

MINUTES
NEW ZEALAND WALKING ACCESS COMMISSION
BOARD MEETING
25th September 2018
Stratford

Board Members: J Forbes (Chair), H Allison, L Chase, P Henare, H Mexted and R McNeill.

In attendance: R Cullinane (Chief Executive), P Culling (Corporate Services Manager), S Wallis (Operations Manager), A Wilson-Goldman (Communications Manager), M Fleck (Senior Analyst).

Opening Comments

The meeting commenced at 9am

The Chair welcomed Board members and staff and P Henare opened the meeting with a karakia.

1. Apologies

Apologies were received by R Tipene and P Brown.

Conflicts of Interest

No conflicts of interest were declared.

Confirm Agenda

The Board confirmed the agenda for the meeting.

2. Confirm Minutes

The minutes of the meeting held in Wellington on 5th July 2018 were circulated and read.

Action: The Board

- a) **confirmed** the minutes of the 5th July 2018 meeting as being a true and correct record of the meeting.

Moved R McNeill **Seconded** J Forbes **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 September 2018.

R Cullinane reported on: staffing matters, including a staff member on long term sick leave, the hiring of an interim operations manager, and the return of a member of the GIS team after traveling overseas. There were no health and safety incidents to report. Other items reported on were: the completion of the final part of the audit of the 2017/18 annual report, update on IT projects, official information requests in relation to Hunter Valley, and the launch of the Commission's new website were discussed.

Also noted were access issues connected to Hunter Valley Station, Ngāti Kahungunu, biosecurity - kauri dieback and mycoplasma bovis (M. bovis).

The Board discussed stakeholder engagement and advocacy and offered its support and help in this area, particularly with regards to; sector groups, local government, iwi and central government.

Action: The Board

- a) **discussed** the Chief Executive's report for September 2018;
- b) **confirmed** their support to assist the Chief Executive and the Commission with stakeholder engagement and advocacy issues; and
- c) **agreed** with the plan being proposed to have a regular stakeholder presence at future Board meetings.

Moved

P Henare

Seconded

H Mexted

Carried

Part A

4. Annual Report

P Culling presented a paper inviting the Board to comment on, and approve, the final draft of the Commission's Annual Report for the period 1 July 2017 to 30 June 2018.

Chrissie Murray, the Commission's audit director from Audit New Zealand attended the meeting.

The Board was informed that the format of the draft Annual Report had changed from the previous year to reflect recommendations from Audit New Zealand.

The final annual report and audit opinion will be presented to the Board at its November meeting.

A number of small grammatical errors were noted.

Action: The Board

- a) **approved** the Commission's draft Annual Report for the period ending 30 June 2018; subject to any changes arising from the meeting and audit; and

- b) **designated** R McNeill and J Forbes (Chair) to sign the *2017-18 Annual Report*, statement of responsibility, financial statements and letter of representation for, and on behalf of, the Board.

Moved P Henare **Seconded** J Forbes **Carried**

5. Budget bid

M Fleck presented a paper seeking the Board's approval for a budget bid from the Commission as part of the Government's 2019 budget round and outlined next steps in this process.

The objective of the proposed budget bid is to permanently increase the Commission's baseline funding from 1 July 2019. An option for a second budget bid to be put forward following the review of the *Walking Access Act 2008* is also being pursued.

The Board noted that there needed to be a clear and compelling case for any budget bid and that if a bid was made that it needed to be well thought through and articulated.

The Board's concern was that while a budget bid was a good signal it needed to be robust, procedurally correct and placed at the right level.

An upcoming meeting between the Board Chair, Chief Executive and Walking Access Minister Damien O'Connor would discuss how best to proceed with this issue.

Action: The Board

- a) **noted** the proposed budget bid to increase the Commission's baseline funding from Budget 2019;
- b) **noted** that a more in-depth initial bid including rationale and costings will be communicated to the Chair;
- c) **noted** the budget bid deadline of early December 2018;
- d) **noted** that process for budget bids continues in more detail between January and March 2019.

Moved R McNeill **Seconded** H Mexted **Carried**

6. Sub-committees – Grants, Audit, Act Review

P Culling presented a paper seeking the Board's views on whether it believes Committees would assist in the governance of the Commission.

The Board discussed the options outlined in the agenda paper. The Board concluded that it would continue with a grants committee evaluation panel and was interested in establishing an audit and risk committee, and an act review committee.

Board members H Allison and P Henare indicated their willingness to be on the grant's evaluation panel. Board members H Mexted and L Chase indicated their willingness to be on an audit and risk committee.

Board members R McNeill, J Forbes and L Chase indicated their willingness to be involved with the Walking Access Act 2008 review committee, however, it was considered that a committee would not be considered further at the next meeting of the Board once more information about the shape of the review was confirmed.

The Board Chair informed the meeting that he would contact absent Board members P Brown and R Tipene to assess their interest on being on any of the committees.

With regards to the audit and risk committee, P Culling was asked to present a paper to the next Board meeting outlining the scope and options of such a committee including having an independent chair, including health and safety as part of its scope and meeting twice a year, one meeting of which would follow the annual audit.

Action: The Board

- a) **noted** the option of having committees;
- b) **approved** a grants committee (evaluation panel), audit and risk committee, and an Act review committee be established.
- c) **agreed** that Board members H Allison and P Henare be appointed to the grant's evaluation panel, and members H Mexted and L Chase be appointed to an Audit and Risk committee.
- d) **agreed** that the Board would consider creating a Walking Access Act Review committee at the next Board meeting.
- e) **agreed** that the Chair contact absent Board members P Brown and R Tipene to assess their interest in being on any of the committees,
- f) **directed** management to prepare detailed committee options, as necessary for Board approval at the next Board meeting in Wellington on 27/28 November 2018.

7. Grants Evaluation Panel representatives

P Culling presented a paper asking the Board to appoint two representatives to the evaluation panel for grant applications to the Enhanced Access Fund (EAF).

The panel meets twice a year following grant close off application dates of 31 March and 30 September. The panel presents a full report and recommendations for funding to the Board.

Action: The Board

- a) **appointed** H Allison and P Henare to the EAF evaluation panel

Moved H Mexted **Seconded** L Chase **Carried**

8. Delegation of authority to Acting CE

P Culling presented a paper seeking confirmation of a Board resolution to confirm the Commission's Operations Manager Ric Cullinane's power to perform as the Commission's Acting Chief Executive (CE).

Action: The Board

- a) **noted** the circumstances of the resolution;
b) **approved** the resolution.

Moved J Forbes **Seconded** R McNeill **Carried**

Part B

9. Website

A Wilson-Goldman presented a paper updating the Board on the status of the new website, and outlined progress on partnership opportunities that the website brings for the Commission.

P Culling advised the Board that Audit New Zealand had scrutinised the accounting treatment of the web-site costs as part of their annual audit and were satisfied with capitalisation of the \$107,000 cost of the web-site redevelopment.

Action: The Board

- a) **noted** the Commission's new website will launch to the public in October, and offers significant opportunity to partner with other agencies to boost the Commission's profile and use of its new *Find My Adventure* tool.

Moved L Chase **Seconded** H Allison **Carried**

10. Quarterly Report Q4 2017-18

S Wallis presented the Quarterly report for the period 1 April 2018 to 30 June 2018 for information.

Action: The Board

- a) **noted** the completed Quarterly Report to June 2018

Moved P Henare **Seconded** J Forbes **Carried**

11. Operations and RFA Report Q4 2017/18

S Wallis presented the Operations and RFA report for the period 1 April 2018 to 30 June 2018 for information.

Action: The Board

- a) **noted** the Operations and RFA report for Q4 2018

Moved H Allison **Seconded** R McNeill **Carried**

12. Act Review

M Fleck presented the Board with an update paper on progress of the review of the Walking Access Act 2008.

Action: The Board

- a) **reviewed** the progress on the review of the Walking Access Act 2008;
- b) **noted** that due to Ministerial availability, the Cabinet paper approving the review terms and conditions is yet to be approved;
- c) **noted** once Cabinet has approved the review terms and conditions, MPI will manage the review process until its completion in 2019.

Moved R McNeill **Seconded** P Henare **Carried**

13. South Island Tracks and Trails Masterplan and Toolkit

A Wilson-Goldman presented a paper updating the Board on the South Island Tracks and Trails Masterplan and Toolkit project, including the funding application to the Provincial Growth Fund and the development of the Governance Group.

Action: The Board

- a) **noted** that the Commission has a proposed project to create a South Island Tracks and Trails Masterplan and Toolkit, subject to receiving funding from the Provincial Growth Fund, working alongside councils, iwi, central government agencies and other key stakeholders.

Moved H Allison **Seconded** H Mexted **Carried**

14. Draft 2019 Board planning and reporting timetable

P Culling presented a paper seeking the Board's feedback on the draft 2019 planning and reporting timetable.

Action: The Board

- a) **noted** the draft planning and reporting timetable for 2019;
- b) **discussed** the suitability of dates/work items;
- c) **directed** management to prepare an updated timetable for approval at the November Board meeting.

Moved R McNeill **Seconded** J Forbes **Carried**

Part C

15. Next meeting

The next meeting of the Board will be held in the Commission's office in Wellington on 27th and 28th November

The meeting closed at 12:15pm.



J Forbes
Chairperson

