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Departmental Briefing



Department of Conservation
Te Papa Atawhai

In Confidence

GS ref: 22-B-0303
DOCCM: DOC-7003279

To: Minister of Conservation **Date:** 25 May 2022

Subject: Letters of appointment for local government members to the Milford Opportunities Project Board

Action sought: Sign the attached letters
Circulate the attached letters to the Ministerial Group for signing
Issue the letters

Time Frame: 30 May 2022

Risk Assessment: The issuing of these letters is low risk **Department's Priority:** Normal

Level of Risk: Low

Contacts

Name and position	Cellphone	First contact	Principal author
Tania Short, Acting Manager, Regional Visitor Planning	s9(2)(a)	✓	
Rachael McMillan, Senior Regional Visitor Planner	s9(2)(a)		✓

Executive summary – Whakarāpopoto ā kaiwhakahaere

- 1) This briefing recommends that the Ministerial Group sign the attached letters confirming the appointment of two local government members to the Milford Opportunities Project (MOP) Board. These appointees have previously been agreed by the Ministerial Group but have not received letters of appointment.

We recommend that you ... (Ngā tohutohu)

		Decision
a)	<u>Sign and issue</u> the attached Letters of Appointment to Environment Southland and Southland District Council	Yes / No
b)	<u>Circulate</u> the attached letters to the Ministerial Group for signing	Yes / No



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Bruce Parkes
DDG Policy and Visitors
For Director-General of Conservation

Hon Kiri Allan
Minister of Conservation

Proactively released

Purpose – Te aronga

1. You will finalise the board appointments to the Milford Opportunities Project (MOP) Board by signing the attached letters.
2. This report also provides an update on the development of the Terms of Reference for the MOP Board.

Background and context – Te horopaki

Letters of Appointment

3. In February 2022 you agreed to the appointment of the members of the Milford Opportunities Project Board [21-B-0902]. At that time letters of appointment were sent to five members (Bill Day, Michelle Trapski, Andrew Patterson, Muriel Johnstone and Michael Skerrett). Letters were not sent to those appointed to the Board as representatives of central or local government as those appointments are aligned with the appointee's employment.
4. You have recently agreed to appoint a representative of Environment Southland as an additional non-voting advisory member of the Board, consistent with central government appointees.
5. Environment Southland has asked that their representative be provided with a formal letter of appointment to the MOP Board and the Board Terms of Reference to provide certainty on their role. We agree that such a letter would provide clarity to the appointee and his employer.
6. For consistency we recommend that you also provide the representative of Southland District Council with a letter of appointment. We do not believe similar letters are necessary for those appointed to the Board as representatives of central government agencies.
7. The letters of appointment for Wilma Falconer, (Acting Chief Executive, Environment Southland) and Cameron McIntosh (Chief Executive, Southland District Council) are attached for your signature.

Terms of Reference

8. We are working with the Chair of the Board to revise the draft Terms of Reference (TOR) that you noted in draft form on 15 October 2021 [21-M-160]. The TOR is being revised to reflect recent changes in the design of the MOP Board and to clarify the roles and responsibilities of those involved in the project and the relationship to DOC as host.
9. We expect to provide the refined TOR to the Ministerial Group for approval in June 2022.

Risk assessment – Aronga tūraru

s9(2)(g)(i)

Consultation – Kōrero whakawhiti

12. In drafting the appointment letters, we have consulted with the Chair of the MOP Board and MBIE and MOT agencies.

Financial implications – Te hiraunga pūtea

13. The representatives of Southland District Council and Environment Southland are not paid for their work on the MOP Board; therefore, no financial implications arise other than incidental travel and accommodation expenses, which are to be paid from the funds appropriated for the project by Cabinet.

Next steps – Ngā tāwhaitanga

14. The appointees are required to accept their appointment by way of the form letter attached to your Letter of Appointment.
15. The signing and issuing of these letters will finalise the appointment of these members.

Attachments – Ngā tāpiritanga

16. Attachment A – Letter of Appointment for Southland District Council representative
17. Attachment B – Letter of Appointment for Environment Southland representative

ENDS

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