**Conservation Board Annual Work Plan Template**

**[Name] Conservation Board Work Programme**

**1 July 20XX – 30 June 20XX**

**Work Programme overview**

This Work Programme has been developed in response to the Letter of Expectation from the Minister of Conservation dated [date]. It is structured in three parts, namely:

* **Part A**: Planned Board activities aimed at meeting the regional Work Programme contained in the letter:
	+ review/development/monitoring of statutory management plans including Conservation Management Strategies (CMS)
	+ advice relating to stewardship land
	+ other statutory functions for the Board
	+ advocacy.
* **Part B**: Planned Board activities aimed at general expectations contained in the letter:
	+ working with the Department of Conservation (the Department)
	+ taking account of the Ministerial priorities for the Department as contained in the Department’s Four-year Plan
	+ working with adjoining conservation boards and the New Zealand Conservation Authority (the Authority)
	+ understanding the Board’s contribution to giving effect to the principles of the Treaty of Waitangi
	+ general engagement with the community, including raising the profile of the Board.
* **Part C:** Risks/issues from the Board’s perspective, and opportunities for conservation growth not covered above.

Status indicator

|  |  |
| --- | --- |
| Colour  | Indicates |
|  | Completed |
|  | Started and is ongoing |
|  | Not started yet |

**PART A: REGIONAL WORK PROGRAMME**

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| **1** | **Review / development of statutory management plans including conservation management strategies (CMS)** |
| 1.1 | **Board objective:** *[ Example: The Board will review the revised XX CMS draft and will recommend the approval of the draft by the Authority with or without amendments]* |
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**Planned Board activities, success measures and key milestones**

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| --- | --- | --- | --- |
|  | Action  | Status | Progress commentary |
| **A** |  |  |  |
| **B** |  |  |  |
| **C** |  |  |  |
| **D** |  |  |  |

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| 1.2 | **Board objective:***[ Example: In conjunction with the Department, the Board will determine priorities for implementation of the approved XX CMS / XX Management Plan]* |

**Planned Board activities, success measures and key milestones**

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| --- | --- | --- | --- |
|  | Action  | Status | Progress Commentary |
| **A** |  |  |  |
| **B** |  |  |  |
| **C** |  |  |  |
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| **2** | **XX** |  |  |
| 2.1 | **Board objective:***[ XX*] |
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**Planned Board activities, success measures and key milestones**

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| --- | --- | --- | --- |
|  | Action  | Status | Progress commentary |
| **A** |  |  |  |
| **B** |  |  |  |
| **C** |  |  |  |
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| **3** | **Other statutory functions[[1]](#footnote-1)** |  |  |
| 3.1 | **Board objective:***[ Example:* T*he Board will nurture ongoing working relationships with Fish and Game Councils regarding issues of mutual interest within the region*] |

**Planned Board activities, success measures and key milestones**

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| --- | --- | --- | --- |
|  | Action  | Status | Progress commentary |
| **A** |  |  |  |
| **B** |  |  |  |
| **C** |  |  |  |
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| 3.2 | **Board objective**:*[ Example:* *The Board will advise on proposed changes of status for nationally and internationally important areas, when sought by the Department*] |

**Planned Board activities, success measures and key milestones**

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| --- | --- | --- | --- |
|  | Action  | Status | Progress commentary |
| **A** |  |  |  |
| **B** |  |  |  |
| **C** |  |  |  |
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| **4** | **Advocacy** |  |  |
| 4.1 | **Board objective***[ Example:* *The Board will pursue all reasonable opportunities to advocate at public forums and in any statutory planning processes*] |

**Planned Board activities, success measures and key milestones**

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| --- | --- | --- | --- |
|  | Action  | Status | Progress Commentary |
| **A** |  |  |  |
| **B** |  |  |  |
| **C** |  |  |  |
| **D** |  |  |  |

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| 4.2 | **Board objective***[ XX*] |

**Planned Board activities, success measures and key milestones**

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|  | Action  | Status | Progress commentary |
| **A** |  |  |  |
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| **C** |  |  |  |
| **D** |  |  |  |

**PART B: GENERAL EXPECTATIONS**

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| **5** | **Working with the Department** |  |  |
| 5.1 | **Board objective:***[ Example:* *Board members will maintain good working relationships and open dialogue with directors, managers and board support officers in order to engage strategically in conservation for the region*]

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**Planned Board activities, success measures and key milestones**

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|  | Action  | Status | Progress commentary |
| **A** |  |  |  |
| **B** |  |  |  |
| **C** |  |  |  |
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| **6** | **Taking account of Ministerial priorities for the Department[[2]](#footnote-2)** |
| 6.1 | **Board objective:***[Example: The Board will identify opportunities to support North Island community conservation targeting kiwi]*  |

**Planned Board activities, success measures and key milestones**

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| --- | --- | --- | --- |
|  | Action  | Status | Progress commentary |
| **A** |  |  |  |
| **B** |  |  |  |
| **C** |  |  |  |
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| 6.2 | **Board objective:***[Example: The Board will identify opportunities for building relationships to support the Healthy Parks / Healthy People programme]* |

**Planned Board activities, success measures and key milestones**

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| --- | --- | --- | --- |
|  | Action  | Status | Progress commentary |
| **A** |  |  |  |
| **B** |  |  |  |
| **C** |  |  |  |
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| **7** | **Working with adjoining conservation boards and the Authority** |
| 7.1 | **Board objective:***[ Example:* *The Board will liaise with neighbouring conservation boards to progress cross boundary CMS issues and other matters of mutual interest*] |

**Planned Board activities, success measures and key milestones**

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| --- | --- | --- | --- |
|  | Action  | Status | Progress commentary |
| **A** |  |  |  |
| **B** |  |  |  |
| **C** |  |  |  |
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| **8** | **Understanding the Board’s contribution to giving effect to the principles of the Treaty of Waitangi** |
| 8.1 | **Board objective:***[ Example:* *The Board will understand and support the Board’s and Department’s obligations under Treaty settlements as well as principles under section 4 of the Conservation Act*] |

**Planned Board activities, success measures and key milestones**

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| --- | --- | --- | --- |
|  | Action  | Status | Progress commentary |
| **A** |  |  |  |
| **B** |  |  |  |
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| **9** | **Engaging with the community, including raising the profile of the Board** |
| 9.1 | **Board objective:***[ Example:* *Board members will liaise regularly with other conservation entities, such as district and regional councils, NGOs and community groups, in order to enhance the profile of the Board and pursue good working relationships on issues of mutual interest and concern*] |

**Planned Board activities, success measures and key milestones**

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|  | Action  | Status | Progress commentary |
| **A** |  |  |  |
| **B** |  |  |  |
| **C** |  |  |  |
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| 9.2 | **Board objective:***[ Example:* *Board members will meet with community groups and the general public to gauge community reaction to conservation initiatives planned or implemented by the Department*] |

**Planned Board activities, success measures and key milestones**

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| --- | --- | --- | --- |
|  | Action  | Status | Progress commentary |
| **A** |  |  |  |
| **B** |  |  |  |
| **C** |  |  |  |
| **D** |  |  |  |

**PART C: RISKS AND OPPORTUNITIES**

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| **10** | **Risks identified from the Board’s perspective** |  |  |
| **A** |  |
| **B** |  |
| **C** |  |
| **D** |  |

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| **11** | **Opportunities for conservation growth in the Board’s rohe** |
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| **A** |  |
| **B** |  |
| **C** |  |
| **D** |  |

1. This section should include conservation board functions relating to statutory functions under section 6M of the Conservation Act [↑](#footnote-ref-1)
2. This section could include where conservation boards are consulted on pest control operations [↑](#footnote-ref-2)