

**MINUTES**  
**NEW ZEALAND WALKING ACCESS COMMISSION**  
**BOARD MEETING**  
**21<sup>st</sup> April 2020**  
**via Zoom**

**Members:** D Cameron (Chair), H Allison, P Coburn, P Henare, H Mexted, C Wade-Brown, R Tipene, L Chase

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

**Opening Comments**

The meeting commenced at 10.15am.

P Henare opened the meeting with a karakia.

The Chair welcomed Board members and staff.

**1. Apologies**

There were no apologies.

**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 19 February 2020 were circulated and read.

**Action:** The Board

- a) **confirmed** the minutes of the 19 February 2020 meeting as being 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 April 2020.

R Cullinane gave a strategic summary of the year to April and reported on: staff and RFA welfare; statutory compliance; the latest financial planning; the Budget bid; the Act Review; the Business Continuity plan; the Q3 quarterly report; regional strategic projects; partnerships and policy; Operations updates; health and safety.

The Board discussed the role and relevance of the Commission in relation to the current COVID-19 crisis. The Commission is working with other agencies to ensure that messaging relating to public access is clear and consistent. Once we transition into a recovery phase, there will potentially be a focus on domestic tourism, especially to the regions. Increasing the provision of outdoor access opportunities, especially for recreation and active transport will be important in helping local communities recover. Over the long term, the Commission has an important role to play in ensuring that tourism and outdoor access is managed in a safe and sustainable manner.

The Board was informed that, due to lockdown restrictions, the Commission expects a reduction in regional operations.

**Action:** The Board

a) **discussed** the Chief Executive's report for April 2020.

**Moved** H Allison

**Seconded** L Chase

**Carried**

### 4. **Health and Safety report**

P Culling presented the Health and Safety report as at April 2020.

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

There were no accidents and no near misses since last report. The RFA Health and Safety review has now been completed.

The Board was informed that all staff are working from home. Management are regularly checking in with all staff and RFAs. Morale remains high, and welfare and wellbeing remain a priority.

**Action:** The Board

a) **noted** the Commission's April 2020 Health and Safety report.

**Moved** P Henare

**Seconded** P Coburn

**Carried**

## Part A

### 5. **Draft 2020-2021 Statement of Performance Expectations**

A Wilson-Goldman and P Culling presented the draft 2020-2021 Statement of Performance Expectations (SPE) to the Board for approval. The SPE sets out the Commission's performance expectations and finances for the upcoming financial year.

The draft SPE must be sent to the Minister for review by 1 May 2020. As this is before budget announcements will be made (on 14 May), the SPE will be accompanied by a letter explaining some assumptions that had to be made around future funding. Depending on the results of the budget bid, if the SPE must be revised, then a revised draft will be circulated to the board via email for further approval.

The draft 2020-2021 SPE does not take into consideration the COVID-19 pandemic. As is more appropriate, any impacts will be instead reflected in the Annual Report.

The Board discussed the Commission's strategic framework and performance measures, which remain largely unchanged from the previous year. The Commission is due publish a new SOI next year (with possibly an extra 12 month delay depending on the Act Review policy process), at which time it would be appropriate to review performance measures and ensure they are still fit-for-purpose.

**Action:** The Board

- a) **approved** the draft Statement of Performance Expectations, which has been developed on the assumption that the budget bid is successful.
- b) **agreed** that Don Cameron (chair) and Peter Coburn (board member) sign the Statement of Performance Expectations, on behalf of the board.
- c) **noted** that the approved draft Statement of Performance Expectations will be provided for Ministerial review.
- d) **noted** that in the event of an unsuccessful budget bid, a revised draft be circulated to the Board for electronic approval.

**Moved** P Henare

**Seconded** H Mexted

**Carried**

## Part B

### 6. **Change of name for the Commission**

A Wilson-Goldman presented a paper asking the Board to begin considering a change of the operating name for the Commission and outlining a possible process to do this.

The *Report on the Review of the Walking Access Act 2008* recommended a change of name for the Commission and Minister O'Connor has raised a name change as something that he was happy for the Commission to undertake. If the Board were to decide to change the operating name of the Commission, then a change of legal name

could also follow once the policy process stemming from the Act Review has been completed.

The Board agreed that a name change would only be considered if the current budget bid is successful. If it is successful, Management will bring a paper to the next Board meeting outlining a possible process for changing the Commission's name and an indicative budget. Should the Commission change its name, there needs to be engagement, especially with Te Araroa Trail, Maori and DOC. As a name change is not a priority, assuming that a process is agreed upon, it is unlikely that anything will be actioned until the end of the year.

**Action:** The Board

- a) **directed** management to provide an update on suggested Māori and English names suggested so far.
- b) **directed** management to bring a paper to the next Board meeting detailing a plan and indicative budget for a name change, including consultation with Maori, should the current budget bid be successful.

**Moved** H Mexted

**Seconded** H Allison

**Carried**

## 7. **LEARNZ Virtual Field Trip**

A Wilson-Goldman presented a paper informing the Board of a successful pilot of educational resources provided by the Commission by supporting a virtual field trip for school students.

The virtual field trip was created in collaboration with LEARNZ, Federated Farmers and QEII National Trust. The virtual field trip was to the Southern Lakes area around Wanaka, during 18-20 February 2020. Educational resources, including videos, remain available on the LEARNZ website, so that school can engage with it in the future as well. The Commission would like to fund another field trip, with a view towards making this an annual event as a part of its work promoting the messages of the *Outdoor Access Code*.

The Board noted that field trips would provide more opportunities for partnering with stakeholders, especially in the regions, and could provide an opportunity for any stories, knowledge and/or messages that iwi or hapū may want to share.

**Action:** The Board

- a) **noted** that the Commission will significantly exceed its school education resources performance target.
- b) **noted** that the Commission is likely to fund another field trip in 2021 in collaboration with one or more partners, should the current budget bid be successful.

**Moved** P Henare

**Seconded** P Coburn

**Carried**

## **8. Significant correspondence**

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

- a) Letter of Expectations 2020-2021 from Hon Damien O'Connor
- b) Reply from Don Cameron to Hon Damien O'Connor
- c) Ombudsman's letter re Kawakawa
- d) Letter to Councils from Don Cameron and Ric Cullinane

## **Part C**

### **9. Closing comments**

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

P Henare closed the meeting with a karakia.

### **10. Next meeting**

The next meeting of the Board will be held on 7-8 July 2020, with the location to be decided closer to the time.

**The meeting closed at 1.15 pm.**



D Cameron  
Chairperson