

MINUTES
NEW ZEALAND WALKING ACCESS COMMISSION
BOARD MEETING
3rd July 2019
Wellington

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

In attendance: R Cullinane (Chief Executive), P Culling (Deputy Chief Executive), A Wilson-Goldman (Strategic Communications and Partnerships Manager), E Morris (minutes).

Opening Comments

The meeting commenced at 12.30pm

P Henare opened the meeting with a karakia.

The Chair welcomed Board members and staff.

1. Apologies

Apologies were received from Helen Mexted.

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 Hamilton on 1st May 2019 were circulated and read.

Item 3 Chief Executive's report – additional note required reflecting the Board's concern about building the relationship with Kawakawa 1D2 Ahu Whenua Trust.

Action: The Board

- a) **confirmed** the minutes of the 1st May 2019 meeting as being a true and correct record of the meeting.

Moved H Allison **Seconded** P Henare **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 July 2019.

R Cullinane reported on: Overseas Investment Office mediation cases; the progress of the review of the Walking Access Act (2008); preparation underway for the 2018/19 Annual Report and final audit; the Commission's submission on the second phase of the reform of the Overseas Investment Act (2005); staff changes; health and safety; implementation of a new staff Personal Performance and Development process; scoping of a project to update the Commission's Walking Access Mapping System; the completion of presentations of the four Outdoor Access Champion awards around the country; the CE's attendance at the recent Federated Farmers High Country Conference; the Commission's involvement in a Virtual Field Trip project being developed by Education Company LEARNZ.

The Board discussed issues around creating new access in forests following legislative changes. R Cullinane informed the Board that the Commission works directly with forest owners and managers to develop a business plan for forest owners that shows the costs and benefits of allowing access. However, the Commission's ability to work with forestry is hampered by a lack of resources.

The Board expects senior management to engage in strategic planning to deliver outcomes around access to forests following the completion of the Act review.

Board members would like to receive a paper on Māori Roadways and a paper explaining the various types of easements at the next meeting.

Action: The Board

- a) **discussed** the Chief Executive's report for July 2019;
- b) **directed** that a paper on Māori roadways be presented at the next Board meeting;
- c) **directed** that a paper explaining the different types of easements be presented at the next Board meeting.

Moved J Forbes **Seconded** R Tipene **Carried**

4. Health and Safety report

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

There have been no accidents or near misses since last report.

The Board was informed that:

- staff visiting sites with Regional Field Advisors will wear Hi Vis vests to ensure their safety.
- Head Office staff completed a first aid course in June.

Action: The Board

- a) **noted** the Health and Safety report;
- b) **requested** the Deputy Chief Executive to review the format report in line with the Board's comments.

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

Part A:

5. Engagement with Māori - Working with our Treaty partner

P. Culling presented a paper which outlined options to build the capability and capacity of Commission staff and Regional Field Advisors (RFAs) in their understanding of tikanga Māori, and proposed a strategic framework for Māori engagement that ensures the Commission's partnership with Iwi Māori is enduring, effective and valued.

The Board agreed that immediate progress in this area is necessary and directed Board members, senior management and Regional Field Advisor representatives to take part in a facilitated workshop, to be arranged as soon as possible, to develop a strategic framework for the Commission's partnership with Iwi Māori .

The Board discussed further correspondence, received just prior to the meeting, from Sir Kim Workman in response to the Commission's letter of 14 June. The letter proposed a meeting be held in July between members of the Kawakawa 1D2 Ahu Whenua Trust and the Commission's Board and senior management.

The Board agreed that holding a hui to clear the issues between the Commission and the Trust was a positive step but that the timeframe was too short to arrange a meeting in July. The Chair will contact Sir Kim by phone to discuss the proposal and the Chief Executive will draft a response agreeing that the Board, the Commission's Kaumatua and senior managers will attend an onsite hui with the Kawakawa 1D2 Ahu Whenua Trust. The Board proposed the hui take place in September/October 2019, on a date to be arranged with the Trust and Board members.

The Board will discuss the issues at the next Board meeting prior to hui and hold a follow up meeting after this as part of ongoing work in this area.

Action: The Board

- a) **noted** that management is considering options for providers to upskill and improve consistency of knowledge of tikanga Māori amongst staff and RFAs. recommendations of the Audit and Risk Committee meeting that was held on 18 April 2019.
- b) **directed** that a workshop be held in the next month for Board, Kaumatua ,senior managers and Regional Field Advisor representatives to develop a strategic framework for Māori engagement that ensures the Commission's partnership with Iwi Māori is enduring, effective and valued.
- c) **resolved** that the Board, Kaumatua and senior managers will attend an onsite hui with the Kawakawa 1D2 Ahu Whenua Trust.
- d) **noted** that management is investigating options for ongoing expert support and advice on matters relating to Māori, and that this may involve contracted or in-house options, depending on need, cost and budget.
- e) **noted** that if management chooses to run this training, or to add resource for expert advice, that these costs are currently unbudgeted and would mean the spend-down of reserves will be hastened.

Moved R Tipene **Seconded** P Henare **Carried**

Part B

6. Audit and Risk Committee Minutes

P. Culling presented the minutes from the Commission's Audit and Risk Committee meeting that was held on 18th April.

Action: The Board

- a) **noted** the minutes from the Audit and Risk Committee meeting held on 18 April 2019.

Moved J Forbes **Seconded** H Allison **Carried**

7. Walking Access 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 May Board meeting.

Submissions have closed and the Act review is now in its' final stages. The formal report from the review panel will be submitted at the end of July and following agency sign-off will be submitted to the Minister at the end of August and then to Cabinet in early September.

The Board agreed that the Act review has been a positive process. However, an increase in resources is necessary for the Commission to continue to operate.

Action: The Board

- a) **noted** the update on the review of the Walking Access Act 2008.

Moved L Chase **Seconded** R Tipene **Carried**

8. Taranaki Tracks and Trails Project Update

A Wilson-Goldman presented a paper updating the Board on progress of the Taranaki Project, which is now near completion.

The Commission is stepping back from direct involvement now that the initial project is nearly complete. New Plymouth District Council staff are coordinating with local groups to found a Taranaki Tracks and Trails Trust to continue with the project. NZWAC is coordinating meetings between the Trust, the cycle trust and NZTA to discuss the Round the Mountain trail and realignment of the state highway.

The key lessons for the Commission from this project are that:

- a) more planning is needed around implementation and governance before the project closes to ensure that work continues once the Commission steps back,
and
- b) it is important that local councils in the area put the project in to their long term plans

Action: The Board

- a) **noted** the two appendices on the Taranaki Project

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

9. Stakeholder research report

A Wilson-Goldman presented a report received on stakeholder engagement with the Commission

The 2017/18 Audit review identified the need for a measure of stakeholder satisfaction. NZWAC commissioned a research report to gather information on the topic. 11 stakeholders were surveyed, a representative cross section of the Commission's main stakeholder areas. Overall, the report was very positive but it does identify some clear areas where work is needed. In particular the Commission's level of responsiveness to stakeholder needs indicating that more resources are required for the Commission to work effectively. Concerns about responsiveness and resourcing issues were also apparent during consultation around the Act review.

Action: The Board

- a) **noted** the report on stakeholder engagement from Research First.

Moved R Tipene **Seconded** H Allison **Carried**

10. Information Technology and Geographic Information Systems Update

A Wilson-Goldman presented the Board with a paper updating the Board on current IT issues and the GIS upgrade project

The Commission upgraded its' internal systems in 2018. The focus has now moved on to upgrading the GIS mapping system (WAMS). Consultation during the Act review demonstrated that WAMS is highly valued by its' users. The mapping system is also a crucial tool for Commission staff and Regional Field Advisors (RFAs). The upgrade underway will improve and update the system for Commission staff, RFAs, external stakeholders and the general public.

Action: The Board

- a) **noted** the update on the state of general IT.
- b) **noted** the update on the process of the GIS Project.

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

11. Significant Correspondence

Action: The Board noted the correspondence to and from:

(a) Sir Kim Workman.

Part C

12. Closing comment

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

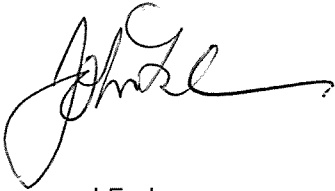
P Henare closed the meeting with a karakia.

13. Next meeting

The next meeting of the Board will be held in Invercargill on September 18th 2019.

L Chase left the meeting at 1.15pm.

The meeting closed at 1.30pm.

A handwritten signature in black ink, appearing to read 'J Forbes', with a stylized flourish extending to the right.

J Forbes
Chairperson