

MINUTES
NEW ZEALAND WALKING ACCESS COMMISSION
BOARD MEETING
1st May 2019
Hamilton

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

In attendance: R Cullinane (Chief Executive), P Culling (Deputy Chief Executive), A Wilson-Goldman (Strategic Communications and Partnerships Manager), S Wallis (Operations Manager), P Brown (recently retired Board member)

Opening Comments

The meeting commenced at 1.00pm

The Chair welcomed Board members, staff and recently retired Board member P. Brown.

1. Apologies

Apologies were received from P. Henare due to a family bereavement.

Moved R. Tipene **Seconded** H. Mexted **Carried**

Conflicts of Interest

No conflicts of interest were declared. Board members were asked to complete a declaration of interests form for the year.

Confirm Agenda

The Board confirmed the agenda for the meeting.

2. Confirm Minutes

The minutes of the meeting held in Wellington on 21st February 2019 were circulated and read.

Action: The Board

- a) **confirmed** the minutes of the 21st February 2019 meeting as being a true and correct record of the meeting.

Moved H. Mexted **Seconded** R. Tipene **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 May 2019.

R Cullinane reported on: the Minister's letter of expectation for the Commission's 2019/20 Statement of Performance Expectations; Overseas Investment Office mediation/arbitration on Kawakawa Station and Long Beach disputes; the review of the Walking Access Act; Crown Pastoral Lease Consultation; Phase 2 of the Reform of the Overseas Investment Act; the results of the recent Interim Audit; regular meeting with the Ministry of Primary Industries and Fernglen Road access dispute.

R Cullinane noted that a separate Health and Safety report was on the meeting agenda. He also updated the Board on the initial progress of the Franklin to North Waikato project.

The Board discussed the issues surrounding the recent High Court decision on the Kawakawa Station. While the result of the court case was a positive outcome for the Commission it was decided that management should arrange a suitable plan to build the relationship with Kawakawa 1D2 Ahu Whenua Trust. One aspect of this plan would be to schedule an on-location hui with the Trust.

R Cullinane informed the Board that there were some costs that would be recovered from Kawakawa Station.

The Board discussed the Minister's Letter of Expectation's, in particular the requirement for the Commission to give regard to "opportunities that unlock the potential of Maori heritage and history" and how this would equate with the Commission's legislative requirements.

Action: The Board

- a) **noted** the Chief Executive's report for May 2019;
- b) **directed** the Chief Executive to prepare a suitable plan to build the relationship with Kawakawa 1D2 Ahu Whenua Trust;
- c) **asked** the Chief Executive to respond to the Board on the points contained in Ngati Kahungunu ki Wairarapa kaumatua, Sir Kim Workman's letter dated 12 February 2019.
- d) **directed** the Chief Executive to draft a letter to Ngati Kahungunu ki Wairarapa kaumatua, Sir Kim Workman, on behalf of the Commission acknowledging the issues raised in his letter.

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

4. Health and Safety report

P Culling presented the Health and Safety report as at May 2019. A Health and Safety report will be on each future Board agenda.

The Board discussed the format of the report and some aspects of the 2016 Institute of Directors, Health and Safety Guide – Good Governance for Directors.

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 J. Forbes **Seconded** L. Chase **Carried**

Part A:

5. Audit and Risk Committee Report

P. Culling presented a comprehensive report on the Commission's Audit and Risk Committee meeting that was held on 18 April 2019.

The Audit and Risk Committee meeting included; latest financial results, Walking Access Act review update, external/internal relationship concerns, interim audit results, legislative compliance, risk management, and review of the 2019-2020 draft Statement of Performance Expectations.

Due to the timing of the April Committee meeting it was not practical to present the minutes of the Audit and Risk Committee meeting and resolutions at the May Board meeting. The full minutes of the Audit and Risk Committee will be presented at the Commission's July Board meeting.

P. Culling gave a verbal update of the recommendations from the Committee meeting.

Action: The Board

- a) **noted** the recommendations of the Audit and Risk Committee meeting that was held on 18 April 2019.

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

6. Draft 2019-2020 Statement of Performance Expectations

P. Culling presented the Board with a paper on the draft Statement of Performance Expectations (SPE).

In accordance with the Board's instructions the draft SPE had been reviewed by the Commission's Audit and Risk Committee prior to being presented to the Board.

As a result of the Audit and Risk Committee review, and associated discussion by the Board at the meeting, the following changes were identified;

- J Forbes and H Allison to sign the SPE on behalf of the Board,

- reference to the promotion of Maori culture and heritage through public access to be included in the SPE strategic framework,
- clarification that Commission-led regional stakeholder workshops held is a more robust performance measure for access facilitation and leadership,
- clarification that percentage of funded community group-led projects completed within 5 years of funding being approved is a more practical performance measure of the Enhanced Access Fund,
- clarification that percentage increase in school education resources accessed compared to the previous year is a more accurate performance measure of the school education programme,
- the split between current investments and term investments in the Statement of Forecast Financial Position will be reviewed, and
- the useful lives and depreciation rates for intangible assets (computer software) will be included in the Notes to the Forecast Financial Statements.

The Board sought and received clarification that the \$800,000 received from the New Zealand Transport Agency in 2017 was not available for general expenditure needs outside of the Rodney Access Network Strategy Project.

The next step in the SPE budget process, after Board approval, is for the draft SPE to be sent to the Minister for feedback. Any feedback received will be incorporated into the draft SPE. Once this is complete, final versions will be prepared for Ministerial sign-off.

Action: The Board

- a) **considered** the feedback on the draft SPE from the Audit and Risk Committee,
- b) **approved** the draft of the 2019-2020 SPE,
- c) **noted** that the approved draft SPE will be provided for Ministerial review and sign-off.

Moved	H. Allison	Seconded	J. Forbes	Carried
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7. Enhanced Access Fund

P Culling presented a paper inviting the Board to approve projects for grants from the 2018 Enhanced Access Fund (EAF) funding round (Tranche 2) – for which applications closed on 31st March 2019.

Six EAF grant applications were received for Tranche 2. An assessment of each application was completed by the relevant Regional Field Advisor. The EAF grants assessment panel (board member Hilary Allison, and management representatives Susan Wallis and Phil Culling) met on 30 April 2019 prior to the Board meeting to review the applications for recommendations to the Board.

The panel recommended funding five of the six applications.

In making its recommendations, the panel considered the Commission's priorities for funding, the total amount available for allocation, and geographic spread. The panel recommendations were presented to the Board in an oral report.

An issue that the panel would like to consider in the future is the priorities for funding, with the possibility of some smaller grant initiatives for isolated communities.

The chair acknowledged the work of the panel members who assessed the EAF applications and made their recommendations to the Board.

Action: The Board

- a) **approved** funding for five applications from Tranche 2, totalling \$32,380 exclusive of GST, as recommended by the EAF grants assessment panel;
- b) **agreed** that the Chief Executive, or in his absence the Deputy Chief Executive should advise all applicants of the Board decision, and invite the successful applicants to confirm their agreement to any conditions set by the Board;
- c) **directed** the Chief Executive, or in his absence the Deputy Chief Executive to consider appropriate timing of the release of decisions and participation by interested Board members and RFAs in local announcements

Moved

H. Allison

Seconded

R. Tipene

Carried

Part B

8. 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.

The paper included the background of the Act review, current progress to date and upcoming key dates.

The Chief Executive informed the Board that a submission to the review panel would be made on behalf of the Board. The CE would set some guidelines for the Commission's Regional Field Advisors some of whom have indicated that they will be making personal submissions. Where appropriate Commission staff would be working closely with national stakeholders during the submission process.

Action: The Board

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

Moved

L. Chase

Seconded

H. Mexted

Carried

9. Quarterly Report Q3

The Board was presented with the Commission's Quarterly Report for the third quarter of the 2018-2019 financial year.

A Wilson-Goldman informed the Board that the Ministry for Primary Industries did not see the need for the Commission to prepare a Quarter 4 Report due to the timing of the Commission's Annual Report process.

Action: The Board

- a) **noted** the Commission's Q3 report for 2018-19 as submitted to the Ministry for Primary Industries,
- b) **agreed** that no Quarter 4 report was required.

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

10. **Communications and Partnerships Strategy**

A Wilson-Goldman presented the Board with an updated draft of the Commission's Communications and Partnerships Strategy.

Changes to the first draft of the Strategy included; broadening the audience analysis, identifying Commission staff who would lead which relationships, priorities for increasing Te Reo Maori use across communication channels, and documentation of key stakeholders and current strategic projects.

Board members also agreed to complete a simple form outlining their key professional and/or personal relationships with current or potential Commission stakeholders, outlining where they may be willing to assist Commission staff to build or strengthen relationships and partnerships.

Action: The Board

- a) **discussed** the Commission's draft Communications and Partnerships Strategy
- b) **agreed** to complete the stakeholder relationships form by 31 May,

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

11. **Significant Correspondence**

Action: The Board noted the receipt of correspondence from:

- (a) Letter of Expectations from Hon Damien O'Connor.

Part C

12. **Closing comment**

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


A presentation was then made to retired Board member P. Brown in recognition and thanks for his valuable service to the Commission.

P Brown closed the meeting with a karakia.

13. Next meeting

The next meeting of the Board will be held in Wellington on July 2nd and 3rd July, 2019

The meeting closed at 2.30pm.

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

J Forbes
Chairperson

