

MINUTES

HERENGA Ā NUKU AOTEAROA, OUTDOOR ACCESS COMMISSION

BOARD MEETING

13 November 2024

Wellington

The meeting commenced at 9.00am.

Board members in attendance:

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

Also in attendance:

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

Opening comments

Karakia timatanga – D Rewi.

D Cameron welcomed Board members and staff.

1. Apologies

Apologies were received from P Henare and J Young (board members).

Confirm Agenda

The Board confirmed the agenda for the meeting.

Conflicts of Interest

D Rewi declared that Maōri advisory work with Te Araroa Trust is still ongoing.

2. Confirmation of minutes

The minutes of the board meeting held on 20 August 2024 and the special meeting on 22 October 2024 were circulated and read.

The action register was circulated and read.

Resolved: The Board:

- a. **confirmed** the minutes of the 20 August 2024 meeting and the 22 October 2024 special meeting as a true and correct record of the meeting.

Moved D Rewi

Seconded H Logan

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 November 2024.

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

Resolved: The Board:

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

Moved H Mexted

Seconded D Cameron

Carried

4. Health and safety report

P Culling presented the health and safety report as of 12 November 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.

Resolved: The Board:

- a. **noted** Herenga ā Nuku's 12 November 2024 health and safety report.

Moved D Rewi

Seconded H Logan

Carried

Part A – Items for decision

5. MOU with Gisborne District Council

R Cullinane presented a new draft Gisborne District Council Walking & Cycling Programme Memorandum of Understanding for a three-year partnership.

The MOU includes \$30,000 of operational funding provided by Herenga ā Nuku for shared outdoor access objectives. This funding was not included in the budget and will be spent from reserves.

The board approved the expenditure from reserves of up to \$30,000 for this project.

Resolved: The Board

- a. **noted** the draft Gisborne District Council Walking & Cycling Programme Memorandum of Understanding.
- b. **approved** the expenditure from reserves of up to \$30,000 over three years to support the Walking & Cycling Programme in Te Tairāwhiti.

Moved H Logan

Seconded H Mexted

Carried

6. Commission timetable for 2025

J Yang presented the proposed planning and reporting timetable for 2025 for the board's approval.

Board meetings

The board discussed setting a focus for each board meeting in addition to regular board business, to help with strategic discussions.

The board confirmed the following board meetings:

- Tuesday 25 February, online – focus on stakeholder relationships
- Monday 19 – Tuesday 20 May, held in Wellington – focus on board review and self-assessment
- Tuesday 19 August, online – focus on key partnerships
- Monday 17 – Tuesday 18 November, held in Wellington – focus on strategic direction, including risks and opportunities

Audit and Risk Subcommittee meetings

The board agreed that the audit and risk subcommittee will:

- meet three times a year
- focus on risk matters – the board are satisfied that audit matters are currently covered sufficiently at the full board meetings
- meet prior to board meetings with enough time to report back to the board, to discuss strategic risk and compliance matters

CE performance review subcommittee meetings

The board also agreed to appoint H Logan to the CE performance review subcommittee. D Cameron will continue to chair this subcommittee.

Te Araroa Trust meetings

A meeting between the Te Araroa Trust and Herenga ā Nuku board was discussed for November, to coincide with the current board meeting, however this did not eventuate. Management will continue to coordinate with Te Araroa to arrange an online meeting, possibly for April-May 2025.

Resolved: The Board:

- a. **approved** the planning and reporting timetable for 2025.
- b. **appointed** H Logan to the CE performance review subcommittee

Moved H Logan **Seconded** D Rewi **Carried**

7. Outdoor Access Champion Award Nominations

S Day presented the nominations for the outdoor access champion awards. Nominations were open from 30 July to 21 October 2024, and we received 2 nominations in total.

The Board discussed the nominations and their merits and agreed that the 2 nominations should receive an Outdoor Access Champion award in 2025.

Board member D Rewi expressed his interest in attending an award ceremony, likely to be held in the Otago region.

Resolved: The Board:

- a. **agreed** on the winners of the 2025 Outdoor Access Champion awards.
- b. **noted** management will arrange local presentations to the winners in the first half of 2025, and a Board member may be invited to attend and present the award/s on behalf of the Commission.

Moved D Cameron **Seconded** D Rewi **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.

Te Araroa health and safety

The board recognises that employees are giving due attention to health and safety requirements themselves and to their organisation.

The board noted that the health and safety for Te Araroa volunteers are beyond our purview – as Herenga ā Nuku does not have control over the volunteer policy and direction given to Te Araroa volunteers.

Resolved: The Board:

- a. **discussed** the audit and risk report.

Moved H Mexted

Seconded D Rewi

Carried

9. Insurance renewal report

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

Insurance policies are in place for Herenga ā Nuku 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 H Mexted

Seconded D Cameron

Carried

10. Report to Governance on the audit

P Culling presented the Board with the report from Silks Accounting on the audit results from the 2023-2024 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. **discussed** the Report to Governance for the year ended 30 June 2024.

Moved H Mexted

Seconded D Cameron

Carried

11. Risk management

P Culling presented the risk management policy

The audit and risk sub-committee (H Mexted, D Rewi in attendance) held a workshop with P Culling to discuss and give some direction for a new risk management policy and framework.

Risk management policy

The board emphasised the importance of maintaining a culture that allows staff to raise any issues/problems. It is important that all managers take responsibility for risk management.

Risk management Framework

The board discussed the suggested risk areas. The board noted that IT is not included as a separate risk area but is included under various other risk areas. Our IT systems underpin many areas and should be considered wholistically when assessing those areas. Examples of where IT is included in other risk areas:

- financial risks – cyber-attacks to financial systems, data breaches.
- business continuity – document management systems, GIS systems, office-supplied ICT

The board agreed that risk appetite would be set at the board level. The audit and risk subcommittee will continue discussion at it's next meeting, and report back to the board.

Risk register

The board reviewed the updates to the risk register and are happy with the new format and direction. The board will provide feedback into the risk register and risk appetites as this develops.

Resolved: The Board:

- a. **discussed** the drafts of the proposed Risk Management Policy, and Risk Management Framework
- b. **discussed** the draft of the revised risk register
- c. **made** suggestions to management for improvement to the drafts.
- d. **agreed** to provide further comments to management, including suggestions for risks to be added to the risk register,

Moved H Mexted

Seconded D Rewi

Carried

Part C – Items for noting

12. Quarterly dashboard for Q1 2024-2025

J Yang presented the Q1 report as submitted to MPI.

Resolved: The Board:

- a. **noted** the quarterly report dashboard covering Q1 2024-2025, as presented to MPI.

Moved D Cameron

Seconded H Logan

Carried

13. Geospatial update

M Grose presented an update on geospatial work programme.

Data Improvement Program

The board noted that we continue to build and maintain key relationships, to help secure access to required third-party data. We aim to go live with the improvements in June 2025.

Pocket Maps

The recent release of our topographic basemap was well received.

The board noted that product support for the platform on which Pocket Maps is built will be discontinued after August 2025. Discussions on next steps are ongoing.

Te Araroa

Te Araroa are moving onto their own GIS infrastructure. The documentation of risks and responsibilities is underway and will be included as an appendix to the MOU.

Resolved: The Board:

- a. **noted** the active work program of the GIS team.

Moved H Mexted **Seconded** D Cameron **Carried**

14. Strategic relationships update

D Macredie presented an update on strategic relationships.

The board noted ongoing discussion with K Douglas and regional field advisors relating to decision-making processes around tangata whenua engagement. There are some inconsistencies with decision-making, information capture and definitions of mana whenua involvement that need to be clarified. D Macredie will initially lead an online session on this with RFAs and the operations team, with further discussions as required.

Resolved: The Board:

- a. **noted** the strategic relationships update.

Moved H Logan **Seconded** D Rewi **Carried**

15. Memorandum of Understanding with Department of Conservation

R Cullinane presented the updated Memorandum of Understanding between Herenga ā Nuku and the Department of Conservation.

The MOU was signed by DOC's chief executive, Penny Nelson and meeting with Herenga ā Nuku's chief executive on 12 November 2024.

Resolved: The Board:

- a. **noted** the updated Memorandum of Understanding between Herenga ā Nuku and the Department of Conservation.

Moved D Cameron

Seconded H Logan

Carried

16. Closing comments

The Board chair thanked everyone for their attendance.

The board noted that today is P Henare's last day as a board member. There is a possibility for an in-person farewell at the May board meeting.

Karakia whakamutunga – D Rewi.

17. Next meeting

The next Board meeting will be on 25 February 2025 and will be held online.

The meeting closed at 12.20pm.



D Cameron

Board Chair