

John Luke  
fyi-request-34200-4a7f364b@requests.fyi.org.nz

Conservation House  
18 – 32 Manners Street  
Te Aro  
Wellington 6011  
doc.govt.nz  
Ref: OIAD-6198

20 April 2026

Tēnā koe John

Thank you for your request to the Department of Conservation, received on 22 March 2026, in which you asked for:

*“Appointment of the Charleston Hall Board*

*May I ask how you called for public nomination and on what platform you have call for public nominations e.g. govt.jobs website. A copy of your ad and pay rate as well. Also, how many applications you have received for each of the role from the public and how many you have received from other nominating agencies such as TPK or Ministry of women etc for your role. How many you have shortlisted and how many you have interviewed. Also, can I request to view the previous appointment letter if there is one sent to the appointee. I am happy for you to remove all the personal information”*

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

Your questions and our responses are set out below:

1. May I ask how you called for public nomination and on what platform you have call for public nominations e.g. govt.jobs website:

Public nominations were called for by way of an advertisement in the Westport News on 12 November 2025. The current members were also advised by email and asked to forward the nomination form to any of their contacts they thought could be interested.

2. A copy of your ad and pay rate as well:

Members of the Charleston Hall Board are voluntary. A copy of the advertisement follows:

**Nomination for members for the Charleston Public Hall Board**

The Department of Conservation is seeking nominations from the public who wish to be considered for membership of the Charleston Public Hall Board.

Appointments to the Board are made under the Reserves Act 1977, for a Local Purpose Reserve (site for a public hall) Charleston.

Members of the Board are responsible for managing the hall, which plays an important role within the Charleston community.

Nomination forms can be obtained by contacting: [nominations@doc.govt.nz](mailto:nominations@doc.govt.nz).

Completed forms can be sent to the above email address or posted to:

Department of Conservation

Statutory Bodies Team

PO Box 10420

Wellington 6143

Nominations will be accepted up to and including 5 December 2025.

3. How many applications did you receive and how many did you receive from nominating agencies:

A total of seven applications were received. No nominations were received from nominating agencies.

4. Request for previous appointment letter:

The Department does not hold a copy of a previous appointment letter.

You have the right to seek an investigation and review of this response by the Ombudsman under section 28(3) of the Official Information Act 1982.

If you would like to discuss this response with us, please contact Rick McGovern-Wilson by email to [rmcgovern@doc.govt.nz](mailto:rmcgovern@doc.govt.nz).

Nāku noa, nā



Kelley Reeve  
Director Governance and Government Services  
Department of Conservation  
*Te Papa Atawhai*