

MINUTES

NEW ZEALAND WALKING ACCESS COMMISSION MEETING 23 November 2009

NZWAC Boardroom, Revera House, Wellington

Board Members: J Acland (Chair), J Aspinall, K Booth, P Brown, M Bayfield, J Forbes, B Stephenson (part meeting), B Stuart.

In attendance: M Neeson (Chief Executive), P Litras, J Simpson (part meeting), H Donaldson (part meeting), C Bell (part meeting) and K Hayden (part meeting)

Opening Comments

The Chair opened the meeting and welcomed attendees.

1. Apologies

There were no apologies.

2. Conflict of Interest Register

No conflicts of interest were declared.

3. Confirm Agenda

The Board confirmed the Agenda for the meeting.

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

4. Contestable Fund

The Chief Executive welcomed Julie Simpson to the meeting. Ms Simpson had prepared the report on the establishment and operation of a contestable fund by the Commission.

The Board commented on the proposal including the scope and purpose of the fund, the eligibility criteria, the evaluation process and allocation of funding. The Board asked that the comments made during the meeting be incorporated into a second draft to be considered by the board at their February 2010 meeting.

The Board:

Invited the Chief Executive to submit a revised version of the Contestable Fund paper that incorporated the Board's amendments to the 15 February 2010 meeting.

Invited the Chief Executive to provide advice on the allocation of the surplus funding between the contestable fund and the Commission's operational activities.

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

5. Organisational Development: Presentation and Update

The Board noted and discussed a presentation by the Chief Executive on the proposed organisational structure for the Commission.

6. September Quarterly Report

The Board received the September Quarterly Report.

7. CE's Presentation on the NZWAC

The Chief Executive advised that following his presentation to the Nelson Regional Forum the Board had requested that the Commission discuss the key messages to be contained in a presentation on the organisation.

The Board discussed the content and format of the presentation and suggested some amendments to the presentation.

8. Inventory

At its October meeting the Board had requested advice on a suggestion that the Commission undertake an inventory of access issues.

The Chief Executive had considered the matter and advised that, although an inventory should be done at some point in time, it was a long term process and probably best left for when the Commission had field staff in place.

9. Financial Report

The Board received the financial report for the Commission for the period ending 31 October 2009.

Moved J Forbes

Seconded K Booth

Carried

10. Chief Executive's Report

The Chief Executive and Hunter Donaldson updated the meeting on a number of operational matters. They outlined work that had been done in respect to applications from the Overseas Investments Office and Tenure Review.

John Aspinall suggested that the Commission needed to be involved at the early warning stage of the Tenure Review process. Mr Donaldson advised that the Commission had asked Land Information New Zealand to ensure that they were notified at the early warning stage.

Mr Donaldson also briefed the meeting on the progress made with the mapping system project. He advised that the steering committee had met and that negotiations on the contract were almost complete.

The steering committee had also requested that a communications plan be prepared and that this was already under way. In addition the committee was also looking at the composition of the user panel.

11. Schedule of Correspondence

The correspondence was received.

The Chief Executive tabled a letter from Federated Farmers. The letter promoted the idea of Federated Farmers and the Commission jointly providing standardised access signage that could be used by farmers.

The Board:

Agreed that the Chief Executive continue discussions with Federated Farmers and with other stakeholders on signage and to place the topic on the agenda for the next national stakeholders' forum.

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

12. Confirm Minutes

The Board confirmed the minutes of the meeting of 19 October 2009, with three corrections, as being a true and correct record.

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

13. Matters Arising

Stakeholder Meetings

The Chief Executive informed the Board of the various stakeholder meetings he had held during the period. In addition Cathie Bell had been meeting with media people from allied stakeholder organisations.

Partnership Request

The Commission had received a funding request from the Mountain Safety Council to contribute to a safety in the outdoors campaign that would be running over the summer holiday period.

The Board:

Agreed to support the campaign and authorised the Chief Executive to provide an appropriate level of sponsorship.

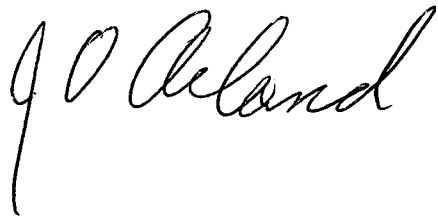
Moved K Booth **Seconded** P Brown **Carried**

National Forum and Official Opening of Commission Premises

The Board agreed that it would hold its next national forum in the first week in March 2010. The Board also decided that the official opening of the Commission's new premises would be held on the same day.

The Board discussed possible topics for the forum and agreed that two possible options were the mapping system and signage.

The Chief Executive agreed that to make arrangements for both events and advise the Board.

A handwritten signature in black ink, appearing to read 'J O Acland'. The signature is written in a cursive style with a large initial 'J' and 'O'.

J O Acland
Chairperson
16/02/10