

05 July 2024

Stephen Prendergast

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Tēnā koe Stephen,

Thank you for your request to the Department of Conservation, received on 6 June 2024, in which you asked for additional information on the hearing panel appointment process for notified concessions. We have considered your request under the Official Information Act 1982.

### **Context**

We have previously provided you with information on various aspects of the concession hearing process, including the role of the Decision Maker and documents related to the hearing process. This response provides further clarity around the hearing appointment process.

Your questions and our responses are listed below:

- 1. DOC procedures and guidelines and associated documentation for the appointment of members to concession hearings panels, where applications are notified.*

The Department's procedural document for hearings is the Concession Hearing Guidance document, which is followed when undertaking hearings for concession processes. This document does not outline how panel members are to be appointed. There are a number of avenues through which a hearing panel member can be appointed, including verbal correspondence. Each hearing is unique, therefore flexibility is required in the panel appointment process due to staff scheduling, geographic availability, technical expertise, and complexity of the application.

- 2. Please also supply the procedures and guidelines for applications which are not notified.*

This information is publicly available on our website. Please see [Permissions application process](#) for information on how non-notified applications are processed.

3. *Please supply the panel appointment correspondence for the 2023 Remarkables Ski Field application by NZSki.*

All correspondence to appoint the hearing panel was conducted verbally. Several options were considered for the hearing panel; however the final determination was that no panel was required in this instance.

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

Nāku noa, nā

A handwritten signature in black ink, appearing to read 'Phillippa Fox', written in a cursive style.

Phillippa Fox  
Director Regulatory Authorisations  
Department of Conservation  
*Te Papa Atawhai*