

MINUTES
NEW ZEALAND WALKING ACCESS COMMISSION
BOARD MEETING

4 May 2021

Wellington

Board members: D Cameron (Chair), H Allison, P Coburn, P Henare, R Tipene, L Chase, C Wade-Brown and H Mexted.

In attendance: R Cullinane (Chief Executive), S Day (Strategic Communications Manager), L Edwardson (Principal Advisor – Operations), S Cruickshank (GIS/IT Manager), J Yang (Corporate Services Advisor, minutes), and K Phillips (Assistant Accountant)

Opening comments

The meeting commenced at 12.40pm.

P Henare opened the meeting with a karakia.

The chair welcomed Board members and staff.

A strategic workshop was held earlier in the day to discuss the overall strategic direction and priorities for the commission. This workshop was attended by board members and senior management. Due to the workshop going significantly overtime, this board meeting, which was scheduled to run from 10.30am-12pm, did not start until 12.40pm. H Mexted and C Wade-Brown attended the earlier workshop, but could not attend the meeting due to scheduling conflicts as a result of the delay. Their comments and motions were noted and circulated during the meeting.

1. Apologies

There were no apologies.

Conflicts of Interest

P Coburn is a member of the governance group for the Kawatiri Coastal Trail

Confirm Agenda

A late paper was added to the agenda (item 13), for the board to approve funding for an Enhanced Access Grant.

The Board confirmed the agenda for the meeting.

2. Confirm Minutes

The minutes of the meeting held in Wellington on 23 February 2021 were circulated and read.

Resolved: The Board

- a. **confirmed** the minutes of the 23 February meeting as being a true and correct record of the meeting.

Moved H Allison

Seconded P Henare

Carried

Matters arising from the minutes

A paper on the commission's stakeholder relationship and strategy was not provided at the current meeting. The communications team have been short-staffed since the February 2021 board meeting due to staff absences and limited progress has been made on this strategy. This will be provided at the next board meeting in July.

The board had requested a meeting with Te Arawhiti. P Culling (Deputy CE) who is the main contact with Te Arawhiti was not able to attend this meeting. An update regarding this will be sent to the board by email as soon as possible.

3. Chief executive's report

The Board discussed the chief executive's report for May 2021.

R Cullinane gave a strategic summary of the year to February and reported on Māori partnership and engagement; Te Araroa partnership; the website and mapping strategy; the Carbon Neutral Government Programme; stakeholder strategy; the identity, values and brand update; audit and risk; regional projects in Tairāwhiti, Franklin-North Waikato and Pūhoi to Mangawhai; operational highlights; enhanced access grants; health and safety; and IT and geospatial updates.

Audit and Risk

The Audit and Risk Committee met on 8 April 2021. The committee discussed the risks in relations to emerging Māori engagement issues. The board agreed that any Māori engagement discussion should be reported back to the full board.

Regional Projects - Tairāwhiti

The Commission helped to facilitate a hui in Turanganui-a-Kiwa Gisborne in February to begin shaping a strategic approach, at which board member P Henare was also in attendance. P Henare asked to be kept updated with the project, and to be notified about other project-related meetings in the area.

IT and Geospatial

The GIS team will organise a mapping presentation for the board at its July meeting.

Resolved: The Board

- a. **discussed** the chief executive's report for May 2021.

Moved H Allison

Seconded R Tipene

Carried

4. Health and safety report

P Culling presented the health and safety report as of May 2021.

This is a regular report, covering any accidents, near misses, on-going issues, any actions taken, initiatives, and any other relevant matters.

There were no accidents and no near misses since the last report.

The commission introduced a new safety initiative around water safety and learning to swim, available for all staff and regional field advisors.

Resolved: The Board

- a. **noted** the commission's May 2021 Health and Safety report.

Moved R Tipene **Seconded** P Henare **Carried**

Part A

5. Draft 2021-2025 SOI

R Cullinane presented the draft 2021-2025 Statement of Intent for retroactive approval.

Resolved: The Board

- a. **approved** the draft of the 2021-2025 Statement of Intent,
- b. **agreed** that Don Cameron (chair) and Lisa Chase (board member) sign the Statement of Intent, on behalf of the board, and
- c. **noted** that the approved draft Statement of Intent has been provided for Ministerial review.

Moved P Henare **Seconded** P Coburn **Carried**

6. Draft 2021-2022 Statement of Performance Expectations

R Cullinane presented the draft 2021-2021 Statement of Performance Expectations for retroactive approval.

The draft 2021-2022 SPE was sent to Minister Whaitiri by the Ministry for Primary Industries on 29 April 2021.

Resolved: The Board

- a. **approved** the draft of the 2021-2025 Statement of Performance Expectations,
- b. **agreed** that Don Cameron (chair) and Peter Coburn (board member) sign the Statement of Performance Expectations, on behalf of the board, and
- c. **noted** that the approved draft Statement of Performance Expectations has been provided for Ministerial review.

Moved P Henare **Seconded** R Tipene **Carried**

7. **Climate change adaptation strategy**

S Day presented a paper asking for the board's approval for the development of a climate change adaptation strategy for access to the outdoors.

The commission recently completed a survey form MPI, which highlighted the lack of such a strategy.

The board noted that the adaptation strategy is important and will become increasingly so. As the commission has limited resourcing, work on the adaptation strategy should not interfere with higher priorities. The commission would start by scoping what work is already being done in this area, so as not to duplicate any work already being done by other agencies.

The board emphasised the need to add a Māori lens to the strategy.

Resolved: The Board

- a. **approved** the development of a climate change adaptation strategy for public access to the outdoors.

Moved P Coburn **Seconded** L Chase **Carried**

Part B

8. **Q3 Quarterly Report**

R Cullinane presented the Commission's Q3 quarterly report for 2020-2021 as submitted to the Ministry of Primary Industries (MPI).

Resolved: The Board

- a. **noted** the Commission's Q3 Quarterly Report, as submitted to MPI.

Moved P Henare **Seconded** P Coburn **Carried**

9. **Operations Report**

L Edwardson presented an operational update and case statistics report for Quarter 3 (1 January to 31 March 2021).

The board commended the operations staff and regional field advisors for their excellent work.

Resolved: The Board

- a. **noted** the operations report and quarterly case statistics report for the period 1 January to 31 March 2021, and

Moved L Chase **Seconded** P Henare **Carried**

10. Minister's Letter of Expectations

S Day presented the Minister's Letter of Expectations on 7 April 2021 to the board.

Resolved: The Board

- a. **noted** the Minister's Letter of Expectations and its implications for the commission's work for the coming year.

Moved P Henare **Seconded** L Chase **Carried**

11. Te Araroa update

R Cullinane presented an update on managing Te Araroa trail.

The Board suggested that there may be opportunity to apply for regional land transport grants.

Resolved: The Board

- a. **noted** the Te Araroa update for February 2021

Moved L Chase **Seconded** P Henare **Carried**

12. Carbon Neutral Government Programme

R Cullinane presented an update on the Commission's participation in the Carbon Neutral Government Programme.

As a Crown agency, the commission is in the second tranche of participants. However, we have decided to begin working on the programme early so that our systems are in place before we are instructed to act, and baseline emissions data will be collected in

the 2021/2022 financial year. Once we have baseline data, we will need to consider a strategy for reducing emissions. Most of the commission's emissions are likely to relate to travel, especially flights.

Resolved: The Board

- a. **noted** that the Commission has engaged early with the Carbon Neutral Government Programme and is developing a strategy to measure and report its carbon emissions.

Moved P Coburn **Seconded** P Henare **Carried**

13. **Enhanced Access Grant application above \$10,000**

R Cullinane invited the board to assess and decide on funding for an Enhanced Access Grant (EAG) application for above \$10,000.

The Charleston-Westport Coastal Trail Trust applied for funding for legal costs associated with securing access agreements and easements for the Kawatiri Coastal Trail. The application (ref #20-08) was assessed by the operations team, which recommended funding \$15,000+GST, with some conditions.

The board approved the funding with the recommended conditions.

Resolved: The Board

- a. **approved** funding for up to \$15,000 for EAG 20-08.

Moved R Tipene **Seconded** D Cameron **Carried**

Part C

14. **Other Business**

The board accepted L Chase's resignation from the Audit and Risk Committee.

Chief executive performance review sub-committee

The board approved the formation of a chief executive performance review sub-committee. The sub-committee will consist of the board chair and two other board members. It will meet twice a year to set and review chief executive performance measures, based on the agreed strategic priorities, and recommend these to the full board. C Wade Brown and P Henare were appointed to the sub-committee. The sub-committee will require administrative support.

Strategic Priorities Work Programme

The board discussed the strategic priorities for the commission and agreed that the *Report on the Findings of the Review of the Walking Access Act 2008* should be the key strategic document for the commission for the next 2 years.

The board requested management focus on the following strategic priorities:

- a. strategic narrative
- b. raising the profile of the commission
- c. the implementation of the Māori Partnership Strategy

An updated implementation plan for the Māori Partnership Strategy would be brought to the board at its July meeting.

Resolved: The Board

- a. **approved** the formation of a chief executive performance review sub-committee, consisting of the board chair and two other board members, meeting twice a year to set and review performance measures based on the strategic priorities agreed and recommend those to the full board
- b. **requested** administrative support for this sub-committee, possibly seconded from MPI
- c. **appointed** C Wade Brown and P Henare to the chief executive performance review sub-committee
- d. **approved** that the Report on the Findings of the Review of the Walking Access Act 2008 be the key strategic document to guide the commission for the next 2 years, and
- e. **requested** that, following the meeting with Minister Whaitiri on 3 May 2021, management focus on the strategic priorities work programme using the 2019 Review.

Moved P Henare

Seconded P Coburn

Carried

15. Closing comments

The chair thanked everyone for their attendance.

P Henare closed the meeting with a karakia.

16. Next meeting

The next board meeting will be held on 20-21 July 2021 in Wellington.

The meeting closed at 2.40pm.

A handwritten signature in blue ink, appearing to read 'D Cameron', with a long, sweeping horizontal stroke at the end.

D Cameron

Board chair