

## MINUTES

### HERENGA Ā NUKU AOTEAROA, OUTDOOR ACCESS COMMISSION

#### BOARD MEETING

29 November 2023

Wellington

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The meeting commenced at 9am.

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#### **Board members in attendance:**

D Cameron (chair), C Wade-Brown, P Henare, H Mexted, D Rewi and H Logan.

#### **Also in attendance:**

R Cullinane (Chief Executive), P Culling (Deputy Chief Executive, minutes), S Day (Communications Manager), D Macredie (Strategic Relationships Manager), K Douglas (National Operations Manager).

#### **Opening comments**

Karakia timatanga – P Henare.

D Cameron welcomed the new and existing Board members and staff.

#### **1. Apologies**

There were no apologies.

#### **Confirm Agenda**

The Board confirmed the agenda for the meeting.

#### **Conflicts of Interest**

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

#### **2. Confirmation of Minutes**

The minutes of the board meeting held on 23 August 2023 and the special board meeting held on 26 October 2023 were circulated and read.

**Resolved:** The Board:

- a. **confirmed** the minutes of the 23 August 2023 meeting as a true and correct record of the meeting.
- b. **confirmed** the minutes of the 26 October 2023 special meeting as a true and correct record of the meeting.

**Moved** H Mexted

**Seconded** D Cameron

**Carried**

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

The Board requested that the Board meeting action register be circulated with of an update of agreed actions be dealt with at the commencement of each meeting.

There were no other matters arising from the minutes.

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

The Board discussed the chief executive's report for November 2023.

R Cullinane gave a strategic summary and reported on strategy development, the partnership with Te Araroa, regional projects, other projects, the Simunac court case, a geospatial update, audit matters, geospatial updates, and communications and engagement.

**Resolved:** The Board:

- a. **noted** the chief executive's report for November 2023.

**Moved** P Henare

**Seconded** D Rewi

**Carried**

### **4. Health and Safety report**

P Culling presented the health and safety report as of 28 November 2023. This regular report covers accidents, near misses, ongoing issues, actions taken, initiatives, and other relevant matters.

Since the previous health and safety report in August 2023, there have been two micro-sleep near misses by a manager while driving from Rotorua to Wellington.

The Board discussed the near misses raised in the report and asked that Herenga ā Nuku consider identifying the top three health and safety risks.

The Board considered the need for a comprehensive review and health and safety policy update. This review would include the need to understand the risks of individual staff and RFAs who have known medical conditions and implement appropriate guidelines for managing this.

Information on the dangers of using hands free devices during driving has been circulated to staff and RFA's and staff have been advised not to use hands free devices while driving for work. This will be included in the regular health and safety report.

**Resolved:** The Board:

- a. **noted** Herenga ā Nuku's 29 November 2023 health and safety report.
- b. **directed** management to carry out a comprehensive review of health and safety procedures and update the current health and safety policy to cover the health and safety of the whole organisation.
- c. **asked** management to identify the top three health and safety risks Herenga ā Nuku faces.

**Moved** D Rewi

**Seconded** P Henare

**Carried**

## Part A – Items for Decision

### 5. 2024-25 Budget Options

R Cullinane presented a strategic paper, as requested by the Board, that outlined future budget savings options to ensure that Herenga ā Nuku operates within budget levels from the 2024-25 financial year and onwards.

The CE outlined in detail the assumption underpinning the paper, the organisations strategic priorities, followed by a discussion on functional areas, recommended priorities and identified savings.

A history of funding from the commencement of the organisation and a comparison of the board approved 2023-24 budget and the proposed 2024-25 budget was tabled as part of the report.

**Resolved:** The Board

- a. **noted** the 2024-25 financial year budget options.
- b. **agreed** with the strategic priorities outlined in this paper.
- c. **agreed** with the priorities and actions for Herenga ā Nuku's functional areas discussed in the paper.
- d. **noted** that the Board will be asked to co-fund the two identified programme managers from reserves in the 2024-25 budget.
- e. **noted** that some areas of expenditure (such as legal advice) are subject to third party influence and can only be budgeted for with a limited degree of accuracy.
- f. **noted** that Herenga ā Nuku will continue to submit formal budget bids for cost pressure (inflation) increases as the opportunity arises.

**Moved** H Mexted

**Seconded** Don Cameron

**Carried**

## 6. Outdoor Access Champion Awards

S Day presented the nominations for the outdoor access champion awards. Nominations were open from 1 September to 13 November 2023, and we received 3 nominations in total.

The Board discussed the nominations and their merits and agreed that the 3 nominations should receive an Outdoor Access Champion award in 2024.

**Resolved:** The Board:

- a. **agreed** on the winners of the 2024 Outdoor Access Champion awards.
- b. **noted** management will arrange local presentations to the winners in the first half of 2024, and a Board member will be invited to attend and present the award on behalf of Herenga ā Nuku.

**Moved** P Henare

**Seconded** C Wade-Brown

**Carried**

## 7. 2024 Timetable

P Culling presented the proposed 2024 timetable highlighting Herenga ā Nuku's planning and reporting events for the year to the Board for consideration and approval.

The Board approved the 2024 timetable with the following amendments:

- February board meeting to be held on Tuesday, 27 February
- The CE performance review sub-committee will meet and discuss the CE's key performance indicators and outcomes once the new Minister's expectations are known. This is expected to be either February or March.

The Board noted that the May meeting will coincide with the RFA workshop in Wellington. There will be some overlap in both meetings, to allow board members to meet with RFAs.

**Resolved:** The Board:

- a. **confirmed** the planning and reporting timetable for 2024.

**Moved** H Mexted

**Seconded** P Henare

**Carried**

## Part B – Audit and Risk

### 8. Report to Governance on the 2022-2023 Audit

P Culling presented the Board with the report from Silks Accounting on the audit results from the 2022-2023 annual audit.

Silks graded Herenga ā Nuku's performance information and systems, management control environment, and financial systems and controls all as very good, which is the highest grade achievable in the public sector under the Office of the Auditor General's guidelines.

**Resolved:** The Board:

- a. **noted** the Report to Governance for the year ended 30 June 2023
- b. **congratulated** staff on the good results.

**Moved** H Mexted                      **Seconded** D Rewi                      **Carried**

## 9. Risk register update

P Culling presented the Board with the updated Risk Management Framework (the register).

The register was updated on 13 November 2023 with some changes to the overall risk to the organisation. Herenga ā Nuku now has out-year funding, but this funding does not cover cost pressures due to increased demand for services and inflation.

The Board discussed the register and asked that the top three risks to the organisation be identified and that where appropriate an analysis and some commentary on any movement in overall risk.

**Resolved:** The Board:

- a. **discussed** the Risk Management Framework.
- b. **asked** management to identify the top three risks to the organisation and provide analysis and commentary on any movement in overall risk.

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

## 10. Insurance Renewal

P Culling presented Herenga ā Nuku's insurance renewal and cover for the period 14 October 2023 to 14 October 2024.

Insurance policies in place for Herenga ā Nuku are for material damage, business interruption, professional indemnity, directors' and officers' liability, broadform liability, employers' liability, statutory liability and cyber liability.

**Resolved:** The Board:

- a. **noted** Herenga ā Nuku's renewal and level of insurance cover and associated premiums.

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

## Part C

### 11. Trailmakers Network

S Day gave a verbal presentation on the trail makers network.

**Resolved:** The Board:

- a. **noted** the trailmakers presentation.

**Moved** P Henare      **Seconded** D Cameron      **Carried**

### 12. Quarterly Dashboard for Q1 2023-2024

P Culling presented the Q1 dashboard as submitted to MPI.

Quarterly reports are submitted to MPI for its monitoring purposes and to enable reporting on Herenga ā Nuku's performance to the responsible Minister. After a discussion with MPI about reporting requirements, it was agreed that for the 2023-2024 financial year, the Q1 and Q3 reports would be presented in a condensed "dashboard" format.

The board noted that upcoming Q2 report will be a full report.

**Resolved:** The Board:

- a. **noted** the quarterly dashboard covering Q1 2023-2024, as presented to MPI

**Moved** D Rewi      **Seconded** H Mexted      **Carried**

### 13. Te Araroa update

M Claridge gave an update on Te Araroa, including the regenerative trail project.

**Resolved:** The Board:

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

**Moved** D Rewi

**Seconded** D Cameron

**Carried**

#### 14. Operations update

K Douglas presented an operations update.

**Resolved:** The Board:

- a. **noted** the operations update and quarterly case statistics reports.

**Moved** C Wade-Brown

**Seconded** P Henare

**Carried**

#### 15. Geospatial Update

M Grose gave an update on the GIS strategy and work programme.

**Resolved:** The Board:

- a. **noted** the Geospatial update given by the GIS manager.

**Moved** C Wade-Brown

**Seconded** P Henare

**Carried**

#### 16. Other matters

*Māori Partnership Update*

D Macredie gave the board an update on the Māori Partnership Strategy and work completed to date in this area.



**Resolved:** The Board

- a. **noted** the Māori Partnership update given by the Strategic Relationships Manager.

**Moved** D Cameron

**Seconded** P Henare

**Carried**

## 17. Closing comments

The Board chair thanked everyone for their attendance.

Karakia whakamutunga – D Rewi.

## 18. Next meeting

The next Board meeting will be held on 27 February 2024, via Zoom.

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**The meeting closed at 1.00pm.**

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D Cameron

Board Chair