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**WEST COAST *TAI POUTINI*  
CONSERVATION BOARD**

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# **Annual Report**

**1 July 2024 to 30 June 2025**

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





# West Coast *Tai Poutini* Conservation Board

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For the period 1 July 2024 - 30 June 2025

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For more information on the West Coast Tai Poutini Conservation Board, please visit <https://www.doc.govt.nz/about-us/statutory-and-advisory-bodies/conservation-boards/West-Coast/> or contact the Board Support Officer at the Department of Conservation in Hokitika ([westcoastboard@doc.govt.nz](mailto:westcoastboard@doc.govt.nz)).

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## 1) Chairperson's Report

During the last year the Board met five times. The primary focus continues to be the development of the West Coast Te Tai o Poutini Conservation Management Strategy (CMS). There have been several CMS planning meetings with the Chairs of Te Rūnanga o Ngāti Waewae, Te Rūnanga o Makaawhio, and the Department of Conservation (DOC) Planners for developing an ongoing working strategy. The Board has had several CMS workshops with the DOC planners.

During the year the Board had several presentations on a range of topics relating to conservation and local commercial activities.

The year has been one of change with the introduction of the Fast-track Approvals Act 2024 (FTAA). Several submissions were undertaken by the Board including: modernising conservation land management, exploring charging for access to some public conservation land, action for nature – implementing New Zealand's biodiversity strategy, Predator Free 2050 strategy review.

In November the Board welcomed Lucretia Maitland and Francios Tumahai to the Board, and Diana Rossiter finished her term.

### **Board meetings**

In July we met in Punakaiki at the new Punangairi Building. This is a new Visitor Centre development in Punakaiki and is a joint venture between Ngāi Tahu and DOC. Prior to this, the Board had the opportunity to have a tour of the new facility prior to the public opening. The new Visitor Centre is a significant addition to tourism on the West Coast. At the meeting the Board had two presentations. The first from, Phil Rossiter, Project Manager for Punangairi, who provided an overview of the development and scope of the centre. The second from Rob Kinney and Rob Clarke (Issac Conservation and Wildlife Trust) to develop a working relationship between the Board and the Trust. Following the Board meeting a short workshop brought Board members up to date with the CMS planning.

The Board Chair attended the New Zealand Conservation Authority (NZCA) Board Chairs meeting in August.

In September, the Board met with the Nelson Marlborough Conservation Board (NMCB) in St Arnaud. The joint Boards held a workshop with three presentations: Kotahitanga mō te Taiao by Beth Endres, Bathurst funded work by Jane Williams, and the West Coast Te Tai o Poutini CMS by Charlie Parker. There was also a field trip to the shore of Lake Rotoiti and discussion led by John Wotherspoon, DOC Nelson Lakes Operations Manager, of the conservation work and pest control being undertaken. Both Board's held their own meetings on the second day and Graham Pomeroy, FMC, attended the public forum and gave a brief introduction of his role at Federated Mountain Clubs (FMC) including promoting the "Love our Huts" campaign.

The November meeting commenced with an induction for Lucretia Maitland. Following lunch, a workshop was held to update the CMS process. The following day a full Board meeting was held with presentations on: Highly Pathogenic Avian Influenza by DOC, Bathurst Resources – Buller Coal Field Plateau Briefing by Bathurst representatives, Campbell Robertson and Terry Moynihan, South Westland Mataitai project with University

of Otago by Professor Chris Hepburn, and an overview of grazing concessions in South Westland by DOC. There were no public presentations.

In February the Board Chair and Board member John Taylor attended the restoration of the police station at the historic mining town Waituta.

The March Board meeting was in Hokitika and was well attended by many Forest and Bird members (in person and online) to hear the presentation given by Campbell Robertson and James Marshall from Bathurst Resources on their proposed Buller Coalfield Plateau Continuation Project. Forest and Bird presented during the public forum on the conservation values of the Denniston Plateau. Gemma Hunt and Chris Hickford (DOC) presented on the conservation issues for the Alborn skink and the proposed predator proof fence. The following day a workshop was held for the CMS as well as a Stewardship Land reclassification update.

In April the Board had an online presentation from Westpower on their proposed Waitaha Hydro FastTrack project.

In May Katie Milne (Deputy Chair) attended a meeting in Franz Josef relating to aircraft allocation and potential landing areas.

The May Board meeting was held in Reefton and was well attended by members of the public. Barry Wards (Board member) gave a presentation on implementing monitoring reporting which is part of the ongoing work programme. Public presentations were from Jim Hilton and Alan Adair on the use of 1080, Paul Thomas on the state of Reefton tracks and ongoing access to the Globe Progress Mine visitor experience, and Ally Caddie on the state of Reefton tracks. Following the Board meeting the Board had a field trip to the Globe Progress Mine site with OceanaGold employees and DOC staff to see the extensive rehabilitation of the site following closure of the mine. The following day the Board and DOC planners met in Hokitika for a planning meeting relating to the CMS review. Wayne Costello, DOC South Westland Operations Manager, gave a detailed update on the aircraft allocation in the Franz Josef region.

In May the Board Chair attended the opening of the new Hokitika Bridge.

Overall, it has been a busy year for the Board, and I am concerned about the increasing workload that all Conservation Boards are facing with the rapid changes in conservation structure and policy. I greatly appreciate the time and work the Board members undertake outside of regular Board meetings. Essential to the function of the Board are the numerous DOC staff who provide both time and expertise to keep the Board informed. I am especially grateful to Joy Comrie, Statutory Manager, who recently retired and we welcomed Karen Jury to this position, and Alisa Alspach our Board Support Officer who keeps us all organised. I am also grateful, as ever, to Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio for their continued partnership, input and support on all Board Business.

Kind regards,



Dr Michael Legge, Chairperson  
West Coast *Tai Poutini* Conservation Board

## 2) Introduction

This is the 2024-2025 West Coast *Tai Poutini* Conservation Board (the Board) Annual Report. As required under Section 6(O) of the Conservation Act 1987 (the Act), Conservation Boards must 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 Board submits this annual report.

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

The Board had eleven members for the 2024-2025 year, appointed by the Minister of Conservation under the terms of the Act.

Conservation Boards are independent advisory bodies, established by statute. They are the community's voice in conservation management in the region. The Board offers interaction between communities and the Department of Conservation (the Department), provide advice to the Department on local conservation matters and carry out important planning roles within its area of jurisdiction.

The Board has several statutory roles under various Acts including:

- The recommendation of a West Coast 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 the Authority on conservation matters, and proposed changes to status of land of national and international significance.
- Liaising with the Fish and Game Council on conservation matters.
- Carrying out other powers delegated by the Minister of Conservation, the Conservation Act or any other Act.

Boards also have several functions under section 30 of the National Parks Act 1980, including recommending the review or amendment of national park management plans and recommending approval of such plans by the Authority.



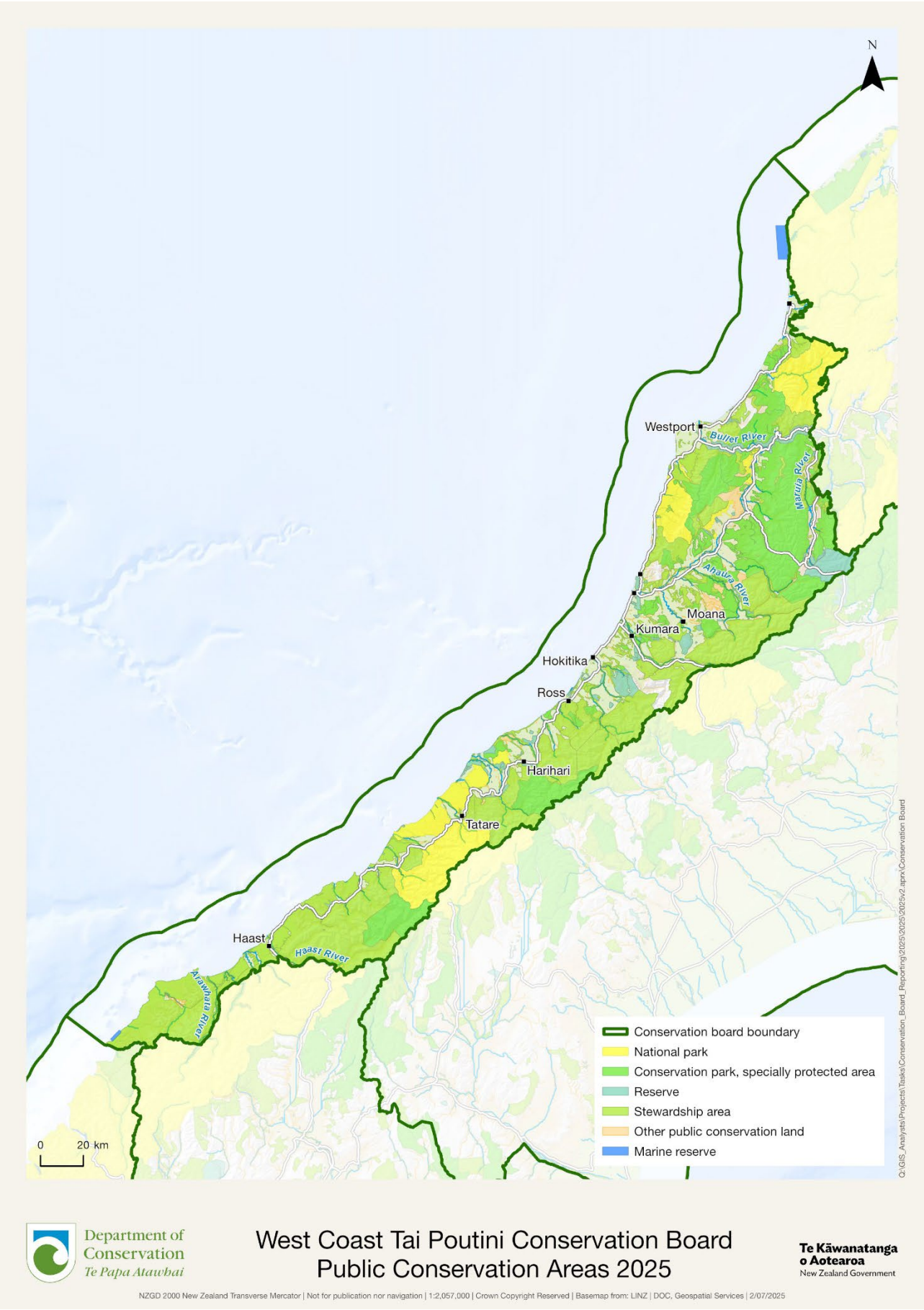


*Kowhai flowers*  
*Photographer: John Reid*

### 3) Rohe

The Board's area of jurisdiction covers the West Coast from north of Karamea to Big Bay in the south. 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. The area of jurisdiction covers an area of 3,272,211 hectares. Westland Tai Poutini National Park and Paparoa National Park lie wholly within the Board's jurisdiction.

Figure 1: West Coast Tai Poutini Conservation Board Jurisdiction



### 3.1. Conservation features of the area

The main features of public conservation land and waters within the Board's boundaries are:

- Paparoa National Park (43, 306 ha)
- Westland *Tai Poutini* National Park (131, 710 ha)
- Victoria Forest Park (203, 407 ha)
- 17 Amenity Areas (9, 243 ha)
- 119 Scenic Reserves (78, 813 ha)
- 12 Historic Reserves (38.4 ha)
- 16 Recreation Reserves (118 ha)
- 36 Ecological Areas (126, 695 ha)
- 514 Stewardship Areas (801, 824 ha)
- 371 Marginal Strips (2, 972 ha)
- 13 Historic Reserves (44 ha)
- 200 Other Reserves (6, 136 ha)
- 3 Wilderness Areas (104, 447 ha)
- 7 Wildlife Management Areas (21, 080 ha)
- 5 Marine Reserves (17, 366 ha)
- Includes parts of Kahurangi, Arthur's Pass, and Mt Aspiring National Parks.

### 3.2. Conservation issues of interest

Approximately 25% of all public conservation land and areas in New Zealand lie within the Board's jurisdiction. The total area of the West Coast Region comprises 1,913,000 ha. Of this total, approximately 84% (1,610,000 ha) is public conservation land.

Issues of interest to the Board include:

- Ecosystem management, and management of plant and animal species (e.g. mistletoe, Westland petrel/tāiko, white heron/kōtuku, blue duck/whio, great spotted kiwi/rowi, Haast tokoeka, mohua, and *Powelliphanta* snail species).
- Management of recreational facilities.
- Management of historic sites.
- Climate change impacts.
- Concession activities, including those relating to recreation and tourism activities, grazing, industrial use, baches, filming, and gravel extraction.
- Mining and access arrangements.
- Marine protection.

The Board also advocates for cross boundary issues related to Kahurangi National Park (which is the responsibility of the Nelson Marlborough Conservation Board), Arthur's Pass National Park (which is the responsibility of the Canterbury Aoraki Conservation Board) and Mt Aspiring National Park (which is the responsibility of the Otago Conservation Board).

## 4) Functions

### 4.1. 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 and amendment of such plans, under the relevant enactments.
- 3) To advise the Authority and the Director-General of the Department 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 of the Department:
  - a) On any proposed change of status or classification of any area of national or international importance; and
  - b) On any other conservation matter relating to any area with the jurisdiction of the Board.
- 5) To liaise with any Fish and Game Council on matters within the jurisdiction of the Board.
- 6) To exercise such powers and functions as may be delegated to it by the Minister under this Act or any other Act.

### 4.2. Board power 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:
  - a) Advocate its interests at any public forum or in any statutory planning process; and
  - b) Appoint committees of members and other suitable persons, and delegate to them functions and powers.
- 3) 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.

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

There are two national parks within the jurisdiction of the Board's region: Paparoa National Park and Westland National Park.

The Board's functions under the National Parks Act 1980 are:

- 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.
- 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.



- 4) to review and report to the Director-General of the Department 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 of the Department or the Authority:
  - a) on the interpretation of any management plan for a park; and
  - b) on any proposal for the addition of land to any national park or the establishment of a new national park; and
  - c) on any other matter relating to any national park, within the jurisdiction of the Board.



*Kereru*  
*Photographer: John Reid*

## 5) Membership

The Minister of Conservation appoints Board members under section 6P of the Act. The process of appointment ensures that a range of perspectives, life experiences, and knowledge contribute to the advice provided and decisions made by the Board.

Board members are appointed for 3-year terms and may be re-appointed, unless they are appointed in replacement of a prior member's term. There were eleven Board members for the reporting year. Mike Legge was elected Chairperson and Katie Milne was elected Deputy Chairperson.

Table 1 lists the membership of the Board between 1 July 2024 and 30 June 2025.

*Table 1: Board membership*

Board Member	Area	Term Start	Term End
Veronica Baldwin -Smith	Christchurch	01/07/2019	30/06/2027
Ashley Cassin	Hokitika	17/08/2023	30/06/2026
Danual Cattermoul	Greymouth	01/07/2022	30/06/2027
Mike Legge	Charleston	01/07/2021	30/06/2026
Lucretia Maitland	Hokitika	01/11/2024	30/06/2025
Katie Milne	Rotomanu	01/07/2020	30/06/2026
Diana Rossiter	Westport	01/07/2021	31/10/2024
Lisa Steenhauer	Greymouth	23/11/2021	30/06/2025
John Taylor	Reefton	01/07/2022	30/06/2025
Francois Tumahai	Hokitika	01/11/2024	30/06/2027
Barry Wards	Upper Hutt	17/08/2023	30/06/2026
Robert Wilson	Hari Hari	14/12/2021	30/06/2025

## 5.1. Member's profiles

### Mike Legge of Charleston (Chairperson)

Mike is an Honorary Associate Professor at the University of Otago School of Biomedical Sciences. He has previously served on the Conservation Board from 2011-17, when he helped develop the Paparoa National Park Management Plan. He has been heavily involved in conservation, both in a practical and in a governance capacity for many years. Mike has Chaired a number of international scientific and ethics committees relating to health sciences including European Commission Expert Panels on Biological Sciences and Ethics. He has a strong interest in policy development, public participation processes, advocacy and policy communication. Most recently, he was a member on the Aquatic Working Group and was involved in the establishment of the National Plan of Action for Seabirds in 2020. Currently he Chairs the Faculty of Science, Royal College of Pathologists of Australasia and provides expert advice to scientific health professional groups in New Zealand. Mike was nominated by Te Rūnanga o Ngāti Waewae.

### Katie Milne of Rotomanu (Deputy Chairperson)

Katie is a fifth generation West Coaster and dairy farmer, a Director on the Predator Free 2050 Limited Board, the Chair of Predator Free South Westland, a member of the Todd Foundation board, and is the Director of The Aspen Institute New Zealand. She was the National President of Federated Farmers NZ between 2017-20, the first female president in the history of the organisation. Katie is experienced in leadership, advocacy, and governance in the agricultural sector. Katie has also served on the National Animal Welfare Advisory Committee, chaired the West Coast TB Free Committee, and was a member of the Farmer Mental Wellness Strategy Group. She has proven environmental and community leadership abilities and has an extensive network of contacts within New Zealand.

### Veronica Baldwin-Smith of Christchurch

Veronica is nominated by her iwi Te Rūnanga o Ngāi Tahu and is from Te Tai Poutini. She is a managing director of an environmental and conservation consultancy, which provides strategic advice to Ngāi Tahu and Poutini Ngāi Tahu. She is recognised for her skills and expertise in Māori governance, collaboration with central and local government, community engagement, policy development and implementation, and parliamentary processes. Veronica is an experienced resource management and environmental policy professional and has extensive experience in working for her iwi and hapū, and with central and local government.

### Ashley Cassin of Hokitika

Ashley is a Southern Ward Councillor and the Deputy Mayor of Westland District Council; through this he also sits on the Te Tai o Poutini Combined District Plan committee. Having worked extensively in both Tourism and Event Management, he is passionate about managing these opportunities within the Conservation Estate, especially with his prior governance roles as Chairman of Glacier Country Tourism Group and as a board member of the New Zealand Events association. Ashley has a deep-seated love for recreation in our incredible natural environment here on Te Tai o Poutini, it is a driving force for his choice to make this place his home. This love for the outdoors has also seen him complete two Godzones and both a one and two-day Coast to Coast.

### Danual Cattermoul of Greymouth

Dan (Ngāi Tahu) has experience in fundraising for a number of nature conservation organisations and brings a strong advocacy focus to the Board. He also provides an in-depth understanding of Te Tiriti principles from an environmental perspective, which goes hand in hand with his past work experience. Working in community engagement within the Health sector, there are strong overlaps of hearing and responding to the needs of the communities.

### Lucretia Maitland of Hokitika

Lucretia is a passionate advocate for all things West Coast. A fifth generation West Coaster with a background in Agriculture and Tourism. Currently the Hokitika isite Visitor Information Centre Manager, Te Wheke Digital Hub project lead in rural Westland, Chair of the Lake Kaniere Scenic Triathlon Committee, and member of the West Coast Sports Awards committee. People, environment and economic focused, Lucretia is strongly engaged around the betterment of the region, for people, animals and the environment as a whole.

### Diana (Di) Rossiter of Westport

Di is a committed environmental advocate and strategic thinker; she works to drive essential change for nature as well as local communities. She uses her background to take an expert science-based approach to conservation issues. Di is also actively involved in her community through her governance positions with the Kawatiri Nature Environment and Communities Trust (KNECT), as well as co-chairing the Board of Trustees for a local primary school.

### Lisa Steenhauer of Greymouth

Lisa is the Head of Learning, Science at Westland High School in Hokitika; her teaching background provides advanced communication skills, with the ability to speak publicly on complex issues. Lisa has a PhD in Aquatic Microbial Ecology and a MSc in Zoology; her education and experience as a PhD researcher demonstrate excellent scientific knowledge and understanding, particularly of New Zealand species and biodiversity. Lisa was a member of Kawatiri Freshwater Management Unit, an advisory Committee of the West Coast Regional Council for freshwater quality and has previously contracted to the Department of Conservation as a Technical Freshwater Advisor.

### John Taylor of Reefton

John is a mining heritage consultant offering a unique perspective of both primary industry and the heritage space. Being a former Board member, he is seen as having a very level head, good skills and experience as a member and always brought that community connection to the table. Mr Taylor has extensive knowledge of the West Coast and is an enthusiastic supporter of the Reefton community's preservation and promotion of the regions heritage sites and use for recreational activities. He is the New Zealand representative on the Australasian Institute of Mining & Metallurgy's Heritage Committee and is a member of the Geoscience Society of New Zealand's Geoheritage Subcommittee.

### Francois Tumahai of Hokitika

Francois Tumahai (Ngāti Waewae, Ngāi Tahu and Ngāti Whātua Ōrākei) is the CEO of Arahura Holding Limited and Chair of Te Rūnanga o Ngāti Waewae. Francois started his career as a mechanic and has over 25 years' experience in heavy machinery. Francois is involved in the mining industry and a board member of the New Zealand Institute for Minerals to Materials Research. As CEO of Arahura Holding Limited, Francois is also involved in the management of the extraction and mining of pounamu (greenstone). Francois has over 15 years of governance experience as a company director and 20 years of governance experience with not-for-profit organisations. He is currently also on the boards of Development West Coast, Grey District Council, and the West Coast Regional Council.

### Barry Wards of Upper Hutt

Dr Wards grew up on a sheep and cattle farm in West Otago and a large runholding on the shores of Lake Wakatipu and spent a large part of his younger years exploring the remote areas of Southland, Otago and the West Coast. Currently, he is a Principal Adviser to the Chief Departmental Science Adviser at the Ministry for Primary Industries and has a strong biological science background. He is a past member and Chairperson of the Wellington Conservation Board (2014-21) and led the review of the Wellington Conservation Management Strategy (CMS), released in 2019. He has been active in conservation for over 45 years, is a past-President of Forest & Bird and has chaired the local Upper Hutt Branch of Forest & Bird for 25 years. Barry has extensive experience in leadership, governance, advocacy, strategic planning, and community engagement. He is a keen tramper, has traversed many of New Zealand's wild places, and is passionate about protecting New Zealand's indigenous flora and fauna.



### Rob Wilson of Hari Hari

Robert (Ngāi Tahu, Ngāti Mamoe – Kati Māhaki ki Makaawhio hapū) was nominated by Te Rūnanga o Ngāi Tahu. Robert is a dairy farmer and seventh generation South Westlander, who grew up practicing traditional mahinga kai and mātauranga Māori. He has followed a passion for hunting and fishing all over the West Coast and, throughout his 40+ years of residing in the area, has developed extensive community networks. Robert is Chair and Te Rūnanga o Makaawhio representative on the South Westland Freshwater Management Unit, and Tangata Tiaki for Ngāti Mahaki (Te Rūnanga o Makaawhio).

### 5.2. Resignations during the year

There were no resignations during the reporting period.

## 6) Meetings and field trips

### 6.1. Board meetings

The Board held five Board meetings during the reporting period. Venues for these are varied each year to ensure a wide coverage of the Board’s area of jurisdiction and to better enable members of the public to attend meetings and access the Board.

*Table II: Board meeting dates and locations*

Date	Area
24 <sup>th</sup> July 2024	Punakaiki
24 <sup>th</sup> September 2024	St Arnaud
21 <sup>st</sup> November 2024	Hokitika
19 <sup>th</sup> March 2025	Hokitika
21 <sup>st</sup> May 2025	Reefton

### 6.2. Field trips

Field trips are an excellent opportunity for Board members to become more aware of conservation issues within their region and meet members of local communities.

*Table III: Field Trips*

Date	Field Trip Destination
23 <sup>rd</sup> September 2024	St Arnaud
21 <sup>st</sup> May 2025	Reefton

### St Arnaud

In conjunction with the Nelson Marlborough Conservation Board, a joint Board meeting was held in St Arnaud. This took place over two days and provided an opportunity to discuss common areas of interest.

During a field trip to the Lake Rotoiti shoreline, an overview of the conservation and pest control work was provided by John Wotherspoon, Nelson Lakes Operations Manager. He also discussed the role of the conservation volunteers in this work.

During the joint workshop, three presentations were made: Kotahitanga mō te Taiao by Beth Endres, Bathurst funded work by Jane Williams, and the West Coast Te Tai o Poutini CMS by Charlie Parker.

Graham Pomeroy from the FMC Executive introduced himself during the public forum and discussed the “Love our Huts” campaign.

This was a highly successful joint Board meeting, because it provided the opportunity to meet the neighbouring Board, discuss areas of overlap, and become familiar with issues within both areas of jurisdiction.



*Board Members from West Coast Tai Poutini, and Nelson Marlborough Conservation Boards at Lake Rotoiti.  
Photographer: Alisa Alspach*

## Reefton

A field trip to the Globe Progress (gold) Mine site has been on the Board agenda for some time. With the May Board meeting taking place in Reefton, a field trip was undertaken led by OceanaGold and DOC staff.

The rehabilitation of the Globe Progress Mine site was initiated in 2016 and is still ongoing. The rehabilitation process was explained, and the Board was taken for a site tour by four-wheel drive vehicle. Specific management issues were discussed with the Board, such as mine drainage and public access, in particular the maintenance of the road access to the site.

The public information boards were well developed and provided a good summary of the mine activity and geography.

To date, five million native trees have been planted, locally sourced based on the advice of University of Canterbury botanists. There were substantial areas of mature manuka evident from the early plantings.

A follow up stage is to map and introduce a cycle track on the site.





*Board Members with DOC and OceanaGold staff at the Globe Progress Mine site.  
Photographer: Jeff Nyenhuis*

### 6.3. Member's 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 also attended other meetings and events, including subcommittee meetings, and representative and liaison roles.

*Table IV: Board member attendance*

Board Member	Board Meetings	Field Trips	Workshops	Online hui
Veronica Baldwin -Smith	3/5	1/2	2/6	0/2
Ashley Cassin	5/5	0/2	5/6	1/2
Danual Cattermoul	5/5	2/2	5/6	1/2
Mike Legge	5/5	2/2	6/6	2/2
Lucretia Maitland	2/3	0/1	2/3	1/2
Katie Milne	2/5	1/2	3/6	1/2
Diana Rossiter	0/2	0/1	0/3	0/0
Lisa Steenhauer	1/5	0/2	3/6	1/2
Francios Tumahai	2/3	0/1	1/3	0/2
John Taylor	4/5	2/2	5/6	2/2
Barry Wards	5/5	2/2	6/6	2/2
Robert Wilson	3/5	0/2	4/6	0/2

### 6.4. Community and DOC involvement in Board meetings

The Board welcomed presentations from members of the public and Department staff at the meetings. During 2024-2025 presentations included:

- Dolomite Point Redevelopment Project overview – Phil Rossiter
- The Isaac Conservation and Wildlife Trust – Rob Kinney & Rob Clarke
- Highly Pathogenic Avian Influenza (HPAI): regional update - DOC

- Bathurst Resources: Buller Coalfield Plateau Briefing – Campbell Robertson & Terry Moynihan
- South Westland Mātaitai – Prof Chris Hepburn
- Grazing concessions in South Westland - DOC
- Bathurst Resources: Buller Coalfield Plateau Project Update – Campbell Robertson & James Marshall
- Aborn Skink Predator Proof Fence – DOC
- Denniston Plateau Natural Values – Forest & Bird
- Implementation Monitoring Reporting – Barry Wards
- Use of 1080 – Jim Hilton and Alan Adair
- Reefton Tracks and Globe Progress Mine Road Access – Paul Thomas
- Reefton Tracks – Ally Caddie

## 7) Board Committees and Representation

It was agreed that the Chair would represent the Board on current and ongoing committees.

## 8) Statutory Activity

### 8.1. Annual work plan

The Minister of Conservation did not send a Letter of Expectation this year. The Board set its work plan based on the Minister's priorities (see Appendix I) and the Board's previous work programme. Please refer to Appendix II for the full Board Annual Work Programme 2024-25.

### 8.2. Conservation Management Strategy and National Park Management Plans

The Board provided advice to the Department on reporting on the implementation monitoring of the CMS and the Westland *Tai Poutini* National Park Management Plan. The Board continues to work closely with the Department and iwi on ways to improve the monitoring of the implementation of these planning documents, particularly as it progresses with the review of the CMS and considers the reporting against it.

## 9) Advice and Advocacy

### 9.1. Board work

During 2024-2025, the Board conducted the following work:

- **Consultation on permission applications:** As described in the Department's Factsheet on Concessions, the Board's role in relation to concession (including mining access arrangements) applications is advisory. The Board provided advice to the Department in reviewing the advisory process, including development of an updated list of consultation triggers.

- **Modernising conservation land management:** Along with other Boards, the Board lodged a submission on this document. The Board raised concerns relating to the impact the proposed change would have on the CMS and the removal of significant functions of both the Conservation Boards and the NZCA. Concern was also expressed that the document appeared to limit input by iwi. It was considered that the document lacked transparency and did not provide assurance of any safeguards.
- **Exploring charging for access to some public conservation land:** The Board lodged a submission on this document and did not fully support the proposals indicated in the document. Support for charging for concessions was supported however, the Board had concerns about charging for access to public conservation land. In particular, the cost of establishing the necessary infrastructure to collect revenue and the practicalities for collection in remote places. Support was given for increasing the International Visitors Levy rather than individual charging at place. The Board also had concerns that the charging may be the ‘thin edge of the wedge’ and would provide for future charging for National Parks.
- **Action for Nature: Implementing New Zealand’s Biodiversity Strategy 2050:** The submission from the Board on this consultation document identified nine specific recommendations relating to governance, implementation and engagement. In summary these were to: address systematic drivers of biodiversity loss, strengthen governance and coordination, making monitoring and reporting more robust, enhance public engagement and participation, increase biodiversity ambitions on private and Māori land, integrate climate and biodiversity goals, emphasise the benefits of predator removal, consider alternative engagement technique with the public and consider possible changes to outdated legislation.
- **Predator Free 2050 Strategy Review Discussion Document (2025-2030):** The Board considered the questions raised in this submission document and in its submission proposed alternative approaches to those considered in this document. In brief, it was considered that the following proposed alternatives being considered by the Board were based on ecological science, social engagement and systems thinking. In all, six-alternative approaches were proposed and are as follows: Broaden the predator target list sooner, develop regional or ecosystem-based strategies, strengthen the predator-prey modelling, incentivise private landowner participation, to integrate predator control with climate and land use goals and expand the use of technology and citizen science.





*Globe Progress Mine site  
Photographer: Alisa Alspach*

## 9.2. Other Conservation Boards and New Zealand Conservation Authority

The Board region's immediate neighbours are the Nelson Marlborough, Canterbury Aoraki and Otago Conservation Boards. Liaison with neighbouring Boards is maintained principally through the exchange of minutes and agendas, but also direct contact between the Chairs. The Board was hosted by the Nelson Marlborough Conservation Board in St Arnaud in September 2024.

Liaison with the Authority is especially important since the Board has important statutory roles with it. NZCA member, Metiria Stanton Turei (Ngāti Kahungunu and Te Āti Haunui-a-Pāpārangi), is the liaison with the Board and attended several Board meetings during the reporting period, providing updates on Authority business.

## 9.3. Community advocacy and involvement

The Board believes that working with conservation organisations and members of the public is especially important on the West Coast, where the predominance of public conservation land is a fundamental and dynamic feature of local communities, the economy and people's way of life. Meetings were held in different parts of the West Coast region and opportunities for the public to attend Board meetings were advertised. Members of the public attended the Public Forums. The Board greatly appreciates input from the public.

All Board members have responsibility for liaising with other groups when opportunities arise. Some members are specifically appointed to represent the Board on other groups or organisations.

The West Coast is a region of small communities. Board members are often well known in their local communities and have regular contact with members of the public. Where possible, the Board tries to meet with local community groups while on field trips.

Board members are invited to join in activities organised by the Department and other conservation groups to celebrate national events. This gives members a chance to interact with other groups and to learn more about the Department's work.

#### 9.4. District and regional councils

The Board appreciates opportunities to meet with representatives of the four local authorities (Buller District Council, Grey District Council, Westland District Council, and the West Coast Regional Council) as there are several regional issues in which it is interested in.

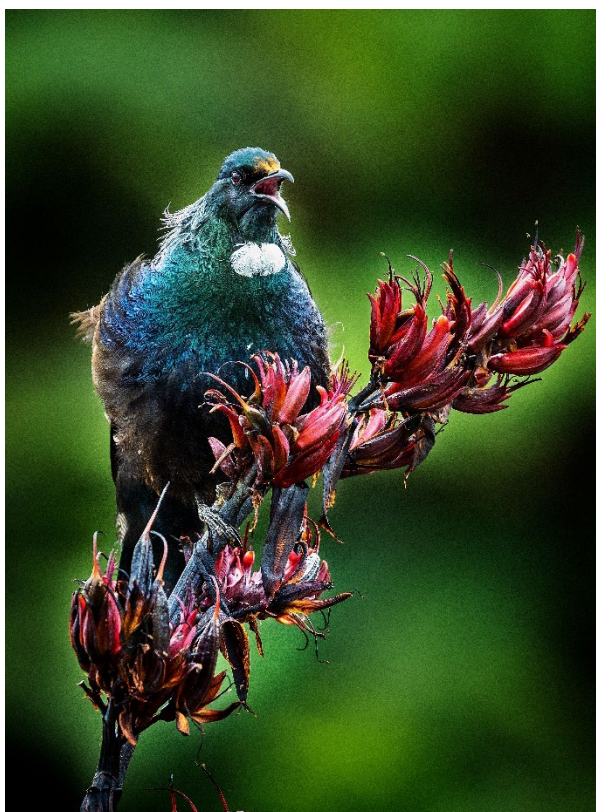
#### 9.5. Iwi

Two members of the Board are nominated by Te Rūnanga o Ngāi Tahu as required under the Ngāi Tahu Settlement Act 1998.

Board Chair, Mike Legge, has been meeting with Francois Tumahai (Te Rūnanga o Ngāti Waewae) and Paul Madgwick (Te Rūnanga o Makaawhio) to help strengthen and create new iwi partnerships. This includes discussing the purpose of the CMS and statutory framework and improving the functioning of the partnership. The outcome will be that everyone works together effectively.

#### 9.6. Sustainability

To reduce carbon emissions and show leadership in climate change action, previous Board member Di Rossiter, prepared the document "The West Coast *Tai Poutini* Conservation Board Opportunities for Influence: Climate Change Mitigation". This will help with evaluating climate change impacts in the CMS review.



*Tui*  
Photographer: John Reid



# Appendix I – Minister of Conservation’s Priorities

## Hon Tama Potaka

Minister of Conservation  
Minister for Māori Crown Relations: Te Arawhiti  
Minister for Māori Development  
Minister for Whānau Ora  
Associate Minister of Housing (Social Housing)



18 September 2024

Ref: 24-B-0318

Mr Edward Ellison  
New Zealand Conservation Authority

Tēnā koe Edward

Thank you for your 5 July letter laying out the Authority’s position on several matters, and for hosting me at your August meeting. I found the kōrero valuable to further understand your views on the challenges facing conservation.

After reflecting on the discussion, I would like to take this opportunity to confirm my priorities for the conservation portfolio in writing and invite you to share this with the Conservation Boards.

My overarching priority is to protect high value conservation areas that deliver the best outcomes for biodiversity and recreation. This requires increasing available revenue and improving the performance of spending on conservation outcomes.

My vision is to encourage more visits by tourists and New Zealanders to our iconic landscapes, to activate more commercial opportunities on public conservation land, and by focussing on priority species and places, enable us to make the biggest difference for nature.

As discussed, please find below an outline of my priorities and focus areas to deliver on the Government’s priorities for conservation.

*Improve the performance and productivity of the conservation regulatory system*

*Make the conservation regulatory system (including the development of statutory plans and processing of permissions/concessions) simpler, faster, cheaper, and clearer for applicants while giving effect to s4. This will include process improvements, modernising systems, and pursuing legislative reform.*

*Target investment in high-value conservation outcomes*

*Target investment in high conservation value areas to restore key degraded habitats, support recovery of native species and maximise carbon storage on public conservation land.*

*Generate new revenue and set the system up to be more financially sustainable*

*Generate new revenue and build a more financially sustainable conservation system by 2026. Develop a plan to partner for investment in protecting high value conservation domains in 2025.*

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*Meet Te Tiriti o Waitangi / Treaty of Waitangi responsibilities and strengthen relationships with iwi/hapū for better conservation outcomes*

*Implement settlements, develop guidance and practices to support clearer decision making and build positive working relationships with iwi/hapū particularly those with interests in and responsibilities for high value conservation domains.*

I encourage you to continue to work collaboratively with DOC. I appreciate that in considering my priorities, and the need for careful stewardship of public funds, both DOC and the NZCA will need to take a considered approach, make hard calls, and consider trade-offs.

Thank you for the Authority's ongoing commitment to being my independent advisor. I value your strategic advice to me and to the Director-General of Conservation and look forward to further discussions.

Mauriora

A handwritten signature in blue ink, reading 'Tama Potaka', with a stylized flourish at the end.

Hon Tama Potaka  
**Minister of Conservation**

cc Penny Nelson, Director-General of Conservation

cc Sia Aston, Deputy Director-General, Public Affairs



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# West Coast *Tai Poutini* Conservation Board

## Work Plan 2024-25

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### Purpose

The purpose of this work plan is to identify the work streams, priorities, timelines, and responsibilities of the West Coast *Tai Poutini* Conservation Board (the Board) for the 2024-25 financial year and to record progress towards achievement.

### Background and context

The work plan ensures that the Board's work is consistent with its statutory role, functions and powers under the [Conservation Act 1986](#),<sup>1</sup> the performance expectations of Minister of Conservation (if indicated), and the overall organizational goals and objectives of the Department of Conservation (DOC).

**NOTE:** The Minister of Conservation has not provided a Letter of Expectation (LOE) to the Board for 2024-25, nor any Board-specific priorities. However, he has indicated his Vision and priorities for conservation, as follows:

**Vision:** Encourage more visits by tourists and New Zealanders to our iconic landscapes, to activate more commercial opportunities on public conservation land, and by focussing on priority species and places, enable us to make the biggest difference for nature.

#### Priorities:

1. Protect high value conservation areas that deliver the best outcomes for biodiversity and recreation.
2. Improve the performance and productivity of the conservation regulatory system.
3. Target investment in high-value conservation outcomes.
4. Generate new revenue and set the system up to be more financially sustainable.
5. Meet Te Tiriti o Waitangi / Treaty of Waitangi responsibilities and strengthen relationships with iwi/hapū for better conservation outcomes.

The work plan takes into consideration the above vision and priorities.

Where applicable, the work plan clearly identifies the tasks within work streams and helps prioritize them based on importance and urgency. It assigns specific roles and responsibilities to Board members, ensuring that everyone knows what they are responsible for and is supported by documentation that gives more context to the activities of each work stream in order to facilitate progress during the course of the financial year.

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<sup>1</sup> Sections 6M and 6N of the Conservation Act 1986

The work plan should facilitate better communication and collaboration among Board members, especially to ensure that everyone is familiar with the work of the Board and their role and responsibilities. The work plan also helps to identify potential risks and challenges early on, allowing the Board to develop mitigation strategies.

The work plan serves as a benchmark for tracking progress and monitoring performance, allowing the Board to identify any deviations from the plan and take corrective actions.

## Board specific priorities

The Board's priorities for 2024-25 are to:

1. Progress the review of the West Coast Te Tai o Poutini Conservation Management Strategy (CMS), particularly through supporting and maintaining the co-governance and co-design of the review project and process with Poutini.
2. Maintain the close trusted relationships with the Poutini Ngāi Tahu Papatipu Rūnganga of Tai Poutini West Coast, being Te Rūnanga Ngāti Waewae and Te Rūnanga o Makaawhio, and the West Coast community leadership (Mayors and Chairs).
3. Continue to increase Board engagement and networking with the community, in particular to understand and reflect their interests and work of the Board.
4. Build capability within the Board while maintaining the focus of its work at a governance, strategic and advisory level.
5. Build on the positive team culture and approach across the Board table.
6. Monitor the implementation and delivery of:
  - a) the Tai Poutini West Coast Conservation Management Strategy (CMS) 2010 to 2020;
  - b) the Westland Tai Poutini National Park Plan 2001 to 2011;
  - c) the Paparoa National Park Management Plan 2017; and
  - d) the West Coast components of the Himalayan Thar Control Plan 2024 to 2025.
7. Provide advice to DOC on the monitoring framework of statutory management plans towards better meeting the Boards monitoring expectations.
8. Provide advice on applications made under the Fast-track Approvals Act 2024 relating to public conservation land.

## Monitoring and review

The monitoring method for this work plan uses the Red/Amber/Green (RAG) status, determined as follows.

Status Indicator	Indicates
	On track, no immediate issues or risks
	Potential issues that need monitoring; some corrective actions may be needed - requires Board attention
	Significant issues or delays; immediate action by the Board may be required

Work Stream		Description	Lead(s)	Status	Progress Commentary	
					@ March 2025	@ May 2025
A Review of Statutory Management Plans						
1.	Te Tai o Poutini West Coast Conservation Management Strategy (CMS) Review	Progress the review of the CMS in accordance with the project plan agreed with the Department.	Mike Legge		<ul style="list-style-type: none"><li>▪ Analysis of submissions of views (~1000) completed.</li></ul>	<ul style="list-style-type: none"><li>▪ Chair attended two Steering Group Hui since March Board meeting.</li><li>▪ CMS Workshop (21/05/25)<ul style="list-style-type: none"><li>- Updated timeline</li><li>- Reviewed CMS content against CGP</li><li>- Discussed Places options</li><li>- Agreed to explore 'values-based' Places concept</li></ul></li></ul>
B Monitoring of Statutory Management Plans						
2.	Tai Poutini West Coast Conservation Management Strategy (CMS) 2010 to 2020	Monitor the implementation of the CMS, including against the operational plan of the Department.	Barry Wards Danual Cattermoul		<ul style="list-style-type: none"><li>▪ Further advice on the monitoring framework deferred until May meeting</li></ul>	<ul style="list-style-type: none"><li>▪ Presented PPT to the Board on Implementation Monitoring Reporting, including:<ul style="list-style-type: none"><li>- Characteristics of current CMS</li><li>- Evaluation &amp; reporting framework</li><li>- Board &amp; Department role / responsibilities</li><li>- Current reporting issues &amp; ways forward</li></ul></li><li>▪ Ways forward to be presented to Board at July meeting</li></ul>
3.	Westland Tai Poutini National Park Plan 2001 to 2011 (Westland NP Plan)	Monitor the implementation of the Westland NP Plan in accordance with 2008 and 2014 amendments, including against the operational plan of the Department.	Barry Wards Danual Cattermoul		<ul style="list-style-type: none"><li>▪ Further advice on the monitoring framework deferred until May meeting</li></ul>	<ul style="list-style-type: none"><li>▪ Refer to commentary against workstream 2.</li></ul>

Work Stream	Description	Lead(s)	Status	Progress Commentary	
				@ March 2025	@ May 2025
4.	Paparoa National Park Management Plan 2017 (Paparoa NP Plan)	Monitor the implementation of the Paparoa NP Plan, including against the operational plan of the Department.	Barry Wards Danual Cattermoul		<ul style="list-style-type: none"> <li>Further advice on the monitoring framework deferred until May meeting</li> <li>Refer to commentary against workstream 2.</li> </ul>
5.	Himalayan Thar Control Operational Plan 2024-25 (Tahr Plan)	Monitor the implementation of the Tahr Plan as it relates to West Coast Tai Poutini conservation land.	Rob Wilson		<ul style="list-style-type: none"> <li>Further advice on the monitoring framework deferred until May meeting</li> <li>Refer to commentary against workstream 2.</li> </ul>
<b>C Relationships and Liaison</b>					
6.	Department of Conservation (DOC)	Maintain and further develop a strong working relationship and communications with local DOC staff.	Mike Legge		<ul style="list-style-type: none"> <li>Received update on DOC activities from Regional Director</li> <li>Welcomed initiative to further protect the Alborn skink</li> <li>Updates sent to Board members on various DOC activities via weekly communication updates.</li> <li>Regional Director provided update on Conservancy activities at Board meeting.</li> </ul>
7.	New Zealand Conservation Authority (NZCA)	Maintain a good working relationship and communications with the NZCA, particularly in exercising powers under s6M of the Conservation Act.	Mike Legge		<ul style="list-style-type: none"> <li>Received update on NZCA activities from NZCA liaison</li> <li>Chair met with Metiria Turei at the end of April 2025 in Dunedin.</li> <li>Metiria provided update on NZCA activities at Board meeting.</li> <li>Letter received from NZCA Chair on discussions with DOC and issues of interest to Board (including Fast-track applications process).</li> </ul>

Work Stream	Description	Lead(s)	Status	Progress Commentary	
				@ March 2025	@ May 2025
8.	Poutini Ngāi Tahu Papatipu Rūnanga	Meet Te Tiriti o Waitangi/Treaty of Waitangi responsibilities under s4 of the Conservation Act based on trust and respect.  Strengthen relationships with Poutini Ngāi Tahu Papatipu Rūnanga for better conservation outcomes.	Mike Legge Francois Tumahai		<ul style="list-style-type: none"> <li>Chair meetings with Poutini Ngāi Tahu and DOC re stewardship land review</li> </ul>
9.	Fish and Game Council	Maintain regular liaison with the West Coast Fish and Game.	Mike Legge		<ul style="list-style-type: none"> <li>Maintain regular contact with updates on progressing the CMS and related matters.</li> </ul>
10.	Other Conservation Boards	Maintain a good working relationship and communications all Conservation Boards on cross-Board matters of interest and particularly with neighbouring Conservation Boards (Nelson Marlborough, Aoraki Canterbury, Otago, Southland).	Mike Legge		<ul style="list-style-type: none"> <li>Liaison maintained with Board Chairs – discussion around joint Boards submission on DOC documents relating to charging for PCL access and modernising PCL management</li> </ul>
11.	West Coast communities	Maintain and further develop relationships with West Coast communities and stakeholders, including	Mike Legge Ashley Cassin Other Board members (re		<ul style="list-style-type: none"> <li>Board members attended Friends of Waiuta celebration for the opening of the refurbished Police Station</li> <li>Welcomed presentations from Bathurst Resources on progress</li> </ul>

		through the three District Councils, Regional Councils and Community Boards.	specific stakeholders)		with its Buller Coalfield Plateau Fast-Track application, and Forest & Bird on the natural values of the Denniston Plateau	
<b>D Board Management and Performance, and other Board work</b>						
12.	Board Management	Ensure statutory responsibilities and duties are carried out effectively in accordance with governing legislation and general expectations of good Board practice.	Mike Legge		<ul style="list-style-type: none"> <li>Conflicts of Interest register updated.</li> <li>Reordered Board meeting agenda to prioritise work plan and statutory plan monitoring</li> <li>Expenditure within budget</li> <li>Discussions with DOC and NZCA re a faster Board appointments process this year</li> </ul>	<ul style="list-style-type: none"> <li>Expenditure within budget</li> </ul>
13.	Communication	Maintaining and further developing engagement with the West Coast community and stakeholders, including raising the Board's profile.	Mike Legge		<ul style="list-style-type: none"> <li>Agreed to prepare media article on business conducted</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
14.	Work Plan	Development and monitoring of the 2024-25 Work Plan.	Mike Legge		<ul style="list-style-type: none"> <li>Draft Work Plan prepared and circulated to Board for comment</li> </ul>	<ul style="list-style-type: none"> <li>Finalised and approved Work Plan</li> </ul>
15.	Risk Management	With support from the Departments and the NZCA, identify and manage risks in an appropriate manner.	Mike Legge		<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
16.	Annual Report	Approve the 2024-25 Annual Report and submit to the NZCA.	Mike Legge		<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

Work Stream		Description	Lead(s)	Status	Progress Commentary	
					@ March 2025	@ May 2025
17.	Permissions	Respond to requests for Board comment on concession applications in accordance with Board policy.	Board Permissions sub-Committee		▪	▪
18.	Fast-track Applications	Provide advice and/or respond to requests for comment on applications made under the Fast-track Approvals Act 2024 in accordance with Board policy.			<ul style="list-style-type: none"> <li>Welcomed presentations from Bathurst Resources on progress with its Buller Coalfield Plateau Fast-Track application, and Forest &amp; Bird on the natural values of the Denniston Plateau</li> </ul>	<ul style="list-style-type: none"> <li>Welcomed online presentation by Westpower on proposed Waitaha Hydro Scheme (28/04/25)</li> </ul>



## Notes to the Work Plan

The notes provide more context to the activities of each Work Stream in order to facilitate progress during the course of the financial year. Work descriptions of each Work Stream are not necessarily exclusive and may overlap across other Work Streams.

Work Stream		Description of the Work
<b>A Review of Statutory Management Plans</b>		
1.	<b>Te Tai o Poutini West Coast Conservation Management Strategy (CMS) Review</b>	<ul style="list-style-type: none"> <li>Progress the CMS review in accordance with the project plan, timeline and milestones agreed with the Department.</li> <li>Board actively contributes to the review, including responding to requests for input from the planning team in a timely manner.</li> <li>Keep neighbouring Boards informed of review progress and inviting feedback where appropriate.</li> </ul>
<b>B Monitoring of Statutory Management Plans</b>		
2.	<b>Tai Poutini West Coast Conservation Management Strategy (CMS) 2010 to 2020</b>	<ul style="list-style-type: none"> <li>Monitor the implementation of the CMS, including against the operational plan of the Department and any amendment of monitoring framework necessitated by changes to operational planning.</li> <li>Provide feedback to the Department on progress towards achieving CMS outcomes.</li> <li>Provide advice to the Department on how the CMS is being implemented.</li> <li>Provide advice to the Department on the CMS monitoring framework and meeting the Boards monitoring expectations.</li> </ul>
3.	<b>Westland Tai Poutini National Park Plan 2001 to 2011 (Westland NP Plan)</b>	<ul style="list-style-type: none"> <li>Monitor the implementation of the Westland NP Plan, including against the operational plan of the Department and any amendment of monitoring framework necessitated by changes to operational planning.</li> <li>Provide feedback to the Department on progress towards achieving Westland NP Plan outcomes.</li> <li>Provide advice to the Department on how the Westland NP Plan is being implemented.</li> <li>Provide advice to the Department on the Westland NP Plan monitoring framework and meeting the Boards monitoring expectations.</li> </ul>
4.	<b>Paparoa National Park Management Plan 2017 (Paparoa NP Plan)</b>	<ul style="list-style-type: none"> <li>Monitor the implementation of the Paparoa NP Plan, including against the operational plan of the Department and any amendment of monitoring framework necessitated by changes to operational planning.</li> <li>Provide feedback to the Department on progress towards achieving Paparoa NP Plan milestones and outcomes.</li> <li>Provide advice to the Department on how the Paparoa NP Plan is being implemented.</li> <li>Provide advice to the Department on the Paparoa NP Plan monitoring framework and meeting the Boards monitoring expectations.</li> </ul>
5.	<b>Himalayan Thar Control Operational Plan 2024-25 (Tahr Plan)</b>	<ul style="list-style-type: none"> <li>Monitor the implementation of the Tahr Plan by the Department as it relates to West Coast Tai Poutini conservation land, taking account of any</li> </ul>

Work Stream		Description of the Work
		<p>amendment of monitoring framework necessitated by changes to operational planning.</p> <ul style="list-style-type: none"> <li>Provide feedback to the Department on progress towards achieving the Tahr Plan milestones and outcomes.</li> <li>Provide advice to the Department on how the Tahr Plan is being implemented.</li> <li>Provide advice to the Department on the Tahr Plan monitoring framework and meeting the Boards monitoring expectations.</li> </ul>
<b>C Relationships and Liaison</b>		
6.	<b>Department of Conservation (DOC)</b>	<ul style="list-style-type: none"> <li>Maintain and further develop a strong working relationship and communications with local DOC staff, including through: <ul style="list-style-type: none"> <li>- Responding to requests in a timely manner;</li> <li>- Ensuring Board papers from the Department are read and queries raised in a timely manner;</li> <li>- Proactively engaging with staff and gaining a better understanding of the work of the Department; and</li> <li>- Proactively familiarising with, and contributing to, the work of the Department towards achieving its strategy and fulfilling its purpose.</li> </ul> </li> </ul>
7.	<b>New Zealand Conservation Authority (NZCA)</b>	<ul style="list-style-type: none"> <li>Maintain a good working relationship and communications with the NZCA, particularly in exercising powers under s6M of the Conservation Act.</li> <li>Enable NZCA liaison (currently Metiria Stanton Turei) to fully participate in Board meetings and update the Board on relevant NZCA business.</li> <li>Provide relevant information and advice to the NZCA on West Coast on local perspectives on conservation matters, especially those matters the Board wishes to be escalated further (e.g., to the Minister).</li> <li>Submit Annual Report to the NZCA in accordance with the Annual Planning Cycle.</li> </ul>
8.	<b>Poutini Ngāi Tahu Papatipu Rūnanga</b>	<ul style="list-style-type: none"> <li>Meet Te Tiriti o Waitangi/Treaty of Waitangi responsibilities under s4 of the Conservation Act based on trust and respect.</li> <li>Strengthen relationships with Poutini Ngāi Tahu Papatipu Rūnanga for better conservation outcomes.</li> <li>Ngāi Tahu statutory Board member(s) contribute iwi perspectives to the Board as appropriate.</li> <li>New Board member(s) induction is led by Ngāi Tahu statutory Board member(s).</li> <li>Hold at least one Board meeting on each of the Poutini Papatipu Rūnanga marae during the year.</li> </ul>
9.	<b>Fish and Game Council</b>	<ul style="list-style-type: none"> <li>Maintain regular liaison with the West Coast Fish and Game, particularly on matters within the jurisdiction of the Board.</li> <li>Board liaison to maintain communications with West Coast Fish and Game and attend their meetings (either online or in-person) if considered beneficial.</li> </ul>

Work Stream		Description of the Work
		<ul style="list-style-type: none"> <li>Board liaison to update the Board on relevant and substantive matters that West Coast Fish and Game are considering.</li> </ul>
10.	<b>Other Conservation Boards</b>	<ul style="list-style-type: none"> <li>Maintain a good working relationship and communications all Conservation Boards on cross-Board matters of interest and particularly with neighbouring Conservation Boards (Nelson Marlborough, Aoraki Canterbury, Otago, Southland).</li> <li>Board Chair (and other Board members as appropriate) attendance at the annual NZCA Conservation Board Chairs Conference.</li> <li>Board liaison to maintain communications with neighbouring Boards and attend their meetings (either online or in-person) if considered beneficial.</li> <li>Board liaison to update the Board on relevant and substantive matters neighbouring Boards are considering.</li> <li>Ensure that neighbouring Boards receive notice of the Board's meeting agendas and minutes, and the Annual Report – and vice-versa.</li> </ul> <p><b>NOTE:</b> As recommended in the Conservation Board Manual, the Board should have a Board liaison policy. The purpose of such a policy is to define how the Board will undertake liaison activity with its neighbouring Conservation Boards and other conservation organisations (such as Fish &amp; Game), plus expectations of appointees to Board liaison roles. Effective liaison activity between Boards enables collaboration across rohe to maximise conservation outcomes.</p>
11.	<b>West Coast communities</b>	<ul style="list-style-type: none"> <li>Maintain and further develop relationships with West Coast communities and stakeholders, including through the three District Councils, Regional Councils and Community Boards.</li> <li>Board representatives to attend at least one Mayors and Chairs forum per year and at least one District and Regional Council meeting per year – the primary purpose being to communicate relevant Board activities and gain a better understanding of community activities and initiatives affect the work of the Board.</li> <li>Hold Board meetings across the West Coast region and engage with local stakeholder communities as appropriate, especially to communicate the work of the Board and understand stakeholder activities, aspirations and concerns with respect to the Boards responsibilities.</li> </ul>
<b>D Board Management and Performance, and other Board work</b>		
12.	<b>Board Management</b>	<p>Matters relevant to Board Management include those relating to the following:</p> <p><b>Meeting process</b></p> <ul style="list-style-type: none"> <li>Ensure the legal requirements governing meetings and the organisation of business is done in a way that meets statutory obligations and expectations of stakeholders, while maximising the use of members' time and skills (noting also that Board meetings are governed by (limited) provisions in the Conservation Act as well as Part 7 (Local Authority Meetings) of the Local Government Official Information and Meetings Act 1987 (LGOIMA).</li> </ul> <p><b>Code of conduct</b></p>

Work Stream		Description of the Work
		<ul style="list-style-type: none"> <li>Promote an inclusive and constructive Board culture to reflect the desired core values of the Board.</li> </ul> <p><b>Conflicts of interest</b></p> <ul style="list-style-type: none"> <li>Ensure appropriate arrangements are in place to manage perceived and actual conflicts in an effective and transparent way, including maintaining an interest register and disclosing any interests on a regular basis.</li> </ul> <p><b>Policy and process development</b></p> <ul style="list-style-type: none"> <li>Ensure the Board has appropriate policies (when needed) and processes to guide its work (e.g., Permissions policy and process).</li> </ul> <p><b>Prudent financial management</b></p> <ul style="list-style-type: none"> <li>Being responsive and diligent in monitoring expenditure in accordance with budget and providing required documentation for expense claims.</li> </ul> <p><b>Operating within the accountability framework</b></p> <ul style="list-style-type: none"> <li>Ensuring the Board has the confidence that (a) conservation outcomes align to government and Ministerial expectations, (b) processes are in place to ensure risks are identified and managed appropriately, and (c) the Board is confident in discharging its functions.</li> </ul> <p><b>Working to the annual planning cycle</b></p> <ul style="list-style-type: none"> <li>Ensuring key tasks are completed to timelines and expectations, including finalisation of work plan, completion and submission of the Annual Report, provision of advice on monitoring reports, and induction of new Board members etc.</li> </ul> <p><b>Development of Board capability</b></p> <ul style="list-style-type: none"> <li>Ensuring the Board, and individual members, have the necessary skills and expertise to competently exercise roles and responsibilities.</li> </ul> <p><b>Board evaluation</b></p> <ul style="list-style-type: none"> <li>Taking stock on aspects of performance to continually improve effectiveness of the Board as a whole, assess fitness for future challenges, identify gaps in capability and skills, and help maintain capability and performance through member succession.</li> </ul>
13.	Communication	<ul style="list-style-type: none"> <li>Proactively engage with the Department, particularly the Board Support Officer, to ensure the administrative functions associated with Board servicing are conducted as smoothly as possible.</li> <li>Publicise the work of the Board through a variety of channels, especially to encourage community engagement and raise the Board's profile.</li> <li>Board Chair to maintain communication with other Chairs through the Board Chairs channel, especially to share resources, seek advice and discuss common areas of Board interest.</li> </ul>
14.	Work Plan	<ul style="list-style-type: none"> <li>Develop the 2024-25 Work Plan and monitor progress against it, ensuring that it takes account of the following (as applicable): <ul style="list-style-type: none"> <li>The Ministers Letter of Expectation (LOE);</li> <li>Ministerial priorities for the Department;</li> <li>Working with the Department, neighbouring Conservation Boards and the NZCA;</li> </ul> </li> </ul>

Work Stream		Description of the Work
		<ul style="list-style-type: none"> <li>- Understanding the Board's contribution to giving effect to the principles of the Treaty of Waitangi;</li> <li>- General engagement with the community, including raising the profile of the Board;</li> <li>- Review/development/monitoring of statutory management plans including the Conservation Management Strategy (CMS)</li> <li>- Advice relating to stewardship land;</li> <li>- Other statutory functions for the Board;</li> <li>- Advocacy;</li> <li>- Board process, policy development, process, capability and performance;</li> <li>- Risks and issues from the Board's perspective, and opportunities for conservation growth; and</li> <li>- Any other matters the Board considers important to its role and responsibilities.</li> </ul>
15.	<b>Risk Management</b>	<ul style="list-style-type: none"> <li>▪ With support from the Department and the NZCA, identify and manage risks in an appropriate manner.</li> <li>▪ Develop and maintain a Risk Register.</li> <li>▪ Communicate risks to the Department and the NZCA, as appropriate.</li> </ul>
16.	<b>Annual Report</b>	<ul style="list-style-type: none"> <li>▪ Approve the 2024-25 Annual Report and submit to the NZCA including through contributing to, and reviewing, the draft Report.</li> </ul>
17.	<b>Permissions</b>	<ul style="list-style-type: none"> <li>▪ Respond to requests for Board comment on concession applications in accordance with Board policy.</li> <li>▪ Review the Board policy on concession applications annually.</li> </ul>
18.	<b>Fast-track Applications</b>	<ul style="list-style-type: none"> <li>▪ Develop a Board policy on the management of applications made under the Fast-track Approvals Act 2024.</li> <li>▪ Provide advice on Fast-track applications within the West Coast Tai Poutini Conservation Board district either to the Department and/or to expert panels.</li> <li>▪ Provide advice on Fast-track applications within other Conservation Board districts, on request and/or as appropriate.</li> <li>▪ Respond to requests for Board comment on Fast-track applications and/or Departmental reports from the Department.</li> </ul>