

**MINUTES**  
**NEW ZEALAND WALKING ACCESS COMMISSION MEETING**

**1:30pm, 30 May 2011**

**Edinburgh Room, Kingsgate Hotel**

**Dunedin**

**Board Members:** J Forbes (Chairman), J Aspinall, P Brown, M Bayfield, B Stephenson and M Barnett.

**In attendance:** M Neeson (Chief Executive), J Heffield (Communications Advisor) and Ric Cullinane (Operations Manager).

**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. Risk Management Register**

The board undertook a 6-month review of the risk register. It noted the addition of a risk associated with the technical performance of the Walking Access Mapping System arising from poor support by the supplier and noted adjustments to other items.

**Action:** The Board

a) **adopted** amendments to the Commission's Risk Management Register.

**Moved** Brian Stephenson **Seconded** Maggie Bayfield **Carried**

**3. Audit and Risk Committee**

The board discussed whether, with the reduction in the number of members from 8 to 6, it needed to have a separate audit and risk committee. The board considered that the range of matters considered by the committee could also be managed by the full board. It agreed not to disestablish the committee formally and to reactivate it if required.

**Action:** The Board

- a) **agreed** that matters that would have been dealt with previously been dealt with by the Audit and Risk Committee will be considered by the full board; and
- b) **agreed** that the Audit and Risk Committee not be formally disestablished.

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

#### 4. **Leveraging Government Funding and Third Party Revenue**

The board discussed external advice on generating third party revenue to supplement core funding from the Government. It affirmed the set of principles and criteria (agreed at its meeting on 22 November 2010) to be applied in identifying alternative funding sources.

The board believed that it would be appropriate, given its statutory status as Crown entity, to take a cautious but steady approach to seeking alternative funding. It considered that the Crown is responsible for funding the Commission's core functions.

The board felt that additional funding, if available, from third parties could assist the Commission's efforts to further improve its Walking Access Mapping System and build the "corpus" of the Enhanced Access Fund. The board considered that it did not have sufficient information to progress the matter in a definitive way and asked the chief executive for further information on the potential of the Walking Access Mapping System to generate third party revenue.

**Action:** The Board

- a) **noted** external advice regarding third party revenue generation; and
- b) **requested** the chief executive to provide further advice on options and directions for third party revenue generation for the board's next meeting.

**Moved** Maggie Bayfield **Seconded** Mike Barnett **Carried**

#### 5. **Enhanced Access Fund Financial Report**

**Action:** The Board

- a) **agreed** to add \$100,000 to the Enhanced Access Fund from the 2009/10 surplus.

**Moved** Maggie Bayfield **Seconded** John Aspinall **Carried**

#### 6. **Enhanced Access Fund: 2011**

The board considered a paper on applications for funding from the Enhanced Access Fund for 2011. 44 applications were received seeking \$1,522,000 GST inclusive.

The board first considered and affirmed the principles applied by the evaluation panel. It noted some minor amendments to the principles for the 2012 round. It noted that the application form should require contextual information to assist the evaluation process (for example, access-related issues in the neighbouring area). It agreed that the EAF guidelines be amended to encourage applicants to discuss a proposed application with

a regional field advisor or the Commission's Wellington office (as appropriate) before submitting an application. This would help reduce the number of ineligible applications. It then discussed and considered a report and recommendations from the evaluation panel on the applications. It confirmed the panel's recommendations.

In the above discussion, the board was advised of a possible walkway where the landowner was seeking payment for an easement. The board discussed the matter and was firmly of the view that, as a matter of principle, the Commission would not pay for easements. It considered that doing so could set a precedent and create a market for easements. It said that, where appropriate, it would consider covering the cost of survey and registration.

**Note:** at a board workshop earlier in the day on this topic Mr Barnett declared that he had been involved in work on the project by the Westland Wilderness Trust application #35).

**Action:** The Board

- a) **agreed** to the principles used for evaluating the EAF applications;
- b) **agreed** to amendments to the principles for the 2012 round;
- c) **approved** funding for applications as recommended by the evaluation panel totalling \$230,284.36 (GST inclusive); and
- d) **agreed** that it would not pay for easements or similar arrangements for access.

**Moved** Brian Stephenson **Seconded** Peter Brown **Carried**

## 7. Recognition: Barbara Stuart and Kay Booth

The Board

- a) **agreed** to write to retiring board members Mrs Barbara Stuart and Dr Kay Booth formally expressing its appreciation for their significant contributions to the board, the Commission and the Enhanced Access Fund evaluation processes.

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

## 8. Legislative Compliance

The board considered a paper on the key statutory requirements and compliance measures pertinent to the Commission's operations. The Commission would undertake an internal assessment for compliance in January each financial year.

**Action:** The Board

- a) **approved** the statutory compliance checklist.

**Moved** Peter Brown **Seconded** John Aspinall **Carried**

## 9. Access Seminar

The board considered a paper on the merits of holding an "access seminar" in 2012. The board expressed support and discussed the objectives, cost, timing, possible attendees, location and length of the seminar.

**Action:** The Board

- a) **agreed** to pursue the idea of holding an access seminar in 2012 and asked the chief executive to report with more details at the next board meeting.

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

## 10. Signs and Branding on Gazetted Walkways

The board considered a paper on the merits of rebranding existing 'New Zealand Walkways' logos on gazetted walkways around New Zealand. The current "walkways" logo does not reflect the branding of the Commission. On the other hand, the old logo appears on many Department of Conservation signs. The department is currently reviewing its own signage and there does not appear to be a driving need for the Commission to make immediate changes. It concluded that no action be taken and to revisit the matter in 2012.

**Action:** The Board

- a) **noted** the difficulties in rebranding; and
- b) **agreed** to reassess the situation in 2012.

**Moved** Mike Barnett      **Seconded** Maggie Bayfield      **Carried**

## 11. Confirm Minutes

**Action:** The Board

- a) **confirmed** the minutes of the meeting of 15 March 2011 as being a true and correct record.

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

## 12. Quarterly Report

The board noted the third quarter report and noted that the Commission is within budget for 2010/2011.

**Action:** The Board

- a) **noted** the Commission's Quarterly Report for the period ending 31 March 2011.

**Moved** Peter Brown      **Seconded** Maggie Bayfield      **Carried**

## 13. Chief Executive's Report (May 2011)

The board congratulated Mr Forbes on his appointment as chairman of the Commission.

The chief executive noted progress on the joint-signs project with Federated Farmers New Zealand, a proposal by Rural Women New Zealand to begin a similar project and progress with research access to central North Island forests and Acheron Road (Molesworth Station), finance, a proposed forum in the Wairarapa and the relationship with the Te Araroa Trust and the NZ cycleways project.

**Action:** The Board

- a) **noted** the Chief Executive's Report for May 2011.

**Moved** Maggie Bayfield    **Seconded** Mike Barnett    **Carried**

**14. Walking Access Mapping System: Performance 01 April 2011 to 13 May 2011**

The board noted a report on use and performance for the Walking Access Mapping System and asked that regular usage reports be sent to the board.

**Action:** The Board

- a) **noted** the summary of the Walking Access Mapping System technical performance.

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

**15. Summary of Access Enquiries to 31 March 2011**

The board considered a paper on enquiries received by the Commission from December 2011 to 31 March 2011. The most common type of enquiries are those of a general nature or regarding the mapping system with about 40 enquiries/month.

**Action:** The Board

- a) **noted** the report on access the enquiries.

**Moved** Mike Barnett    **Seconded** Peter Brown    **Carried**

**16. Schedule of Significant Correspondence**

**Action:** The Board

- a) **received** the schedule of significant correspondence.

The meeting closed at 4.30pm.

*John Lee*  
1/8/2011

**Next meeting:**

- On 1-2 August in Wellington.

J Forbes

Chairperson

30 /05 /2011

**Note:** The board held a workshop in the morning of Monday 30 May and considered matters relating to governance training, external revenue, leveraging government funding and a baseline survey.

During the workshop the board met with representatives from the Dunedin City Council (Mayor Cull, Councillor Wilson and three staff) to discuss access-related topics.

The board held a regional forum in the late afternoon of Monday 30 May with 25 people attending.