

**MINUTES**  
**NEW ZEALAND WALKING ACCESS COMMISSION**  
**BOARD MEETING**  
**18<sup>th</sup> September 2019**  
**Invercargill**

**Members:** J Forbes (Chair), H Allison, L Chase, P Henare, H Mexted

**In attendance:** R Cullinane (Chief Executive), P Culling (Deputy Chief Executive), A Wilson-Goldman (Strategic Communications and Partnerships Manager), K Douglas (Co-Acting Operations Manager), and J Yang (minutes).

**Opening Comments**

The meeting commenced at 10.30am

P Henare opened the meeting with a karakia.

The Chair welcomed Board members and staff.

**1. Apologies**

Apologies were received from R Tipene

**Moved** H Allison                      **Seconded** P Henare                      **Carried**

**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 3<sup>rd</sup> July 2019 were circulated and read.

**Action:** The Board

- a) **confirmed** the minutes of the 3<sup>rd</sup> July 2019 meeting as being a true and correct record of the meeting.

**Moved** P Henare                      **Seconded** L Chase                      **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 2019.

R Cullinane gave a strategic summary of the year to September and reported on: the progress of Regional Leadership and Strategy projects in Taranaki, Rodney (Puhoi to Pakiri Trail Programme) and Connecting Franklin and North Waikato; progress in the partnerships and policy area; continued development of strategies and programmes that support partnership with Māori; updates to Find My Adventure, which was named as a finalist in the People and Community category at the 2019 NZ Spatial Excellence Awards; the WAMS/GIS update; the uncertainty of ongoing baseline funding; strategic initiatives for the next three to nine months, including investigating a possible merging of the operations of Te Araroa trail into the Commission's operations; the latest correspondence with Kawakawa 1D2 Ahu Whenua Trust; preparation for the final audit and draft 2018/19 Annual Report; the draft unaudited financials; health and safety; an internal review of data security.

**Action:** The Board

- a) **discussed** the Chief Executive's report for September 2019.

**Moved** H Allison

**Seconded** P Henare

**Carried**

### 4. Health and Safety report

P Culling presented the Health and Safety report as at September 2019.

This is a regular report, covering any accidents, near misses, on-going issues/any action taken, proactive initiatives, and any other relevant matters.

There has been one accident and no near misses since last report.

The Board was informed that:

- the incident involved one of the Commission's Regional Field Advisors
- an Incident Report was completed
- an incident investigation was carried out, and prevention strategies were communicated to all staff

**Action:** The Board

- a) **noted** the Health and Safety report.
- b) **noted** the reported incident involving one of the Commission's Regional Field Advisers.

**Moved** H Mexted

**Seconded** H Allison

**Carried**

## Part A:

### 5. Budget Bid 2020-2021

P. Culling and A Wilson-Goldman presented a paper seeking the Board's approval for management to proceed with a bid for Budget 2020. The paper outlined three possible scenarios. The first; if there was no baseline increase to the Commission's historical grant of \$1,789,000, the second a scenario based on current spending, excluding the separately funded Puhoi to Pakiri (Rodney Access Network) project but including an amalgamation of the Te Araroa Trail operations into the Commission, and a third scenario if the Commission was resourced to carry out all of the Walking Access Act review recommendations.

The Board discussed the three scenarios in line with the current drawdown and depletion of existing reserves. The Board decided that it would approve scenario two as a bid for Budget 2020, including in the bid an estimate of the costs for the amalgamation of Te Araroa trail and an estimate of costs in relation to resourcing the Commission's Māori engagement commitment.

Cost pressure initiatives such as the Commission's baseline increase request are due to Treasury by close of business 1 November.

New spending initiatives such as resourcing for the amalgamation of the Te Araroa trails operations and the commitment to Māori engagement are due to Treasury by close of business 29 November.

The Board asked management to keep them informed of the details of the bid prior to it being submitted. P Culling informed the Board that he would be working closely with MPI on the budget bid.

#### **Action:** The Board

- a) **approved** Management's plan for a bid for Budget 2020 based on Scenario 2, including funding for Te Araroa trail and Māori engagement, with the final details to be worked through in discussion with MPI and the Minister's office.
- b) **directed** management to provide an update to the Board on the Commission's budget bid details prior to the bid being submitted.

**Moved** P Henare

**Seconded** L Chase

**Carried**

### 6. Annual Report 2018-2019

P. Culling and A Wilson-Goldman presented the draft of the Commission's *Annual Report for the period 1 July 2018 to 30 June 2019*, for the Board to comment on and approve.

The format for the *Annual Report* is similar to the previous year with a stronger focus on stories, using case studies as examples. Most performance measures were achieved and the impact of those that were not will be examined.

**Action:** The Board

- a) **approved** the Commission's *Annual Report for the period 1 July 2018 to 30 June 2019*; subject to any changes made during subediting and proofreading, or amendments arising from the audit.
- b) **designated** L Chase, alongside J Forbes (Chair), to sign the *Annual Report for the period 1 July 2018 to 30 June 2019*, statement of responsibility, financial statements and letter of representation for, and on behalf of, the Board.

**Moved** P Henare

**Seconded** H Allison

**Carried**

## Part B

### 7. Act Review Update

A Wilson-Goldman presented a paper updating the Board on progress with the review of the *Walking Access Act 2008* since the July Board meeting.

The report of the finding from the Act Review was sent to the Minister in August and is currently with Cabinet. The Report is expected to be tabled in Parliament on September 24-26.

The Board acknowledged all the work that has gone into the Act Review.

**Action:** The Board

- a) **noted** the update on the review of the *Walking Access Act 2008*.
- b) **directed** a letter be sent to review panel in recognition of their work on the Act Review.

**Moved** J Forbes

**Seconded** L Chase

**Carried**

### 8. Te Araroa Trust: Integration with the Commission

R Cullinane presented a paper providing background on, and possible options for, the integration of the functions and responsibilities of Te Araroa Trust with the Commission.

The Act Review found an overwhelming response emphasizing a need for closer relationship with Te Araroa, noting some cross-over in function and overarching purpose of recreational track and trail development across New Zealand.

Te Araroa is not financially sustainable in its current form, and the Commission already provides some support to Te Araroa. Over the past 12 months, informal discussion has been ongoing between the Commission's CE and Te Araroa Trust CE on the matter of closer integration of functions. The Commissions Chair and CE also met with the Te Araroa Chair and CE in late March on this matter.

In beginning substantive discussions with Te Araroa the Board emphasized that detailed costings needed to be produced for any possible integration structure, as well as clear timelines for implementation.

**Action:** The Board

- a) **agreed** that the Commission enter substantive discussions with Te Araroa on options for integration of Te Araroa function within the Commission.
- b) **noted** that there may be options for partial and/or phased integration.
- c) **noted** that the Commission is not currently funded to support full integration of Te Araroa Trust.

**Moved** L Chase

**Seconded** P Henare

**Carried**

## 9. Connecting Franklin – North Waikato update

A Wilson-Goldman presented a paper updating the Board on progress with the Connecting Franklin – North Waikato project.

The project was initiated in late 2018, with funding from Waikato Regional Council and Waikato District Council, and support from the Franklin Local Board of Auckland Council. The first stage of this project, which involved engaging with stakeholders to produce a report outlining the hopes, concerns and vision for the region, has now been completed. The *Connecting Franklin – North Waikato Stakeholder Report* was released on August 7. The report has been well received by locals and has been reported on by local media. The next steps are to identify key projects to begin implementing the vision outlined in the report, and to create a governance and monitoring structure to oversee implementation of the key projects.

The Board noted the increasing need and opportunity to create access for elderly and disabled communities that is removed from public roads.

The Board also commended A Wilson-Goldman, RFAs and all staff that were involved in creating the report.

**Action:** The Board

- a) **noted** the update on the Connecting Franklin – North Waikato project.
- b) **noted** that, following the project's completion, the Commission will identify a modular model for future regional projects, taking into account lessons learned from all the regional projects it has undertaken.

**Moved** J Forbes

**Seconded** P Henare

**Carried**

## 10. Unaudited Financial Results 2018/2019

P Culling presented a paper updating the Board on the unaudited financial results for the financial year ended 30 June 2019.

The unaudited financial statements and supporting documentation/information were provided to Audit New Zealand, in preparation for the Commission's year-end audit. The Board will be updated on any amendments recommended by the Auditor. The audited financial statements will be included in the Annual Report.

The Board noted that, due to and in line with the agreed draw-down of the Commission's cash reserves, any significant spending outside the Commission's current 2019/2020 budget would require a higher level of scrutiny than usual.

**Action:** The Board

- a) **noted** the Commission's unaudited financial results for the year ended 30 June 2019.
- b) **directed** that any significant unbudgeted items that impact the bottom line in the financial year to June 2020 be brought to the Board's attention as soon as possible.

**Moved** H Mexted

**Seconded** P Henare

**Carried**

## 11. Engagement with Māori – Commission's Strategic Approach

P Culling presented a paper that reviewed the results of the Commission's Board Māori Engagement Strategy workshop facilitated by Campbell Squared on 25 July 2019 and outlined the next steps in developing and implementing the Commission's strategic approach to Māori engagement.

**Action:** The Board

- a) **reviewed and discussed** the workshop memorandum and recommendations from Campbell Squared.
- b) **agreed** that an aspirational approach to Māori engagement is required.
- c) **agreed** on the next steps in the process:
  - 1) formulating a Māori engagement strategy for the Commission;
  - 2) building the tikanga Māori capacity and capability of staff and regional field advisors; and
  - 3) having applicable practical policies, procedures and guidelines in place.
- d) **noted** that currently the Commission has not budgeted for any work to be carried out in relation to Māori engagement.
- e) **directed** that any action which requires significant resource not be undertaken until funding is secured.

**Moved** P Henare

**Seconded** L Chase

**Carried**

## 12. Q4 Quarterly Report

A Wilson-Goldman presented the Commission's Q4 report for 2018-19 as submitted to the Ministry for Primary Industries (MPI).

**Action:** The Board

a) **noted** the Commission's Q4 quarterly report, as submitted to MPI.

**Moved** H Allison

**Seconded** H Mexted

**Carried**

## 13. Legal options for creating access

K Douglas presented a paper providing an overview on different types of legal options that are nationally available to create certain and enduring public access, which includes walking access.

Public access can be created through legal roads (formed and unformed); marginal strips; esplanade reserves; reserves under the *Reserves Act 1977*; Commission owned land; leases; several different types of easements including walkways under the *Walking Access Act 2008*; covenants; and informal agreements.

The Board was informed about:

- some common issues with the types of access most often in dispute
- the increasing difficulty with creating walkway easements under the *Walking Access Act 2008*,
- esplanade strips and access strips, which are commonly recommended by the Commission to establish public access.

**Action:** The Board

a) **noted** the contents of this report.

**Moved** P Henare

**Seconded** H Allison

**Carried**

## 14. Roadways on Māori land

K Douglas presented a paper informing the Board about roadways on Māori land (sometimes referred to as Māori Roads).

Roadways on Māori land provides access over Māori land to other land. Roadways on Māori land are not the same as legal roads (as defined in the *Local Government Act*

1974), and can have restricted access, therefore it cannot be assumed that public access is available over a roadway.

**Action:** The Board

a) **noted** the contents of this report.

**Moved** P Henare

**Seconded** J Forbes

**Carried**

## 15. Significant Correspondence

**Action:** The Board noted the correspondence to:

(a) Sir Kim Workman on 10 July 2019

(b) Sir Kim Workman on 9 September 2019

## Part C

### 16. Closing comment

The Chair thanked Board members for their attendance at the meeting and their involvement and contribution.

The Board commended staff and RFAs for their work on the Act Review.

P Henare closed the meeting with a karakia.

### 17. Next meeting

The next meeting of the Board will be held in Wellington on 27<sup>th</sup> November 2019.

**The meeting closed at 12pm.**



J Forbes  
Chairperson