

**MINUTES**  
**NEW ZEALAND WALKING ACCESS COMMISSION**  
**BOARD MEETING**  
**28th November 2018**  
**Wellington**

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

**In attendance:** R Cullinane (Chief Executive), P Culling (Corporate Services Manager), S Wallis (Operations Manager), Elizabeth Morris (minutes).

**Opening Comments**

The meeting commenced at 1.30pm

The Chair welcomed Board members and staff

**1. Apologies**

Apologies were received by R Tipene and P Brown.

**Conflicts of Interest**

H Allison declared a conflict in relation to agenda item 4.

**Confirm Agenda**

The Board confirmed the agenda for the meeting.

**2. Confirm Minutes**

The minutes of the meeting held in Stratford on 25<sup>th</sup> September 2018 were circulated and read.

**Action:** The Board

- a) **confirmed** the minutes of the 25<sup>th</sup> September 2018 meeting as being 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

### 3. Chief Executive's report

The Board discussed the Chief Executive's report for November 2018.

R Cullinane reported on: staffing matters; the Walking Access Act review; the signing of a Memorandum of Understanding between Hunter Valley Station and the Department of Conservation (DoC); the Commission's final audit report; the Regional Field Advisors workshop held in October; Overseas Investment Office work; the recent Tuakau and Clevedon trails workshops; Ngati Kahungunu access agreement at Cape Kidnappers; Kauri dieback; progress on the Pūhoi to Pakiri trails project; and the IT upgrade and new website launch.

The report also noted the following activities in the near term including: tasks related to the Act review; a review of the MoU between the Commission and DoC; mediation over the Kawakawa dispute; development of an "agreement to grant easement" instrument; and enhancements planned to the Walking Access Mapping System (WAMS).

The Board discussed the Commission's unsuccessful application to the Provincial Growth Fund for the development of a South Island Tracks and Trails Masterplan and Toolkit. The Board supported continued pursuit of funding for this project recognising the growing tourism pressures in the area.

The Board requested a restructure of the Chief Executive's report to draw Board member's attention to important strategic issues.

#### Health and Safety

There were no health and safety incidents to report this quarter.

The Board enquired about the Commission's Health and Safety policies and processes in relation to both head office staff and Regional Field Advisors (RFAs). The isolated nature of the RFAs work was recognised by the Board along with the need for the Commission to be aware of the consequent safety issues and protections required.

The Board requested a report to the next meeting on health and safety processes, including hazard registers for both office staff and field workers, the health and safety management plan for RFAs and the responsibilities and obligations of directors.

Following on from this a health and safety reporting template will be developed and included as a regular agenda item.

**Action:** The Board

- a) **discussed** the Chief Executive's report for November 2018;
- b) **directed** the Chief Executive to present a report on Health and Safety to the next meeting and include this as a separate agenda item to be reported on at every Board meeting.

**Moved**

P. Henare

**Seconded**

R McNeill

**Carried**

#### 4. Update on Act review and meeting with Minister O'Connor

##### Meeting with Minister O'Connor

John Forbes, Ric Cullinane and Asher Wilson-Goldman met with Minister O'Connor in his office on 15 October 2018. The Minister expressed a strong interest in the work of the Commission. Topics discussed included the opportunities for creating access through Overseas Investment Office processes, what changes the Commission has seen in the access landscape over the ten years of its existence, and how the Minister might be able to support the Commission's work and remove any barriers to success that might exist. The upcoming review of the Walking Access Act 2008 was also discussed.

##### Review of the *Walking Access Act 2008*

The *Walking Access Act 2008* requires that a review of the act be undertaken, and this has now begun. The review will be completed by the Ministry for Primary Industries (MPI), supported by an independent panel of three experts. The panel will be chaired by former Department of Conservation Chief Executive Hugh Logan. The review was publicly announced on 30 November, and MPI are arranging three workshops during the week beginning 10 December with key stakeholders. These workshops will help to shape up a paper which will go out for wider public consultation in April-May 2019. A final report will be provided to Minister O'Connor by September 2019. The Chief Executive will be attending workshops around the country in December and keep the Board posted on the progress of the review

## Part A

#### 5. Enhanced Access Fund, Round 1, 2018

P Culling presented a paper inviting the Board to approve projects for grants from the 2018 Enhanced Access Fund (EAF) funding round (Tranche 1) – for which applications closed on 30th September 2018.

Seven funding applications were received and were considered by a panel of the Board against the priorities of the fund. The panel recommended funding for five applications.

The Board requested that applicants be encouraged to provide letters of support with their applications from relevant interested parties. Applicants will also be asked to provide their Charities registration number where their organisation was registered.

The chair acknowledged the work of the panel members who assessed the EAF applications and made their recommendations to the Board. Panel members noted their preference to meet face to face in the future to discuss applications and asked that time be set aside for this at the Board workshops prior to the May and November Board meetings.

**Action:** The Board

- a) **approved** funding for five applications from Tranche 1, totalling \$37,151 exclusive of GST, as recommended by the EAF grants assessment panel;

- b) **agreed** that the 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 to consider appropriate timing of the release of decisions and participation by interested Board members and RFAs in local announcements
- d) **agreed** that the required amendments be made to the application form.
- e) **agreed** that the panel will meet in person before the May and November Board meetings to discuss the applications and make their recommendations.

**Moved**      J Forbes                      **Seconded**              H Mexted                      **Carried**

**6. Chief Executive discretionary Enhanced Access Fund**

P Culling presented a paper seeking the Board’s approval for an increase in the amount of the Chief Executive’s discretion to authorise qualifying Enhanced Access Fund (EAF) grants that fall outside the EAF grant rounds from \$5,000 to \$7,500 per grant.

This fund is generally used to cover survey and legal costs relating to easements for urgent projects outside of the usual funding rounds. The Board agreed that it was prudent to amend the amount from \$5,000 to \$10,000 per application with a limit of \$30,000 per annum. This recognises increased survey and legal costs and will ensure that these are fully covered.

**Action:** The Board

- a) **agreed** the Chief Executive may approve individual projects \$10,000 or less up to a limit of \$30,000 per annum.

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

**7. Audit and Risk Committee**

P Culling presented a paper asking the Board to confirm the membership, and draft terms of reference for the Audit and Risk Committee.

The Board recommended some changes to the terms of reference including; having the Board Chair as an ex officio member of the Committee, that the Board could if required, at its discretion disestablish the Committee, in addition to the Committee that the Corporate Services Manager inform the Chief Executive and Board Chair immediately of any matters of material financial significance.

The Board agreed that items of interest to the Audit and Risk Committee should be submitted to the Audit and Risk Committee for discussion. Review and renewal of the

Commission's insurance policies will be an annual piece of business for the committee.

The Board asked P Culling to meet with C Murray, the Commission's former Audit Director and now Audit Partner with Staples Rodway to discuss the position of an external independent member of the Committee.

The Committee will meet in January 2019 to finalise the Terms of Reference and confirm the independent chair.

**Action:** The Board

- a) **agreed** to the appointment of a third member to the Audit and Risk Committee;
- b) **agreed** that the Committee should meet prior to the next Board meeting;
- c) **agreed** that the Board Chair be an ex officio of the Committee;
- d) **agreed** that the Committee quorum be three;
- e) **referred** the draft terms of reference to the Audit and Risk Committee to be finalised at its first meeting in January 2019 and submitted to the Board for approval at the next Board meeting in late February 2019.

**Moved** J Forbes                      **Seconded** L Chase                      **Carried**

## 8. 2019 Board timetable

P Culling presented a paper seeking confirmation of the Commission's 2019 planning and reporting timetable.

The Board discussed the timetable and agreed on the following amendments:

- Amend Statement of Intent (SOI) item to "if necessary" as annual production of the SOI is not compulsory
- The EAF panel will meet during the May and November Board workshop time and submit their recommendations as an oral item at the Board meeting.
- A joint RFA, Board and staff workshop and a national stakeholder forum will be organised to coincide with the July Board meeting to be held in Wellington.

**Action:** The Board

- a) **noted and confirmed** the planning and reporting timetable for 2019 with the required amendments.

**Moved** P Henare                      **Seconded** R McNeill                      **Carried**

## 9. Outdoor Access Champion Awards

The Board considered the nominees for the 2019 Outdoor Access Champion Awards which recognise significant and lasting contributions to public access. Six nominations were received and the Board selected four to receive the awards in 2019.

The Board acknowledged the importance of these awards to local organisations and noted that the presentations are well supported events within the local community. Whilst the 2016 awards were presented by the Minister at a reception held at Parliament, the Board agreed that it is most appropriate for this year's recipients to be recognised with an awards presentation in their local communities and that Council, mayors, Iwi and other interested parties should be invited to the presentation and the award be presented by the nearest Board member to each.

The Board agreed that the Minister's office should be notified so that an acknowledgement of the work of each of the recipients can be made by the Minister.

**Action:** The Board

- a) **agreed** on the winner(s) of the 2019 Outdoor Access Champion award(s).
- b) **noted** that management will arrange local presentations to the winners in the first half of 2019, and the nearest Board member to each award will be invited to attend and present the award on behalf of the Commission.
- c) **noted** that management will send letters to the unsuccessful nominees, congratulating them on their nomination and thanking them for their efforts.
- d) **agreed** that the Minister's office will be advised

**Moved**

L Chase

**Seconded**

H Allison

**Carried**

## Part B

### 10. IT project close report

P Culling presented a report to the Board on the completion of the Commission's IT Upgrade Project. The project updated the Commission's systems following a frugal approach in the past which had resulted in outdated systems that no longer efficiently supported the work of the Commission. Systems are now cloud based to ensure that the Commission can continue to operate in the event of loss of the head office due to a natural disaster. The systems use licensed software with regular automated updates which will future proof the systems.

The project upgraded and standardised the Commission's IT platform by moving the Commission's staff to Microsoft Office 365 systems and updating hardware as required. Efficient and easy to use document management and case management systems were introduced to enhance efficiency. Ongoing training is planned to support staff in their use of the new systems

The Board noted that the project was delivered on time and slightly under budget and congratulated staff on the effort involved.

A project to upgrade the Commission's Walking Access Mapping System is in the early stages. The Board will be kept up to date on progress of this.

**Action:** The Board

- a) **noted** the the successful completion of the IT Upgrade project

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

## 11. Website launch

A paper was presented updating the Board on the launch of the new website and outlining progress on partnerships created using it.

The new website was launched in November and combines the previous four websites in to one site. This has improved the consistency of branding and reduced duplication of effort. A major feature is the new interactive *Find My Adventure* tool which uses tracks and trails data held by various agencies around the country and has provided the opportunity for the Commission to build and strengthen relationships with councils, tracks and trails managers and tourism agencies which will flow through to the Commission's other work. This tool will continue to be developed as more tracks and trails are added throughout 2019.

**Action:** The Board

- a) **noted** the Commission's new website has launched and provides a significant opportunity to build and formalise partnerships with councils and other stakeholders.
- b) **congratulated** staff on the new website and in particular, the new "Find my adventure" tool.

**Moved** P Henare                      **Seconded** R McNeill                      **Carried**

## 12. Communications plan and Partnerships strategy

The Board considered the Commission's Communications plan and Partnerships strategy. The papers outlined in broad strokes the steps the Commission's staff will take over the coming 12-24 months to boost the Commission's public profile and develop key relationships.

The Board discussed the plans and agreed that a single integrated strategy is required that covers both communications and partnerships with stakeholders. This plan should include a summary of the Commission's priorities and objectives and should consider our stakeholders and various audiences. The plan should also include analysis with metrics and a consideration of the Commission's branding.

**Action:** The Board

- a) **agreed** an integrated communications and partnerships strategy is an important requirement for the Commission.
- b) **directed** staff to develop a draft strategy for the Board to discuss at their next meeting and schedule a period within the agenda to workshop the draft strategy.

**Moved**

H Mexted

**Seconded**

L Chase

**Carried**

### 13. Insurance

P Culling presented a paper documenting the Commission's insurance cover for the period 14 October 2018 to 14 October 2019.

Insurance is an important part of the Commission's risk mitigation processes and is reviewed annually in consultation with the Commission's insurance providers. The policies are reviewed to ensure that they adequately reflect changes in the Commission's needs.

The Board agreed that the Audit and Risk Committee should consider the Commission's various liabilities and look at the level of insurance held in comparison with other organisations of a similar size. This review will be noted on the work plan as an annual requirement for the Committee.

**Action:** The Board

- a) **referred** this matter to the Audit and Risk Committee

### 14. Annual report

The final version of the Commission's Annual Report for the period 1 July 2017 to 30 June 2018 was presented to the Board.

The Commission has presented the Annual Report to the Minister and Parliament as required by statute.

**Action:** The Board

- a) **noted** the Commission's *Annual Report for the period 1 July 2017 to 30 June 2018* has been printed and submitted to the Commission's Minister's office for tabling in Parliament.

### 15. Audit NZ Report

P Culling presented a paper to the Board documenting Audit New Zealand's findings from their recent audit.



Audit New Zealand have issued an unqualified audit opinion and have provided a report to the Board. These indicate that Audit New Zealand is satisfied that the Commission's financial statements and performance information contained in the Annual Report fairly represent the Commission's activity for the year ending 30 June 2018.

**Action:** The Board

- a) **noted** Audit New Zealand's report to the board on the audit of the Commission for the year ended 30 June 2018.

#### 16. Quarterly Report Q1 2018-19

The Commission's Q1 report for 2018-19, as submitted to the Ministry for Primary Industries, was presented to the Board.

The Board discussed the financial plan for the Commission as it runs down equity over the coming year to cover increasing costs involved in delivering access outcomes. Audit New Zealand are aware of this plan and it has also been highlighted to the Minister in the Commission's regular reporting. A budget bid process is being considered to secure additional funding. The Commission's future will become clear following the Act review in late 2019 and the Board will be in a position to be able to review the financial strategy at this time.

**Action:** The Board

- a) **noted** the Commission's Q1 report for 2018-19 as submitted to the Ministry for Primary Industries.

<b>Moved</b>	P Henare	<b>Seconded</b>	R McNeill	<b>Carried</b>
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#### 17. Operations and RFA Report Q1 2018/19

S Wallis presented the Commission's Q1 operations report for 2018-19 to the Board.

The Board welcomed the detailed reporting from the Regional Field Advisors (RFAs) and requested that the report be sent out separately to the Board papers to allow members more time to read it. The Board noted the significant amount of work being undertaken by RFAs in the field.

The Board was interested to hear about the regular RFA workshops held in Wellington and that frequent online meetings are also planned.

**Action:** The Board

- a) **noted** the Commission's Q1 operations report

<b>Moved</b>	H Allison	<b>Seconded</b>	P Henare	<b>Carried</b>
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## 18. Significant correspondence - Te Rūnanga o Ngāi Tahu

The Te Rūnanga o Ngāi Tahu Annual Report and covering letter were received by the Commission.

**Action:** The Board

- a) **Noted** receipt of the correspondence and Annual Report from Te Rūnanga o Ngāi Tahu.

## Part C

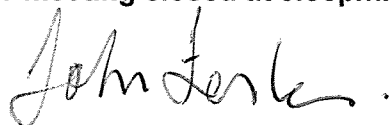
### 19. Closing comment

The Chair thanked the Board and communicated the Board's appreciation for the work of the Commission's staff and Regional Field Advisors. The Board also commented on the quality of the Board papers package and their appreciation for the support provided to the Board by the Commission's management

### 20. Next meeting

The next meeting of the Board will be held in the Commission's office in Wellington on 20<sup>th</sup> and 21<sup>st</sup> of February 2019

**The meeting closed at 3.35pm.**



J Forbes  
Chairperson