

12 June 2020

John Luke

By email: fyi-request-12842-4bff5095@requests.fyi.org.nz
Ref: H202003293

Dear Mr John Luke

Response to your request for official information

Thank you for your request under the Official Information Act 1982 (the Act) to the Ministry of Health (the Ministry) on 14 May 2020 for:

"I would like to know how the government's selection process (e.g. how many apply, interview, shortlist etc) of it's Contact Tracing Assurance Committee, how the government call for express of interest, has any general public able to express their interest? What is the member's job description and their salary package."

The Contact Tracing Assurance Committee (CTAC) is a section 11 committee established under the NZ Public Health and Disability Act 2000. The selection process for boards of this type follow the steps set out in the State Services Commission's 'Board Appointment and Induction Guidelines': <https://ssc.govt.nz/resources/board-appointment-guidelines/>.

The Minister of Health, Hon Dr David Clark considered a shortlist of 11 candidates sourced from the Ministry and from consultation with Ministers and other government stakeholders. As part of the appointment process, all Ministers are required to attest that an appropriate selection process was undertaken, and that the committee has an considered an appropriate mix of skills, representation and diversity. Please see 'Guidelines for drafting Cabinet appointment papers' available at: <https://dpmc.govt.nz/publications/guidelines-drafting-cabinet-appointment-papers>

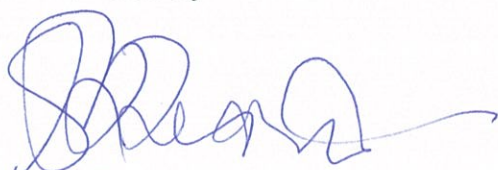
The skills and experience required for CTAC are highly specialised and require a deep understanding of public health systems and public health service delivery. As is the case with most committees of this type, expressions of interest from the public were not sought and there is no formal job description. Candidates were instead identified based on their skills, experience, and ability to provide oversight of the efficacy of complex public health interventions.

All appointments are required to comply with the Department of Prime Minister and Cabinet's 'Fees Framework for members appointed to bodies in which the Crown has an interest', which is available at the following address: <https://dpmc.govt.nz/publications/co19-1-fees-framework-members-appointed-bodies-which-crown-has-interest-html#section-6>. CTAC members receive remuneration as a Group 4 body under the Fees Framework.

I trust this information fulfils your request. Under section 28(3) of the Act you have the right to ask the Ombudsman to review any decisions made under this request.

Please note that this response, with your personal details removed, may be published on the Ministry website.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Sarah Turner', with a long horizontal flourish extending to the right.

Sarah Turner
Deputy Director-General
Office of the Director-General