

MINUTES

NEW ZEALAND WALKING ACCESS COMMISSION MEETING

19 October 2009, Tahuna Beach Holiday Park, Nelson

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

In attendance:

M Neeson (Chief Executive), P Litras and C Bell.

Opening Comments

The Chair opened the meeting at 8.30 am and welcomed attendees.

1.1 Apologies

An apology was received from K Booth.

2.1 Conflict of Interest Register

No conflicts of interest were declared.

3.1 Confirm Agenda

The Board confirmed the Agenda for the meeting.

M Neeson described the purpose of the upcoming session with Graeme Nahkies.

The meeting thanked Barbara Stuart and her family for their tremendous efforts in organising the walk and the community/WAC barbecue on Sunday 18 October. The Board felt that they had heard a good cross section of opinions and enjoyed meeting the local community. (Approximately 45 people attended).

The board **approved** all expenditure related to organising and hosting the Board and the stakeholder's barbecue.

Moved J Forbes **Seconded** B Stephenson **Carried**

4.1 Confirm Minutes

The Board confirmed the minutes of the Board meeting of 30 September 2009, with one correction, as being a true and correct record.

Moved P Brown **Seconded** J Aspinall **Carried**

5.0 Matters Arising

5.1 Walking Access Mapping System

The Chief Executive informed the Board that the board paper had been revised to reflect the Board's discussion at the September meeting. This included preparing a comprehensive risk management plan and providing greater clarity around governance arrangements and roles.

The Chief Executive also confirmed that a project manager had been appointed.

In response to a query from P Brown about the project budget, the Chief Executive explained that the budget included contingency provisions and that actual against planned expenditure would be reviewed monthly by the Steering Committee. The Chief Executive would then report to the Board on a monthly basis.

B Stephenson suggested that the Board consider appointing another person to the Steering Committee whose experience and reputation would be of benefit.

The Board discussed and **agreed** to appoint Robin McNeill as a stakeholder representative to the Steering Committee.

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

5.2 Annual Report

M Neeson advised that a verbal audit clearance had been received from Audit NZ for the Annual Report and thanked Helen Barker and Panny Litras for the work they had done on the Annual Report.

The intention was to have the Annual Report printed and forwarded to the Minister no later than 11 November 2009.

6.0 Financial Report

M Neeson talked to the financial report for the period to 30 September 2009. He advised that he expected the salary cost to remain lower than budgeted for some months to come due to the fact that the Commission had not begun to recruit for its permanent structure. He expected that the costs for consultants and contractors would remain at approximately the same level.

He added that capital expenditure would increase in the next quarter with the fit-out of the new premises completed and decisions made on IT, other key items and the mapping project. He advised the meeting that the Commission planned to move into new premises on Friday 23 October 2009.

B Stephenson suggested that the Board consider that an inventory of access problems be undertaken by the Commission. He was aware that in some DOC conservancies there was a reasonable amount of information already captured about access issues. He added that the Commission could seek to have access to that information and use it for their own inventory.

The Board discussed the suggestion and agreed that the Chief Executive should explore this further including holding discussions with DOC about accessing information.

The Chief Executive agreed to report back on progress at the next Board meeting.

7.0 Newsletter

Cathie Bell presented the Commission's first draft newsletter to the Board. She invited members to provide comment back to her within the next week.

The Chairman thanked her for her contribution towards the positive media coverage generated by the release of the draft strategy and code.

8.0 Forum briefing

The Board discussed the format for the forum on Tuesday morning.

Approved

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

J O Acland
Chairperson
23/11/09