

Hon Poto Williams

MP for Christchurch East

Minister of Conservation

Minister for Disability Issues

Associate Minister for Children



Ref: 22-B-0303

Cameron McIntosh
Chief Executive
Southland District Council
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Tēna koe Cameron

APPOINTMENT TO THE MILFORD OPPORTUNITIES PROJECT BOARD

It is our pleasure to advise you that we have appointed the Chief Executive of Southland District Council (SDC) in an advisory capacity. Rather than residing with any one individual, this appointment rests with whoever occupies the role of SDC Chief Executive. Thus, should SDC appoint a new chief executive, the appointment of MOP Board membership will pass on to the new chief executive. The term for appointment begins in June 2022 and concludes at the end of December 2023, unless revised.

Board members appointed in an advisory capacity do not have voting rights. However, they play a crucial role on the Board, providing robust advice to the MOP Ministers and MOP Unit to ensure the MOP achieves its objectives.

Cabinet delegated authority to the MOP Ministerial Group to appoint Board members, and this letter confirms that appointment. This letter provides you with the terms and conditions of your appointment.

We believe your organisation has the attributes, experience and leadership qualities which enable it to make a valuable contribution to the Board. The public announcement of this appointment will be made by the MOP Ministerial Group as soon as practical.

Purpose and accountabilities of the Milford Opportunities Board

The purpose of the Board is to support effective decision making by the MOP Ministerial Group. Through collaboration with partners and stakeholders, the Board is responsible for the Unit undertaking the feasibility and planning work necessary for implementation decisions to be made.

The goal of the feasibility phase is to assess how to achieve the recommendations of the Masterplan through identifying avenues to progress or identify fatal flaws that create stop point(s). This will manage risk and improve the likelihood of moving to implementation.

The feasibility and planning work delivered by the Board must demonstrate to decision makers, partners, and stakeholders how it:

- delivers on the purpose and vision of the Milford Opportunities Project Masterplan
- protects Milford Sound Piopiotahi now and into the future, recognising its World Heritage status
- acknowledges the role of Ngāi Tahu as mana whenua and Treaty Partner

- enhances the visitor experience, and creates recreation, conservation, and community benefits for the communities of Te Anau, Southland, and Otago.

Role and responsibilities

The role of the MOP Board is to govern the MOP Unit. The Unit will not be a legal entity and its Board will not have statutory obligations; these will remain with the relevant central and local government organisations.

Key responsibilities include:

- Ensure project outcomes align with the purpose and objectives of the Masterplan
- Provide visibility of risks and assurance to the Ministerial Group that the project is on-track and well managed
- Deliver phase one, Stage Three objectives
- Monitor the Delivery Unit's management, particularly budget, accountability, and performance
- Report (at least) six monthly to the Ministerial Group

Consistent with the skills that you are bringing to the Board, we expect you to:

- Exercise strong leadership
- Act with honesty and integrity
- Act in good faith
- Act with reasonable care, diligence, and skill
- Not disclose or make use of information that would otherwise not be available to you
- Support the Chair to ensure MOP Board and Unit are working effectively with Ministers, Ngāi Tahu, central and local agencies and other key strategic partners
- Provide timely access to resources and capability in support of MOP
- Raise any concerns or risks with the MOP Unit first and seek to resolve these with the Board before escalating these to Ministers
- Not speak publicly on the project unless agreed beforehand with the Chair.

Members are also responsible for declaring any real or potential conflicts of interest to the Chair as soon as the conflict arises. This includes any conflicts related to SDC or its chief executive.

There is an expectation you will work in good faith to try and reach a consensus position where differences of opinion exist and update the Chair if new conflicts of interest occur.

The role of Board members appointed in an advisory role is to:

- a) provide expert advice and opinion on matters relating to the MOP by:
 - leading the development of a coherent organisational view on matters relevant to the organisation they represent and presenting that view to the Board
 - ensuring that their organisation provides complete and comprehensive responses to requests for information or advice from the MOP Board
- b) during board discussions, present a view representing their organisation's position.

The Board's Terms of Reference and Letter of Expectations will be provided to you shortly.

Term of office

The SDC Chief Executive will continue as a member despite the expiry of the term until SDC is reappointed, its successor is appointed, or it is informed in writing that an SDC representative will not to be reappointed to the Board. Should SDC appoint a new chief executive, the appointment of MOP Board membership will pass to this individual. This is to say, the MOP Board appointment resides with the position of SDC Chief Executive rather than with any individual who might occupy the role of SDC Chief Executive at any point in time.

SDC may resign from the MOP Board by written notice to us, with a copy sent to the MOP Board. Resignation would be effective on our receipt of notice, or at a later date, specified by your organisation.

We may remove SDC from the Board at any time and for any reason that in our opinion justifies the removal. We would only do so by giving written notice to SDC and stating the reason for removal.

Acceptance of the Appointment

We would be grateful if you could formally acknowledge SDC's acceptance of this offer of appointment by signing the attached letter and returning it to Rachael McMillan at the Department of Conservation (rmcmillan@doc.govt.nz) who will record it on my behalf.

I congratulate SDC on its appointment and wish it well for its term on the Milford Opportunities Board.

Nāku noa nā

Hon Poto Williams

Minister of Conservation

Hon Michael Wood

Minister of Transport

Hon Stuart Nash

Minister of Tourism

cc: Bruce Parkes, Deputy Director General, Department of Conservation

Dr Keith Turner, Chair of the Milford Opportunities Project Board

Hon Poto Williams
Minister of Conservation
Hon Michael Wood
Minister of Transport
Hon Stuart Nash
Minister of Tourism
Parliament Buildings
Wellington

Dear Ministers

Southland District Council (SDC) acknowledges receipt of your letter appointing its chief executive (CE) to the Milford Opportunities Board in an advisory capacity for a term beginning in April 2022 and concluding at the end of December 2023.

SDC accepts that it will hold office at the discretion of the Ministers of Conservation, Tourism, and Transport.

SDC will ensure that it remains fully familiar with the obligations and responsibilities of the position. SDC will advise you, via the Department of Conservation, of any change in it or its CE's circumstances that may have an impact on its ability to serve on the Milford Opportunities Board.

Yours sincerely

NAME

Date: