

## MINUTES

### HERENGA Ā NUKU AOTEAROA, OUTDOOR ACCESS COMMISSION

#### BOARD MEETING

23 August 2023

Wellington/via Zoom

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The meeting commenced at 11.40am.

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

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

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

R Cullinane (Chief Executive), P Culling (Deputy Chief Executive), S Day (Communications Manager), D Macredie (Strategic Relationships Manager), M Grose (GIS Manager) and J Yang (Principal Advisor – Corporate, minutes).

#### **Opening comments**

Karakia timatanga – P Henare.

D Cameron welcomed Board members and staff.

#### **1. Apologies**

There were no apologies for the meeting.

#### **Confirm Agenda**

The Board confirmed the agenda for the meeting.

#### **Conflicts of Interest**

C Wade-Brown is a member of Te Araroa Trust Board, and is standing for the Green Party in the 2023 General Election, as the Candidate for Wairarapa.

## 2. Confirm Minutes

The meeting minutes held in Wellington on 24 May 2023 were circulated and read.

**Resolved:** The Board:

- a. **confirmed** the minutes of the 24 May 2023 meeting as a true and correct record of the meeting.

**Moved** P Henare

**Seconded** H Mexted

**Carried**

### Matters arising from the minutes

There were no matters arising from the minutes.

## 3. Chief executive's report

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

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

**Resolved:** The Board:

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

**Moved** P Henare

**Seconded** D Cameron

**Carried**

## 4. Health and safety report

P Culling presented the health and safety report as of 23 August 2023. This regular report covers accidents, near misses, ongoing issues, actions taken, initiatives, and other relevant matters.

There were no incidents since the last report.

The board asked management to recirculate information on the dangers of using hands free devices during driving, and to advise staff not to do so if driving for work.

**Resolved:** The Board:

- a. **noted** Herenga ā Nuku's 23 August 2023 health and safety report.

**Moved** P Henare

**Seconded** D Cameron

**Carried**

## Part A – Audit and Risk

### 5. Audit and Risk Report

D Cameron passed to H Mexted to chair the Audit and Risk report agenda item.

P Culling presented the audit and risk report for the board to consider as part of the Audit and Risk Committee workplan.

The board chair resolved to send a thank you letter C Murray, previously the independent chair of the Audit and Risk Committee.

**Resolved:** The Board:

- a. **confirmed** the Audit and Risk Committee meeting minutes of 20 April 2023.
- b. **discussed** the Audit and Risk report.

**Moved** D Cameron

**Seconded** P Henare

**Carried**

### 6. Annual Report 2022-2023

P Culling presented the first draft of Herenga ā Nuku's Annual Report for the period 1 July 2022 to 30 June 2023.

The board requested that a note be included in the annual report to acknowledge the effects of Cyclone Gabrielle.

**Resolved:** The Board:

- a. **reviewed** the draft Annual Report 2022-2023.
- b. **commented** on the Annual Report and provide feedback to the chief executive in time for it to be incorporated into the final draft, for the Board's approval.

Moved H Mexted

Seconded P Henare

Carried

## Part B

### 7. Travel Policy

P Culling presented the new travel policy for the board's approval.

The board noted that the travel policy applies to the board's travel as well.

**Resolved:** The Board:

- a. **approved** the new travel policy.

Moved H Mexted

Seconded C Wade-Brown

Carried

## Part C

### 8. Q4 quarterly report

J Yang presented Herenga ā Nuku's quarterly report for 1 April 2023 to 30 June 2023 (Q4), as submitted to MPI.

**Resolved:** The Board:

- a. **noted** the quarterly report covering Q4 2022-2023, as presented to MPI.

Moved P Henare

Seconded D Cameron

Carried

### 9. Statement of Performance Expectations 2023-2024

S Day presented the Statement of Performance Expectations (SPE) 2023-2024, as published.

The SPE was published on our website on 1 July 2023 and in print on 26 July 2023. The Minister will table the SPE to Parliament later this year.

**Resolved:** The Board:

- a. **noted** that the Statement of Performance Expectations 2023-2024 has been published and the Minister will table it Parliament later this year.

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

## 10. **Communications and engagement team workplan for 2023-2024**

S Day presented the 2023-2024 workplan and priorities for the communications and engagement team.

**Resolved:** The Board:

- a. **noted** the communications and engagement work plan for 2023-2024.

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

## 11. **Operations update**

R Cullinane presented an operations update.

**Resolved:** The Board:

- a. **noted** the operations update and quarterly case statistics reports from 1 April 2023 to 30 June 2023.

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

## 12. **Other matters – Budget 2023-2024 direction**

The Board discussed the budget direction for 2023-2024 onwards. This will include considering application of staffing levels, reduction of project spends, application of additional overhead to the Te Araroa and Māori engagement budget lines, and considering a smaller office footprint.

**Resolved:** The Board:

- a. **directed** management to provide future budget saving options to ensure we operate within budget levels from the 2024/25 budget onwards.

**Moved**

H Mexted

**Seconded**

P Henare

**Carried**

### 13. Other matters – verbal updates

*Māori engagement update*

D Macredie provided an update to the Board on progress in this area.

*GIS update*

M Grose provided an update to the Board on current GIS workplan and strategy, with a large focus on data improvement.

### 14. Closing comments

The Board chair thanked everyone for their attendance.

Karakia whakamutunga – P Henare.

### 15. Next meeting

The next Board meeting will be held on 28-29 November 2023, in Wellington.

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**The meeting closed at 2.00pm.**

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D Cameron

Board Chair