XX Conservation Board   
Annual Report 20XX-20XX

Front Cover & Photo

XX Conservation Board Annual Report 20XX-20XX

Presented to the New Zealand Conservation Authority   
pursuant to Section 6 (O) of the Conservation Act 1987

Published by

XX Conservation Board

c/‐ Department of Conservation

Address

ISSN xxxx‐xxxx (print)

ISSN xxxx‐xxxx (online)

**Photographs**

**Front Cover:** Caption, date, photo credit

**Back cover:** Caption, date, photo credit

**REMEMBER TO UPDATE THE CONTENTS FOLLOWING COMPLETION  
CONTENTS**

[1. Chairperson’s report 5](#_Toc8638238)

[2. Introduction 5](#_Toc8638239)

[3. Conservation board region 5](#_Toc8638240)

[3.1. Conservation features of the area 6](#_Toc8638241)

[4. Board functioning 6](#_Toc8638242)

[4.1. Board functions under section 6m of the Conservation Act 1987 6](#_Toc8638243)

[4.2. Powers of the Board under section 6n of the Conservation Act 1987 7](#_Toc8638244)

[4.3. Board Functions under section 30 the National Parks Act 1980 7](#_Toc8638245)

[4.4. Board membership 8](#_Toc8638246)

[4.5. Members profiles 8](#_Toc8638247)

[4.6. Board meetings 8](#_Toc8638248)

[4.7. Attendance 8](#_Toc8638249)

[4.8. Field trips and site inspections 9](#_Toc8638250)

[4.9. Board committees 9](#_Toc8638251)

[XX committee 9](#_Toc8638252)

[XX committee 9](#_Toc8638253)

[4.10. Training for members 9](#_Toc8638254)

[4.11. Department involvement in Board meetings 9](#_Toc8638255)

[4.12. Special events 9](#_Toc8638256)

[4.13. Annual Work Plan 9](#_Toc8638257)

[5. Statutory activity 10](#_Toc8638258)

[5.1. XX Conservation Management Strategy (CMS) 10](#_Toc8638259)

[Implementation monitoring 10](#_Toc8638260)

[5.2. Management plans 10](#_Toc8638261)

[Implementation monitoring 10](#_Toc8638262)

[6. Advice and advocacy 10](#_Toc8638263)

[6.1. Other conservation boards liaison 10](#_Toc8638264)

[6.2. New Zealand Conservation Authority liaison 10](#_Toc8638265)

[6.3. Department advice 10](#_Toc8638266)

[6.4. Community advocacy and involvement 11](#_Toc8638267)

[6.5. Community visibility 11](#_Toc8638268)

[6.6. District and regional council advocacy and advice 11](#_Toc8638269)

[6.7. Iwi liaison and advocacy 11](#_Toc8638270)

[7. Acknowledgements 11](#_Toc8638271)

[8. Appendix I –Annual Work Plan 12](#_Toc8638272)

# Chairperson’s report

XX

# Introduction

This is the #th XX Conservation Board Annual Report. Section 6(O) of the Conservation Act requires conservation boards to provide the New Zealand Conservation Authority (the Authority) with an annual report as soon as practical after 30 June each year. In recognition of this requirement the XX Conservation Board submits this annual report.

Conservation boards are appointed by the Minister of Conservation under section 6(P) of the Conservation Act 1987. Board functions are outlined in section 6(M) and the powers, which enable the conservation boards to carry out those functions, are under 6(N) of the Act.

Conservation boards are independent advisory bodies, established by statute. They represent the community and offer interaction between communities and the Department of Conservation (the Department), within their area of jurisdiction.

Conservation boards have several statutory roles under various Acts including:

* the recommendation of the XX Conservation Management Strategy (CMS) to the Authority for approval
* advising the Department and the Authority on how conservation management strategies and plans will be put into practice
* reporting on the implementation of the CMS
* the approval of conservation management plans
* the recommendation of national park management plans to the Authority for approval
* advising the Department and Authority on conservation matters, and proposed changes to status of land of national and international significance
* liaising with the regional Fish and Game Council on conservation matters
* carrying out other powers delegated by the Minister of Conservation, the Conservation Act or any other Act.

Conservation boards also have several functions under section 30 of the National Parks Act 1980. These functions include recommending the review or amendment of national park management plans and recommending approval of these plans by the Authority.

# Conservation board region

The XX Conservation Board’s area of jurisdiction covers the area of XX. The area also extends out to the 12-nautical mile limit with respect to coastal and marine issues, and out to the 200-nautical mile limit. with respect to protected species.

Insert map, which includes Board’s boundaries, Department boundaries, and any other relevant features. Caption for map would be:

Figure #. XX Conservation Board Jurisdiction

XX National Park/s lie within the Boards’ jurisdiction.

Approximately #% of all public conservation land in New Zealand lie within the Region. The large number of issues which are of interest to the Board include:

* XX
* XX
* …

## Conservation features of the area

The main features of Public Conservation Land and Waters within the Board’s boundaries are:

EXAMPLE

* XX National Park – 39023 ha
* XX National Park – 131330 ha
* XX Conservation Park – 204675 ha
* 114 Scenic Reserves – 79405 ha
* 19 Historic Reserves – 12644 ha
* 92 Recreation Reserves – 402 ha
* 45 Ecological Areas – 216506 ha
* 21 Amenity Areas – 17098 ha
* 390 Stewardship Areas – 845383 ha
* 3 Wilderness Areas – 111602 ha
* Adjoins Kahurangi, Arthur’s Pass, Aoraki/Mt Cook, Mt Aspiring and Fiordland National Parks
* It is an integral part of Te Wahipounamu – South West NZ World Heritage Area

# Board functioning

## Board functions under section 6m of the Conservation Act 1987

The functions of the Board are:

1. To recommend the approval by the Authority of conservation management strategies, and the review and amendment of such strategies, under the relevant enactments
2. To approve conservation management plans, and the review an amendment of such plans, under the relevant enactments
3. To advise the Authority and the Director-General on the implementation of conservation management strategies and conservation management plans for the area within the jurisdiction of the Board
4. To advise the Authority or the Director-General
5. On any proposed change of status or classification of any area of national or international importance; and
6. On any other conservation matter relating to any area with the jurisdiction of the Board
7. To liaise with any Fish and Game Council on matter within the jurisdiction of the Board
8. To exercise such powers and functions as may be delegated to it by the Minister under this Act or any other Act.

## Powers of the Board under section 6N of the Conservation Act 1987

1. Every conservation board shall have all such powers as are reasonably necessary or expedient to enable it to carry out its functions.
2. Without limiting the generality of subsection (1), each conservation board may –
3. Advocate its interests at any public forum or in any statutory planning process; and
4. Appoint committees of members and other suitable persons, and delegate to them functions and powers.
5. The power conferred by subsection (2)(a) shall include the right to appear before courts and tribunals in New Zealand and be heard on matters affecting or relating to the Board’s functions.

## Board functions under section 30 of the National Parks Act 1980

1. to recommend management plans, and the review or amendment of such plans, for parks within the jurisdiction of the Board in accordance with [sections 45 to 47](http://www.legislation.govt.nz/act/public/1980/0066/latest/link.aspx?search=sw_096be8ed8182612d_%22board%22_25_se&p=1&id=DLM38202" \l "DLM38202):
2. to consider and determine priorities for the implementation of management plans for national parks:
3. to make recommendations to the Minister for the appointment of honorary rangers under [section 40](http://www.legislation.govt.nz/act/public/1980/0066/latest/link.aspx?search=sw_096be8ed8182612d_%22board%22_25_se&p=1&id=DLM37984" \l "DLM37984):
4. to review and report to the Director-General or the Authority, as appropriate, on the effectiveness of the administration of the general policies for national parks within the jurisdiction of the Board:
5. to give advice to the Director-General or the Authority—
   1. on the interpretation of any management plan for a park; and
   2. on any proposal for the addition of land to any national park or the establishment of a new national park; and
   3. on any other matter relating to any national park, —

within the jurisdiction of the Board.

## Board membership

There were # Board members for the reporting year appointed by the Minister of Conservation. XX was elected Chairperson and XX was elected Deputy Chairperson.

The following table lists the membership of the Board between 1 July 20XX and 30 June 20XX and their term of office.

Table #: Board membership

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Board member** | **Area** | **Term start** | **Term  end** | **Term served** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Members profiles

Name and position, home location, short bio and can include a photo (Chairperson first)

## Board meetings

The Board held # meetings during the reporting period. Venues for the meetings vary each year to ensure a wide coverage and enable members of the public in the district to attend meetings and access the Board.

Table #: Board meeting dates and location

|  |  |
| --- | --- |
| **Board meeting date** | **Meeting location and venue** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Attendance

The table below summarises the number of Board meetings attended by members out of the total number of meetings held during the year.

Members attended other meetings and events in their role as Board members, including subcommittee meetings and representative roles.

Table #:

|  |  |  |  |
| --- | --- | --- | --- |
| **Board member** | **Board meetings** | **Liaison meetings** | **Special events** |
| e.g. | 4/5 | 3 | N/A |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Field trips and site inspections

Field trips are an excellent opportunity for Board members to become more aware of conservation issues within their region. Explanation paragraphs on where, when, why, guests/strategic partners/etc.

Table #: Field trips and site inspections

|  |  |
| --- | --- |
| Field trip date | Field trip destination and purpose |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Board committees

Membership of Board committees was reviewed in July, at the beginning of the reporting year.

Table #: Committees

|  |  |  |
| --- | --- | --- |
| **Committee name** | **Date established** | **Members** |
|  |  |  |
|  |  |  |

### XX committee

The purpose of this subcommittee was to XX. During the reporting year it XX.

### XX committee

The purpose of this subcommittee was to XX. During the reporting year it XX.

## Training for members

E.g. Department workshops, induction, and updates

## Department involvement in Board meetings

Department staff also attended throughout the year. Rundown of the year - who attended, presented, what, when.

## Special events

If any special events were held or attended this year a summary of information can be provided here – where, when, why, guests/strategic partners/etc.

## Annual Work Plan

Please refer to Appendix 1 for the Board’s Annual Work Programme.

# Statutory activity

Significant advocacy and statutory work undertaken by the Board – provide a general intro/brief cover of activities tied into Work Programme/Letter o Expectation.

## XX Conservation Management Strategy (CMS)

General intro/brief summary of activities

### Implementation monitoring

The Board considered implementation reports on the management plans for XXX Scenic Reserve, and XXX National Park. Members were impressed/disappointed/etc. overall with the progress made and the range and amount of work completed.

## Management plans

General intro/brief summary of activities

### XX Management Plan implementation monitoring

The Board considered implementation reports on the management plans for XXX Scenic Reserve, and XXX National Park. Members were impressed/disappointed/etc. overall with the progress made and the range and amount of work completed.

### XX Management Plan implementation monitoring

The Board considered implementation reports on the management plans for XXX Scenic Reserve, and XXX National Park. Members were impressed/disappointed/etc. overall with the progress made and the range and amount of work completed.

# Advice and advocacy

All Board members have responsibility for liaising with other groups when opportunities arise, and some members have specific roles in liaison. The Board appointed various members to liaise with other groups and agencies.

Table #: Board liaisons and representatives

|  |  |
| --- | --- |
| Board member | Group/agency/organisation |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Other conservation boards liaison

Explanation paragraph

## Authority liaison

Explanation paragraph

## Department advice

The Board provided advice to the Department on the following issues:

* XX
* XX
* Etc.

## Community advocacy and involvement

The Board believes that working with conservation organisations and members of the public is very important. Meetings were held in different parts of the XX region and opportunities for the public to attend Board meetings were advertised.

Members of the public attended the Public Forum at several of the year's meetings and a range of issues were raised. The Board appreciated their input and efforts made to attend the meetings and responded by letter with a response to questions asked or concerns raised.

Public forum issues raised were:

* XX
* XX
* Etc.

The Board has a practice of inviting representatives from community organisations to present at each meeting. Speakers this year have represented:

* XX
* XX
* Etc.

These were predominantly voluntary groups carrying out huge amounts of conservation work within the community. The Board recognises and appreciates volunteers and thanks them for the work done in this area.

## Community visibility

The Board maintains a presence on the Department’s website. Updates from the Board were provided throughout the year on activities undertaken.

If any community activities were supported by the Board this year a summary of information can be provided here – where, when, why, guests/strategic partners/etc.

## District and regional council advocacy and advice

The Board appreciates the opportunities to meet with representatives of the four local Councils as there are several regional issues in which it is interested.

During the year, XX

## Iwi liaison and advocacy

XX

# Acknowledgements

XX

Back Cover / Photo

**Or add this to inside cover page**

This report is presented to the New Zealand Conservation Authority as required by the Conservation Act 1987 and distributed to interested parties. Members of the public are welcome to attend conservation board meetings. If you would like more information on the XX Conservation Board please see the website [www.conservationboards.org.nz](http://www.conservationboards.org.nz/) or contact the board support officer, at the Department of Conservation in XX phone (0X) XXX XXXX or e-mail [XX@doc.govt.nz.](mailto:XX@doc.govt.nz.)