

14 May 2025

Tēnā koe [REDACTED]

Thank you for your request to the Department of Conservation, received on 15 April 2025, seeking further information about the Kaiteriteri Recreation Reserve Board (Board) and the latest round of Board member appointments.

You asked:

*“..May I ask what sort of process was used for this appoint round? How do you select your prefer member? Please supply relevant emails and communications regarding how you select your member.*

*Have you done reference check on appointees? If so, how you done it? Have you done any phone screening?*

*Have they had their first meeting yet? If so please provide me with the full meeting minutes”*

We have considered your request under the Official Information Act 1982 (OIA).

In addition to determining what information it holds, the Department must also decide how the information will be released. Section 16 of the OIA allows information to be made available in several ways in response to a request.

Information can be provided in a summarised form – particularly where relevant information is being drawn or extracted from more than one source, or extracted from a source that also contains other information that is out of scope of the request at hand. Please note the Department has decided to provide certain information you have requested in a summarised form, as part of some its responses below.

Your questions and our responses are listed below:

1. *“May I ask what sort of process was used for this appoint round? How do you select your prefer member? Please supply relevant emails and communications regarding how you select your member.”*

Nominations were sought through a public process. Thirteen nominations were received.

Information supplied in the nomination forms was used to assess each nominee's suitability for appointment against the following criteria:

**Affiliation to Kaiteriteri:** Relationship/affiliation to the Kaiteriteri area

**Collaboration:** Ability to collaborate and work in partnership, particularly with iwi

**Commercial acumen:** Commercial acumen with focus on finance, operations, marketing, audit and risk

**Commitment to organisational culture:** Commitment to promoting good organisational culture, including wellbeing, health and safety

**Governance:** Prior governance experience (community-based organisation, boards, committees, advisory groups, etc)

**Industry experience:** Industry experience within tourism, hospitality and retail

**Legal and legislation:** Understanding of legal and legislative requirements – including statutory, commercial, and employment law

**Public ethos:** Strong enthusiasm to manage the Reserves for the benefit of the public

**Recreation & conservation experience:** Experience in managing recreational experiences and conservation, historic and cultural values

**Strategic planning:** Strong strategic planning and visionary outlook

**Treaty of Waitangi:** Understanding of the Treaty of Waitangi and how it applies to managing a reserve

Based on the assessments of suitability for appointment, the Department made recommendations for appointment to the Board to the Minister of Conservation.

It is a requirement of the Cabinet Manual that appointments proposed to be made by the Minister must be considered by Cabinet. The Minister's proposed appointments were referred to Cabinet's Appointment and Honours Committee on 4 March 2025.

The Minister made decisions on appointments following this on 11 March 2025.

2. *"Have you done reference check on appointees? If so, how you done it? Have you done any phone screening?"*

Neither reference checking of recommended appointees nor phone screening was carried out.

I have reflected on this aspect of the process, and in future, the Department may carry out reference checks for recommended appointments to the Board.

3. *"Have they had their first meeting yet? If so please provide me with the full meeting minutes"*

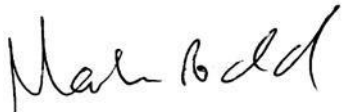
The new Board's first meeting was on 26 March 2025. The minutes of that meeting are attached (refer to Item 1 in the Table below).

Item	Date	Document description	Decision
1	26 March 2025	Confirmed Minutes for Introductory meeting on 26 March 2025	Released in full

You are entitled to seek an investigation and review of my decision by writing to an Ombudsman as provided by section 28(3) of the OIA.

Please note that this letter (with your personal details removed) and attached document may be published on the Department's website.

Nāku noa, nā

A handwritten signature in black ink, appearing to read 'Martin Rodd'.

Martin Rodd  
Operations Director, Northern South Island region  
Department of Conservation | *Te Papa Atawhai*