

## **MINUTES**

### **HERENGA Ā NUKU AOTEAROA, OUTDOOR ACCESS COMMISSION**

#### **BOARD MEETING**

**20 August 2024**

**Wellington**

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**The meeting commenced at 10.00 am.**

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

D Cameron (chair), P Henare, D Rewi, H Logan, H Mexted and J Young.

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

R Cullinane (Chief Executive), P Culling (Deputy Chief Executive), S Day (Communications Manager), D Macredie (Strategic Relationships 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.

#### **Confirm Agenda**

The Board confirmed the agenda for the meeting.

#### **Conflicts of Interest**

D Rewi declared that he has recently started some Maōri advisory work with Te Araroa Trust. This work is ongoing.

## 2. Confirmation of minutes

The minutes of the board meeting held on 22 May 2024 were circulated and read.

The action register was circulated and read.

**Resolved:** The Board:

- a. **confirmed** the minutes of the 22 May 2024 meeting as a true and correct record of the meeting.

**Moved** P Henare      **Seconded** D Rewi      **Carried**

### Matters arising from the minutes

There were no matters arising from the minutes.

The board noted that the updated risk management framework would be discussed at the next board meeting in November.

## 3. Chief executive's report

The Board discussed the chief executive's report for August 2024.

R Cullinane gave a strategic summary and reported on the partnership with Te Araroa, recruitment, regional projects, other projects, the Simunac court case, changes with the Overseas Investment Office, Enhanced Access Grants, audit matters, health and safety, IT, geospatial, and a communications and engagement.

The board noted that a recent preliminary penetration test on our IT systems detected some possible areas of exposure. Management have discussed how to manage the potential risks and have decided not to go ahead with comprehensive penetration test. The risk register will be updated to reflect this.

**Resolved:** The Board:

- a. **noted** the chief executive's report for August 2024.

**Moved** H Mexted      **Seconded** P Henare      **Carried**

#### 4. Health and safety report

P Culling presented the health and safety report as of 19 August 2024. 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 noted the recent legal advice regarding Herenga ā Nuku's health and safety obligations for those working on Te Araroa. The board noted that Herenga ā Nuku has robust health and safety policies and procedures for Herenga ā Nuku staff and contractors. The ambiguity is when Te Araroa Trust organises volunteers or contractors to work on the trail. Management continues to work with Te Araroa Trust to clarify each organisation's responsibilities regarding workplace health and safety.

**Resolved:** The Board:

- a. **noted** Herenga ā Nuku's 19 August 2024 health and safety report.

**Moved** D Rewi

**Seconded** H Mexted

**Carried**

### Part A – Items for decision

#### 5. Enhanced Access Grant over \$10,000

J Yang presented Enhanced Access Grant application 24-01 for the board's consideration.

**Resolved: The Board**

- a. **declined** funding for EAG application 24-01.

**Moved** H Mexted

**Seconded** H Logan

**Carried**

#### 6. Sensitive expenditure policy

P Culling presented a paper seeking board approval to increase the upper limits for meals on the sensitive expenditure policy.

The board discussed the current sensitive expenditure meal limits and found that they are generally sufficient and line with the need to spend modestly. The board agreed to increase the breakfast upper limit to \$35, but no changes to the upper limits for lunch or dinner. The board emphasized the need for sensitive expenditure to be modest and not lavish, and for any public spending to be able withstand scrutiny.

**Resolved:** The Board:

- a. **approved** an increase to the upper limit for breakfast to \$35.

**Moved** P Henare

**Seconded** H Mexted

**Carried**

## 7. **Artificial intelligence policy**

S Day presented the draft policy on artificial intelligence (AI) for the board's approval.

The board noted that there is currently limited use of AI for Herenga ā Nuku's work. Management is confident that current instances of use have no privacy or security issues. The chief executive must sign off any new instances of use of AI use. The board will be advised of any new use.

The board discussed its governance role and agreed that it should periodically review the use of AI. An update would be included as a standing item on the audit and risk report.

Use of AI to be included in the risk register.

**Resolved:** The Board:

- a. **approved** the artificial intelligence policy.
- b. **directed** management to include an update on the use of artificial intelligence as a regular item on the audit and risk report.

**Moved** H Mexted

**Seconded** H Logan

**Carried**

## Part B – Audit and risk

D Cameron handed over to H Mexted to chair the audit and risk part of the meeting.

### 8. Audit and risk report

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

The board noted the new Government Workforce Policy Statement 2024. As a Crown agent, Herenga ā Nuku must give effect to the policy. Management would provide an update on progress implementing the policy at the November board meeting.

The board also noted that management are in the process of updating the remuneration policy. The draft policy will be provided to the board for feedback once it is available.

#### *Audit and risk sub-committee*

The board agreed to resume the audit and risk sub-committee and appoint D Rewi to the sub-committee. The sub-committee will meet as required, at times to be discussed with management. The sub-committee will report back to the board regarding any meetings at the next following board meeting. The audit and risk workplan will continue to be incorporated into regular board meetings. H Mexted will chair the sub-committee and continue to chair the audit and risk part of board meetings.

**Resolved:** The Board:

- a. **discussed** the audit and risk report.
- b. **appointed** H Mexted (audit and risk chair) and D Rewi to the audit and risk sub-committee.

**Moved** D Cameron

**Seconded** D Rewi

**Carried**

## Part C – Items for noting

### 9. Quarterly dashboard for Q4 2023-2024

J Yang presented the Q4 report as submitted to MPI.

**Resolved:** The Board:

- a. **noted** the quarterly report dashboard covering Q4 2023-2024, as presented to MPI.

**Moved** D Rewi

**Seconded** P Henare

**Carried**

## 10. Draft Annual Report 2023-24

P Culling presented an early draft of the annual report for the board's comment.

The board noted the continued use of reserves to offset inflationary pressures. Management continues to monitor the reduction in reserves.

**Resolved:** The Board:

- a. **reviewed** the draft Annual Report 2023-24.
- 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** P Henare

**Seconded** D Rewi

**Carried**

## 11. Operations update

R Cullinane presented the operational update for the board's information.

The board noted that the recruitment for the Te Tairāwhiti me Te Matau a Māui Gisborne & Hawke's Bay RFA role is underway.

**Resolved:** The Board:

- a. **noted** the operations report and quarterly case statistics reports from 1 April to 30 June 2024.

**Moved** P Henare

**Seconded** D Rewi

**Carried**

## **12. Closing comments**

The Board chair thanked everyone for their attendance.

Karakia whakamutunga – P Henare.

## **13. Next meeting**

The next Board meeting will be on 12 November 2024 and will be held online.

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**The meeting closed at 12.00pm.**

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A handwritten signature in blue ink, appearing to read 'D Cameron', with a long horizontal flourish extending to the right.

D Cameron

Board Chair