

# Te Tōpuni Kōkōrangi

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## Agenda & Meeting Papers

Meeting No. 3

20 March 2026

**MS TEAMS / NGĀMOTU HOUSE**

**LEVEL 4 / 139 DEVON STREET WEST**

**NEW PLYMOUTH**

# Te Tōpuni Kōkōrangī

BOARD PACK

for

Te Tōpuni Kōkōrangī Board Hui - March

Friday, 20 March 2026

8:30 am (NZDT)

Held at:

MS Teams

Online

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# AGENDA

## TE TŌPUNI KŌKŌRANGI BOARD HUI - MARCH

<b>Name:</b>	Te Tōpuni Kōkōurangi
<b>Date:</b>	Friday, 20 March 2026
<b>Time:</b>	8:30 am to 12:00 pm (NZDT)
<b>Location:</b>	MS Teams, Online
<b>Board Members:</b>	Dr Dee Sciascia, Liana Poutu (Chair), Nicola Ngarewa, Hemi Sundgren (Chair), Dr Bruce Clarkson, Stephen Daysh, Rex Hendry
<b>Attendees:</b>	Sean Zieltjes, Laura Buttimore, Mitchy Samson
<b>Apologies:</b>	Te Aroha Hohaia, Lesa Bevin
<b>Guests/Notes:</b>	Tinaka Mearns

### 1. Karakia / Hui Opening

#### 1.1 Apologies / Attendees

##### For Noting

It is recommended the Board:

- a. **Notes** the apologies and attendee list for this meeting

Supporting Documents:

1.1.a	TTK Item 1.1 - Apologies - 20 March.pdf	6
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### 2. Matters Arising

#### 2.1 Actions Register

##### For Noting

It is recommended the Board:

- a. **Receives** the items in the Actions Register
- b. **Notes** the items in the Actions Register

Supporting Documents:

2.1.a	Action List	7
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#### 2.2 Interests Register

##### For Noting

It is recommended the Board:

- a. **Receives** the Register of Interests; and
- b. **Notes** any particular interest in any agenda item

Supporting Documents:

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2.2.a	TTK Item 2.2 - Interests Register - 20 March.pdf	10
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## 2.3 Correspondence Register

### For Noting

It is recommended the Board:

- a. **Receives** the inwards correspondence; and
- b. **Notes** the outwards correspondence

Supporting Documents:

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2.3.a	TTK Item 2.3 - Correspondence Register - 20 March.pdf	14
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## 2.4 Confirmation of Minutes

### For Decision

It is recommended the Board:

- a. **Notes** the minutes of the meeting held on 20 February 2026 as read
- b. **Approves** the minutes from the 20 February 2026 meeting as true and correct

Supporting Documents:

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2.4.a	TTK Item 2.4 - Confirmation of Minutes - 20 March.pdf	16
2.4.b	Minutes : Te Tōpuni Kōkōrangī Board Hui - February - 20 Feb 2026	17

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## 3. Public Forum

### 3.1 Public Forum

#### For Noting

It is recommended the Board:

- a. **Note** and **Receive** any presentations to the Public Forum; and
- b. Determine any appropriate response

Supporting Documents:

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3.1.a	TTK Item 3.1 - Public Forum - 20 March.pdf	28
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## 4. Operating

### 4.1 Operating Procedures

#### For Decision

It is recommended the Board:

- a. **Receive** the finalised Board Operating Procedures
- b. **Approve** the finalised Board Operating Procedures

Supporting Documents:

4.1.a	TTK Item 4.1 - Operating Procedures - 20 March.pdf	29
4.1.b	TTK Item 4.1a - Operating Procedures (Tracked changes) - 20 March.pdf	30
4.1.c	TTK Item 4.1b - Operating Procedures (Final copy) - 20 March.pdf	42

## 4.2 Confirming Committee Member Appointments

### For Decision

It is recommended the Board:

- a. **Approve** the proposed member appointments to the following three committees:
  1. Concessions, Consents, and Approvals.
  2. Relationships.
  3. Statutory Planning.

Supporting Documents:

4.2.a	TTK Item 4.2 - Confirming Committee Member Appointments - 20 March.pdf	54
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## 5. General Business

### 5.1 General Business

#### For Discussion

It is recommended the Board:

- a) Formally addresses general business matters and,
- b) Where appropriate, revisit previous agenda items to ensure all relevant issues are thoroughly considered and documented

Supporting Documents:

5.1.a	TTK Item 5.1 - General Business - 20 March.pdf	56
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## 6. Karakia / Hui Closing

### 6.1 Close the meeting

**Next meeting:** Te Tōpuni Kōkōrangī Board Hui - April - 17 Apr 2026, 8:30 am

**Te Tōpuni Kōkōrangī**  
**Meeting No. 3 / 2026**

**Agenda Item: 1.1**

Kaupapa: **Apologies / Attendees**  
 Prepared By: Lesa Bevin, Te Tōpuni Kōkōrangī Secretariat  
 Meeting Date: 20 March 2026

<b>Recommendation</b>	<p><u>It is recommended the Board:</u></p> <p>a) <b>Notes</b> the apologies and attendees list for this meeting</p>
<b>Context</b>	<p><u>Attendee list for the 20 March 2026 meeting:</u></p> <ul style="list-style-type: none"> <li>• Mitchy Samson - Acting Board Secretary, Te Tōpuni Kōkōrangī</li> <li>• Sean Zieltjes - Planner, Te Tōpuni Kōkōrangī</li> <li>• Laura Buttimore - Planner, Te Tōpuni Kōkōrangī</li> <li>• Tinaka Mearns - Operations Director HWT, DOC</li> </ul>

# Action List

## Te Tōpuni Kōkōrangī

As of: 18 Mar 2026

### Agenda Item #3.3 Annual Operating Budget 26/27 - Action #13 On Hold

Produce a revised Annual Operational Budget incorporating all costs associated with the Board for adoption at the next public meeting

**Due Date:** 20 Mar 2026  
**Owner:** Lesa Bevin  
**Meeting:** 20 Feb 2026 Te Tōpuni Kōkōrangī Board Hui - February, 3.3 Annual Operational Budget for 2026-2027

### Agenda Item #4.1 Operating Procedures - Action #14 In Progress

Add the following amendments to the adopted Operating Procedures:

Add He Takapou Tupua to the list of Interpretations

Insert after "Board Members are expected" to the best of their ability

Insert after "If a member stands as a candidate" "endorsed by a political party"

**Due Date:** 20 Mar 2026  
**Owner:** Lesa Bevin  
**Meeting:** 20 Feb 2026 Te Tōpuni Kōkōrangī Board Hui - February, 4.1 Operating Procedures

### Agenda Item #4.2 Committees - Action #15 In Progress

Arrange for the Concessions, Consents, and Approvals Committee to meet to review their TOR, set out a timeline of key activities and appoint a Chair for approval at the next public meeting

**Due Date:** 20 Mar 2026  
**Owner:** Lesa Bevin  
**Meeting:** 20 Feb 2026 Te Tōpuni Kōkōrangī Board Hui - February, 4.2 Establishing Committees and Terms of Reference

### Agenda item #4.2 Committees - Action #16 In Progress

Arrange for the Relationships Committee to meet to review their TOR and appoint a Chair for approval at the next public meeting

**Due Date:** 20 Mar 2026  
**Owner:** Lesa Bevin  
**Meeting:** 20 Feb 2026 Te Tōpuni Kōkōrangī Board Hui - February, 4.2 Establishing Committees and Terms of Reference

### Agenda Item #4.2 Committees - Action #17 In Progress

Arrange for the Statutory Planning Committee to meet to review their TOR and appoint a Chair for approval at the next public meeting.

**Due Date:** 20 Mar 2026  
**Owner:** Lesa Bevin

**Meeting:** 20 Feb 2026 Te Tōpuni Kōkōrangī Board Hui - February, 4.2 Establishing Committees and Terms of Reference

**Agenda Item #4.4 Resource Management Reform - Action #18** **Done**

Request through the Department of Conservation to meet with the Minister of Conservation to discuss Te Tōpuni Kōkōrangī's Submission to the Planning Bill and Natural Environment Bill

**Due Date:** 20 Mar 2026

**Owner:** Lesa Bevin

**Meeting:** 20 Feb 2026 Te Tōpuni Kōkōrangī Board Hui - February, 4.4 Resource Management Reform

**Agenda Item #4.4 Resource Management Reform - Action #19** **Done**

Share the Submission to the Planning Bill and Natural Environment Bill with Te Tōpuni Ngārahu to help ensure co-ordination in responding and upholding the rights and interests of Te Kāhui Tupua

**Due Date:** 20 Mar 2026

**Owner:** Lesa Bevin

**Meeting:** 20 Feb 2026 Te Tōpuni Kōkōrangī Board Hui - February, 4.4 Resource Management Reform

**Agenda Item #4.4 Resource Management Reform - Action #20** **Not Started**

Share the Submission to the Planning Bill and Natural Environment Bill with the Taranaki Members of Parliament (David Macleod, Barbara Kuriger, Carl Bates, Debbie Ngarewa-Packer and Glenn Bennett) and invite them to meet with Te Tōpuni Kōkōrangī to discuss the submission and have a briefing on He Kawa Ora

**Due Date:** 20 Mar 2026

**Owner:** Lesa Bevin

**Meeting:** 20 Feb 2026 Te Tōpuni Kōkōrangī Board Hui - February, 4.4 Resource Management Reform

**Agenda Item #4.4 Resource Management Reform - Action #21** **Not Started**

Make enquires with Te Awa Tupua and Te Urewera on forming a joint response via Chair to Chair and Planner to Planner

**Due Date:** 20 Mar 2026

**Owners:** Liana Poutu, Sean Zieltjes

**Meeting:** 20 Feb 2026 Te Tōpuni Kōkōrangī Board Hui - February, 4.4 Resource Management Reform

**Agenda Item #4.5 Barclay Road Subdivision - Action #22** **Done**

Send notification to Stratford District Council advising Te Tōpuni Kōkōrangī no longer wished to be heard on the Kererū Hills sub-division application

**Due Date:** 20 Mar 2026

**Owner:** Lesa Bevin

**Meeting:** 20 Feb 2026 Te Tōpuni Kōkōrangī Board Hui - February, 4.5 Barclay Road  
Subdivision

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**Agenda Item #5.1 Public Forum - Action #23**

**Not Started**

Taranaki Kiwi Trust and Community Groups to be incorporated in He Kawa Ora Schedule of Engagement

**Due Date:** 20 Mar 2026

**Owners:** Laura Buttimore, Sean Zieltjes

**Meeting:** 20 Feb 2026 Te Tōpuni Kōkōrangī Board Hui - February, 5.1 Taranaki Kiwi Trust

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**Agenda Item #7.1 General Business - Action #26**

**Done**

Coordinate National Geographic interview with Chair and/or Deputy Chair

**Due Date:** 20 Mar 2026

**Owner:** Lesa Bevin

**Meeting:** 20 Feb 2026 Te Tōpuni Kōkōrangī Board Hui - February, 8.1 General Business

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**Agenda Item #7.1 General Business - Action #27**

**Not Started**

Update He Kawa Ora risk register with climate change and biosecurity threats

**Due Date:** 20 Mar 2026

**Owners:** Laura Buttimore, Sean Zieltjes

**Meeting:** 20 Feb 2026 Te Tōpuni Kōkōrangī Board Hui - February, 8.1 General Business

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**Agenda Item #7.1 Schedule of Engagement - Action #24**

**In Progress**

Implement the He Kawa Ora Schedule of Engagement as approved

**Due Date:** 17 Apr 2026

**Owners:** Laura Buttimore, Sean Zieltjes

**Meeting:** 20 Feb 2026 Te Tōpuni Kōkōrangī Board Hui - February, 7.1 Schedule of Engagement

**Te Tōpuni Kōkōrangī**  
**Meeting No. 3 / 2026**

**Agenda Item: 2.2**

Kaupapa: **Register of Interests**

Prepared By: Lesa Bevin, Te Tōpuni Kōkōrangī Secretariat

Meeting Date: 20 March 2026

<b>Recommendation</b>	It is recommended the Board: <ul style="list-style-type: none"> <li>a) <b>Receive</b> the register of interests; and</li> <li>b) <b>Note</b> any particular interest in any agenda item.</li> </ul>
<b>Context</b>	Register of interests is provided below.

<b>TE TŌPUNI KŌKŌRANGI REGISTER OF INTERESTS</b>			
<b>As at 20 March 2026</b>			
<b>BOARD MEMBER</b>	<b>ORGANISATION</b>	<b>ROLE</b>	<b>DATE OF DISCLOSURE</b>
<b>Liana Poutu (Chair)</b>	Edward Rongomai Ira Tamati Whanau Trust	Trustee	31 October 2025
	Kaipakopako 2C2 Ahu Whenua Trust	Chair / Trustee	31 October 2025
	Parininihi Ki Waitōtara Incorporation	Committee Member	31 October 2025
	Parininihi Ki Waitōtara Trust	Chair / Trustee	31 October 2025
	Taranaki Crossing Project Steering Group	Chair	31 October 2025
	Te Atiawa Corporate Trustee Limited	Chair / Director	31 October 2025
	Te Atiawa Iwi Holdings Management Limited	Director	31 October 2025
	Te Atiawa (Taranaki) Holdings Limited	Director	31 October 2025
	Te Hunga Rōia Māori o Aotearoa	Member	31 October 2025
	Te Kāhui Raraunga Charitable Trust	Trustee	31 October 2025
	Te Kotahitanga o Te Atiawa Trust	Chair / Trustee	31 October 2025
	Te Reo o Taranaki Charitable Trust	Trustee	31 October 2025

	Te Tōpuni Ngārahu Trust	Trustee	31 October 2025
	Toi Foundation	Trustee	31 October 2025
	Toi Foundation Holdings Limited	Director	31 October 2025
	Toi Foundation Investments Limited	Director	31 October 2025
	TSB Bank	Director	31 October 2025
<b>Dr. Acushla Dee Sciascia</b>	Māpuna Consultants Limited	Director	31 October 2025
	Parininihi Ki Waitōtara Incorporation	Committee Member	31 October 2025
	Parininihi Ki Waitōtara Trust	Trustee	31 October 2025
	Te Kura Māori o Porirua	Board of Trustee Member	31 October 2025
	Te Pōtiki National Trust	Director	31 October 2025
	Vision Mātauranga Capability Fund	Member	31 October 2025
<b>Te Aroha Hohaia</b>	Bashford-Nicholls Trust	Trustee	31 October 2025
	Bishop's Action Foundation	Trustee	31 October 2025
	Federation of Mountain Clubs	Member	31 October 2025
	Hohaia van Paassen Limited	Shareholder & Director	31 October 2025
	Institute of Directors	Member	31 October 2025
	Louise Rauhuia Manuera Hohaia Whānau Trust	Responsible trustee	31 October 2025
	Ngā Rere Ora Limited	Consultant	31 October 2025
	Parihaka Papakāinga Trust	Contractor	31 October 2025
	Taranaki Crossing Governance Group	Member	31 October 2025
	Taranaki Whanui ki Te Upoko o Te Ika: Finance Audit & Risk Committee	Member	31 October 2025
	Te Papa Atawhai / Department of Conservation	Volunteer	31 October 2025
	Toi o Taranaki ki Te Tonga Trust	Trustee	31 October 2025
	Trinity Home and Hospital Limited	Director	31 October 2025
	Waiōkura Marae & Reserves Trust	Responsible trustee	31 October 2025
<b>Nicola Ngarewa</b>	Ako Mātatupu	Trustee	31 October 2025
	Ngāti Ruanui Tahua	Director	13 February 2026
	NZ Asia Foundation	Honorary Advisor	13 February 2026
	Spotswood College	Principal	31 October 2025

	Te Pāti Māori	Sister is co-leader	31 October 2025
	Te Rārama Trust	Trustee	13 February 2026
	Te Rūnanga o Ngāti Ruanui Trust	Trustee	31 October 2025
	Toi Foundation	Trustee	31 October 2025
	Te Honoa Ltd	Shareholder / Director	13 February 2026
<b>Hemi Sundgren</b>			
	Ka Uruora Aotearoa Trustee Limited	Director	31 October 2025
	Ka Uruora Te Taihu Foundation	Chair	31 October 2025
	Ka Uruora Te Taihu Housing Trust	Chair	31 October 2025
	Ka Uruora Kainga Limited	Director	31 October 2025
	Ngāti Tama ki Te Taihu Custodian Trustee Limited	Director	31 October 2025
	Ngāti Tamai ki Te Waipounamu Trust	Chief Executive Officer	31 October 2025
	Taranaki Mounga Project Limited	Director	31 October 2025
	Te Here-ā-Nuku Working Group	Trustee	31 October 2025
<b>Prof. Bruce Clarkson</b>			
	Aongatete Forest Restoration Trust	Patron	31 October 2025
	Aotearoa New Zealand World Heritage Tentative List Review	Expert Panel Member	24 February 2026
	BD & BR Clarkson Waingaro Forest (Lot 1)	Investment	31 October 2025
	Friends of Hamilton Zoo	Chair	31 October 2025
	New Zealand Botanical Society	Member	31 October 2025
	Pirongia Te Aroaro o Kahu Restoration Society	Patron	31 October 2025
	Rotokare Scenic Reserve Trust	Trustee	31 October 2025
	Royal Forest and Bird Protection Society	Member	31 October 2025
	Royal Society of New Zealand	Member	31 October 2025
	Society for Ecological Restoration	Member	31 October 2025
	Waiwhakareke Advisory Group	Chair	31 October 2025
	West Waikato Coastal Community Catchment Group Inc	Member	31 October 2025
<b>Stephen Daysh</b>			
	Audacious Gems Limited	Director	31 October 2025
	Bridge Pā Vinyard Limited	Director	31 October 2025
	Howden Energy Limited	Director	31 October 2025
	Iona College Council	Board member	31 October 2025
	Mitchell Daysh Limited	Director	31 October 2025

	NZGA (NZ Geothermal Association)	Member	31 October 2025
	NZPI (NZ Planning Institute)	Member	31 October 2025
	RMLA (Resource Management Law Association)	Member	31 October 2025
	Te Kauwae Education Trust	Chair	31 October 2025
<b>Rex Hendry</b>	NZ Antarctic Society	Vice-President	31 October 2025

**Te Tōpuni Kōkōrangī**  
**Meeting No. 3 / 2026**

**Agenda Item: 2.3**

Kaupapa: **Correspondence Register**  
Prepared By: Lesa Bevin, Te Tōpuni Kōkōrangī Secretariat  
Meeting Date: 20 March 2026

<b>Recommendation</b>	<p><u>It is recommended the Board:</u></p> <p>a) <b>Receives</b> the inwards correspondence; and b) <b>Notes</b> the outwards correspondence.</p>
<b>Context</b>	<p>Correspondence register provided below.</p> <p>Copies of any item of correspondence may be requested by members from the board secretary.</p>

**TE TŌPUNI KŌKŌRANGI CORRESPONDENCE REGISTER**

**February – March 2026**

**INWARD CORRESPONDENCE**

<b>Date</b>	<b>From</b>	<b>Kaupapa</b>	<b>Status</b>
24/02/2026	Taranaki Kiwi Trust	Supplementary material for Meeting 2, Agenda Item #5.1 Public Forum	Received
26/02/2026	Environment Committee	General Update on hearings process for Planning Bill and Natural Environment Bill	Received
6/03/2026	Minister of Conservation	Acknowledgement of Meeting Request	Received
16/03/2026	Environment Committee	Invitation to Select Committee Hearing for Planning Bill and Natural Environment Bill	Reply sent
16/03/2026	BTW	Notification of Carrington Road subdivision	Reply sent

**OUTWARD CORRESPONDENCE**

<b>Date</b>	<b>To</b>	<b>Kaupapa</b>	<b>Status</b>
23/02/2026	Stratford District Council	Withdrawal of submission on Kererū Hills Limited subdivision proposal	Sent
23/02/2016	Director-General	Te Tōpuni Kōkōrangī Statement of Priorities for the 2026/2027 Financial Year	Sent
25/02/2026	Te Tōpuni Ngārahu	Submission on Planning and Natural Environment Bills	Sent

25/02/2026	Te Tōpuni Ngārahu	Meeting request regarding Planning Bill and Natural Environment Bills	Sent
3/03/2026	Minister of Conservation	Meeting request regarding Planning Bill and Natural Environment Bills	Sent
5/03/2026	Environment Protection Authority	Contribution Application form for FTAA-2504-1048	Sent
6/03/2026	New Zealand Conservation Authority	Meeting request to discuss He Kawa Ora	Sent

**Te Tōpuni Kōkōrangī**  
**Meeting No. 3 / 2026**

**Agenda Item: 2.4**

Kaupapa: **Confirmation of Minutes**  
 Prepared By: Lesa Bevin, Te Tōpuni Kōkōrangī Secretariat  
 Meeting Date: 20 March 2026

<b>Recommendation</b>	<p><u>It is recommended the Board:</u></p> <ul style="list-style-type: none"> <li>a) <b>Notes</b> the Minutes of the meeting held on 20 February 2026 as read</li> <li>b) <b>Approves</b> the Minutes from the 20 February 2026 meeting as true and correct</li> </ul>
<b>Context</b>	<p>The draft minutes of the meeting held on 20 February 2026 were circulated to members following the meeting. Any corrections received have been incorporated.</p> <p>The Board is asked to confirm the minutes as a true and correct record.</p>

# MINUTES (in Review)

## TE TŌPUNI KŌKŌRANGI BOARD HUI - FEBRUARY

<b>Name:</b>	Te Tōpuni Kōkōurangi
<b>Date:</b>	Friday, 20 February 2026
<b>Time:</b>	8:00 am to 12:20 pm (NZDT)
<b>Location:</b>	Ngāti Ruanui Office, 74 Princes Street, Hāwera
<b>Board Members:</b>	Dr Dee Sciascia, Nicola Ngarewa, Te Aroha Hohaia, Hemi Sundgren, Dr Bruce Clarkson, Stephen Daysh, Rex Hendry
<b>Attendees:</b>	Sean Zieltjes, Laura Buttimore, Mitchy Samson
<b>Apologies:</b>	Liana Poutu (Chair), Lesa Bevin
<b>Guests/Notes:</b>	Tinaka Mearns, Celine Filbee (12pm)

### 1. Karakia / Hui Opening

#### 1.1 Apologies / Attendees

8:12am

Te Aroha Hohaia was the acting chair for this hui. She acknowledged Ngāti Ruanui as mana whenua, welcomed those present, and noted those as apologies and opened the hui with karakia.

All but two Board members present; attendees included Acting Secretariat (Mitchy Samson), Planning team (Sean Zieltjes, Laura Buttimore), and DOC Operations Director (Tinaka Mearns). Guest presenter: Céline Filbee (Taranaki Kiwi Trust).

Liana Poutu and Lesa Bevin were noted as apologies, Hemi Sundgren was an apology for lateness and joined at 9:10am.



#### Agenda Item #1.1 - Decision

The Board approves item #1.1. Apologies **noted**.

**Decision Date:** 20 Feb 2026

**Outcome:** Approved

### 2. Matters Arising

#### 2.1 Actions Register

All but one action from 31 October 2025 have been completed. One remains in progress.



#### Agenda Item #2.1 - Decision

The Board approves item #2.1. **Received and noted**.

**Decision Date:** 20 Feb 2026

**Outcome:** Approved

## 2.2 Interests Register

No new updates to the Interests register.



### Agenda Item #2.2 - Decision

The Board approves item #2.2. **Received** and **noted**.

**Decision Date:** 20 Feb 2026

**Outcome:** Approved

## 2.3 Gift Register

No gifts or hospitality to declare.



### Agenda Item #2.3 - Decision

The Board approves item #2.3. **Received** and **noted**.

**Decision Date:** 20 Feb 2026

**Outcome:** Approved

## 2.4 Correspondence Register

The Board received the correspondence register, noting a few key items in both incoming and outgoing correspondence.



### Agenda Item #2.4 - Decision

The Board approves item #2.4. **Received** and **noted**.

**Decision Date:** 20 Feb 2026

**Outcome:** Approved

## 2.5 Confirmation of Minutes

The Board noted the minutes from 31 October 2025, and approved as a correct and accurate record.



### Agenda Item #2.5a - Decision

The Board approves item #2.5a - **Noted** the minutes of the meeting held on 31 October 2025 as read

**Decision Date:** 20 Feb 2026

**Outcome:** Approved



### Agenda Item #2.4b - Decision

The Board approves item #2.4b - **Approved** the minutes from the 31 October 2025 meeting as true and correct

**Decision Date:** 20 Feb 2026

**Outcome:** Approved

### 3. Administration

#### 3.1 Meeting Schedule 2026

Ten hui from February to November have been confirmed. The meeting dates of Te Tōpuni Ngārahu, New Zealand Conservation Authority (NZCA) and Taranaki/Whanganui Conservation Board (TWCB) were noted.



##### Agenda Item #3.1a - Decision

The Board approves item #3.1a - **Noted** the meeting schedule for 2026

**Decision Date:** 20 Feb 2026

**Outcome:** Approved



##### Agenda Item #3.1b - Decision

The Board approves item #3.1b. - **Approved** the meeting schedule for 2026

**Decision Date:** 20 Feb 2026

**Outcome:** Approved

#### 3.2 Annual Budget Reforecast

The reforecasted budget from 1 July 2025 to 30 June 2026 was noted, and recognised the higher establishment costs and that the Te Tōpuni Ngārahu funds iwi-appointed member fees.



##### Agenda Item #3.2a - Decision

The Board approves item #3.2a - **Noted** the annual operational budget reforecast for Te Tōpuni Kōkōrangī for the year ending 30 June 2026

**Decision Date:** 20 Feb 2026

**Outcome:** Approved



##### Agenda Item #3.2b - Decision

The Board approves item #3.2b - **Approved** the budget reforecast for the year ending 30 June 2026

**Decision Date:** 20 Feb 2026

**Outcome:** Approved

#### 3.3 Annual Operational Budget for 2026-2027

The Board noted the proposed budget for the 2026-2027 financial year. The Board requested the budget be revised to respond to the issues raised and have it re-presented at the next public meeting



##### Agenda Item #3.3a - Decision

The Board approves item #3.3a - **Noted** the proposed Board budget for the 2026/2027 financial year

**Decision Date:** 20 Feb 2026

**Outcome:** Approved



##### Agenda Item #3.3b - Decision

The Board approves item #3.3b - **Discussed** the proposed Board budget for the 2026/2027 financial year

**Decision Date:** 20 Feb 2026

**Outcome:** Approved



### **Agenda Item #3.3 Annual Operating Budget 26/27 - Action #13**

Produce a revised Annual Operational Budget incorporating all costs associated with the Board for adoption at the next public meeting

**Due Date:** 20 Mar 2026

**Owner:** Lesa Bevin

## **3.4 Appointment of Deputy Chair**

8:49am - Board agreed to return to this item as Hemi Sundgren had not yet joined the hui.

9:32am - Returned to item. Hemi was nominated as Deputy Chair by one of the Board members. This nomination was supported unanimously by the Board, with no other nominations presented.



### **Agenda Item #3.4a - Decision**

The Board approves item #3.4a - **Discussed** the appointment of a Deputy Chair

**Decision Date:** 20 Feb 2026

**Outcome:** Approved



### **Agenda Item #3.4b - Decision**

The Board approves item #3.4b - **Voted** on the Deputy Chair appointment

**Decision Date:** 20 Feb 2026

**Outcome:** Approved



### **Agenda Item #3.4c - Decision**

The Board approves item #3.4c - **Approved** the Deputy Chair appointment

**Decision Date:** 20 Feb 2026

**Outcome:** Approved

## **4. Operating**

### **4.1 Operating Procedures**

It was noted that there are some minor amendments to the Operating Procedures required. The Secretariat will incorporate these amendments to the document and circulate for further feedback before the next meeting.



### **Agenda Item #4.1 - Decision**

The Board approves item #4.1. The Operating Procedures have been adopted as a working draft will be reviewed and presented at the next Board meeting for approval.

**Decision Date:** 20 Feb 2026

**Outcome:** Approved



### **Agenda Item #4.1 Operating Procedures - Action #14**

Add the following amendments to the adopted Operating Procedures:

Add He Takapou Tupua to the list of Interpretations

Insert after "Board Members are expected" to the best of their ability

Insert after "If a member stands as a candidate" "endorsed by a political party"

**Due Date:** 20 Mar 2026

**Owner:** Lesa Bevin

## 4.2 Establishing Committees and Terms of Reference

The Board discussed the three proposed committees and each member gave an expression of interest in which committees to be considered for. These expressions will be given to the Chair to review and approve. Once appointed, each committee is to review their Terms of Reference and submit for approval at the next meeting.



### Agenda Item #4.2a - Decision

The Board approves item #4.2a - **Approved** establishing three committees: Concessions, Consents and Approvals; Relationships; and Statutory Planning.

**Decision Date:** 20 Feb 2026

**Outcome:** Approved



### Agenda Item #4.2b - Decision

The Board approves item #4.2b - **Approved** TORs as working drafts.

**Decision Date:** 20 Feb 2026

**Outcome:** Approved



### Agenda Item #4.2 Committees - Action #15

Arrange for the Concessions, Consents, and Approvals Committee to meet to review their TOR, set out a timeline of key activities and appoint a Chair for approval at the next public meeting

**Due Date:** 20 Mar 2026

**Owner:** Lesa Bevin



### Agenda item #4.2 Committees - Action #16

Arrange for the Relationships Committee to meet to review their TOR and appoint a Chair for approval at the next public meeting

**Due Date:** 20 Mar 2026

**Owner:** Lesa Bevin



### Agenda Item #4.2 Committees - Action #17

Arrange for the Statutory Planning Committee to meet to review their TOR and appoint a Chair for approval at the next public meeting.

**Due Date:** 20 Mar 2026

**Owner:** Lesa Bevin

## 4.3 Statement of Priorities

The Planning team gave an overview of the content the informed the Statement of Priorities. It was recognised this is the first time for ngā iwi o Taranaki (via Te Tōpuni Ngārahu) to communicate their aspirations into the work programme concerning Te Papa-Kura-o-Taranaki. Tinaka provided assurance on DOCs obligations within the Statement of Priorities, and that they are well aligned.



### Agenda Item #4.3 - Decision

The Board approves item #4.3 - **Discussed** and **Approved** the Statement of Priorities

**Decision Date:** 20 Feb 2026

**Outcome:** Approved

## 4.4 Resource Management Reform

Thanks was given to those who contributed to the submission on behalf of the Board. The Board expressed an interest to meet with several entities and bodies, including the Minister of Conservation, to discuss the submission to the Planning and Natural Environment Bills. The Secretariat will liaise with the contact points for each entity to arrange meetings in due course.



### Agenda Item #4.4a - Decision

The Board approves item #4.4a - **Received** the update on the submission lodged with the Environment Committee on the Planning Bill and Natural Environment Bill

**Decision Date:** 20 Feb 2026

**Outcome:** Approved



### Agenda Item #4.4b - Decision

The Board approves item #4.4b - **Noted** the key risks identified for Te Kāhui Tupua, Ngā Pou Whakatupua, and He Kawa Tupua arising from the Bills as currently drafted

**Decision Date:** 20 Feb 2026

**Outcome:** Approved



### Agenda Item #4.4c - Decision

The Board approves item #4.4c - **Confirmed** its support for the relief sought in the submission, including continued engagement to protect Treaty settlement integrity through legislative reform

**Decision Date:** 20 Feb 2026

**Outcome:** Approved



### Agenda Item #4.4d - Decision

The Board approves item #4.4d - **Meets** with Te Tōpuni Ngārahu to ensure coordination in responding and upholding the rights and interests of Te Kāhui Tupua

**Decision Date:** 20 Feb 2026

**Outcome:** Approved



### Agenda Item #4.4 Resource Management Reform - Action #18

Request through the Department of Conservation to meet with the Minister of Conservation to discuss Te Tōpuni Kōkōrangī's Submission to the Planning Bill and Natural Environment Bill

**Due Date:** 20 Mar 2026

**Owner:** Lesa Bevin



### Agenda Item #4.4 Resource Management Reform - Action #19

Share the Submission to the Planning Bill and Natural Environment Bill with Te Tōpuni Ngārahu to help ensure co-ordination in responding and upholding the rights and interests of Te Kāhui Tupua

**Due Date:** 20 Mar 2026

**Owner:** Lesa Bevin

**Agenda Item #4.4 Resource Management Reform - Action #20**

Share the Submission to the Planning Bill and Natural Environment Bill with the Taranaki Members of Parliament (David Macleod, Barbara Kuriger, Carl Bates, Debbie Ngarewa-Packer and Glenn Bennett) and invite them to meet with Te Tōpuni Kōkōrangī to discuss the submission and have a briefing on He Kawa Ora

**Due Date:** 20 Mar 2026

**Owner:** Lesa Bevin

**Agenda Item #4.4 Resource Management Reform - Action #21**

Make enquires with Te Awa Tupua and Te Urewera on forming a joint response via Chair to Chair and Planner to Planner

**Due Date:** 20 Mar 2026

**Owners:** Liana Poutu, Sean Zieltjes

**4.5 Barclay Road Subdivision**

Applicant has adopted all conditions requested from the Board. The Board can choose not to be heard at a hearing for this application.

**Agenda Item #4.5a - Decision**

The Board approves item #4.5a - **Received** the update on the submission lodged with the Stratford District Council

**Decision Date:** 20 Feb 2026

**Outcome:** Approved

**Agenda Item #4.5b - Decision**

The Board approves item #4.5b - **Received** the revised conditions provided by the applicant

**Decision Date:** 20 Feb 2026

**Outcome:** Approved

**Additional Item #4.5c - Decision**

The Board approves item #4.5c - **Noted** that consultation had been undertaken with Te Tōpuni Ngārahu and Ōkahu Inuāwai on this Resource Management application

**Decision Date:** 20 Feb 2026

**Outcome:** Approved

**Agenda Item #4.5 Barclay Road Subdivision - Action #22**

Send notification to Stratford District Council advising Te Tōpuni Kōkōrangī no longer wished to be heard on the Kererū Hills sub-division application

**Due Date:** 20 Mar 2026

**Owner:** Lesa Bevin

**5. Public Forum****5.1 Taranaki Kiwi Trust**

Celine Filbee joined the meeting at 12pm and introduced herself and Taranaki Kiwi Trust. Over 350 kiwi have been released into Te Papa-Kura-o-Taranaki since 2012, 200 of these translocated

from Rotokare kohanga since 2012. Celine noted there is budget within the Taranaki Regional Council to support the TKT trapping network and will send supplementary material to the Secretariat to circulate to the Board. The Trust would like recognition of community conservation groups as key stakeholders in He Kawa Ora engagement. The Board acknowledged and thanked Celine for her presentation.



#### **Agenda Item #5.1a - Decision**

The Board approves item #5.1a - **Note** and **Receive** any presentations to the Public Forum

**Decision Date:** 20 Feb 2026

**Outcome:** Approved



#### **Agenda Item #5.1 Public Forum - Action #23**

Taranaki Kiwi Trust and Community Groups to be incorporated in He Kawa Ora Schedule of Engagement

**Due Date:** 20 Mar 2026

**Owners:** Laura Buttimore, Sean Zieltjes

## 6. Public Excluded Session

### 6.1 Public Excluded Session

Public Excluded Session not required.

## 7. He Kawa Ora

### 7.1 Schedule of Engagement

The Chair suggested moving this item to before the public forum - the Board approved.

The Planning team explained the rationale behind the listed parties in the schedule of engagement, and what the process looks like. Some additions were made to the list, specifically DOC concessionaires, but otherwise the Board were happy with the list. The Planning team will come back to the Board to ensure comfort on the nature of the conversations. It was suggested that engagement letters contain a framework overview for parties to prepare for engagement meetings. There will also be an inbox for He Kawa Ora set up to send and receive correspondence that the Secretariat will manage. The Board want to ensure the right representatives to lead in iwi and hapū spaces to undertake tikanga appropriately.



#### **Agenda Item #7.1 - Decision**

The Board approves item #7.1a - **Approved** a schedule of engagement process for the Statutory Planning Committee to undertake prior to public comment, and record that engagement

**Decision Date:** 20 Feb 2026

**Outcome:** Approved



#### **Agenda Item #7.1b - Decision**

The Board approves item #7.1b - **Approved** the schedule of additional parties to those listed in schedule 3(2)(a-e), as required under schedule 3(2)(f) of Te Ture Whakatupua mō Te Kāhui Tupua 2025

**Decision Date:** 20 Feb 2026

**Outcome:** Approved

**Agenda Item #7.1 Schedule of Engagement - Action #24**

Implement the He Kawa Ora Schedule of Engagement as approved

**Due Date:** 17 Apr 2026

**Owners:** Laura Buttimore, Sean Zieltjes

**7.2 Assessment Framework & Plan Structure**

The Planning team emphasised the importance to understand comments received early on to inform framework and plan structure. Ngā Pou Whakatupua has underpinned the initial framework presented to the Board. The Planning team has also taken some steer from iwi management planning documents and will continue to evolve He Kawa Ora as the iwi management plans evolve. The Board noted and discussed some key legislative obligations that are linked to He Kawa Ora.

**Agenda Item #7.2a - Decision**

The Board approves item #7.2a - **Received** the draft assessment framework, and draft plan structure.

**Decision Date:** 20 Feb 2026

**Outcome:** Approved

**Agenda Item #7.2b - Decision**

The Board approves item #7.2b - **Provided direction** for the Statutory Planning Committee (if established) to review and recommend a final draft for approval of Te Tōpuni Kōkōrangī

**Decision Date:** 20 Feb 2026

**Outcome:** Approved

**8. General Business****8.1 General Business**

The Board discussed the following items:

- External signage - The Board noted that there are still signage and messaging on particular websites that are using the previous name for Te Papa-Kura-o-Taranaki. The Board Secretariat will reach out to entities to request these are updated.
- National Geographic Interview - Liana and/or Hemi will make themselves available for this interview
- Climate & biosecurity signals - The Board noted increasing alpine risk (snowpack loss, rockfall, stream temperature), and human-assisted spread of native plants that could homogenise flora - issues to be fed into He Kawa Ora risk registers and monitoring asks.

**Agenda Item #8.1a - Decision**

The Board approves item #8.1a - Formally addresses general business matters

**Decision Date:** 20 Feb 2026

**Outcome:** Approved

**Agenda Item #8.1b - Decision**

The Board approves item #8.1b - Where appropriate, revisit previous agenda items to ensure all relevant issues are thoroughly considered and documented

**Decision Date:** 20 Feb 2026**Outcome:** Approved**Agenda Item #7.1 General Business - Action #25**

Send request to LINZ, NZTA, MetService and other relevant parties to update maps and signage with name changes

**Due Date:** 30 Apr 2026**Owner:** Lesa Bevin**Agenda Item #7.1 General Business - Action #26**

Coordinate National Geographic interview with Chair and/or Deputy Chair

**Due Date:** 20 Mar 2026**Owner:** Lesa Bevin**Agenda Item #7.1 General Business - Action #27**

Update He Kawa Ora risk register with climate change and biosecurity threats

**Due Date:** 20 Mar 2026**Owners:** Laura Buttimore, Sean Zieltjes

## 9. Karakia / Hui Closing

### 9.1 Close the meeting

**Next meeting:** Te Tōpuni Kōkōrangī Board Hui - March - 20 Mar 2026, 8:30 am

### New Actions raised in this meeting

Item	Action Title	Owner(s)
3.3	Agenda Item #3.3 Annual Operating Budget 26/27 - Action #13 <b>Due Date:</b> 20 Mar 2026	Lesa Bevin
4.1	Agenda Item #4.1 Operating Procedures - Action #14 <b>Due Date:</b> 20 Mar 2026	Lesa Bevin
4.2	Agenda Item #4.2 Committees - Action #15 <b>Due Date:</b> 20 Mar 2026	Lesa Bevin
4.2	Agenda item #4.2 Committees - Action #16 <b>Due Date:</b> 20 Mar 2026	Lesa Bevin
4.2	Agenda Item #4.2 Committees - Action #17 <b>Due Date:</b> 20 Mar 2026	Lesa Bevin
4.4	Agenda Item #4.4 Resource Management Reform - Action #18 <b>Due Date:</b> 20 Mar 2026	Lesa Bevin
4.4	Agenda Item #4.4 Resource Management Reform - Action #19 <b>Due Date:</b> 20 Mar 2026	Lesa Bevin
4.4	Agenda Item #4.4 Resource Management Reform - Action #20 <b>Due Date:</b> 20 Mar 2026	Lesa Bevin
4.4	Agenda Item #4.4 Resource Management Reform - Action #21 <b>Due Date:</b> 20 Mar 2026	Liana Poutu, Sean Zieltjes
4.5	Agenda Item #4.5 Barclay Road Subdivision - Action #22 <b>Due Date:</b> 20 Mar 2026	Lesa Bevin
5.1	Agenda Item #5.1 Public Forum - Action #23 <b>Due Date:</b> 20 Mar 2026	Laura Buttimore, Sean Zieltjes
7.1	Agenda Item #7.1 Schedule of Engagement - Action #24 <b>Due Date:</b> 17 Apr 2026	Laura Buttimore, Sean Zieltjes

<b>Item</b>	<b>Action Title</b>	<b>Owner(s)</b>
8.1	Agenda Item #7.1 General Business - Action #25 <b>Due Date:</b> 30 Apr 2026	Lesa Bevin
8.1	Agenda Item #7.1 General Business - Action #26 <b>Due Date:</b> 20 Mar 2026	Lesa Bevin
8.1	Agenda Item #7.1 General Business - Action #27 <b>Due Date:</b> 20 Mar 2026	Laura Buttimore, Sean Zieltjes

Chair closed the hui at 12:20pm with karakia.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Te Tōpuni Kōkōrangī**  
**Meeting No. 3 / 2026**

**Agenda Item: 3.1**

Kaupapa: **Public Forum**  
 Prepared By: Lesa Bevin, Te Tōpuni Kōkōrangī Secretariat  
 Meeting Date: 20 March 2026

<b>Recommendation</b>	<p><u>It is recommended the Board:</u></p> <ul style="list-style-type: none"> <li>a) <b>Note</b> and <b>Receive</b> any presentations to the Public Forum; and</li> <li>b) <b>Determine</b> any appropriate response.</li> </ul>
<b>Context</b>	<p>Te Tōpuni Kōkōrangī holds a public forum during each meeting to give the community an opportunity to attend and speak to the Te Tōpuni Kōkōrangī on any matters relating to Te Kāhui Tupua or Te Papa-Kura-o-Taranaki.</p> <p>A public notice of Te Tōpuni Kōkōrangī's meeting and public forum timing is published on a dedicated Te Kāhui Tupua website.</p>

No registrations for presentations to the Board have been received. The Public Forum will remain open should any last-minute presentations arise.

**Te Tōpuni Kōkōrangī**  
**Meeting No. 3 / 2026**

**Agenda Item: 4.1**

Kaupapa: **Operating Procedures**  
 Prepared By: Liana Poutu, Chair, and Lesa Bevin, Te Tōpuni Kōkōrangī Secretariat  
 Meeting Date: 20 March 2026

<b>Recommendation</b>	<p><u>It is recommended the Board:</u></p> <ul style="list-style-type: none"> <li>a) <b>Receives</b> the finalised Board Operating Procedures</li> <li>b) <b>Approves</b> the finalised Board Operating Procedures</li> </ul>
<b>Context</b>	<p>Following feedback from the Board and stakeholders, the requested amendments have been incorporated into the Board Operating Procedures.</p> <p>These changes address the specific recommendations and clarifications raised during previous discussions, ensuring the procedures align with <i>Te Ture Whakaturua mō Te Kāhui Tupua 2025</i>, specifically <i>Schedule 2</i> of the Act.</p> <p>Item #4.1a provides a version of the operating procedures displaying tracked changes, while item #4.1b contains the accepted and finalised version.</p> <p>With these updates completed and approved, the Operating Procedures are now finalised and ready for the Board’s review and approval, supporting the effective implementation of redress expectations.</p>

# Operating Procedures

## Te Tōpuni Kōkōrangī

**Tēnei ka noho i te pakitara o tōku whare, whakamau te titiro**

**Te tākiritanga o ngā whetu, ngā kanohi o te rangi**

**Ngā whana tongitongi, mahuta i runga**

**Kei runga te kawa, kei mania te kawa, he kawa nui, he kawa roa.**

As I sit upon the pillars of my house, I look forward to what the future might reveal, as a foundation and guide towards new ways of being and knowing, exercising new roles, responsibilities and functions for future prosperity.

### Introduction

The establishment, purpose and functions of Te Tōpuni Kōkōrangī are set out in Te Ture Whakatupua mō Te Kāhui Tupua 2025 / Taranaki Maunga Collective Redress Act 2026 (“**Te Kāhui Tupua Act**”).

Te Ruruku Pūtakerongo / Taranaki Maunga Collective Redress Deed (“**Te Ruruku Pūtakerongo**”) and Te Kāhui Tupua Act provides a foundational base and set of values by which Te Tōpuni Kōkōrangī should operate. The core values of Te Tōpuni Kōkōrangī are reflected in Ngā Pou Whakatupua (Maunga Values) which are also set out in Te Kāhui Tupua Act.

The primary purpose of these ~~O~~operating ~~P~~rocedures for Te Tōpuni Kōkōrangī Board Members is to complement the procedures set out in Te Kāhui Tupua Act by providing guidance to promote an inclusive and constructive ~~Board-board~~ culture, and by setting out standards of conduct for ~~individual~~ Board members. ~~These ~~It~~operating procedures reflects Ngā Pou Whakatupua and the desired ~~core~~ values of Te Tōpuni Kōkōrangī.~~

Te Tōpuni Kōkōrangī, ~~as the human face and voice of Te Kāhui Tupua~~ provides a vital link between ~~their Tūpuna Maunga~~Te Kāhui Tupua, iwi, hapū ~~and~~; community groups.

The success of ~~a~~the Board in establishing and maintaining these links ~~and standards of conduct~~ depends greatly on how ~~they are perceived~~.

Any ~~dysfunction within a Board has the potential to~~the Board creates ~~mistrust~~, ~~attract~~ avoids negative media attention, and ~~undermine~~ ~~upholds~~ the morale and the goodwill of everyone associated with the ~~Board~~Te Tōpuni Kōkōrangī.

Any ~~failure of a Board member to meet~~Falling short of the requirements set out in Te Kāhui Tupua Act or the standards communicated in these Procedures may ~~result in the respective appointer considering the future tenure of that member on the Board. The decision to remove a member sits solely with the appointer of that member. ~~quire remedial action to be taken within the Board or, in serious cases, require the involvement of the Minister.~~Thesee~~ Procedures

provide guidance if there is an alleged breach of the standards and general expectations, ~~or a breach of general expectations~~ concerning Board member conduct.

When expected standards of professional behaviour between members and other parties are clear, a high level of trust and engagement results. This in turn provides an enhanced experience for the individuals that serve on a Conservation Board.

~~The expectations contained in these Procedures reflect a mix of common law and statutory duties developed for private and public governance entities.~~ Individual member expectations in these Procedures are heavily informed by the Te Ture Whakaturua mō Te Kāhui Tupua 2025 / Taranaki Maunga Collective Redress Act 2025 (the Act) and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

These Operating Procedures will be reviewed periodically by the Board to ensure ~~its~~ their continued currency and applicability.

## Interpretation

**Board /Boards** refers collectively to the members of Te Tōpuni Kōkōrangī. ~~Board~~

**Procedures/Operating Procedures** refers to these *Operating Procedures* for Te Tōpuni Kōkōrangī. ~~Board Members~~

**DOC** refers to Te Papa Atawhai | Department of Conservation and the Director-General of Conservation interchangeably. Other sources may refer to DOC as ‘the Department’.

**D-G** refers to the Director-General of the Department of Conservation.

**He Takapou Tupua** refers to the relationship agreement entered into by Te Tōpuni Kōkōrangī and the Minister of Conservation and Director-General

**LGOIMA** refers to the Local Government Official Information and Meetings Act 1987.

**Ngā Pou Whakaturua** refers to the five intrinsic values that represent the essence of Te Kāhui Tupua and are intended to reflect the cultural, spiritual, ancestral and historical relationship between Ngā Iwi o Taranaki and Te Kāhui Tupua. These may also be referred to as Maunga Values.

**The Act** refers to Te Ture Whakaturua mō Te Kāhui Tupua 2025 / Taranaki Maunga Collective Redress Act 2025. Also referred to as Te Kāhui Tupua Act, unless otherwise specified.

**The Deed** refers to Te Ruruku Pūtakerongo / Taranaki Maunga Collective Redress Deed unless otherwise specified.

**The Minister** refers to the Minister of Conservation.

**The NZCA** refers to the New Zealand Conservation Authority.

**The TWCB** refers to the Taranaki Whanganui Conservation Board.

**Trustees** refers to the eight member trustees of Te Tōpuni Ngārahu Trust.

## Declaration

Before an appointment to Te Tōpuni Kōkōrangī takes effect, in accordance with the appointment process set out in Te Kāhui Tupua Act, a proposed appointee must sign a declaration confirming that the member will:

- act in a manner that achieves the purposes of Te Tōpuni Kōkōrangī and for no other purpose;
- act in good faith and not pursue the member's own interests at the expense of the interests of Te Kāhui Tupua or Te Tōpuni Kōkōrangī;
- work with other members to assist Te Tōpuni Kōkōrangī to strive for consensus in decision making;
- promote a relationship of utmost good faith and collaboration among all the members of Te Tōpuni Kōkōrangī; **and**
- act with honesty and integrity as a member of Te Tōpuni Kōkōrangī; **and**
- exercise the care, diligence, and skill that a reasonable person would exercise in the same circumstances; and
- not contravene this Act or Te Ruruku Pūtakerongo or cause their contravention, or agree to Te Tōpuni Kōkōrangī contravening them.

## Board member skills and attributes

Te Kāhui Tupua Act provides that the appointers of Te Tōpuni Kōkōrangī members must be satisfied that the members have the mana, standing in the community, skills, knowledge and experience:

- a) to participate effectively in Te Tōpuni Kōkōrangī; and
- b) to contribute to achieving the purposes and performing the functions of Te Tōpuni Kōkōrangī.

The appointers of members of Te Tōpuni Kōkōrangī must also have particular regard to:

- a) Te Kāhui Tupua status and Ngā Pou Whakatupua;
- b) the particular features of the land within Te Papa-Kura-o-Taranaki;
- c) the relationship of Ngā Iwi o Taranaki with Te Kāhui Tupua;
- d) the proposed member's knowledge and understanding of Te Kāhui Tupua;
- e) the interests of nature conservation, earth sciences, recreation, tourism, and the local community; and
- f) the need for the membership of Te Tōpuni Kōkōrangī to reflect a balance of skills, knowledge and experience.

In addition to the matters appointers must satisfy themselves of and have regard for, Some general qualities an effective Board member will possess are:

- ~~Understand and give effect to Ngā Pou Whakatupua~~

- ~~• Articulate a connection to Te Kāhui Tupua~~
- Self-awareness;
- ~~• Integrity and credibility~~
- ~~• Wide general knowledge~~
- Breadth of vision;
- An inquiring mind;
- Independence and objectivity of thought;
- ~~• Ability to make a time commitment~~
- Ability to interact constructively and work effectively within a team;
- ~~• Ability to interact constructively with all other members~~
- Ability to communicate, listen and ~~seek others' input~~consider the input of others; and
- Effective debating and decision-making skills.

## Summary of Board member performance expectations

Individual Te Tōpuni Kōkōrangī ~~Board~~ member duties reflect a mix of common law and statutory duties developed for both private and public governance entities. Board members are expected to:

- Comply with any governing legislation;
- Act with honesty and integrity;
- Act in good faith and ~~not at the expense of the Board's interests~~in the best interests of Te Kāhui Tupua;
- Demonstrate commitment and professionalism in undertaking duties and responsibilities;
- ~~• Attend all meetings in full, and actively contribute at meetings~~
- Contribute to Board activity and action points arising from meetings
- Arrive prepared for meetings, including reviewing agenda material and the background of issues to be raised
- Fully disclose interests and conflicts of interest
- Protect confidential information
- Participate in Board and individual evaluations on an annual basis.

## Independence

Independence relates to the absence of external influences on an individual.

Te Tōpuni Kōkōrangī ~~Board~~ members are appointed by either the ~~Trustees~~ or the Minister of Conservation. All members should take an inclusive view to considering issues, rather than seeking to further the interests of their ~~nominator~~~~appointor~~.

It is acknowledged that each Board member will bring their own experiences and connection to the Board, but any decisions made while on the Board are acting on behalf of Te Kāhui Tupua, and must reflect and uphold the status of Te Kāhui Tupua, and Ngā Pou Whakaturua.

Any issues that arise around a Board member's independence or perceived independence are dealt with as potential conflicts of interest. See section 9 for more information on conflicts of interest.

## Impartiality

Impartiality relates to the absence of bias, prejudice or predetermination.

Board members must show independence and impartiality in decision making. In doing so, members are ~~not~~ expected ~~not~~ to represent the interests of their ~~appointing bodies~~~~respective appointor~~, and ~~are should~~ not ~~be~~ impartial when considering matters relating to Te Kāhui Tupua, whose interests must be central in Board decisions. Any decision of the Board must ~~be able to be trusted~~~~demonstrate~~ to have been:

- based on its own merits;
- made using a fair and transparent process; ~~and~~
- made in the best interest of Te Kāhui Tupua.

Failure to show that the above factors have been considered in decision-making creates a risk that a Board's decision could be legally reviewed and overturned.

Members are expected to continue developing their awareness of this topic during their term on the Board.

## Accountability

Te Tōpuni Kōkōrangī have a range of statutory duties and functions under clause 8.3 of Te Ruruku Pūtakerongo and s (29) of the Act, and are accountable to both the Minister of Conservation, the ~~Trustees~~, and the public.

Under Schedule 2 s (21) of the Act, Te Tōpuni Kōkōrangī will adopt and publish an annual report and provide it to the trustees and the Minister of Conservation in their capacity as appointers. This report must be presented to the House of Representatives by the Minister of Conservation as soon as practicable after they have received it.

The Board may elect to produce interim reports in addition to the annual report. These supplementary reports serve to keep both the trustees and the Minister of Conservation informed about the Board's progress in fulfilling its duties and responsibilities.

Individual accountability of members is to the Board and is reflected in the expectation of full and active meeting participation, preparation, protection of confidential information, high standards of integrity and other aspects of professional conduct.

## Expectations around working relationships

### *Relationships with iwi, hapū, and whanau*

[As set out in Te Kāhui Tupua Act](#), Te Tōpuni Kōkōrangī will enter into He Takapou Tupua not later than 12 months after the effective date of the Act (or such later date as agreed between the parties to He Takapou Tupua). This relationship agreement is between Te Tōpuni Kōkōrangī, the Minister of Conservation, and the Director-General, and covers but is not limited to the items listed under clause 12.36 of Te Ruruku Pūtakerongo.

In addition to He Takapou Tupua, the Board will also engage with and form relationships with the [Trustees of Te Tōpuni Ngārahu](#), as well as the iwi and hapū of Ngā Iwi o Taranaki with interests in Te Papa-Kura-o-Taranaki, and relationships with Crown agencies and other bodies that have functions affecting Te Kāhui Tupua including the Taranaki Whanganui Conservation Board, [and the New Zealand Conservation Authority and local government agencies in the Taranaki region](#).

Each iwi and hapū [within Taranaki](#) have a right to form a relationship agreement with Te Kāhui Tupua.

The Board may wish to set up a sub-committee to lead the formation of these relationship agreements. The Board will initiate the formation of the formal relationships, but remain reactive to informal ones, noting the capacity required for individual agreements.

The Board Secretariat will be the first point of contact for any informal relationship agreements, who will then direct to the sub-committee (if established).

Members are expected to demonstrate cultural sensitivity and, in particular, acknowledge the spiritual, traditional, cultural and historic associations that ngā iwi o Taranaki have with the land, waters and indigenous flora and fauna within Te Kāhui Tupua. Māori, as tangata whenua, have a unique relationship with their ancestral lands, waters, wāhi tapu (sacred sites) and taonga (treasures).

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- Mātauranga Māori (the Māori world view, which encompasses kawa (cultural practices) and tikanga (cultural principles) to inform the way Māori critique, examine, analyse and understand the world);<sup>3</sup>
- The historic and contemporary relevance of te Tiriti o Waitangi/Treaty of Waitangi.

- Key concepts around the relationship between Māori and the land, waters, and flora and fauna of Te Kāhui Tupua; ~~and~~
- The context of contemporary Crown-Māori relations.

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Board members should interact with members of the public in a way that shows that the Board encourages and values community input. Board meetings under LGOIMA are open to the public. Board members will respect the right of the public to express their views and show a willingness to hear the views of members of the public with an open mind, even if the views differ from their own.

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All members have the right to express their views and opinions in a meeting, and for these to be respected by other members. Outside of meetings, it is expected that Board members will not speak in a derogatory manner about the Board, fellow Board members, or misrepresent the statements or actions of other members or the Board as a whole.

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~~The Boards speak with one voice.~~ The Board Chair will ~~generally~~ be the spokesperson for the official views of the Board but may ~~choose to~~ delegate this function to another Board member ~~when required~~. No member may comment to media on behalf of the Board without a specific delegation from the Chair to do so.

Members must observe collective responsibility (i.e. they must agree to be bound by a decision of the Board even if they do not personally support the decision). A member must not make statements to the media that bring the Board into disrepute or make derogatory comments regarding other Board members, the ~~I~~trustees, or the Minister of Conservation.

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Members are expected to allocate an adequate amount of time to prepare for meetings, attend Board and committee meetings and carry out other duties that may be required.

~~While it is the expectation that all Members of the Board will make best efforts to attend official meetings in person, in agreed or exceptional circumstances however attending meetings online will be accommodated where possible an option if they if members cannot make the in-person meeting.~~

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~~Members should avoid overcommitting (including to other roles), as they should retain flexibility to allocate more time if major or urgent Board issues arise. Members are expected to resign from the Board if they are unable to allocate sufficient time and attention to their Board duties.~~

The membership of ~~each the~~ Board is carefully considered to provide the balance of competencies and skills necessary to best conduct the Board's affairs. If any member is absent, especially over a period of time, this could have a negative impact on Board deliberations.

Boards agree in advance on a schedule of meeting dates to enable members to manage their other commitments to ensure attendance. If a member misses more than one consecutive meeting in a year, this ~~may becomes~~ a matter of concern to the Board, unless there has been an approved leave of absence for justifiable reasons, such as illness.

Partial attendance at meetings (ie leaving early or being absent for significant parts of a meeting) ~~is also~~ ~~may also be~~ a matter of concern as it ~~potentially~~ disrupts discussions, denies

the Board the benefit of that member's expertise and causes a loss of continuity in Board discussions and decisions.

Ongoing non-participation may be viewed as neglect of duty or inability to perform the functions of the office and may result in ~~a member being removed from a Board by the Minister~~  
~~removal of that member by their appointor.~~

## Interests and conflicts of interest

Many Board members have close connections with businesses, not-for-profit and other community organisations, and/or local iwi that may have links to Te Tōpuni Kōkōrangī. This raises potential for a conflict of interest to arise for any Board member during their term.

The Board Secretariat will maintain an Interests Register, and this will be available at each Board meeting. Depending on what the interest is, the options for managing these will be made on a case by case basis and may involve the member ~~excusing themselves~~~~being excluded~~ from the discussion, or remaining within the discussion but not being able to partake in ~~the any~~ vote.

It is noted that under Schedule 2 s (11)(6) of the Act, that a member of Te Tōpuni Kōkōrangī is not precluded from discussing or voting on a matter only because the member is affiliated to an iwi or a hapū with interests in Te Kāhui Tupua. Under Schedule 2 s (7), an affiliation of a member of Te Tōpuni Kōkōrangī to an iwi or a hapū with interests in Te Kāhui Tupua, or the fact that a member of Te Tōpuni Kōkōrangī is also a member of the governance entity of an iwi of Taranaki are not, in themselves, interests that must be disclosed or recorded.

Board members must not pursue their own interests at the expense of the interests of Te Kāhui Tupua. Members should not gain an advantage (or be perceived to gain an advantage) from their position as a member of the Board. Members should:

- Disclose personal ~~and professional~~ interests;
- Ensure they are free from any obligation to another party or organisation whose interests conflict with those of the Board;
- Avoid situations that could impair their objectivity or create a personal bias that would (or would reasonably be seen to) influence their judgement;
- Avoid any situation where action they take in their capacity as a Board member could be seen to influence, or be influenced by, a private interest that they, a family member or close friend may hold; ~~and-~~

For more information regarding conflicts of interest, see Schedule 2 s (11) of the Act.

## Conduct when debating matters

Board members are chosen for their ability to contribute the perspectives of various parts of the community and various local interests. It is therefore expected that a range of differing viewpoints will be present at a Board meeting. Debate on matters is encouraged. Constructive debate focuses on issues rather than personalities.

While Te Tōpuni Kōkōrangī is made up of members of different backgrounds and skillsets, consensus must be determined in order for the matter at hand to be approved. The Board should always strive for consensus on a matter (s (33) of the Act), however members have a right to dissent, and this right will be respected. If a consensus is not practicable after allowing a reasonable period for discussion, a decision of Te Tōpuni Kōkōrangī may be made with the agreement of at least 75% of the members present and voting. Once a majority decision of 75% has been reached this becomes a decision of the Board.

## Keeping information secure

Board members have a duty of care to ensure the security of Board information they receive, either in hard copy or electronically. This includes Board information and communication held on members' personal devices. Any confidential information that is held on a Board member's personal devices must not be shared outside of the Board.

A Board Management software tool ~~may be~~ used as a central location to hold documentation for the Board, but the same expectations apply around confidentiality. ~~Any chosen~~ That external Board Management software tool will be open to the Official Information Act 1982 process.

Board members must not disclose confidential information and must not use confidential information for any purpose other than the purpose for which the information was supplied to them. Any confidential Board papers remain the property of the Board and must be securely destroyed or returned at the end of a member's term.

## Political neutrality

Board members are expected to maintain political neutrality, especially at election times when there is generally a higher level of scrutiny of public organisations.

If a Board member wishes to stand for Parliament or be placed on a party list, they are expected to request a leave of absence from their Board position once their intention is publicly announced (although this may be ~~overridden by Ministerial discretion ultimately determined by the appointor of that member~~). If a Board member is elected to Parliament, they are expected to resign from the Board.

If a member stands as a candidate in local or regional body elections, this may create perceived or actual conflict between the role of the Board and the local or regional body. The member should contact the Board Chair to discuss options and ~~then disclose to their that interests register to the Board. The exception to this is if they are standing independently.~~

## Fiscal responsibility

The Director-General must meet the reasonable operational costs of Te Tōpuni Kōkōrangī in relation to exercising its powers and performing its statutory functions including the costs of – travel and other expenses of Te Tōpuni Kōkōrangī members, professional indemnity and public liability insurance for Te Tōpuni Kōkōrangī and its members, preparing and publishing any reports by Te Tōpuni Kōkōrangī, and providing legal, accounting, auditing, and other necessary

professional services to Te Tōpuni Kōkōrangī. The Board will set an annual operating budget that will be reviewed on a regular basis and will be subject to a reforecast if necessary.

Boards must be seen to carry out their functions transparently, economically and sustainably. Board members must only claim for legitimate expenses incurred and should endeavour to keep these at a reasonable level.

The Board have an annual budget they must adhere to, which covers meeting fees, venue expenses, travel and accommodation, IT, professional services, and any other expenses deemed necessary to carry out the purpose and functions of the Board.

## Gifts and hospitality

Any gifts received as a member of Te Tōpuni Kōkōrangī will be automatically received for Te Kāhui Tupua rather than the individual Board member. That gift would then be held in trust for Te Kāhui Tupua.

Gifts or hospitality received over the monetary value of \$50 will be added to the Board gift register, regardless of whether or not they were accepted. Members should carefully consider any gift or hospitality offered to them and may wish to check with the Board Chair before accepting. All members should be aware of the way that acceptance of hospitality or gifts could be perceived by other parties, for example, media, other Board members and members of the public.

## Professional development

All newly appointed Board members are provided with induction training.

Board members should also take reasonable steps to increase their knowledge around issues relevant to their role during their time on Te Tōpuni Kōkōrangī. This will generally take the form of self-directed and self-funded study or research, but members are also encouraged to communicate their professional development goals. There may be opportunities for training to increase members' skill and knowledge in areas of conservation and governance.

## Breaches of Te Ture Whakatupua mō Te Kāhui Tupua 2025 (the Act)

These Operating Procedures reflect an agreement between Board members about behaviour they expect from one another and themselves. It does not have the force of law but is an important part of the appoint~~o~~ers expectations of the Board and its members.

Any complaint that a member has breached a provision of the Act, or specific or general expectations of behaviour contained within these Operating Procedures should be directed to the Board Chair in the first instance.

Under Schedule 2 s (8)(1) of the Act, a member of Te Tōpuni Kōkōrangī appointed by the trustees under s 31(1)(a) may be removed by, and at the sole discretion of, the trustees.

Under Schedule 2 s (8)(2) of the Act, a member of Te Tōpuni Kōkōrangī appointed by the Minister of Conservation under s (31)(1)(b) may be removed by that Minister for reasons of –

- Inability to perform the functions of the office; or
- Neglect of duty; or
- Misconduct.

The reasons are not specifically defined in the legislation, so factors such as neglect of duty or misconduct are largely open to interpretation, although case law may assist. If a Board is dealing with an allegation of a breach of any of these statutory provisions, the parties involved are urged to seek independent legal advice.

#### *Breach of The Act not amounting to a statutory breach*

Members may **only** be removed from office for breaches of the Act. It is possible that a clear and confirmed breach of the Operating Procedures may amount to a statutory breach and grounds for removal under the Act.

However, sometimes a member's breach of the Operating Procedures will not reach the statutory threshold. In these cases, the Board may consider remedial and improvement-focused measures to support the Board member's performance or improve working relationships between Board members. For example, a Board may request that a member:

- Attends a relevant training or refresher course;
- Works with a mentor for a period of time; **and/or**
- Participates in voluntary mediation (if there is a conflict between two or more members).

The Board may consider other actions to address unsatisfactory conduct, such as:

- Letter of censure to the member;
- Request for an apology to be made either privately or publicly;
- Vote of no confidence in the member;
- Limitation on dealings with any/all Board members apart from the Chair;
- Suspension from Board meetings; **and**
- Invitation for the member to consider resigning from the Board.

Any decision to apply any of the measures suggested above should be made by the Board in a public meeting, unless some aspect of the matter makes it more appropriate to discuss the matter with the public excluded. Any proposed measures should be recorded in writing, agreed by all parties and reviewed at an appropriate time to assess whether the measures taken have been successful. **The appointor of that member should also be notified of any action and measures taken.**

# Operating Procedures

## Te Tōpuni Kōkōrangī

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**Tēnei ka noho i te pakitara o tōku whare, whakamau te titiro**

**Te tākiritanga o ngā whetu, ngā kanohi o te rangi**

**Ngā whana tongitongi, mahuta i runga**

**Kei runga te kawa, kei mania te kawa, he kawa nui, he kawa roa.**

As I sit upon the pillars of my house, I look forward to what the future might reveal, as a foundation and guide towards new ways of being and knowing, exercising new roles, responsibilities and functions for future prosperity.

### Introduction

The establishment, purpose and functions of Te Tōpuni Kōkōrangī are set out in Te Ture Whakatupua mō Te Kāhui Tupua 2025 / Taranaki Maunga Collective Redress Act 2025 (“**Te Kāhui Tupua Act**”).

Te Ruruku Pūtakerongo / Taranaki Maunga Collective Redress Deed (“**Te Ruruku Pūtakerongo**”) and Te Kāhui Tupua Act provides a foundational base and set of values by which Te Tōpuni Kōkōrangī should operate. The core values of Te Tōpuni Kōkōrangī are reflected in Ngā Pou Whakatupua (Maunga Values) which are also set out in Te Kāhui Tupua Act.

The primary purpose of these operating procedures is to compliment the procedures set out in Te Kāhui Tupua Act by providing guidance to promote an inclusive and constructive board culture, and by setting out standards of conduct for Board members. These operating procedures reflect Ngā Pou Whakatupua and the desired values of Te Tōpuni Kōkōrangī.

Te Tōpuni Kōkōrangī, as the human face and voice of Te Kāhui Tupua, provides a vital link between Te Kāhui Tupua, iwi, hapū, and community groups.

The success of the Board in establishing and maintaining these links and standards of conduct depends greatly on how the Board creates trust, avoids negative media attention, and upholds the morale and the goodwill of everyone associated with the Te Tōpuni Kōkōrangī.

Any failure of a Board member to meet the requirements set out in Te Kāhui Tupua Act or the standards communicated in these procedures may result in the respective appointer considering the future tenure of that member on the Board. The decision to remove a member sits solely with the appointer of that member. These procedures provide guidance if there is an alleged breach of the standards and general expectations concerning Board member conduct.

When expected standards of professional behaviour between members and other parties are clear, a high level of trust and engagement results. This in turn provides an enhanced experience for the individuals that serve on a Conservation Board.

Individual member expectations in these procedures are heavily informed by the Te Ture Whakaturua mō Te Kāhui Tupua 2025 / Taranaki Maunga Collective Redress Act 2025 (the Act) and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

These Operating Procedures will be reviewed periodically by the Board to ensure their continued currency and applicability.

## Interpretation

**Board** refers collectively to the members of Te Tōpuni Kōkōrangī.

**Procedures/Operating Procedures** refers to these *Operating Procedures* for Te Tōpuni Kōkōrangī.

**DOC** refers to Te Papa Atawhai | Department of Conservation and the Director-General of Conservation interchangeably. Other sources may refer to DOC as ‘the Department’.

**D-G** refers to the Director-General of the Department of Conservation.

**He Takapou Tupua** refers to the relationship agreement entered into by Te Tōpuni Kōkōrangī and the Minister of Conservation and Director-General

**LGOIMA** refers to the [Local Government Official Information and Meetings Act 1987](#).

**Ngā Pou Whakaturua** refers to the five intrinsic values that represent the essence of Te Kāhui Tupua and are intended to reflect the cultural, spiritual, ancestral and historical relationship between Ngā Iwi o Taranaki and Te Kāhui Tupua. These may also be referred to as Maunga Values.

**Act** refers to Te Ture Whakaturua mō Te Kāhui Tupua 2025 / Taranaki Maunga Collective Redress Act 2025. Also referred to as Te Kāhui Tupua Act.

**Deed** refers to Te Ruruku Pūtakerongo / Taranaki Maunga Collective Redress Deed unless otherwise specified.

**Minister** refers to the Minister of Conservation.

**NZCA** refers to the New Zealand Conservation Authority.

**TWCB** refers to the Taranaki Whanganui Conservation Board.

**Trustees** refers to the trustees of Te Tōpuni Ngārahu Trust.

## Declaration

Before an appointment to Te Tōpuni Kōkōrangī takes effect, in accordance with the appointment process set out in Te Kāhui Tupua Act, a proposed appointee must sign a declaration confirming that the member will:

- act in a manner that achieves the purposes of Te Tōpuni Kōkōrangī and for no other purpose;

- act in good faith and not pursue the member’s own interests at the expense of the interests of Te Kāhui Tupua or Te Tōpuni Kōkōrangī;
- work with other members to assist Te Tōpuni Kōkōrangī to strive for consensus in decision making;
- promote a relationship of utmost good faith and collaboration among all the members of Te Tōpuni Kōkōrangī;
- act with honesty and integrity as a member of Te Tōpuni Kōkōrangī;
- exercise the care, diligence, and skill that a reasonable person would exercise in the same circumstances; and
- not contravene this Act or Te Ruruku Pūtakerongo or cause their contravention, or agree to Te Tōpuni Kōkōrangī contravening them.

## Board member skills and attributes

Te Kāhui Tupua Act provides that the appointers of Te Tōpuni Kōkōrangī members must be satisfied that the members have the mana, standing in the community, skills, knowledge and experience:

- a) to participate effectively in Te Tōpuni Kōkōrangī; and
- b) to contribute to achieving the purposes and performing the functions of Te Tōpuni Kōkōrangī.

The appointers of members of Te Tōpuni Kōkōrangī must also have particular regard to:

- a) Te Kāhui Tupua status and Ngā Pou Whakaturua;
- b) the particular features of the land within Te Papa-Kura-o-Taranaki;
- c) the relationship of Ngā Iwi o Taranaki with Te Kāhui Tupua;
- d) the proposed member’s knowledge and understanding of Te Kāhui Tupua;
- e) the interests of nature conservation, earth sciences, recreation, tourism, and the local community; and
- f) the need for the membership of Te Tōpuni Kōkōrangī to reflect a balance of skills, knowledge and experience.

In addition to the matters appointers must satisfy themselves of and have regard for, some general qualities an effective Board member will possess are:

- Self-awareness;
- Breadth of vision;
- An inquiring mind;

- Independence and objectivity of thought;
- Ability to interact constructively and work effectively within a team;
- Ability to communicate, listen and consider the input of others; and
- Effective debating and decision-making skills.

## Summary of Board member performance expectations

Individual Te Tōpuni Kōkōrangī member duties reflect a mix of common law and statutory duties developed for both private and public governance entities. Board members are expected to:

- Comply with any governing legislation;
- Act with honesty and integrity;
- Act in good faith and in the best interests of Te Kāhui Tupua;
- Demonstrate commitment and professionalism in undertaking duties and responsibilities;
- Contribute to Board activity and action points arising from meetings
- Arrive prepared for meetings, including reviewing agenda material and the background of issues to be raised
- Fully disclose interests and conflicts of interest
- Protect confidential information
- Participate in Board and individual evaluations on an annual basis.

## Independence

Independence relates to the absence of external influences on an individual.

Te Tōpuni Kōkōrangī members are appointed by either the Trustees or the Minister of Conservation. All members should take an inclusive view to considering issues, rather than seeking to further the interests of their appointer.

It is acknowledged that each Board member will bring their own experiences and connection to the Board, but any decisions made while on the Board are acting on behalf of Te Kāhui Tupua, and must reflect and uphold the status of Te Kāhui Tupua, and Ngā Pou Whakatupua.

Any issues that arise around a Board member's independence or perceived independence are dealt with as potential conflicts of interest. See section 9 for more information on conflicts of interest.

## Impartiality

Impartiality relates to the absence of bias, prejudice or predetermination.

Board members must show independence and impartiality in decision making. In doing so, members are not expected to represent the interests of their respective appointer, and should not be impartial when considering matters relating to Te Kāhui Tupua, whose interests must be central in Board decisions. Any decision of the Board must demonstrate to have been:

- based on its own merits;
- made using a fair and transparent process; and
- made in the best interest of Te Kāhui Tupua.

Failure to show that the above factors have been considered in decision-making creates a risk that a Board's decision could be legally reviewed and overturned.

Members are expected to continue developing their awareness of this topic during their term on the Board.

## Accountability

Te Tōpuni Kōkōrangī have a range of statutory duties and functions under clause 8.3 of Te Ruruku Pūtakerongo and s (29) of the Act, and are accountable to both the Minister of Conservation, the Trustees, and the public.

Under Schedule 2 s (21) of the Act, Te Tōpuni Kōkōrangī will adopt and publish an annual report and provide it to the trustees and the Minister of Conservation in their capacity as appointers. This report must be presented to the House of Representatives by the Minister of Conservation as soon as practicable after they have received it.

The Board may elect to produce interim reports in addition to the annual report. These supplementary reports serve to keep both the trustees and the Minister of Conservation informed about the Board's progress in fulfilling its duties and responsibilities.

Individual accountability of members is to the Board and is reflected in the expectation of full and active meeting participation, preparation, protection of confidential information, high standards of integrity and other aspects of professional conduct.

## Expectations around working relationships

### *Relationships with iwi, hapū, and whanau*

As set out in Te Kāhui Tupua Act, Te Tōpuni Kōkōrangī will enter into He Takapou Tupua not later than 12 months after the effective date of the Act (or such later date as agreed between the parties to He Takapou Tupua). This relationship agreement is between Te Tōpuni Kōkōrangī, the Minister of Conservation, and the Director-General, and covers but is not limited to the items listed under clause 12.36 of Te Ruruku Pūtakerongo.

In addition to He Takapou Tupua, the Board will also engage with and form relationships with the Trustees of Te Tōpuni Ngārahu, as well as the iwi and hapū of Ngā Iwi o Taranaki with interests in Te Papa-Kura-o-Taranaki, and relationships with Crown agencies and other bodies that have functions affecting Te Kāhui Tupua including the Taranaki Whanganui Conservation Board, the New Zealand Conservation Authority and local government agencies in the Taranaki region.

Each iwi and hapū within Taranaki have a right to form a relationship agreement with Te Kāhui Tupua.

The Board may wish to set up a sub-committee to lead the formation of these relationship agreements. The Board will initiate the formation of the formal relationships, but remain reactive to informal ones, noting the capacity required for individual agreements.

The Board Secretariat will be the first point of contact for any informal relationship agreements, who will then direct to the sub-committee (if established).

Members are expected to demonstrate cultural sensitivity and, in particular, acknowledge the spiritual, traditional, cultural and historic associations that ngā iwi o Taranaki have with the land, waters and indigenous flora and fauna within Te Kāhui Tupua. Māori, as tangata whenua, have a unique relationship with their ancestral lands, waters, wāhi tapu (sacred sites) and taonga (treasures).

The concept of kaitiakitanga (guardianship, stewardship, protection) gives ngā iwi o Taranaki a cultural mandate to preserve, protect and manage Aotearoa New Zealand's natural and historic resources. Board members must demonstrate an understanding, or a willingness to understand, te ao Māori perspective of issues that impact manawhenua within the Board's rohe (area of jurisdiction). This includes an understanding of:

- Mātauranga Māori (the Māori world view, which encompasses kawa (cultural practices) and tikanga (cultural principles) to inform the way Māori critique, examine, analyse and understand the world);
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speak in a derogatory manner about the Board, fellow Board members or misrepresent the statements or actions of other members or the Board as a whole.

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The membership of the Board is carefully considered to provide the balance of competencies and skills necessary to best conduct the Board's affairs. If any member is absent, especially over a period of time, this could have a negative impact on Board deliberations.

Boards agree in advance on a schedule of meeting dates to enable members to manage their other commitments to ensure attendance. If a member misses more than one consecutive meeting in a year, this may become a matter of concern to the Board, unless there has been an approved leave of absence for justifiable reasons, such as illness.

Partial attendance at meetings (ie leaving early or being absent for significant parts of a meeting) may also be a matter of concern as it potentially disrupts discussions, denies the Board the benefit of that member's expertise and causes a loss of continuity in Board discussions and decisions.

Ongoing non-participation may be viewed as neglect of duty or inability to perform the functions of the office and may result in removal of that member by their appointer.

## Interests and conflicts of interest

Many Board members have close connections with businesses, not-for-profit and other community organisations, and/or local iwi that may have links to Te Tōpuni Kōkōrangī. This raises potential for a conflict of interest to arise for any Board member during their term.

The Board Secretariat will maintain an Interests Register, and this will be available at each Board meeting. Depending on what the interest is, the options for managing these will be made on a case-by-case basis and may involve the member being excluded from the discussion, or remaining within the discussion but not being able to partake in any vote.

It is noted that under Schedule 2 s (11)(6) of the Act, that a member of Te Tōpuni Kōkōrangī is not precluded from discussing or voting on a matter only because the member is affiliated to an iwi or a hapū with interests in Te Kāhui Tupua. Under Schedule 2 s (7), an affiliation of a member of Te Tōpuni Kōkōrangī to an iwi or a hapū with interests in Te Kāhui Tupua, or the fact that a member of Te Tōpuni Kōkōrangī is also a member of the governance entity of an iwi of Taranaki are not, in themselves, interests that must be disclosed or recorded.

Board members must not pursue their own interests at the expense of the interests of Te Kāhui Tupua. Members should not gain an advantage (or be perceived to gain an advantage) from their position as a member of the Board. Members should:

- Disclose personal and professional interests;
- Ensure they are free from any obligation to another party or organisation whose interests conflict with those of the Board;
- Avoid situations that could impair their objectivity or create a personal bias that would (or would reasonably be seen to) influence their judgement; and
- Avoid any situation where action they take in their capacity as a Board member could be seen to influence, or be influenced by, a private interest that they, a family member or close friend may hold;

For more information regarding conflicts of interest, see Schedule 2 s (11) of the Act.

## Conduct when debating matters

Board members are chosen for their ability to contribute the perspectives of various parts of the community and various local interests. It is therefore expected that a range of differing viewpoints will be present at a Board meeting. Debate on matters is encouraged. Constructive debate focuses on issues rather than personalities.

While Te Tōpuni Kōkōrangī is made up of members of different backgrounds and skillsets, consensus must be determined in order for the matter at hand to be approved. The Board should always strive for consensus on a matter (s (33) of the Act), however members have a right to dissent, and this right will be respected. If a consensus is not practicable after allowing a reasonable period for discussion, a decision of Te Tōpuni Kōkōrangī may be made with the agreement of at least 75% of the members present and voting. Once a majority decision of 75% has been reached this becomes a decision of the Board.

## Keeping information secure

Board members have a duty of care to ensure the security of Board information they receive, either in hard copy or electronically. This includes Board information and communication held on members' personal devices. Any confidential information that is held on a Board member's personal device must not be shared outside of the Board.

A Board Management software tool is used as a central location to hold documentation for the Board, but the same expectations apply around confidentiality. That external Board Management software tool will be open to the Official Information Act 1982 process.

Board members must not disclose confidential information and must not use confidential information for any purpose other than the purpose for which the information was supplied to them. Any confidential Board papers remain the property of the Board and must be securely destroyed or returned at the end of a member's term.

## Political neutrality

Board members are expected to maintain political neutrality, especially at election times when there is generally a higher level of scrutiny of public organisations.

If a Board member wishes to stand for Parliament or be placed on a party list, they are expected to request a leave of absence from their Board position once their intention is publicly announced (although this may be ultimately determined by the appointer of that member). If a Board member is elected to Parliament, they are expected to resign from the Board.

If a member stands as a candidate in local or regional body elections, this may create perceived or actual conflict between the role of the Board and the local or regional body. The member should contact the Board Chair to discuss options and then disclose that interest to the Board.

## Fiscal responsibility

The Director-General must meet the reasonable operational costs of Te Tōpuni Kōkōrangī in relation to exercising its powers and performing its statutory functions including the costs of – travel and other expenses of Te Tōpuni Kōkōrangī members, professional indemnity and public liability insurance for Te Tōpuni Kōkōrangī and its members, preparing and publishing any reports by Te Tōpuni Kōkōrangī, and providing legal, accounting, auditing, and other necessary professional services to Te Tōpuni Kōkōrangī. The Board will set an annual operating budget that will be reviewed on a regular basis and will be subject to a reforecast if necessary.

Boards must be seen to carry out their functions transparently, economically and sustainably. Board members must only claim for legitimate expenses incurred and should endeavour to keep these at a reasonable level.

The Board have an annual budget they must adhere to, which covers meeting fees, venue expenses, travel and accommodation, IT, professional services, and any other expenses deemed necessary to carry out the purpose and functions of the Board.

## Gifts and hospitality

Any gifts received as a member of Te Tōpuni Kōkōrangī will be automatically received for Te Kāhui Tupua rather than the individual Board member. That gift would then be held in trust for Te Kāhui Tupua.

Gifts or hospitality received over the monetary value of \$50 will be added to the Board gift register, regardless of whether or not they were accepted. Members should carefully consider any gift or hospitality offered to them and may wish to check with the Board Chair before accepting. All members should be aware of the way that acceptance of hospitality or gifts could be perceived by other parties, for example, media, other Board members and members of the public.

## Professional development

All newly appointed Board members are provided with induction training.

Board members should also take reasonable steps to increase their knowledge around issues relevant to their role during their time on Te Tōpuni Kōkōrangī. This will generally take the form of self-directed and self-funded study or research, but members are also encouraged to communicate their professional development goals. There may be opportunities for training to increase members' skill and knowledge in areas of conservation and governance.

## Breaches of Te Ture Whakatupua mō Te Kāhui Tupua 2025 (the Act)

These operating procedures reflect an agreement between Board members about behaviour they expect from one another and themselves. It does not have the force of law but is an important part of the appointers expectations of the Board and its members.

Any complaint that a member has breached a provision of the Act, or specific or general expectations of behaviour contained within these Operating Procedures should be directed to the Board Chair in the first instance.

Under Schedule 2 s (8)(1) of the Act, a member of Te Tōpuni Kōkōrangī appointed by the trustees under s 31(1)(a) may be removed by, and at the sole discretion of, the trustees.

Under Schedule 2 s (8)(2) of the Act, a member of Te Tōpuni Kōkōrangī appointed by the Minister of Conservation under s (31)(1)(b) may be removed by that Minister for reasons of –

- Inability to perform the functions of the office; or
- Neglect of duty; or
- Misconduct.

The reasons are not specifically defined in the legislation, so factors such as neglect of duty or misconduct are largely open to interpretation, although case law may assist. If a Board is dealing with an allegation of a breach of any of these statutory provisions, the parties involved are urged to seek independent legal advice.

#### *Breach of The Act not amounting to a statutory breach*

Members may be removed from office for breaches of the Act. It is possible that a clear and confirmed breach of the Operating Procedures may amount to a statutory breach and grounds for removal under the Act.

However, sometimes a member's breach of the Operating Procedures will not reach the statutory threshold. In these cases, the Board may consider remedial and improvement-focused measures to support the Board member's performance or improve working relationships between Board members. For example, a Board may request that a member:

- Attends a relevant training or refresher course;
- Works with a mentor for a period of time; and/or
- Participates in voluntary mediation (if there is a conflict between two or more members).

The Board may consider other actions to address unsatisfactory conduct, such as:

- Letter of censure to the member;
- Request for an apology to be made either privately or publicly;
- Vote of no confidence in the member;
- Limitation on dealings with any/all Board members apart from the Chair;
- Suspension from Board meetings; and
- Invitation for the member to consider resigning from the Board.

Any decision to apply any of the measures suggested above should be made by the Board in a public meeting, unless some aspect of the matter makes it more appropriate to discuss the matter with the public excluded. Any proposed measures should be recorded in writing, agreed

by all parties and reviewed at an appropriate time to assess whether the measures taken have been successful. The appointer of that member should also be notified of any action and measures taken.

**Te Tōpuni Kōkōrangī**  
**Meeting No. 3 / 2026**

**Agenda Item: 4.2**

Kaupapa: **Confirming Committee Member Appointments**

Prepared By: Lesa Bevin, Te Tōpuni Kōkōrangī Secretariat

Meeting Date: 20 March 2026

<b>Recommendation</b>	<p><u>It is recommended the Board:</u></p> <p>a. <b>Approves</b> the proposed member appointments to the following three committees as per Table 1:</p> <ol style="list-style-type: none"> <li>1. Concessions, Consents, and Approvals</li> <li>2. Relationships</li> <li>3. Statutory Planning</li> </ol>
<b>Context</b>	<p>The list of committees and the proposed member appointments can be found in Table 1 below. The finalised list was compiled from initial expressions of interest from the Board. These were refined and finalised by the Chair and are now ready for final approval by the Board. It is also noted that the Chair will sit ex-officio across all three committees and will provide guidance across each committee until a Chair is appointed.</p> <p>The Deputy Chair shall also sit ex-officio across the three committees and assume the responsibilities of the Chair in their absence.</p> <p><i>Schedule 2, Clause 19</i> enables Te Tōpuni Kōkōrangī to establish committees to deal with matters it considers are appropriate, however Te Tōpuni Kōkōrangī must not delegate final decision making on any matter to a committee.</p>

	<b>Committee</b>	<b>Proposed Members</b>
1	<b>Concessions, Consents, and Approvals</b>	Stephen Daysh Rex Hendry Liana Poutu (ex-officio) Acushla Sciascia Hemi Sundgren (ex-officio)
2	<b>Relationships</b>	Bruce Clarkson Rex Hendry Nicola Ngarewa Liana Poutu (ex-officio) Acushla Sciascia Hemi Sundgren (ex-officio)

3	<b>Statutory Planning</b>	Bruce Clarkson Stephen Daysh Te Aroha Hohaia Liana Poutu (ex-officio) Hemi Sundgren (ex-officio)
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*Table 1: Proposed committee member appointments*

**Te Tōpuni Kōkōrangī**  
**Meeting No. 3 / 2026**

**Agenda Item: 5.1**

Kaupapa: **General Business**  
 Prepared By: Lesa Bevin, Te Tōpuni Kōkōrangī Secretariat  
 Meeting Date: 20 March 2026

<b>Recommendation</b>	<p><u>It is recommended the Board:</u></p> <ul style="list-style-type: none"> <li>a) Formally addresses general business matters and,</li> <li>b) Where appropriate, revisit previous agenda items to ensure all relevant issues are thoroughly considered and documented</li> </ul>
<b>Context</b>	<p>This approach will help maintain transparency and facilitate informed decision-making on outstanding or ongoing matters. The Board may establish a standing procedure whereby general business and earlier items are reviewed at each meeting, allowing members to raise concerns or seek updates as necessary.</p>