including safeguards to address threats to our independence.</p>

AUDIT NEW ZEALAND

Mana Arotake Aotearoa

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Wellington 6140
Phone: 04 496 3099

www.auditnz.govt.nz



NEW ZEALAND WALKING ACCESS COMMISSION BOARD REPORT

15 November 2018

Insurance Renewal Report

Purpose

1. This paper documents the Commission's insurance renewal and cover for the period 14 October 2019 to 14 October 2020.

Coverage

2. Adequate insurance is one way that the Commission mitigates the financial impact of risks that it may be exposed to. Risk mitigation is important to ensure that the organisation retains the capability to achieve its objectives should the unexpected happen.
3. Insurance policies in place for the Commission are:

Material Damage – Sum insured \$200,000 (2018: \$200,000)

Cover for accidental physical loss or damage to property belonging to the Commission or property for which the Commission is responsible or has assumed responsibility.

Business Interruption – Sum insured \$400,000 (2018: \$400,000)

Cover for consequential losses and additional costs incurred due to interruption of, or interference with, the Commission's business following loss or damage as insured under the Material Damage Policy.

Professional Indemnity – Cover per occurrence, **and** limit per policy period, \$5,000,000 (2018: \$5,000,000)

Indemnification for claims as a result of breach or professional duty in the conduct of the activities performed by the Commission by reason of any act, error or omission.

Directors and Officers' Liability – Cover per occurrence, and limit per policy period \$5,000,000 (2018: \$5,000,000)

For personal legal liability which arises by reason of any wrongful act committed or alleged to have been committed in their capacity as a Director.

Broadform Liability – Cover per occurrence, **and** limit per policy period \$5,000,000 (2018: \$5,000,000)

Legal liability to third parties for personal injury or damage to property in connection with the Commission's work.

Statutory Liability – Cover per occurrence, **and** limit per policy period \$2,000,000 (2018: \$2,000,000)

Commission's defence costs and penalties for which the injured grants indemnity to any officer as permitted or required by law.

Any officer's (of the Commission) defence costs and penalties, for which they do not receive an indemnity from the Commission, or contravention of any Act of the New Zealand Parliament, in connection with the business affairs of the Commission.

Employer's Liability – Cover per occurrence, **and** limit per policy period \$1,000,000 (2018: \$1,000,000)

Claims made by Commission employees for injuries falling outside ACC.

Internet Liability – Cover any claim, **and** in aggregate in any policy period \$100,000 (2018: \$100,000)

All sums that the Commission may become legally liable to pay arising from our use of the Internet that occurs anywhere in the world in connection with the Commission's business.

Insurer & Costs

4. All policies are insured with NZI, a division of IAG New Zealand Limited. NZI is rated AA- by Standard & Poor's (where AAA = Extremely Strong, AA = Very Strong, and A = Strong).
5. Jardine Lloyd Thompson (JLT) are the insurance brokers who manage the Commission's insurance programme and placement. JLT has acknowledged that the Commission has established the Audit and Risk Committee. Darren Williamson from JLT will be attending the Board's November meeting in to discuss the Commission's insurance coverage and, in particular, professional indemnity, statutory liability and directors and officer's liability.
6. In addition to the Commission's traditional insurance coverage JLT are currently pricing some cyber insurance for the Commission.

The Commission could be exposed to cyber risk if it:

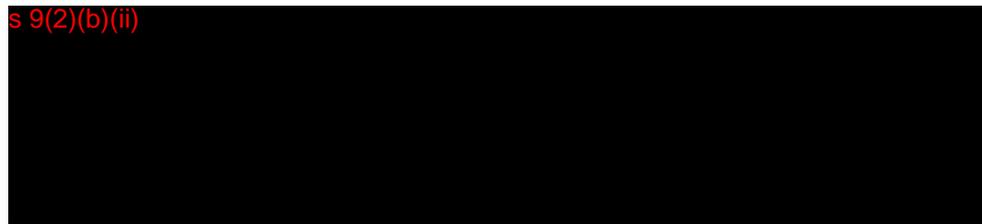
- a) engages vendors, independent contractors or additional service providers;
- b) gathers personal or corporate information;
- c) relies on computers and other electronic processes;
- d) uses online applications;
- e) has an online presence and/or point-of-sale machines; and
- f) has remote working outside a central place of business

Updated anti-virus software, two-factor authentication, robust firewalls, backups and staff education are all important risk management tools. However, none of those measures provide 100 percent security. Some hackers take advantage of vulnerabilities in systems, while others rely on human error to gain access to systems via phishing or social engineering scams.

Cyber insurance is available to help a business recover from a cyber liability such as a virus, ransomware or malware infection, a denial of service attack or a loss of data and breaches of privacy.

7. JLT has noted that the Report on the Findings of the Review of the Walking Access Act 2008 has been released. It has requested that it be kept informed of any legislative changes that might result in a review of the Commission's current business operations which could impact on risks and insurance coverage.
8. The Commission's Audit and Risk Committee has reviewed the insurance renewal process as part of its meeting agenda on 15 November 2019.
9. The annual premium: (GST exclusive)

s 9(2)(b)(ii)



Recommendations

10. It is recommended that the Board:
 - a) **note** the Commission's renewal and level of insurance cover and associated premiums.
 - b) **note** that the Commission's insurance broker JLT is to obtain a quote for some level of protection against cyber risk.

Ric Cullinane
Chief Executive

Prepared by:
Phil Culling
Corporate Services Manager

Attachments:

Appendix 1 – Insurance Renewal Report 2019 - 2020

**NEW ZEALAND WALKING ACCESS COMMISSION
BOARD REPORT**

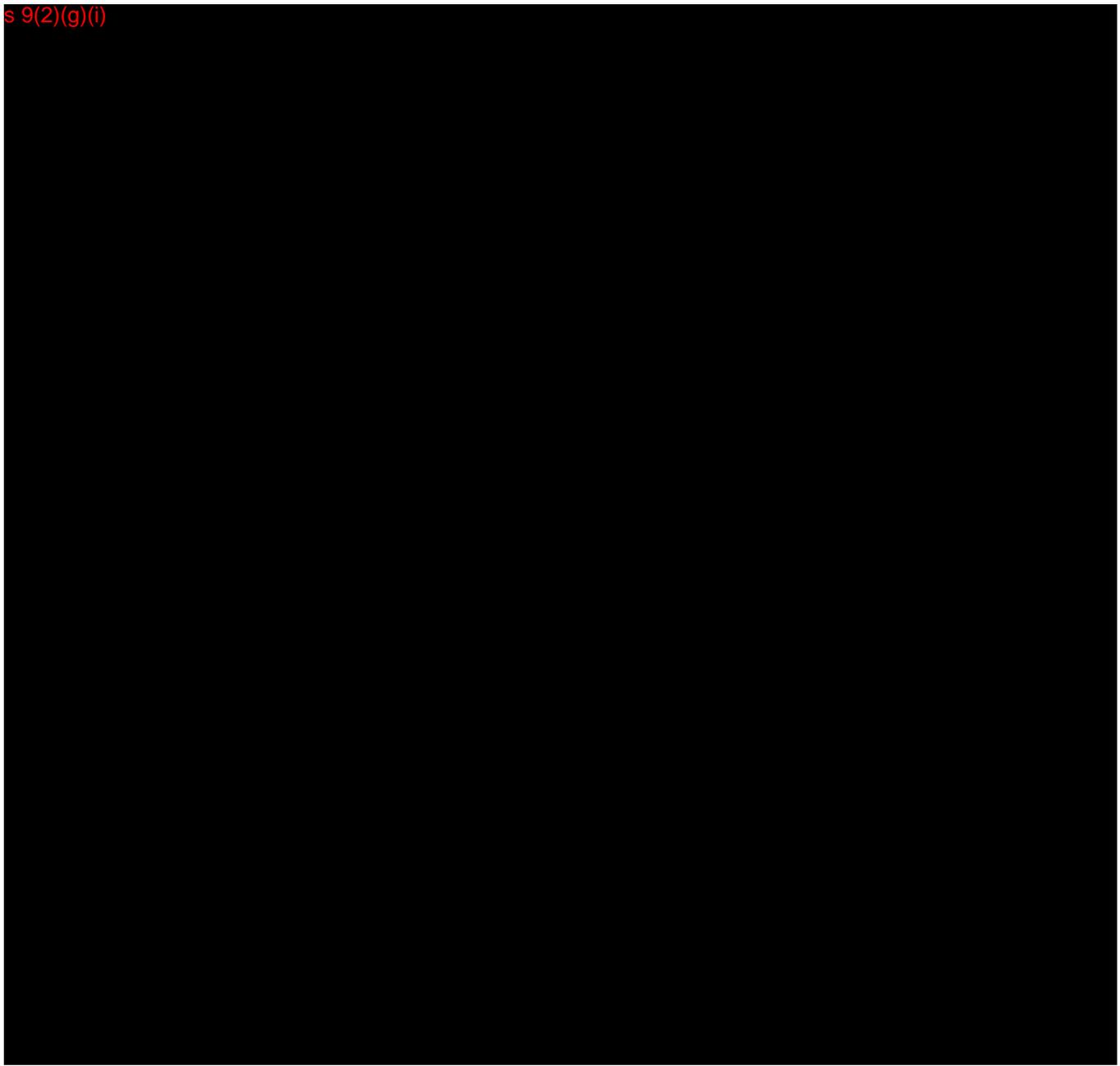
27 November 2019

Financial planning projections

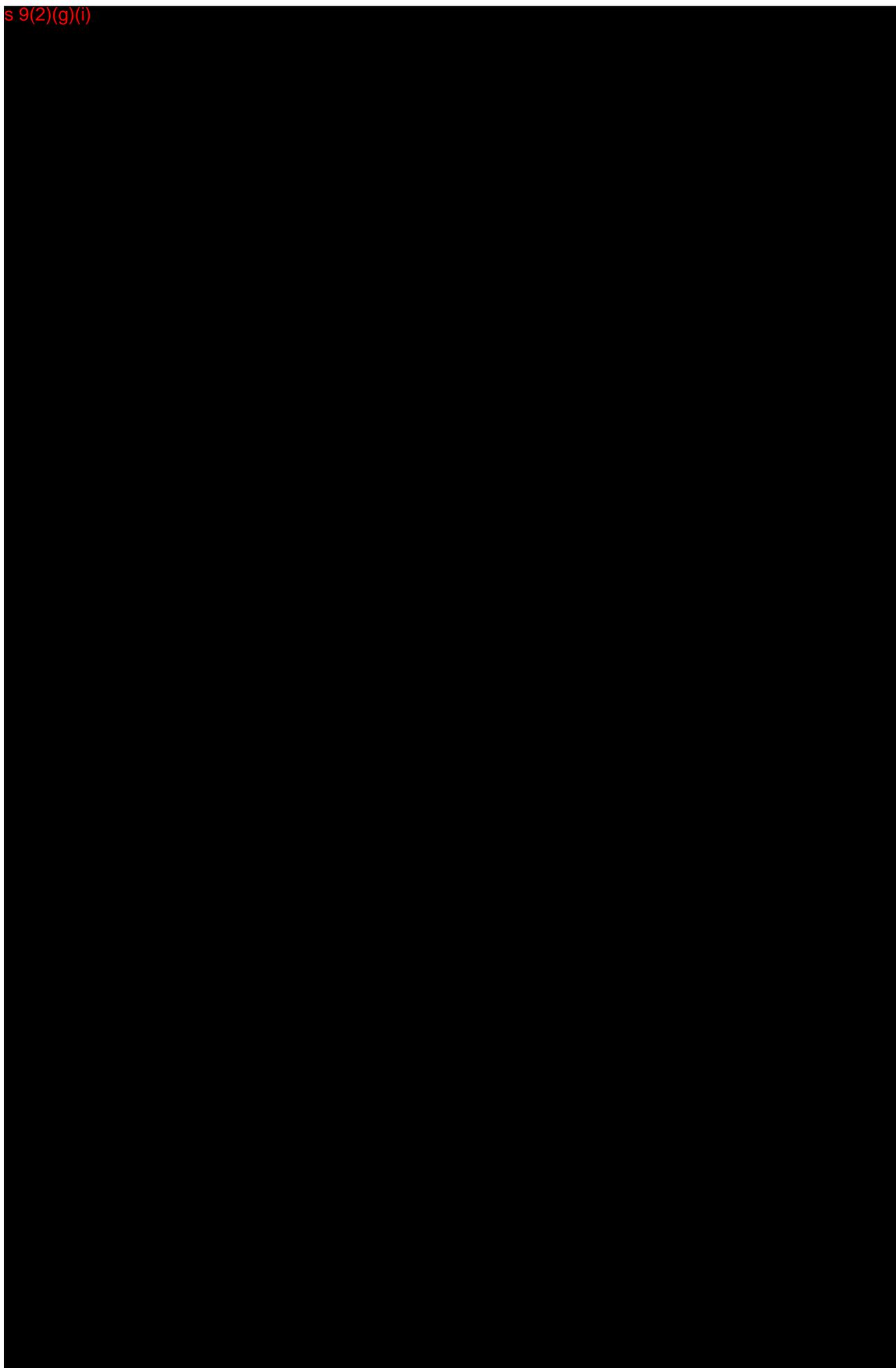
Purpose

1. This paper updates the Board on the effect on the Commission of no increase in baseline funding if budget bid(s) are not successful.
2. The Audit and Risk Committee has reviewed the financial planning and projections in this report at its meeting on 15 November 2019.

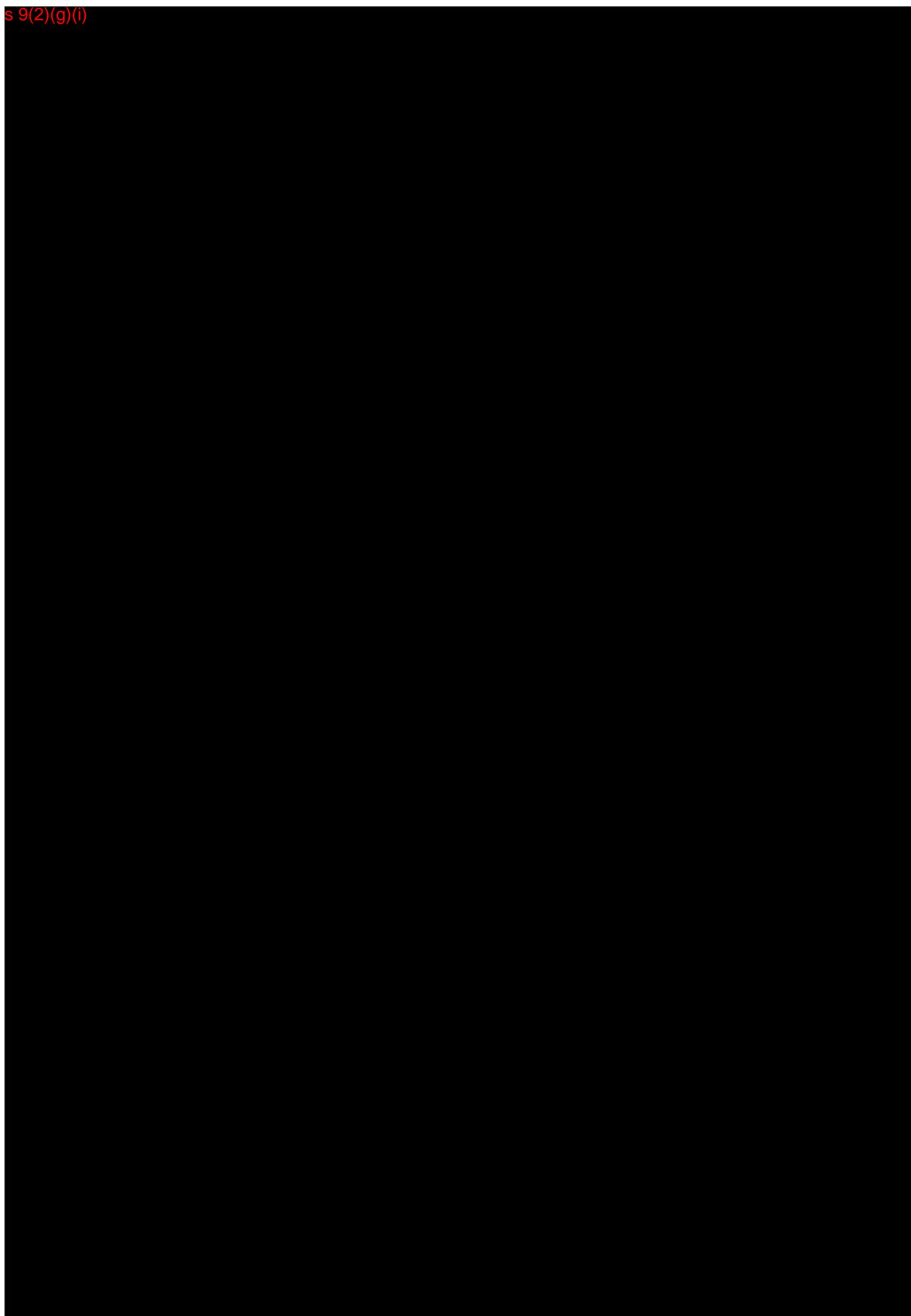
s 9(2)(g)(i)



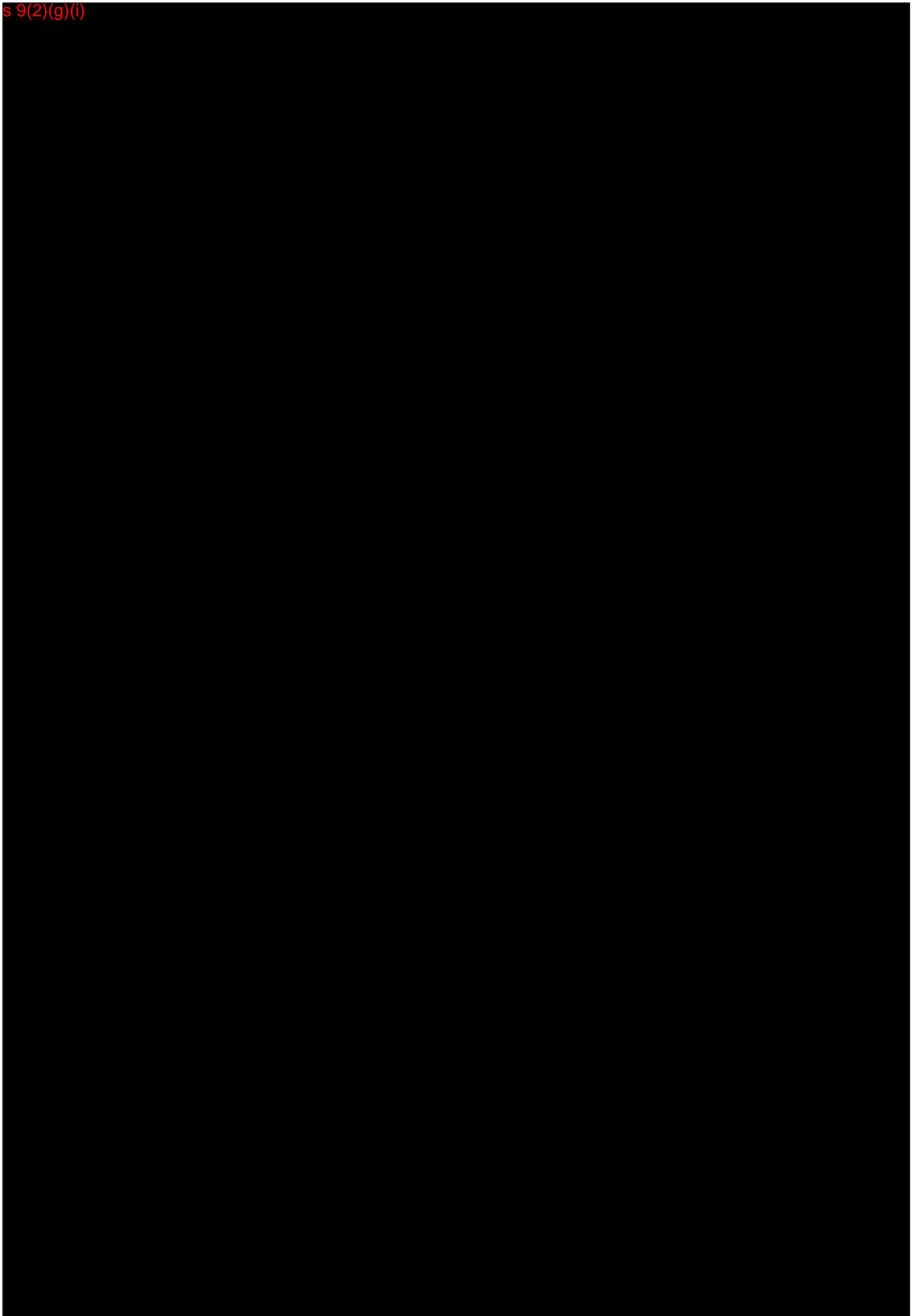
s 9(2)(g)(i)



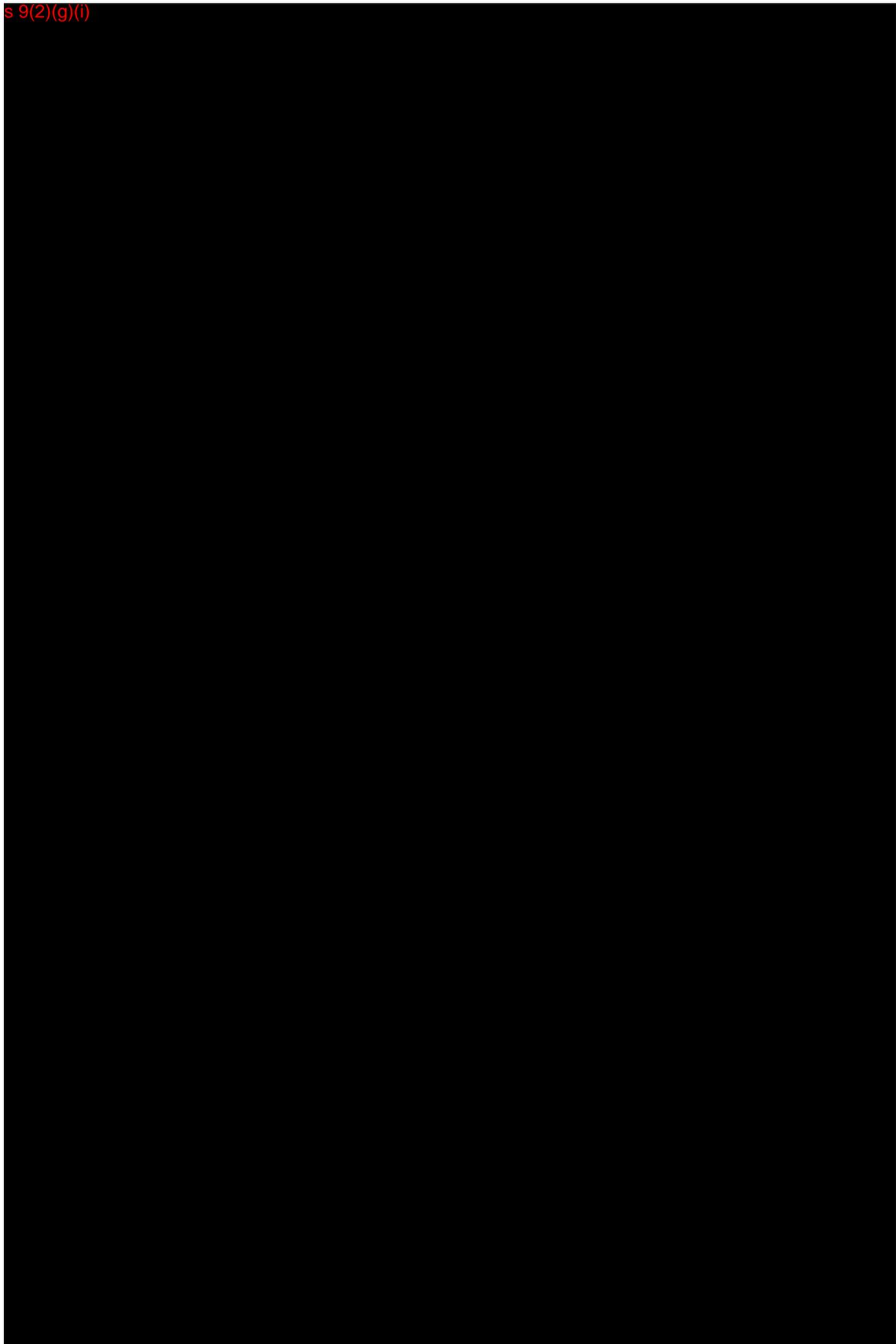
s 9(2)(g)(i)



s 9(2)(g)(i)



s 9(2)(g)(i)



s 9(2)(g)(i)

Recommendations

32. It is recommended that the Board:

- a) **note** the Commission's current projected financial position, cash drawdown and associated timeline in this report;
- b) **note** the probability of having to revert to scenario one if the Commission's budget bids are unsuccessful;
- c) **note** the preliminary planning that is underway for if the budget bids are unsuccessful;
- d) **note** Audit New Zealand's comments on the approach being taken by the Commission; and
- e) **discuss** any areas of governance concern that the Board has.

Ric Cullinane
Chief Executive

Phil Culling and Asher Wilson-Goldman
Deputy Chief Executive and Strategic Communications and Partnerships Manager

Appendix 1: Forecast financial projections

Appendix 2: Legislative functions under scenario one

Appendix 3: Timeline

NEW ZEALAND WALKING ACCESS COMMISSION BOARD REPORT

27 November 2019

Audit and Risk Committee Report

Purpose

1. This paper presents to the Board a report from the Commission's Audit and Risk Committee meeting that was held on 15 November 2019.

Background

2. The Audit and Risk Committee reports to the Board after its Committee meeting.
3. The report to the Committee on 15 November included the following items:
 - a. Latest financial results,
 - b. *Walking Access Act* review update,
 - c. External/internal relationship concerns,
 - d. Annual Report 2018/19,
 - e. Report to the Board on the audit,
 - f. Insurance renewal,
 - g. Financial planning and projections,
 - h. Legislative compliance,
 - i. Risk management, and
 - j. 2020 planning and reporting timetable
4. Due to the timing of the Committee meeting it is not practical to present minutes of the Committee meeting and resolutions at the Board meeting.
5. To take into account the decisions made, and resolutions approved by the Audit and Risk Committee it was decided to list the resolutions as per the Committee agenda and for the Deputy Chief Executive to give a verbal update of the result of each of the recommendations at the board meeting.
6. The full minutes of the Committee meeting will be presented to the Board at its meeting in February.
7. For information, Appendix 1 contains the agenda from the Audit and Risk Committee.

Recommendations from the Audit and Risk Committee meeting

8. It was recommended that the Committee:
 - a) **note** the Commission's latest financial results to September 2019 and projected result to 30 June 2020; **Mexted/Forbes**
 - b) **note** the update on the Walking Access Act review; **Murray/Mexted**
 - c) **note** the Commission's audited Annual Report for the period 1 July 2018 to 30 June 2019; **Murray/Forbes**

- d) **note** Audit New Zealand's report to the Board on the audit of the Commission for the year ended 30 June 2019; **Murray/Mexted**
- e) **note** the Commission's level of insurance cover and associated premiums and **note** that the Commission's insurance broker JLT is to get a quote for some level of protection against cyber risk; **Mexted/Forbes**
- f) **note** the Commission's current projected financial position, cash drawdown and associated timeline and **note** the probability of having to revert to scenario one if the Commission's budget bids are unsuccessful and **note** the preliminary planning that is underway for if the budget bids are unsuccessful and **note** Audit New Zealand's comments on the approach being taken by the Commission; **Murray/Forbes**
- g) **note** the completed and audited 2019 legislative compliance review and **note** the obligations under the Treaty of Waitangi; **Mexted/Murray**
- h) **note** the main identified risks at the Commission and **note** Audit New Zealand's concern about the outcome of the Commission's budget bid and **note** Audit New Zealand's concern about the uncertainty about the outcomes of the recommendations contained in the report on the review of the Walking Access Act; **Murray/Mexted**
- i) **note** the planning and reporting timetable for 2019. **Murray/Mexted**

Recommendation

- 9. It is recommended that the Board:
 - a. **note** the recommendations of the Audit and Risk Committee meeting held on 15 November 2019.

Ric Cullinane
Chief Executive | Te Tumuaki

Prepared by:
Phil Culling
Deputy Chief Executive | Te Tumuaki Tuarua

Appendix 1 – Agenda from the Audit and Risk Committee meeting held 15 November

AGENDA

NEW ZEALAND WALKING ACCESS COMMISSION, AUDIT AND RISK COMMITTEE MEETING 15 November 2019

Agenda			
	<i>Item</i>	<i>Lead</i>	<i>Resource</i>
	1. Welcome Apologies Confirm Agenda	C Murray	Verbal
	2. Minutes of the meeting of 18 April 2019 and matters arising from the Minutes	C Murray	Paper
Part A	<i>Standing items for discussion</i>		
	3. Latest financial results	P Culling	Paper
	4. Walking Access Act Review update	A Wilson-Goldman	Paper
	5. Any external/internal relationship concerns	P Culling/R Cullinane	Verbal
Part B	<i>Identified work/reports/matters</i>		
	6. Annual Report 2018/19	P Culling	Paper
	7. Report to the Board on the Audit	P Culling	Paper
	8. Insurance Renewal	P Culling	Paper
	9. Financial Planning and Projections	P Culling	Paper
	10. Legislative Compliance	P Culling	Paper
	11. Risk Management	P Culling	Paper
	12. Draft Planning & Reporting timetable 2019/20	P Culling	Paper
Part C			
	Any other matters Chair's closing remarks	C Murray C Murray	
Next Meeting: Friday 17 April 2020			

**NEW ZEALAND WALKING ACCESS COMMISSION
BOARD REPORT**

27 November 2019

Options if budget is overspent

Purpose

1. This paper notifies the Board that a late paper will be tabled at the Board meeting with several options for trimming spending if necessary if the Commission is running overbudget for the 2019/20 financial year.

Background

2. At the Audit and Risk Committee meeting on 15 November, the Committee noted that the Commission was running to budget for the current financial year.
3. It also noted that budget was extremely tight, and that any unplanned necessary expenditure could take the Commission over budget.
4. The Committee requested that Management bring to the Board some options of where, if needed, the Commission could trim expenditure in the second half of the current financial year in order to remain within budget.

Discussion

5. These options could include cutting spending or phasing options.
6. A short paper of these options will be provided at the meeting, once management has had time to properly assess and cost these options.

Ric Cullinane
Chief Executive | Te Tumuaki

Prepared by:
Phil Culling
Deputy Chief Executive | Te Tumuaki Tuarua



Dear Board Chairs of Statutory Crown Entities

Enduring Letter of Expectations

This letter replaces the previous enduring letter of expectations that was published on 26 July 2012. It sets out our expectations of all statutory Crown entities. This letter should be considered within the context of the Crown Entities Act and other relevant legislation.

A unified value-based government for all New Zealanders

You and your board members are in your roles, not only because of your passion for the entity you lead and collectively govern, but because all New Zealanders need your help, your ideas and your enthusiasm.

Your Board is the steward of the Crown's ownership interest and the primary monitor of the entity's performance. We expect you to regularly and transparently report on entity performance, risks and opportunities to your Minister. In doing so, we expect you to have a constructive working relationship with your monitoring department.

We expect the way your Board goes about its work is grounded in acting in a spirit of service to everyone in our community and with integrity and care. This means you are open and transparent, managing the public's money and assets wisely and doing the right thing in all circumstances including managing conflicts.

As State sector employers we expect you to work with your agency's chief executive and management team to:

- ensure your workplaces are safe;
- ensure your workplaces are diverse and inclusive;
- make substantive progress to close any ethnic or gender pay gaps and narrow the gap between the highest and lowest earners in the workplace; and
- ensure that employees have a voice in their workplace, including through effective and productive relationships with any relevant unions.

We also expect you will continue to take account of the Government's Expectations on Employment Relations in the State Sector.

As a general rule, you should inform your Minister promptly of matters of significance within his or her portfolio responsibilities, particularly where these matters may be controversial or may become the subject of public debate.

Supporting future-focussed Māori Crown relations

We expect your entities to embody the Government's good-faith and collaborative approach to Māori Crown relationships by:

- engaging appropriately and often with Māori on relevant issues;

- pursuing further opportunities for partnership with Māori entities and businesses;
- building staff Māori cultural capability including knowledge of tikanga Māori, te ao Māori, New Zealand history and how to address institutional racism;
- improving the Treaty-consistency of policy and practices (for example, considering where whanau-centred policies can be used); and
- supporting the Maihi Karauna by promoting and supporting the revitalisation of te reo Māori.

Contributing to improving wellbeing

New Zealand needs a high performing public sector that is strongly focussed on improving current and future wellbeing. Although there are many definitions of wellbeing, we see it as people having the capabilities to live lives of purpose, balance and meaning to them.

Our desire is to embed a wellbeing approach across the public sector. All public sector agencies contribute to achieving our wellbeing vision in some way. We have identified three elements of a wellbeing approach that you should consider as you look at your direction and contribution and to be reflected in your external reporting. The three elements are:

- Taking a whole of government approach – stepping out of the silos of agencies and working seamlessly together to assess, develop and implement plans to improve wellbeing.
- Looking at intergenerational outcomes – focussing on meeting the needs of present generations at the same time as thinking about the long-term impacts on future generations.
- Moving beyond narrow measures of success and considering impacts, both positive and negative, across a broader set of areas.

A specific example is the recognition that the current and future wellbeing of New Zealanders is reliant on a stable climate and living within ecological limits. We expect the State sector to lead by example by taking active steps to reduce greenhouse gas emissions, improve energy efficiency and reduce waste outputs.

As Crown entities your performance plays a critical role in supporting and improving the wellbeing of New Zealand through what you deliver and in how you work to deliver it.

Public Service Reform

We are in the process of modernising the public service, including reviewing the public finance system to achieve our wellbeing objectives. You will hear more on these reforms as they progress and have the opportunity to engage on their implementation. Our plan is to review this letter following the passage of the new Public Service legislation.

Yours sincerely



Hon Grant Robertson
Minister of Finance



Hon Chris Hipkins
Minister of State Services

New expectations set for statutory Crown entities

04 November 2019 | BRIEF COUNSEL

A new “Enduring Letter of Expectations”, recently delivered to the chairs of statutory Crown entities^[1], envisages a much broader leadership role in relation to the Treaty relationship, community wellbeing and future generations.

We look at the nature and scope of the changes, and how they might affect statutory Crown entity planning and reporting requirements.

The Enduring Letter of Expectations sets out what the Minister of Finance and the Minister of State Services expect of statutory Crown entities. These letters are occasional publications, in the sense that they are updated when there is a change in approach rather than according to a set timetable.

The last one – from then Finance Minister Bill English and State Services Minister Jonathan Coleman – dates back to July 2012. It emphasised the ‘no surprises’ policy requiring that Ministers are given advance warning of any problematic issues likely to spill into the public arena, and had a strong emphasis on delivering value for money.

In particular, statutory Crown entity Boards were expected to:

- maintain a thorough understanding of the business and cost drivers on the entity and look for service improvement within tight fiscal constraints
- take opportunities to work with other agencies on joint procurement, shared services and delivering key results to maximise system-wide efficiency and effectiveness, and
- share their ideas on how the State Services can operate more effectively and efficiently.

A larger role

The new Enduring Letter has replaced the 2012 version. It covers the matters set out in the English/Coleman 2012 letter, but also expects statutory Crown entity boards to actively progress the Government’s social and environmental objectives.

Workplace outcomes

Along with the expectation that Boards will ensure their workplaces are safe are expectations that they will also:

- ensure workplaces are diverse and inclusive

- make substantive progress to close any ethnic or gender pay gaps and narrow the gap between the highest and lowest earners in the workplace, and
- ensure that employees have a voice, including through effective and productive relationships with any relevant unions.

These expectations follow on from and extend (for statutory Crown entities) the “Government Expectations on Employment Relations in the State Sector”.

Māori

Further, statutory Crown entities are expected to “embody the Government’s good faith and collaborative approach to Māori Crown relationships” by:

- engaging appropriately and often with Māori on relevant issues
- pursuing further opportunities for partnership with Māori entities and businesses
- building staff Māori cultural capability, including knowledge of tikanga Māori, te ao Māori, New Zealand history and how to address institutional racism
- improving the Treaty-consistency of policy and practices (for example, considering where whanau-centred policies can be used), and
- promoting and supporting the revitalisation of te reo Māori.

Wellbeing

This is defined as “people having the capabilities to live lives of purpose, balance and meaning to them”. Three elements are identified:

- taking a whole of government approach
- looking at intergenerational outcomes, and
- moving beyond narrow measures of success to consider impacts, both positive and negative, across a broader set of areas.

An example of this wider ambit is “the recognition that the current and future wellbeing of New Zealanders is reliant on a stable climate and living within ecological limits”. This would involve “taking active steps to reduce greenhouse gas emissions, improve energy efficiency and reduce waste outputs”.

Practical implications for Boards

The Enduring Letter of Expectations sits alongside a set of other key documents underpinning a statutory Crown entity’s planning and reporting. These include:

- the Annual Letter of Expectations issued by the entity’s responsible Minister
- the Statement of Intent (*SOI*)
- the Statement of Performance Expectations (*SOPE*)
- the Annual Report, and

- any other planning and reporting requirements under the entity's own legislation.

Along with the Annual Letter of Expectations, the new Enduring Letter will now:

- be a cornerstone in any discussion on an entity's role, responsibilities and accountability, and
- influence the content of the entity's SOI and SOPE in future production cycles of these planning documents. Reporting under future Annual Reports will in turn be affected.

There may also be a case for an amendment to an existing SOI or SOPE. This could arise for example, where the Board considers that:

- this new Enduring Letter has changed the entity's operating environment, and
- the intentions of the existing SOI or SOPE are significantly affected by that change.

Review of new Enduring Letter of Expectations

The Ministers have signalled that the new Letter will not endure for the lifespan of the last one. Their plan is to review the Enduring Letter of Expectations following the passage of new Public Service legislation. These legislative reforms are part of the current modernisation of the public service, including the public finance system.

[1] Statutory Crown entities are those entities named in Schedule 1 of the Crown Entities Act 2004. They include:

- Crown agents (such as the Accident Compensation Corporation, District Health Boards and the New Zealand Transport Agency)
- Autonomous Crown entities (such as the Guardians of New Zealand Superannuation and the New Zealand Film Commission), and
- Independent Crown entities (such as the Commerce Commission and the Law Commission).