

# MINUTES

## NEW ZEALAND WALKING ACCESS COMMISSION MEETING

1:45pm, 27 October 2010  
NZWAC Boardroom, Revera House  
WELLINGTON

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

**In attendance:** M Neeson (Chief Executive), H Barker, R Cullinane

### Opening Comments

The Chair opened the meeting and welcomed attendees.

#### 1. Apologies

There were no apologies.

#### Conflict of Interest Register

No conflicts of interest were declared.

#### Confirm Agenda

The Board confirmed the Agenda for the meeting.

#### 2. Draft Compliance and Enforcement Policy

The Board discussed a background paper on a proposed compliance and enforcement policy. The discussion covered: clarifying that it referred to gazetted walkways; benefits of warranting regional field advisors; importance of building relationships; and the role of the Department of Conservation where it is the controlling authority of a walkway.

The board asked for advice on compliance and enforcement for non-gazetted walkways.

**Action:** The Board

a) **agreed** to further development of the policy as described in the paper

**Moved** Peter Brown      **Seconded** Kay Booth      **Carried**

#### 3. Governance (managing conflicts of interest)

H Barker circulated papers and information from the State Services Commission and the Office of the Auditor General on governance and managing conflicts of interest and advised that the Audit & Risk Committee had discussed this issue with Audit New Zealand.

#### 4. **Audit and Risk Committee**

John Forbes (Audit & Risk Committee convenor) reported on the meeting of the Audit and Risks Committee on 26 October. The Committee had discussed the Audit New Zealand Management Report with the Audit New Zealand (ANZ) manager responsible for the audit. The Committee found the discussion very useful and it helped give more context to the recommendations in the ANZ letter. The Committee recommended that the board accept the advice and recommendations in the ANZ letter.

**Action:** The Board

- a) **received** the Audit New Zealand management letter following the 2009/10 audit.
- b) **agreed** that the register of interests of Board members and senior staff be updated annually; and
- c) **asked the Chief Executive** to report on a process to monitor and report on compliance with applicable significant legislation.

**Moved** John Forbes      **Seconded** Brian Stephenson      **Carried**

#### 5. **Draft Dispute Resolution Strategy**

The Board discussed a background paper on a proposed dispute resolution strategy. The discussion covered: the place of mediation (the board asked that this approach be included in the policy); the conceptual framework for the proposed policy; the source research for “conflict partnership” approach; and the importance of building relationships.

**Action:** The Board

- a) **agreed** to the further development of a dispute resolution strategy and policy as discussed.

**Moved** John Forbes      **Seconded** Maggie Bayfield      **Carried**

#### 6. **Third Party Funding Options**

The Board discussed a scoping report on options for third party funding. Discussion centred on the principles and criteria to be applied in identifying funding sources. The board agreed to the set of proposed principles in the paper and added: focus on the Enhanced Access Fund; separate the Commission from the Fund; no naming rights for the Commission; amended draft principle 5 as grants and donations are different.

**Action:** The Board

- a) **agreed** that the paper be redrafted to reflect the comments and advice received from the Board; and
- b) **agreed** that a further paper be considered by the board at its February 2011 meeting.

**Moved** Kay Booth **Seconded** Peter Brown **Carried**

## 7. Risk Management Register

The board reviewed and discussed the risk management register and agreed:

- a) *1.5 Stakeholders*: to reduce the likelihood due to the impact of the engagement programme around the mapping system; and
- b) *4.1 External environment*: to develop a risk management plan relating to Treaty of Waitangi settlement implementation.

**Moved** John Aspinall **Seconded** Barbara Stuart **Carried**

## 8. Confirm Minutes

**Action:** The Board confirmed the minutes of the meeting of 13 September 2010 as being a true and correct record subject to minor editorial changes as advised by board members.

**Moved** John Forbes **Seconded** Kay Booth **Carried**

## 9. Quarterly Report

**Action:** The Board

- a) **noted** the Commission's Quarterly Report for September 2010.

**Moved** Brian Stephenson **Seconded** John Aspinall **Carried**

## 10. Walking Access Mapping System Update

The board discussed the written progress report on the Walking Access Mapping System (WAMS) and received oral reports from the convenor of the project steering committee (Mr Aspinall) and staff (technical and communications updates). Discussion points included progress with the proposed memorandum of understanding with Land Information New Zealand, agreed additional functionality, a service level agreement and training.

Mr Aspinall reported that due to good progress with the WAMS the steering committee's meeting on 21 October was probably the last time it would meet. It will still need to consider the project manager's closure report before the Commission formally accepts the WAMS.

Following the discussion and recommendations from Mr Aspinall:

**Action:** The Board

- a) **agreed** to receive the report;

- b) **agreed** that the Chief Executive be authorised to accept the Walking Access Mapping System subject to a closure report from the project manager being endorsed by the project steering committee;
- c) **agreed** that the Chief Executive write to the external members of the Walking Access Mapping System Steering Committee to thank them for their services;
- d) **thanked** Mr Aspinall and Mr Stephenson for their work on and leading the Walking Access Mapping System Steering Committee and contributions to the project;
- e) **noted** that additional functionality work valued at \$6,200 had been authorized by the Chief Executive; and
- f) **noted** that there will be unrestricted public access to the system from mid November provided the outcome of the October user and load testing is satisfactory.

**Moved** John Aspinall      **Seconded** Brian Stephenson      **Carried**

#### 11. Schedule of Significant Correspondence

**Action:** The Board received the schedule of significant correspondence

**Moved** John Forbes      **Seconded** Kay Booth      **Carried**

The meeting closed at 4:30pm.

**Next meeting:** 22 November in Blenheim.

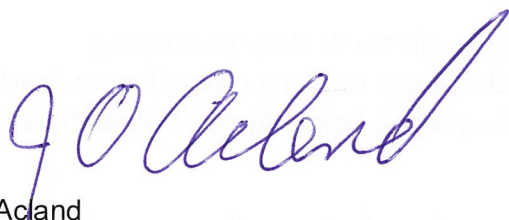
Note: the board also held:

27 October: half-day workshop on the review of its Statement of Intent.

27 October: regional forum for Wellington region stakeholders (approximately 15 people).

27 October: board performance "self review" discussion facilitated by Mr G Nahkies (Boardworks International).

28 October: national stakeholders forum.



J O Acland

Chairperson

22 November 2010