

MINUTES

NEW ZEALAND WALKING ACCESS COMMISSION MEETING

Wednesday 17 & Thursday 18 December 2008
Turnbull House, Bowen Street, Wellington

Board Members: John Acland (Chair), John Aspinall, Maggie Bayfield, Kay Booth, Peter Brown, John Forbes, Brian Stephenson, Barbara Stuart,

In attendance:

Ministry of Agriculture & Forestry (MAF): Hunter Donaldson (Interim Manager); Bruce Lynch (Business Manager); Sheryl Harding (Office Administrator – Minutes);

1.1 Opening comments

The Chair opened the meeting at 9.30 am and welcomed attendees. A *karakia* was given by P Brown.

It was noted that J Aspinall would be late to the meeting due to travel delays. Mr Aspinall duly arrived at 1.00 pm.

The Board was introduced to, and welcomed, Bruce Lynch (seconded to the Commission as Business Manager), to the meeting.

1.2. Conflicts of Interest Register

No possible conflicts were reported.

1.3 Confirm Agenda

The tabled Agenda for the meeting was confirmed by the Board.

1.4 Confirm Minutes

Moved (J Forbes/K Booth):

that the Board confirm the Minutes of the 12 November 2008 meeting as a true and correct record.

The motion was put: carried

1.4 Matters Arising

- Te Roroa settlement.

Moved (M Bayfield/P Brown):

that the Board ratify the decision made via email to sign the walking access easement provided for in the settlement agreement.

The motion was put: carried

- CORANZ – OIA. The board noted that a follow-up request had been made by CORANZ for the continuing release of meeting papers and Board Minutes.

2.1 Stakeholder Forum

The Board welcomed representatives from each of the nine stakeholder organisations invited to the meeting. Each organisation was invited to share what they considered would be the most important three priorities for the Walking Access Commission. The presentations from the stakeholder organisations were tabled during the meeting.

There followed general discussion where various points were raised by and for the Board and duly noted for future consideration.

The Board noted the content of the submissions and the priorities identified. Representatives were advised that they would be provided with a list of the representatives attending the meeting and with a summary of those priorities.

The Chair asked representatives whether they considered that such a forum for discussion was useful and if so when it should next occur. Representatives advised that they were pleased to have the opportunity to be heard but that there is time and effort involved in attending such meetings and that to add value at any future meetings there needed to be issues of substance to consider and prior distribution of papers.

The representatives were thanked for taking the time to attend and giving thought to for the priorities for the Commission.

The representatives were invited to join the Board and officials for lunch.

3.1 Financial Report

Bruce Lynch tabled a current financial statement for the Walking Access Commission.

Moved (J Forbes/M Bayfield)

That the Board accept the financial report as tabled.

The motion was put: carried.

Moved (J Acland/P Brown)

That John Forbes and Brian Stephenson be named as signatories for the Walking Access Commission Bank Account.

The motion was put: carried.

3.2 Correspondence

Officials tabled a record of the correspondence since the 12 November meeting for the Board's information.

Kay Booth advised the Board of her conversation with Keith Williamson (Waikato).

3.3 Walkways – (MOU – MAF– DOC)

Officials updated the Board of progress and the proposed action. It was now proposed that the MOU be between the Commission and DOC, and be modified accordingly. Officials agreed to circulate the list of gazetted Walkways provided by DOC to Board members.

3.5 CEO Position

The Chair advised that he considered that appointment of a CEO for the Commission should be deferred until after the Board's January strategy session. The Board concurred.

4.1 Website Design

The Chair welcomed Jim Lindsay to the meeting to update the Board on progress with the design and cost structure for an interim Walking Access Commission website.

Jim Lindsay discussed two cost comparisons for web hosting.

Board members suggested that there are in-house options for the management of a website that should be explored.

Moved (M Bayfield/K Booth)

That the proposed format is acceptable as an interim solution, that officials continue discussions with Tangerine to host the new interim website, and that officials should investigate options for in-house management of a replacement website.

The motion was put: carried.

The Chair welcomed facilitator Jon Heslop, CEO Group to the meeting.

5.1 Code of Responsible Conduct

The Chair welcomed Claire Mulcock to the meeting. Ms Mulcock gave a presentation of progress to date with the draft Code of Responsible Conduct (Version 3), followed by discussion of various points for clarification and amendment.

It was agreed that version three be further developed, along with an introduction based on the policy report.

The Board noted that the next step would be for Claire to reformat and circulate a further draft by the end of January for discussion at the February meeting.

The Board noted that there would then be a need for a peer review and a legal review, including the need for a disclaimer, prior to further consultation with stakeholders.

6.1 Statement of Intent

A revised draft was tabled for the Board's consideration, including financials and reformatting. This draft is for the period to the end of June 2009. Once the strategy for the Commission has been determined then a further Statement of Intent for the 2009/10 year will need to be completed. This is required before May 2009, as these statements are normally released at Budget date.

The Board asked that the New Zealand Forest Owners Association be added to the list of "other interested parties" on page 7.

Moved (M Bayfield/B Stuart)

The Board accept the draft Statement of Intent subject to any minor changes required by Audit or the MAF monitoring officials. Any changes proposed by Board members should be to officials by Monday, 22 December.

The motion was put: carried.

The meeting closed at 5.30 pm on Wednesday, 17 December and reconvened at 8.30 am on Thursday, 18 December.

8.30 am The Chair welcomed the Board and officials back to the second day of the meeting and gave the Board a brief oral report back, followed by a short discussion, of his informal meeting on Wednesday evening at 6.00 pm with Hon David Carter, Minister of Agriculture and Forestry.

7.1 Strategy development

The Board commenced a strategy development session facilitated by Jon Heslop, CEO Group. Strategy development will continue on 17, 18 January at Mt Peel in Canterbury.

9.2 Agenda for 17-18 January strategy development – Mt Peel, Canterbury

The Board discussed arrangements and confirmed requirements for travel and accommodation for the strategic planning session to be held at Mt Peel in January.

The meeting closed at 1.30 pm
Next meeting 24 February 2009

Confirmed

Chairman