

MINUTES

HERENGA Ā NUKU AOTEAROA, OUTDOOR ACCESS COMMISSION

BOARD MEETING

27 February 2024

via Zoom

The meeting commenced at 10.15 am.

Board members in attendance:

D Cameron (chair), P Henare, H Mexted and D Rewi.

Also in attendance:

R Cullinane (Chief Executive), P Culling (Deputy Chief Executive), S Day (Communications Manager), D Macredie (Strategic Relationships Manager), K Douglas (National Operations Manager), M Grose (GIS Manager) and J Yang (Principal Advisor – Corporate, minutes).

Opening comments

Karakia timatanga – P Henare.

D Cameron welcomed Board members and staff.

1. Apologies

Apologies were given from H Logan.

Confirm Agenda

The Board confirmed the agenda for the meeting.

Conflicts of Interest

No conflicts of interest were declared.

2. Confirmation of Minutes

The minutes of the board meeting held on 29 November 2023 were circulated and read.

Resolved: The Board:

- a. **confirmed** the minutes of the 29 November 2023 meeting as a true and correct record of the meeting.

Moved H Mexted

Seconded P Henare

Carried

Matters arising from the minutes

There were no other matters arising from the minutes.

3. Chief executive's report

The Board discussed the chief executive's report for February 2024.

R Cullinane gave a strategic summary and reported on strategy development, the partnership with Te Araroa, regional projects, other projects, the Simunac court case, Enhanced Access Grants, Audit matters, health and safety, a geospatial update, and communications and engagement.

Tracks and trails hui

Engagement with the tracks and trails hui has been increasing steadily. The tracks and trails groups are in the process of forming a national body of trail making groups to support each other and advocate for their shared needs. The board discussed the Commission's work with the hui so far and where we might provide the most value to these groups. For example, providing high level guidance on engaging and consulting with mana whenua.

Resolved: The Board:

- a. **noted** the chief executive's report for February 2024.

Moved P Henare

Seconded D Cameron

Carried

4. Health and safety report

P Culling presented the health and safety report as of 26 February 2024. This regular report covers accidents, near misses, ongoing issues, actions taken, initiatives, and other relevant matters.

Since the previous health and safety report in November 2023, there has been one incident where a staff member on a work-related field trip sustained an ankle injury.

Resolved: The Board:

- a. **noted** Herenga ā Nuku's 26 February 2024 health and safety report.

Moved H Mexted

Seconded D Rewi

Carried

Part A – Items for decision

5. Statement of Intent 2024-2028

S Day updated the board on the process for preparing the Statement of Intent (SOI) 2024-2028.

Herenga ā Nuku must prepare a new SOI this year.

The board noted the timeline for preparing the SOI, and that we do not yet have a Letter of Expectations from our responsible Minister. The board agreed to continue to discuss any expectations received from the Minister via email as required.

Resolved: The Board

- a. **discussed** the draft Statement of Intent 2024-2028.
- b. **considered** how it may integrate any new Ministerial expectations into the Statement of Intent.

Moved D Cameron

Seconded H Mexted

Carried

6. Statement of Performance Expectations 2024-2025

P Culling presented the draft budget and forecast financial statements for the 2024-2025 Statement of Performance Expectations.

The board noted the timeline for preparing the SPE, and noted that the SPE has to be prepared in line with the 2024-2028 SOI.

Resolved: The Board:

- a. **discuss** the draft 2024-2025 budget and forecast financial statements.
- b. **approved** the draft Forecast Financial Statements for inclusion in the 2024-2025 SPE subject to the Minister's feedback.
- c. **appointed** the Board chair and P Henare to sign the Statement of Performance Expectations 2024-2025 once it is complete.
- d. **noted** that it will receive an updated SPE for approval once the performance assessment and annual expectations information has been finalised following Herenga ā Nuku receiving the Minister's Letter of Expectations for 2024-2025.

Moved H Mexted **Seconded** D Rewi **Carried**

7. EAG application over \$10,000

J Yang presented EAG application 23-02 for the board's approval.

The board also noted that some funding is still available for the 2023-2024 year.

Resolved: The Board:

- a. **approved** funding for up to \$14,740 for EAG application 23-02, conditional on registration of the esplanade strip and walkway easements on the records of title and Herenga ā Nuku's logo being included on signage.

Moved D Rewi **Seconded** D Cameron **Carried**

Part B – Audit and risk

D Cameron handed over to H Mexted to chair part B, the audit and risk section of the board meeting.

8. Audit and risk report

P Culling presented the audit and risk report for the board to consider as part of the Audit and Risk workplan.

Risk management framework

The board discussed the risk report, and asked management to:

- provide more information on business risks – particularly budget.
- update the risks relating to relationships with iwi – include more granularity, such as identifying any geographic areas that may have higher risk.
- provide more detail on IT and data security risks – for example we hold very little personal data, but our IT systems are of high importance to our work. Failure of systems should be included as a separate, specific risk.
- update the risks relating to business continuity – the business continuity plan is in the process of being updated.
- remove COVID-19 as a specific risk – this may be changed to risk of general airborne (or other) disease-related illness.
- update the risks relating to the failure to implement key recommendations of the act review.

Resolved: The Board:

- a. **discussed** the audit and risk report.

Moved H Mexted

Seconded D Rewi

Carried

9. Public Records Act audit

P Culling presented results of the Public Records Act audit that was conducted in August 2023.

Resolved: The Board:

- a. **received and discussed** the Public Records Act audit report.

Moved D Rewi **Seconded** P Henare **Carried**

10. Health and safety policy update

P Culling presented an update on the health and safety policy and the results of the recent health and safety staff survey.

The board noted that management are currently in the process up updating the health and safety policy. The current policy is out of date and was approved prior to the Health and Safety at Work Act 2015 coming into effect.

The commission has sought advice on health and safety for volunteers, particularly in relation to Te Araroa, as well as advice on managing staff with long-term health issues.

The updated policy will be presented to the board at the May meeting, for discussion and approval.

Resolved: The Board:

- a. **discussed** the health and safety policy update.

Moved H Mexted **Seconded** D Rewi **Carried**

Part C – Items for noting

11. Quarterly report for Q2 2023-2024

J Yang presented the Q2 report as submitted to MPI.

Resolved: The Board:

- a. **noted** the quarterly report covering Q2 2023-2024, as presented to MPI.

Moved D Cameron **Seconded** H Mexted **Carried**

12. Operations report

K Douglas presented an operations update.

The board noted that there currently two regional field advisor vacancies. Recruitment is expected to start in July 2024, once the 2024-2025 financial year budget is confirmed.

The board noted that the commission has been working with the Forest Stewardship Council on their submissions process, looking to streamline, and be more strategic.

Resolved: The Board:

- a. **noted** the operations and quarterly case statistics reports from 1 October to 31 December 2023.

Moved D Rewi

Seconded D Cameron

Carried

13. Māori strategy update

D Macredie gave an update on the Māori strategy work area for the Board's information and review.

The board noted the release of the tangata whenua map, which has received lots of positive feedback.

The Māori partnership strategy articulates our focus on relationships and building partnerships with tangata whenua that benefit public access to the outdoors – with a focus on opportunities that provide benefits. The board reiterated their continued support for the strategy.

Resolved: The Board:

- a. **noted** the Māori strategy update for February 2024.

Moved P Henare

Seconded D Rewi

Carried

14. Other matters

Action register

The board requested that a register of any outstanding actions from previous meetings be include as part of the board papers and agenda, following the minutes.

15. Closing comments

The Board chair thanked everyone for their attendance.

Karakia whakamutunga – P Henare.

16. Next meeting

The next Board meeting will be held on 21-22 May 2024, in Wellington.

The meeting closed at 12.20pm.



D Cameron

Board Chair