

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

**18 May 2022**

**Wellington/via Zoom**

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**The meeting commenced at 8.40am.**

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**Board members in attendance:**

D Cameron (Chair), C Wade-Brown, P Coburn, P Henare, and H Mexted.

**Also in attendance:**

R Cullinane (Chief Executive), P Culling (Deputy Chief Executive), S Day (Communications Manager), M Grose (GIS Team Leader), Doug Macredie (Strategic Partnerships Manager) and J Yang (Senior Advisor — Corporate, minutes).

**Opening comments**

P Henare opened the meeting with a karakia.

D Cameron (via Zoom) welcomed Board members and staff and handed over to C Wade-Brown to chair the meeting (in person)

**1. Apologies**

H Mexted would have to leave for part of this meeting due to a scheduling conflict.

**Confirm Agenda**

A late item has been added to agenda item 12 for the Board's approval. A paper relating to this item has been circulated to the Board.

The Board confirmed the agenda for the meeting.

**Conflicts of Interest**

C Wade-Brown is also a member of Te Araroa Trust board.

**2. Confirm Minutes**

The meeting minutes held in Wellington on 29 March were circulated and read.

**Resolved:** The Board

- a. **confirmed** the minutes of the 29 March 2022 meeting as a true and correct record of the meeting.

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

### **Matters arising from the minutes**

There were no matters arising from the minutes.

The Board noted that no changes had been made to the governance manual to date.

### **3. Chief executive's report**

The Board discussed the chief executive's report for May 2022.

R Cullinane gave a strategic summary of the year to March and reported on: staffing, strategy development, partnership with Te Araroa; Ngā Haerenga NZ Cycle Trails; the Carbon Neutral Government Programme; communication and engagement; audit matters; regional projects in Te Ahu Patiki, Tairāwhiti, Franklin-North Waikato and Pūhoi to Mangawhai; enhanced access grants; health and safety; IT; and Geospatial issues.

#### *Staffing*

There are several vacancies in the operations area, including two regional field advisor positions. The Board noted the importance of filling these roles appropriately and as soon as possible.

**Resolved:** The Board

- a. **noted** the chief executive's report for May 2022.

**Moved** C Wade Brown                      **Seconded** D Cameron                      **Carried**

### **4. Health and safety report**

P Culling presented the health and safety report as of May 2022.

This regular report covers accidents, near misses, ongoing issues, actions taken, initiatives, and other relevant matters.

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

**Resolved:** The Board

- a. **noted** the Commission's May 2022 health and safety report.

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

## Part A

### 5. Draft Statement of Performance Expectations

S Day presented the current draft of the Commission's 2022-2023 Statement of Performance Expectations (SPE).

Staff have had several workshops with MPI to develop new performance measures using the PuMP approach. This includes developing new measures involving an annual stakeholder survey. These new measures were not included in the current SPE, as baselines need to be measured before targets can be set. The Board noted that when new targets were set, these would need to be achievable and credible and align clearly to strategic priorities.

The Board also noted that the Minister's comments on the SPE have been delayed but should be received soon. These will be circulated to the Board for discussion as soon as possible. Final Board approval for the SPE will be sought via email after any final changes have been made, pending the Minister's comments.

The Board directed management to organise a performance measure workshop with MPI to coincide with the Board's next meeting in August.

**Resolved:** The Board

- a. **discussed** the draft Statement of Performance Expectations 2022-2023 and the Minister's feedback.
- b. **appointed** the Board chair D Cameron and Board member P Henare to sign the final Statement of Performance Expectations 2022-2023.
- c. **approved** the current draft Statement of Performance Expectations 2022-2023, subject to changes due to budget outcome and the Minister's comments.
- d. **noted** the potential new annual survey performance measures.
- e. **directed** management to organise a performance measure workshop with MPI to coincide with the Board's next meeting in August.

**Moved** C Wade-Brown      **Seconded** P Henare      **Carried**

## Part B

### 6. Audit matters

P Culling updated the Board on the change of auditor and the Audit and Risk Committee meeting on 7 April 2022.

The Board notes that, due to the number of Board members reducing to five, a decision would need to be made whether to continue with an Audit and Risk Committee or dissolve it.

**Resolved:** The Board

- a. **noted** the audit matters

**Moved** P Coburn                      **Seconded** D Cameron                      **Carried**

### 7. Guidelines for the Outdoor Access Champion Awards

S Day presented the guidelines for the Outdoor Access Champion Awards. This outlines the award process, the criteria for nomination and the criteria for the Board to select awardees.

The Board discussed the guidelines and was happy with the process outlined and the chosen criteria. The Board noted an effort to find female nominees this year, which was successful. The Board would also like to see an effort to promote the award with younger nominees.

The Board clarified that not all nominees for the award would be successful.

**Resolved:** The Board

- a. **noted** the guidelines for the Outdoor Access Awards.

**Moved** P Coburn                      **Seconded** C Wade-Brown                      **Carried**

### 8. Q3 quarterly report

P Culling presented the Commission's quarterly report for 1 January 2022 to 31 March 2022 (Quarter 3), as submitted to MPI.

The Board requested that the quarterly report be circulated to the Board for information when it is sent to MPI.

**Resolved:** The Board

- a. **noted** the Commission's quarterly report for Quarter 3.
- b. **noted** that the quarterly report would also be circulated to the Board when it is sent to MPI.

**Moved** C Wade-Brown      **Seconded** P Henare      **Carried**

## 9. Operations update

R Cullinane gave an operational update and presented the case statistics report for Quarter 3.

The Board noted the importance of the relationship with the Department of Conservation. Management is looking to organise a meeting with Penny Nelson, Director-General DOC, to coincide with a meeting with Te Araroa Trust board.

The Board also suggested that a meeting with the New Zealand Conservation Authority may also be beneficial.

**Resolved:** The Board

- a. **noted** the operations report and quarterly case statistics report from 1 January 2022 to 31 March 2022.
- b. **noted** that the Board would send a letter to the Department of Conservation requesting a meeting with the Commission's Board and Te Araroa Trust board.

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

## 10. Te Araroa update

The Board discussed the update on Te Araroa for May 2022.

**Resolved:** The Board

- a. **noted** Te Araroa update.

**Moved** C Wade-Brown      **Seconded** P Henare      **Carried**

## 11. International travel — Esri User Conference

M Grose updated the Board on the Commission's attendance at the Esri User Conference.

The Board noted that the GIS and communications teams are working together on the presentation at the conference. This will be a new international audience. The presentation will also highlight New Zealand's geography and culture.

**Resolved:** The Board

- a. **noted** the approval of the international travel and associated costs of Julian Hitchman and Danica Torres to attend the Esri conference in San Diego from 11 July to 15 July 2022 for the purpose outlined in the business case proposal for the 2022 Esri conference attendance.

**Moved** C Wade-Brown      **Seconded** D Cameron      **Carried**

## 12. Enhanced Access Grant application above \$10,000

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

The Charltons (private landholders) have applied for survey and legal costs for the Wainui Ngahere Walk project. The operations team assessed the application (ref #21-06) and recommended funding of \$14,375, with some conditions.

The Board approved the funding with the recommended conditions.

**Resolved:** The Board

- a. **approved** funding for up to \$14,375 for EAG application 21-06, conditional on the registration of the walkway easement on the record of title, the Commission's logo being included on any relevant signage (for example, at track entry points) and the design of any relevant signage being reviewed by the Commission before manufacturing.

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

## 13. Significant correspondence

**Resolved:** The Board

- a) **noted** the Minister's Letter of Expectations 2022/2023.

## Part C

### 14. Other Business

#### *Māori partnership strategy review*

D Macredie discussed the review of the Māori Partnership Strategy and summarised his suggested modifications. Key modifications create more succinctness in some of the terminology and provide more clarity.

A version of the strategy, including the modifications, will be provided to the Board for review before the Board's next meeting in August.

Once any modifications have been approved, the Board would like to see a summary of the Commission's Māori partnership strategy published on its website.

R Cullinane gave an update on the Commission's progress in building internal capability. The Board expressed its confidence in the direction the Commission is heading in continuing to build capability and expertise. The Board commended staff and RFAs for their work and continuing engagement with te ao Māori.

#### *Board appointments*

There is an ongoing discussion with MPI and Minister about future Board appointments. The Board skills matrix that has been developed has some limitations and gaps, and there are some issues around standing and knowledge of tikanga Māori.

#### *Presentation from C Wade-Brown*

C Wade-Brown gave a presentation comparing her experiences doing Te Araroa trail (walking) in 2017 and Tour Aotearoa (cycling) in 2020 and what she learned from these experiences.

### 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 is on 24 August 2022 in Wellington.

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**The meeting closed at 1.30pm.**

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D Cameron

Board chair