

**MINUTES**  
**NEW ZEALAND WALKING ACCESS COMMISSION**  
**BOARD MEETING**  
**29 March 2022**  
**Wellington/via Zoom**

---

**The meeting commenced at 1.05pm.**

---

**Board members in attendance:**

D Cameron (Chair), H Allison, P Coburn, P Henare, 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 Claridge (Executive Director — Te Araroa), Doug Macredie (Strategic Partnerships Manager) and J Yang (Senior Advisor — Corporate, minutes).

**Opening comments**

P Henare opened the meeting with a karakia.

The chair welcomed Board members and staff.

**1. Apologies**

Apologies were received from C Wade-Brown and L Chase.

**Confirm Agenda**

A late item has been added to agenda item 15 for the board's approval. A paper relating to this item has been circulated to the board.

The Board confirmed the agenda for the meeting.

**Conflicts of Interest**

There were no conflicts of interest declared.

**2. Confirm Minutes**

The minutes of the meeting held in Wellington on 16-17 November and the special meeting held on 10 December 2021 were circulated and read.

**Resolved:** The Board

- a. **confirmed** the minutes of the 16-17 November 2021 meeting as a true and correct record of the meeting.
- b. **confirmed** the minutes of the 10 December 2021 special meeting as a true and correct record of the meeting.

**Moved** H Mexted

**Seconded** H Allison

**Carried**

### **Matters arising from the minutes**

There were no matters arising from the minutes.

The Board noted that the revisions to the Māori partnership strategy will be circulated to the Board for discussion and feedback in advance of its next meeting in May.

### **3. Chief executive's report**

The Board discussed the chief executive's report for March 2022.

R Cullinane gave a strategic summary of the year to March and reported on: staffing, strategy development, the Te Araroa partnership; the Carbon Neutral Government Programme; the identity, values and brand update; audit matters; regional projects in Te Ahu Patiki, Tairāwhiti, Franklin-North Waikato and Pūhoi to Mangawhai; enhanced access grants; health and safety; and IT and GIS updates.

**Resolved:** The Board

- a. **noted** the chief executive's report for March 2022.

**Moved** D Cameron

**Seconded** P Henare

**Carried**

### **4. Health and safety report**

P Culling presented the health and safety report as of March 2022.

This is a regular report covering accidents, near misses, ongoing issues, actions taken, initiatives, and other relevant matters.

There were no accidents and no near misses since the last report.

The board noted that NZTA guidance relating to hands-free mobile use and driving has been circulated to staff and RFAs, following a request from the board.

**Resolved:** The Board

- a. **noted** the Commission's March 2022 health and safety report.

**Moved** D Cameron      **Seconded** P Coburn      **Carried**

## Part A

### 5. Governance manual update

P Culling presented an updated version of the Commission's governance manual and code of conduct for the board's approval.

The board agreed to formally adopt the Public Service Commission Code of Conduct for Crown Entity Board Members and approve the updated version of the Commission's Governance Manual.

This Commission also has an internal Code of Conduct Guidance for Board Members, dated 2014. This will be revised, and any changes circulated to the Board.

**Resolved:** The Board

- a. **formally adopted** the Public Service Commission's Code of Conduct for Crown Entity Board Members.
- b. **approved** the updated version of the Commission's Governance Manual.

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

### 6. COVID-19 vaccination policy

P Culling presented the Commission's COVID-19 vaccination policy for retrospective approval.

A draft of this policy was circulated for feedback in December 2021. The final policy was sent out to the board on 15 February 2022 and came into effect on 16 February 2022.

**Resolved:** The Board

- a. **retrospectively approve** the Commission's COVID-19 Vaccination Policy.

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

## 7. EAG application above \$10,000

J Yang invited the Board to assess and decide on funding for an Enhanced Access Grant (EAG) application for above \$10,000.

Mt Somers Walkway Society applied for track construction costs for the Sharplin Falls Track. The operations team assessed the application (ref #21-05), and recommended funding \$20,000+GST, with some conditions.

The Board approved the funding with the recommended conditions.

The Board noted that while ordinarily the Commission would not fund this type of construction work, it recognised the special circumstances in this application.

**Resolved:** The Board

- a. **approved** funding for up to \$20,000 for EAG application 21-05, conditional on the Commission's logo being included on relevant signage for the project.

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

## Part B

### 8. Q2 quarterly report

P Culling presented the Commission's quarterly report for the period 1 October 2021 to 31 December 2021 (Quarter 2), as submitted to MPI.

**Resolved:** The Board

- a. **noted** the Commission's Quarterly Report for Quarter 2.

**Moved** D Cameron                      **Seconded** P Coburn                      **Carried**

### 9. Audit matters

P Culling presented the draft minutes from the Audit and Risk Committee meeting on 11 November 2021 and Audit NZ's Report to the Board on the audit of the Commission for the year ended 30 June 2021 and gave an update on the change of auditor.

The Board noted that Silks NZ has been appointed as the Commission's new auditor and that we are in the process of seeking an audit proposal.

The Board also noted the recommendations from Audit NZ in their Report and discussed the open recommendation around data capture for performance reporting.

**Resolved:** The Board

- a. **noted** Audit NZ's report to the board on the Commission's audit for the year ended 30 June 2021.
- b. **noted** the draft minutes from the Audit and Risk Committee meeting on 11 November 2021.
- c. **noted** the change to the Commission's auditor.
- d. **discussed** any issues or areas of concern.

**Moved** P Henare                      **Seconded** P Coburn                      **Carried**

**10. Operations update**

K Douglas gave an operational update and presented the case statistics report for Q2.

The Board noted that the Commission received a \$20,000 donation in relation to an OIO consent. This is an unusual outcome and was prompted by the applicant in discussion with the OIO office due to the access recommendations not being feasible. The donation will be reinvested in the Tasman region.

The Board also noted that the Commission has received notification of a pending \$200,000 cash contribution. This relates to an agreed easement that could not be established due to third party prevarication. The landholder has sold the property, and instead agreed to make a cash contribution over the next two years in support of the Commission's regional tracks and trails project work.

**Resolved:** The Board

- a. **noted** the operations report and quarterly case statistics report from 1 October to 31 December 2021.

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

**11. Te Araroa update**

M Claridge gave an update on Te Araroa for March 2022.

The main priorities for Te Araroa Trust are funding, promoting the trail, and protecting and maintaining the trail. The main challenge is still a significant funding shortfall. The Trust will be looking to discuss its memorandum of understanding with the Commission.

The Board noted that any strategic planning relating to Te Araroa would depend on the budget bid outcome.

The Board also noted that the opening of the Bluff to Invercargill section of Te Araroa would be held on 31 March 2022. David McGregor (Te Araroa Trust board chair), R Cullinane, P Culling and M Claridge will attend.

**Resolved:** The Board

- a. **noted** Te Araroa update.

**Moved** P Henare                      **Seconded** P Coburn                      **Carried**

## 12. **Plan my Walk collaboration with Mountain Safety Council**

S Day updated the board on discussions with partnering with Mountain Safety Council (MSC) to support its Plan My Walk app.

Although initially developed as a safety-focused application, Plan My Walk now has a more comprehensive collection of tracks and track information than the Commission's Find My Adventure website. There are now two publicly funded track databases. The Commission is considering supporting the maintenance and development of Plan My Walk and phasing out Find My Adventure. MSC is receptive to this idea. The next step will explore a potential memorandum of understanding with the Mountain Safety Council.

The board emphasised the importance of avoiding replication of effort and public funding.

The Board discussed the opportunities and risks involved, noting that there will be an impact on branding and reputation, and would like to be kept informed as the discussion with MSC progresses.

**Resolved:** The Board

- a. **noted** that the Commission is exploring partnering with the Mountain Safety Council to support its Plan My Walk app. This discussion will explore a potential memorandum of understanding with the Mountain Safety Council whereby the Commission would support the maintenance and development of Plan My Walk.

**Moved** P Coburn                      **Seconded** P Henare                      **Carried**

## 13. **Review of performance measures**

S Day updated the Board on the progress of the Commission's work to develop new performance measures. MPI is supporting this work.

The Commission's performance measures have not been updated in some time, and management has been aware that the current measures no longer reflect the Commission's recent work. The draft changes will be circulated to the Board.

The Board also requested the details around any evaluation and decision making relating to new measures.

**Resolved:** The Board

- a. **noted** the Commission's work with MPI to develop a new set of performance measures.

**Moved** P Henare                      **Seconded** P Coburn                      **Carried**

#### 14. **Brand and identity project**

S Day updated the Board on progress of the Commission's brand and identity project.

No deadlines for launch have been set, but work is progressing.

The Board discussed using only te Reo Māori in the logo name. It was noted that this was important to highlight our commitment to te Reo and Māori partnership and look to the Commission's future direction and aspirations in this space.

**Resolved:** The Board

- a. **noted** the work the progress on the brand and identity project.

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

#### 15. **Approval for overseas travel**

P Culling requested the board's approval for overseas travel for two individuals to attend the Esri User Conference in San Diego from 11 July to 15 July 2022.

The Commission has been selected to receive a Special Achievement in GIS (SAG) Award at the 2022 Esri User Conference. It has also been asked to present on the PocketMaps phone application developed by the Commission.

The Commission proposes sending Senior GIS Analyst Julian Hitchman and Danica Torres, a former staff member. D Torres was the GIS Analyst who was the project lead on the development of PocketMaps and has recently begun working at Auckland Council.

The Board congratulated GIS staff for receiving this award and commended them on their work.

The Board requested advice on covering costs for a former employee. The Board noted the need for due diligence and asked for further information and advice before making a final decision. This would be circulated to the Board for discussion and approval via email.

**Resolved:** The Board

- c. **agreed** to cover the international travel and associated costs of staff member Julian Hitchman to attend the Esri conference in San Diego from 11 July to 15 July 2022, subject to advice received and Board's final approval.
- d. **directed** management to seek advice relating to covering international travel and associated costs for a former staff member.

**Moved** P Henare **Seconded** P Coburn **Carried**

## Part C

### 16. Other Business

#### *Another expo with Minister*

The board noted that the Chair has met with Andrew McConnell, DDG at MPI. The Minister has suggested that the Commission hold another expo or similar presentation, possibly focusing on how the Commission's work fits within the government's wellbeing framework.

### 17. Next meeting

The next Board meeting is currently scheduled for 18 May 2022.

---

**The meeting closed at 3.50pm.**

---

D Cameron

Board chair