

From: [Pauline Melham](#)
To: [Pauline Melham](#)
Subject: Happy New Year from the Nominations Database
Date: Thursday, 2 February 2023 4:10:23 pm
Attachments: [image001.png](#)
[image002.png](#)
[GAPCAG ToR FINAL.pdf](#)
[Primary and Community Partners Pānui - 20 January 2023.pdf](#)
[GAPCAG FOI FINAL.pdf](#)

Morena Koutou,

Introduction

Firstly, let me wish you all a very Happy New Year, somewhat belated as we are now in February. I hope you all were able to enjoy the holiday season.

I'd also like to say to our Upper North Island members, that we are thinking of you here in Whaikaha and if you have been adversely affected by the flooding, then I hope you and your whanau are safe and that you are getting the support that you need.

I've been asked to advertise a couple of opportunities recently and they have very short timeframes. Therefore, I thought it was probably time that I wrote to everyone with these opportunities and at the same time, provided an update on some of the work that is going on in the Nomination space.

Nominations Database

We recently welcomed another four people to our database and we hope to grow our numbers further this year. If you are on the Nominations Database, but you haven't yet given me a copy of your CV, you may be receiving a call from Josh, one of the Advisers in our office, who will be following up with people. Remember, if you decide you no longer wish to be part of the database, you just need to let me know.

In case you are wondering if we are ever successful with our Nominations, we've recently had one of our members appointed to s9(2)(a), we've also had some success with some of the Ministry of Health Boards and the electoral commission to name a few.

Governance Training

There are several things going on in the Governance Training space at the moment. The Be. Team are running another Leadership in Governance course, which I promoted earlier this year. Unfortunately, that deadline has now passed and I am hoping that some of you on the database will be successful in gaining a place on that course. For those that don't, I know that Be. Are very keen to run more courses later in the year. If you want to find out a bit more about the course then check out Be's website which is: [Leadership Development \(belab.co.nz\)](http://Leadership Development (belab.co.nz))

Victoria University of Wellington, has designed a four day programme entitled 'Competency Skills for Crown Entity Boards'. The course is aimed at aspiring or existing Crown Entity Board Members. The emphasis of the course is on achieving good public-sector governance. The format of the course will be practical, interactive workshops, led by people with experience in public-sector

governance. The course will be supported by pre-reading and video materials and the first course will run face to face, one day per fortnight, over an eight week period. For further information you can contact Girol at the following address: s9(2)(a) [REDACTED] [@vuw.ac.nz](mailto:[REDACTED]@vuw.ac.nz). Applications are still open and if I have also said I will collect names of people who are interested and able to take part between March and May this year. So, please e mail Girol directly or me.

The Ministry for Women or Manatu Wahine have been developing a resource about governance training. This resource will point out where people can go if they are interested in training in this area and what to expect from the training course. Again, I'll provide further details as they become available, the resource hasn't been launched yet.

The five population agencies have got together and we are working on putting some workshops together again this year, for all people on our databases. So far we've discussed topics including:

1. Interview skills:
2. What's it like to be in governance?
3. Setting up a LinkedIn Profile.

Once again, I'll provide more information when it is available. In the meantime, if you have any ideas for short workshops we could run then let me know and I'll bring this up at the next Population Agencies meeting.

Opportunity – Gender Affirming Primary Care Advisory Group

Te Whatu Ora have issued a CALL FOR EXPRESSIONS OF INTEREST – Gender Affirming Primary Care Advisory Group (GAPCAG) – and it would be good to have a disability perspective here.

On 1 July 2022, Budget 2022 allocated \$2.182 million over four years to improve access to primary care for transgender and non-binary people.

The project team within Te Whatu Ora is now putting together an Advisory Group that will provide invaluable advice, experience, and expertise for this project over the next four years and is calling for expressions of interest (EOI).

The Advisory Group will draw together expertise from a variety of areas relevant to the project, such as clinical and consumer expertise, including Takatāpui and MVPFAFF+ perspectives.

Applicants of all backgrounds are welcome to apply.

In responding to the EOI, please ensure that:

- you have considered and fully declared any conflicts of interest you may have
- you are available to serve for a full term of two years
- you can commit to monthly meetings of approximately two hours
- you are a resident of, and living in, Aotearoa New Zealand.

Remuneration is outlined in the draft Terms of Reference (ToR). Date and time of meetings will be agreed to by members when appointed. For further information, please see the attached EOI and draft ToR.

• Applications will be open from 12.00 am 18 January to 11.59 pm 8 February 2023 and can be sent to: Max Whitehurst, Project Manager, Gender-Affirming Primary Care via email

primary.care@health.govt.nz

Online Meeting

Last year, we ran some online meetings for members of the database to virtually meet up and meet me. This was also an opportunity to ask questions. WE have not done this for a while, so I will set up a meeting for Wednesday 22nd February from 4-5pm. If you would like to attend, please let me know and I will send the zoom link. If anyone has ideas for agenda items again, please let me know and I'll circulate agenda (informal) and the zoom link prior to the meeting.

Conclusion

I hope everyone has a safe and happy year and I look forward to talking with you and meeting you throughout the year.

Ngā Mihi

Kind Regards
Pauline Melham

Have you seen these tools and resources?

[The United Nations Convention on the Rights of Persons with Disabilities \(UNCRPD\)](#)

[The New Zealand Sign Language Strategy and NZSL Board](#)

[The Ministry for Social Development's Lead Toolkit](#)

[The New Zealand Disability Strategy](#)

[Our Disability Data collection](#)

[Disability Toolkit for Policy](#)

[The Accessibility Charter](#)

Pauline Melham (pronouns: she/her)

Senior Advisor, Policy, Strategy and Partnership.

Whaikaha | Ministry of Disabled People | Aurora Centre, 56 The Terrace | PO Box 1556, Wellington 6140

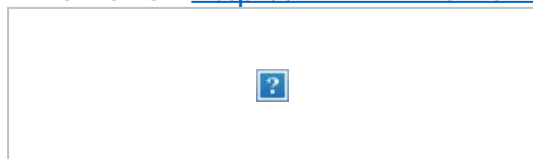
s9(2)(a)

[\[REDACTED\]@whaikaha.govt.nz](mailto: [REDACTED]@whaikaha.govt.nz)

ODI: <http://www.odi.govt.nz> | <https://www.facebook.com/nzofficefordisabilityissues> |

@NZ_ODI

Whaikaha: <http://www.Whaikaha.govt.nz>



GIF image for the logo and email signature banner of the Ministry

[Please update your records with my email address & number!]

CoAppendix One

Gender-Affirming Primary Care Advisory Group (GAPCAG)

Terms of Reference (ToR) DRAFT

Introduction

These Terms of Reference (ToR) establish the Gender-Affirming Primary Care Advisory Group (GAPCAG).

On 1 July 2022, Budget 2022 allocated \$2.182 million over four years to improve access to primary care for Transgender and Non-binary people.

The funding has been allocated to three workstreams:

- a. Funding up to eight primary and community health providers to deliver gender-affirming services over four years. In year one, two providers will be funded to provide gender-affirming care, with two new providers funded each year thereafter.
- b. Updating national guidelines for gender-affirming health care and lead referral pathways for gender-affirming health services and supports.
- c. Developing training and workforce programmes to improve workforce responsiveness to transgender patients.

This ToR will take effect from [date]

Purpose

The GAPCAG will support the primary care team within Te Whatu Ora by providing high-quality strategic advice to ensure that the programme meets Te Tiriti o Waitangi obligations and responsibilities, delivers equitable outcomes for Māori and Pacific peoples, and provides high-quality gender-affirming primary care.

This advice will be used by the primary care team to inform, improve, and support programme activities and policy.

Te Tiriti o Waitangi

The project team responsible for delivering the workstream outlined above is committed to meeting its responsibilities under Te Tiriti o Waitangi. GAPCAG will be guided by the principles outlined in s 7 of the Pae Ora Act 2022. Application of these principles are listed below, with examples of how the project team could achieve them:

Principle	Examples of how this will be achieved
Partnership: The primary care team and the GAPCAG will work in	1. Co-chair roles shared between the project team and a Māori member of the GAPCAG

<p>partnership with Māori to ensure Māori (and other priority groups) are involved in governance, design, delivery and monitoring of the Gender-Affirming Primary Care Project.</p>	<ol style="list-style-type: none"> 2. Chair and Co-Chair work in partnership to keep each other informed of developments during their term 3. Project team will empower group members to deliver on these principles by providing high-quality, timely information.
<p>Options: The project team agrees to accept the advice of GAPCAG to advocate for Kaupapa Māori health initiatives.</p>	<ol style="list-style-type: none"> 1. The perspectives, lived experiences and whakaaro shared by Māori members of the GAPCAG will be treated with respect as key contributions to the development of the project 2. Māori will not be expected to speak on behalf of all tangata whenua, but all members may act as a conduit to connect the project team and wider GAPCAG to authorities relevant to different deliverables included in the project, ie. mana whenua of prospective primary care sites 3. The project team, in collaboration with the GAPCAG, will support the development and access to Kaupapa Māori and Pacific providers.
<p>Active protection: The project team agrees that we will act, to the fullest extent practicable, to achieve equitable outcomes for Māori.</p>	<p>The project team agrees to ensure that GAPCAG is informed on the nature of both outcomes of Māori and other priority groups and efforts to achieve equity for these priority groups.</p>
<p>Equity: The project team commits to achieving equitable outcomes for Māori.</p>	<p>The project team will address the other elements that will contribute to achieving equity for Māori, including those related to leadership, governance, funding, and commissioning.</p>
<p>Tino rangatiratanga: The project team agrees to work towards enabling Māori self-determination and control over the delivery and design of health services.</p>	<p>The GAPCAG will have members that can advise the project team on enabling Tino rangatiratanga to design, deliver and monitor gender affirming primary care services.</p>

The work of the project team is guided by Whakamaua, the Māori Health Action Plan, which provides the framework for the Health System to improve Māori health. The project team and GAPCAG will agree to be true to the following values:

- Whakapono: We have trust and faith in each other to do the right thing
- Kōkiri ngātahi: We connect and work together collectively towards a common purpose
- Manaakitanga: We all preserve and maintain an environment that enables us to thrive

Equity

Trans and non-binary identities intersect with every other population group including Māori, Pacific, and whaikaha (disabled) peoples, which can further compound health inequities. This project is committed to addressing the health inequities experienced by these groups. The Advisory Group will incorporate the perspectives of Māori, Pacific, and whaikaha peoples to ensure the needs of these groups are reflected in the development of the project.

Composition of the Advisory Group

The Advisory Group will comprise members in partnership between clinical, community and consumer representatives. Membership must include a balance of tangata whenua and tauwi representation and at least two Pacific representatives.

Membership will consist of between 10 and 12 members, representing the following areas. (NB: some members may represent more than one professional group):

- Senior Responsible Owner (SRO) to lead from a Te Whatu Ora perspective – to be confirmed
- Te Aka Whai Ora
- Takatāpui communities
- MVPFAFF+ communities
- Whaikaha or disabled communities
- Primary care - Royal New Zealand College of General Practitioners (RNZCGP)
- Community advocacy and support groups
- GP working in primary or community care

The project team will be ex officio and will comprise of:

- The Project Manager
- Primary Care team support for advisory group administration functions
- Primary Care Manager
- Other Te Whatu Ora employees may attend Advisory Group meetings to contribute to specific agenda items.

Each deliverable may draw upon different areas of expertise, and it is expected that the GAPCAG will encompass a broad range of perspectives, lived experiences and knowledge.

Expectations of members

Members will:

- attend meetings and undertake activities as independent people responsible to the project team
- become familiar with the broader environment within which the project team operates and associates with, including what is within the scope of the project
- members appointed by professional groups will support the communication of non-confidential information back to their professional groups.

The GAPCAG may also set additional expectations for the group during orientation. These expectations, once agreed, will be inserted into the ToR.

Responsibilities of members

Members undertake GAPCAG activities as independent persons responsible to the GAPCAG and not as individual representatives of professional organisations or communities. This independence is essential as GAPCAG members may sometimes be required to be a party to decisions that conflict with their organisation's views.

Conflict of interest

When members believe they may have a conflict of interest on a subject which may create a perception that they cannot reach an impartial decision or undertake an activity solely in accordance with GAPCAG interests, they must declare a conflict of interest. They must abstain from the discussion or activity or identify how they will manage the conflict. Conflicts of interest must be declared at the earliest opportunity, such as in the standing agenda item around conflicts of interest, and at the point the relevant item of business comes up in the meeting.

Confidentiality

Meetings, including agenda material and minutes, are confidential. Members must ensure that the confidentiality of GAPCAG business is maintained.

Members are free to, and expected to, express their views within the context of meetings or the general business of the GAPCAG. While membership of the GAPCAG is held, members are expected to act in a way that gives confidence in the GAPCAG and publicly demonstrates unanimity of decision making.

At no time shall members divulge details of GAPCAG matters or decisions to those who are not members or Te Whatu Ora employees that are assisting the GAPCAG.

GAPCAG members must ensure all documents are kept securely to ensure confidentiality is maintained. The approval of Te Whatu Ora is necessary before any correspondence or papers can be released.

Reporting requirement

After each meeting, the secretariat will provide the meeting minutes and accompanying papers to the Group Manager of the Primary Care team.

Meetings

The meeting quorum is six members, plus at least two ex-officio members.

Frequency of meetings will be established and agreed upon in the first meeting and may be subject to change in response to demands of the project. In making themselves available for appointment, members should commit to devoting sufficient time to becoming familiar with the scope of the project and attending meetings.

Meetings may be up to half a day, and face to face or virtual options for meetings will be included.

The project team will be responsible for the schedule of meetings, minute-taking, and ensuring quorum. The agenda-setting will be administered by the project team but agreed upon by both the GAPCAG and the project team.

The project team will be responsible for maintaining an interest register and listing members' interests relevant to the Committee's business. Declaration and discussion of conflicts of interest should be a standing item on each meeting agenda, and actions arising from this item will be recorded in the minutes.

Liability

Members are not liable for any act or omission done or omitted in their capacity as a member if they acted in good faith, and with reasonable care, in pursuance of the functions of GAPCAG.

Official information requests

All agendas, minutes, emails, and other written communication are subject to release under the Official Information Act unless otherwise excluded for release under the provisions of that Act, as per all Te Whatu Ora activities.

All requests for information related to the project to improve access to gender affirming primary care made by any person from outside of the Group must be referred to the project team.

Remuneration

Members of the Group are paid fees and allowances per the Cabinet Fees Framework for Members of Statutory and Other Bodies Appointed by the Crown for a Group 4 Level 2 body.¹

A fee of \$250.00 (exclusive of GST) will be paid for attendance by non-Crown members at meetings and is based upon a half-day meeting, including travel time. This fee includes any preparatory work before meetings. Any fee for teleconferencing will depend upon the time required and Te Whatu Ora will advise you in advance whether a fee applies.

If additional work is required of the GAPCAG, it will be paid at the pro rata hourly rate of \$63/hr with up to two hours preparation time for

¹ Cabinet Office Circular 12 (6), Fees Framework for Members of Statutory and Other Bodies Appointed by the Crown

meetings. The Chair must approve additional work before it is done, or Te Whatu Ora will not pay the pro rata hourly rate.

Public servants, state servants and employees of Crown bodies are not paid for meetings of this Group. If you are with one of these organisations and think you are entitled to a standard daily meeting fee, please contact Adeline Cumings, Group Manager Primary Care. However, a public servant/state servant/employee of a Crown body should not retain both the fee and their ordinary pay where the duties of the outside organisation are undertaken during ordinary department or Crown body hours.

Locum fees are not paid under any circumstances. The individual should consider issues such as the potential loss of income and maintenance of professional practice (including business overheads) before accepting an appointment to this Group.

The project team will provide you with an IR 330 tax form during or before the first meeting. Please complete sections 1, 3, and 4 of the form under the category "honoraria" and return it to the secretariat. Withholding tax will be deducted at 33% if the IR330 is completed; otherwise, the deduction rate is 48%. However, you may wish to apply to IRD for a Certificate of Exemption (IR331 Form). If we receive this form from you, we will be released from our obligation to deduct withholding tax from further withholding payments to you in the current tax year.

We will pay you on the 20th of the following month for services provided so long as we receive a valid GST invoice or claim form by no later than the 7th of the following month, which should be forwarded to:
primary.care@health.govt.nz

Secretariat

The Project Manager is responsible for ensuring the GAPCAG is provided with adequate secretarial support to carry out its functions efficiently and effectively. The Project Manager will share relevant documents with the group in areas such as strategic contexts, data reports and risks as required. The agenda and papers that need to be read prior to meetings will be provided to the group at least two weeks before a meeting.

PRIMARY AND COMMUNITY PARTNERS PĀNUI

Tēnā koutou katoa

Nau mai, haere mai and welcome to 2023. I hope you were able to take a well-deserved break, despite the weather around some parts of the motu. Thank you to those of you who continued the mahi over this period, particularly those supporting communities in holiday hotspots and the urban urgent care centres. Kia kaha, to our colleagues recovering from flooding and other emergencies, our thoughts are with you.



Looking back to move forward

An immense amount of work has occurred since Te Whatu Ora and Te Aka Whai Ora were established just six months ago.

Collectively, we have developed Te Pae Tata, our interim New Zealand Health Plan and the first published under the Pae Ora legislation. This outlines the actions and priorities for our first two years of operation.

We have taken significant steps to get ourselves and the health sector ready for changes needed to build our future health system. Appointing our first Regional Wayfinders last month to provide rangatiratanga leadership was a key step in this journey, as was establishing Regional Integration Teams.

The title, 'Regional Wayfinder' is intentional in its description of the leadership required to create the environment for achieving Pae Ora. The Regional Wayfinders will organise local commissioning teams, working with health and local partners to find a way through, to remove barriers and to identify possible paths forward. They will uphold people's right to participate in decision making by supporting Localities to establish and carry out Locality plans, as we collectively improve health outcomes and equity among New Zealanders.

Setting up Regional Integration Teams in early January, demonstrates the commitment to unify and simplify the system across the motu, while at the same time ensuring local autonomy close to community and whānau. These teams will play a key role in unlocking the whole-of-health potential, with partners including Te Aka Whai Ora, National Public Health Service, Hospital and Specialist Services, and Innovation and Improvement, at the table.

Looking ahead to 2023

As we begin 2023, there is no denying pressures exist across our health system, including primary and community. I am incredibly grateful for the efforts you make every day in challenging situations to continue caring for your communities.

There is no doubt delivering Pae Ora within existing resources will be challenging, particularly given the impacts of COVID-19, workforce pressures, severe weather events, and the catch-up needed around Planned Care. As you'll know, there are no quick solutions to these challenges.

Despite all of this, you continue to deliver high quality care and good health outcomes relative to other OECD countries, but we know there is a way to go for us to achieve healthy futures for all New Zealanders. My hope for 2023 is that we will work together in the true spirit of partnership to address these challenges with whānau and communities.

Allan Moffitt (he/him)

Interim Clinical Director Commissioning

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 - [Improving access for transgender and non-binary people](#)
 - [Workforce: Addressing pay disparities in the health funded sector](#)
 - [Localities: Receiving the first draft locality plans](#)
 - [Te Pae Tata: Kahu Taurima, maternity and early years, virtual hui recording](#)
 - [Mental Health and Addiction: Drug checking, How to recharge](#)
 - [Heads-up: Manatū Hauora release Commissioning for Pae Ora framework; Summer pressure telehealth service; Increased risk of polio](#)
 - [Missed it? First quarter performance metrics released; Funding for te ao Māori solutions](#)
-

Abbe Anderson, National Director, Commissioning introduces our Regional Wayfinders

It is with great pleasure I announce the appointment of our three new Regional Wayfinders and one interim Regional Wayfinder:

- Danny Wu | Northern Regional Wayfinder | Interim from 4 January
- Nicola Ehau | Te Manawa Taki Regional Wayfinder | from 7 February
- Tricia Keelan | Central Regional Wayfinder | from 14 February
- Chiquita Hansen | Te Waipounamu Regional Wayfinder | from 14 February



While we have not yet appointed a permanent Northern Regional Wayfinder, Danny Wu has accepted an Interim appointment to the Northern region for up to six months while we recommence our recruitment in the new year.

These outstanding people are well known leaders and come into the Regional Wayfinder roles with incredibly impressive accomplishments already under their belts.

- [Read: Short biographies and initial comments on the role in attached document *Introducing the Regional Wayfinders*](#)

Improving access for transgender and non-binary people: Expressions of interest



On 1 July 2022, Budget 2022 allocated \$2.182 million over four years to improve access to primary care for transgender and non-binary people.

The project team within Te Whatu Ora is now putting together an Advisory Group that will provide invaluable advice, experience, and expertise for this project over the next four years and is calling for expressions of interest (EOI).

The Advisory Group will draw together expertise from a variety of areas relevant to the project, such as clinical and consumer expertise, including Takatāpui and MVPFAFF+ perspectives. Applicants of all backgrounds are welcome to apply.

In responding to the EOI, please ensure that:

- you have considered and fully declared any conflicts of interest you may have
- you are available to serve for a full term of two years
- you can commit to monthly meetings of approximately two hours
- you are a resident of, and living in, Aotearoa New Zealand.

Remuneration is outlined in the draft Terms of Reference (ToR). Date and time of meetings will be agreed to by members when appointed. For further information, please see the attached EOI and draft ToR.

- **Applications** will be open from 12.00 am 18 January to 11.59 pm 8 February 2023 and can be sent to: Max Whitehurst, Project Manager, Gender-Affirming Primary Care via email primary.care@health.govt.nz

Work progressing to address pay disparities in the health funded sector

Work is progressing at pace to implement the first part of a new initiative aimed at lifting pay rates for nurses and kaiāwhina (not subject to a pay equity claim). Tranche 1 focuses on nurses and kaiāwhina who work in aged residential care, home and community support services, kaupapa Māori and Pacific services, and hospice.

It is part of an initiative announced by the Government on 28 November last year to address pay disparities between approximately 20,000 nurses and kaiāwhina working in the health funded sector and their Te Whatu Ora-employed colleagues.

Cabinet agreed to additional funding of up to \$40 million for 2022/23, which would increase to \$200 million per annum from 2023/24 to address these pay disparities.

The initiative is being implemented in three tranches, prioritising first the sectors that have the greatest pay disparities and experience the worst impacts on service delivery.

Te Whatu Ora has been engaging with tranche 1 key stakeholders, including providers and unions. Soon we will also commence engaging with tranche 2 and 3 providers about lifting pay rates in the next financial year for their nurses and kaiāwhina.

Receiving the first draft locality plans

While most were turning computers off and taking a well-deserved rest over the holiday season, the locality prototype working groups continued with their mahi to submit the first draft of their locality plan.

Locality plans describe the needs and aspirations of communities and will be used to measure how health and social services meet those needs. Each locality will develop their own unique locality plan with Iwi Māori Partnership Boards and supported by Te Whatu Ora and Te Aka Whai Ora.

Localities Co-Director, Kylie Ormrod says she is thrilled with the draft plans and acknowledged the work that has been done to pull them together.

“This has been a very exciting start to the year to receive seven draft locality plans. There has been a huge amount of work and effort that has gone into producing these documents and reading them gave me hope for the future of our health system. This is the beginning of some exciting changes, and our prototype localities are doing an incredible job,” says Ormrod.

Locality plans must evidence and be guided by the voice of community. Having a deep understanding of the health and social needs of the community is essential to the authenticity and success of the locality plan.

“The most powerful aspect of the locality plans is te reo o te tangata, the voice of the people. They know intimately what they need to be well because they live it every day. Some of the themes we are hearing is that health isn’t restricted to a service you receive in a hospital. For some, health is about being safe, warm and dry in your home. For some, health is about being connected to your whakapapa and your community. For some, health is about the local economy and providing opportunities for education and well-paid jobs. This holistic view of hauora is what localities are all about” says Ormrod.

The National Localities team are continuing to receive and review draft locality plans over the next few months with a view to have final locality plans delivered and actionable in June 2023.

Te Pae Tata: Kahu Taurima, maternity and early years, virtual hui

Thank you to everyone who tuned in for the Kahu Taurima, maternity and early years virtual hui at the end of last year, and in particular for the questions raised during the session.



Kahu Taurima is the joint Te Aka Whai Ora and Te Whatu Ora approach to maternity and early years, from conception to five years old, for all whānau in Aotearoa New Zealand. It's a priority area of Te Pae Tata – the interim New Zealand Health Plan 2022–2024.

This area of work is about supporting parents and whānau to receive great, well connected, easy to navigate, culturally affirming health services no matter who they are or where they live. We look forward to engaging with you further this year.

- [Watch: The full webinar can be viewed here, please feel free to share this link with your colleagues.](#)

Mental health and addiction: Drug checking boost keeps New Zealanders safer this summer

Keeping New Zealanders safer is the focus of more accessible drug checking services across the motu this summer.

The Government has boosted funding for those services to almost \$4 million across three years. The funding also allowed the purchase of four spectrometers – the instruments used to check drugs – furthering capacity for the sector.



[Pooled data](#) across licensed drug checking providers showed 22% of drugs checked between August and November last year were partially or completely different to what people thought they had. Of the 22%, 12% were another substance entirely and 10% were a mixture.

There is also [clear evidence](#) that when a person is told that a substance is not what they thought it was, they will often choose not to take it. That is a decision which could save their life.

The new funding is not only reducing drug harm at summer festivals and events but greater accessibility to testing services is helping people make safer choices throughout the year.

Drug checking services were first legalised in 2020. They are now run by four licensed providers: KnowYourStuffNZ, New Zealand Drug Foundation, Needle Exchange Services Trust, and the Institute of Environmental Science and Research.

This summer, drug checking providers are working at pace, having already checked a record 2,400 samples across 30 events and clinics.

Thank you to everyone involved, especially those who have sacrificed their summer to deliver these essential services.

Picture: KnowYourStuffNZ, one of four licensed drug checking providers helping people stay safer this summer, at Twisted Frequency festival in Golden Bay.

Mental health matters: How to recharge this summer

As we begin the year, how can you recharge and look after your mental health? Peter Carter, Director of Addiction Services at Te Whatu Ora, shares his tips for supporting your own and others' wellbeing - and where to get help if you need it. His suggestions include disconnecting from technology, spending time in nature, and recognising and managing stress.

- [Read: Pete's tips for recharging this summer](#)

Heads-up:

New framework released: Commissioning for Pae Ora

Manatū Hauora (Ministry of Health) has today released the 'Commissioning for Pae Ora' framework and case studies to support the health system to apply a whānau-centred approach to commissioning.

The Ministry began developing the framework in 2020 as part of implementing Whakamaua: Māori Health Action Plan 2020-2025. In addition to being a key deliverable of Whakamaua, this framework also responds to:

- Wai 2575
- Te Piringa research on primary and community care
- and the Health and Disability System Review recommendations.

Commissioning for Pae Ora seeks to bring the whānau ora vision into the health system, and builds on the insights from Enabling Good Lives, the nearest expression of whānau ora in the mainstream system. It takes a whānau-led approach to commissioning, which turns the conventional approach upside down. It starts with whakawhanaungatanga by connecting with whānau to understand what matters to them, and then working with them on how to respond.

Manatū Hauora has published the Commissioning for Pae Ora framework to support commissioning across the health and social sector and to improve outcomes for whānau Māori now and in the future.

- [Read: The full framework and case studies online](#)

Seasonal Summer pressure clinical telehealth service in operation

Te Whatu Ora primary care team within national commissioning have worked with the National Telehealth Services provider, Whakarongorau Aotearoa, to implement a clinical telehealth service to support the increased seasonal demand over summer on rural, Māori and Pacific general practices. To date 110 practices have enrolled with the service and 229 calls have been made into the service.

The clinical telehealth service:

- provides access to 24/7 nurse triage and GP overflow services (telehealth doctor consultations if required)
- is for enrolled and casual patients accessing care through an eligible general practice

- is provided at no cost to general practices (unless additional set up is required to enable automated phone system set up at the expense of the practice which is optional and subject to sufficient time to implement)
- is provided at no cost to the patient
- will operate from 12 December 2022 to 31 March 2023.

This service is not intended to replace existing arrangements for after hours or overflow clinical care. The service is also not intended to replace the rural telehealth service that is currently in development.

Increased risk of Polio

There is an increased risk of polio entering Aotearoa New Zealand due to an evolving international outbreak situation.

Te Whatu Ora and Manatū Hauora are working with a range of experts in this field together with laboratories on ensuring the national preparedness and response plans are fit for purpose. Manatū Hauora is working with the Institute of Environmental Science and Research to establish wastewater surveillance for polio.

The international situation will continue to be monitored and updates will be provided when new information becomes available, when guidance documents are finalised and where specific actions are required from the health sector.

- [Find: Information for health professionals has been added to your local Healthpathways](#)

Missed it?

Te Whatu Ora: First quarter performance metrics released

Te Whatu Ora Chief Executive Margie Apa released the first series of monthly metrics for the new entity on Wednesday 21 December, which will be followed up shortly by the first Quarter One Report.

“With Pae Ora – healthy futures as our central focus, publication of monthly performance metrics will provide transparency and accountability to both the public and our workforce and show progress as well as areas where we need to focus as we strive to improve New Zealanders’ health and their lived experience of our health system.

“We acknowledge that the metrics we are reporting today do not cover all aspects of the services we provide for New Zealanders; however, we are committed to working with our health system partners to improve our approach incrementally, including greater reporting on primary and community services and looking at new ways of reporting, for example, interactive tools.

“Te Pae Tata Interim New Zealand Health Plan clearly outlines what Te Whatu Ora and Te Aka Whai Ora will do differently in the next two years to build the foundations of a sustainable, unified health system that better serves all our communities. I have confidence we can achieve this.”

- [Download: Performance metrics summary and data](#)

Te Aka Whai Ora: Funding for te ao Māori solutions

Te Aka Whai Ora's Board has prioritised funding for mātauranga Māori solutions and te ao Māori population health approaches for the 2022/2023 and 2023/2024 financial years. Te ao Māori solutions that are effective, dynamic and innovative, that utilise and build on cultural knowledge and experiences to deliver better health outcomes from te ao Māori.



Te Aka Whai Ora is inviting hauora Māori partners to submit proposals for one or both of the following:

- Te Ao Māori Population Health Approaches
- Mātauranga Māori Solutions

Te Aka Whai Ora is leading change in the way the health system understands and responds to the health and wellbeing needs of whānau Māori and the wider community. This is an investment in new service models, strategies and innovations grounded in te ao Māori.

- [Read: Detail of the requests, who should apply, and contact information](#)

Missed it – Quick links

- [Stakeholder Hui 2 December \(now with written responses to frequently asked questions\)](#)
- [Ruruku Stakeholder Update 23 December](#)
- [Workforce Taskforce update December 2022](#)
- [Updated mask wearing in healthcare settings guidance](#)
- [Peter Alsop appointed as Chief of Staff at Te Whatu Ora](#)
- [Te Aka Whai Ora further strengthens leadership with appointment of three Deputy Chief Executives](#)
- [Te Aka Whai Ora appoints new Senior Portfolio Manager, Commissioning, Primary and Community](#)

[This newsletter has been produced by the Communications and Engagement team at Te Whatu Ora. If you would like to recommend content, topics or have any questions about the newsletter, please reach out to Natasha Hoskins, Strategic Lead – Commissioning, Communications and Engagement: \[Natasha.Hoskins@health.govt.nz\]\(mailto:Natasha.Hoskins@health.govt.nz\)](#)

Appendix Two

CALL FOR EXPRESSIONS OF INTEREST – Gender Affirming Primary Care Advisory Group (GAPCAG)

Te Whatu Ora

Across multiple determinants of health, transgender (trans) and non-binary people experience poorer health outcomes than the general population.¹ Trans and non-binary identities intersect with every other population group including Māori, Pacific, and whaikaha (disabled) peoples, which can further compound health inequities.

On 1 July 2022, Budget 2022 allocated \$2.182 million over four years to improve access to primary care for transgender and non-binary people.

The funding has been allocated to the following workstreams:

- a. funding up to eight primary and community health providers over four years to deliver gender-affirming services
- b. updating national guidelines for gender-affirming health care and lead referral pathways for gender-affirming health services and supports
- c. developing training and workforce resources and programmes to improve workforce responsiveness to transgender patients.

The GAPCAG will meet to make recommendations on the delivery of the above work programme. Each deliverable may draw upon different areas of expertise, and the GAPCAG will encompass a broad range of perspectives, lived experiences and regional knowledge.

In making yourself available to be considered for appointment, please ensure that:

- there is nothing that would preclude your appointment
- you have considered and fully declared any [conflicts of interest](#) you may have
- you are available to serve for a full term of up to two years
- you can commit to monthly meetings of approximately two hours.

Application details

The advisory group will be a partnership between clinical, community and consumer representatives, including Takatāpui and MVPFAFF+² communities. Applicants of all backgrounds are welcome to apply.

¹ Veale J, Byrne J, Tan K, Guy S, Yee A, Nopera T & Bentham R (2019) Counting Ourselves: The health and wellbeing of trans and non-binary people in Aotearoa New Zealand. Transgender Health Research Lab, University of Waikato: Hamilton NZ

² MVPFAFF+ is an acronym to describe Pasifika identities, such as Mahu (Hawai'i and Tahiti), Vaka sa. lewa lewa (Fiji), Palopa (Papua New Guinea) Fa'afafine (Samoa) Akava'ine. (Rarotonga), Fakaleiti or Leiti (Tonga), Fakafifine (Niue).

Applicants must be a resident of, and living in, Aotearoa New Zealand.

If you are interested in this position, please provide a covering letter detailing your experience relevant to the GAPCAG and why the position is of interest to you. If shortlisted for the position, the Project team may contact you for additional information.

If you have any questions about this process, please contact primary.care@health.govt.nz

The information you submit is kept confidential and you can request access to, and correction of, any personal information we hold about you by contacting primary.care@health.govt.nz

If you are interested in this position, please send a covering letter to primary.care@health.govt.nz

Max Whitehurst

Project Manager, Gender-Affirming Primary Care

Primary Care System Improvement and Innovation

Te Whatu Ora

The closing date for all nominations is 11.59pm 8 February 2023.

From: [Pauline Melham](#)
To: [Pauline Melham](#)
Subject: Various Nomination Opportunities
Date: Tuesday, 14 February 2023 9:22:52 pm
Attachments: [image001.png](#)
[image002.png](#)
[Declaration Form \(3\).docx](#)

Kia Ora Everyone,

I know this is a very difficult time for many of you right now, with the recent flooding in various parts of the North Island, being closely followed by Cyclone Gabrielle. First and foremost, I hope you and your whanau are safe and well. If you have been affected by the terrible weather, then I hope you are getting the support that you need. If you need help, the Civil defence website is a good place to start: [Home » National Emergency Management Agency \(civildefence.govt.nz\)](#).

For those of you who have the headspace to think about future board opportunities, below is some information about some upcoming opportunities that you might be interested in.

Regional Skills Leadership Groups (MBIE)

The first one is from MBIE and is about serving on one of the country's Regional Skills Leadership Groups. Fourteen of the fifteen groups will be looking for new members from June 2023 onwards. More information will be released on February 20th, but we've been asked to let people know about this opportunity in advance. The groups are either looking for co-chairs or ordinary members and here are some of the attributes they are looking for:

Each RSLG will have varying skills needs, but the Groups are broadly looking for regional leaders across the following areas:

- Demand – industry figures and employers
- Supply – community leaders, workers, and union representatives
- Local government representatives
- Regional diversity – individuals who represent the diversity of voices across each region

I'll provide more information once I have it available.

Manatū Hauora Responsible Authorities

I know many of you will be interested in these positions. Manatū Hauora are looking for a range of professionals and laypersons to sit on several responsible authorities. Please see the information below. I suggest the best way of dealing with these opportunities is for you to email me with your CV and Covering letter, as well as the attached form, if you are interested and I will put your names forward. I need to get the names to Manatū Hauora by 23rd February, so if I can have your Expression of interest and other documents by 22nd February that would be helpful. I do have CVs for a number of you already, so please feel free to ask me if I've already got yours, before you go and send me another one.

Manatū Hauora wishes to invite you to submit nominations for health practitioner and layperson candidates for a range of Responsible Authorities under the [Health Practitioners Competence Assurance Act 2003 \(the HPCA Act\)](#). The purpose of Responsible Authorities is to protect the health and safety of members of the public by ensuring that health practitioners are fit and competence to practise.

Further information about the roles and each Responsible Authority can be found in the advertisements linked below.

- [Te Poari o ngā Kaimātai Whatu me ngā Kaiwahakarato Mōhiti | Optometrists and Dispensing Opticians Board](#)
- [Kaunihera Haumanu Tuahiwi o Aotearoa | Osteopathic Council of New Zealand](#)
- [Kaunihera Manapou | Paramedic Council](#)
- [Te Poari Tiaki Tinana o Aotearoa | Physiotherapy Board](#)

Manatū Hauora encourages people from all backgrounds, especially those who can reflect the needs, values, and beliefs of Māori and Pacific people, and have an understanding of, and are committed to meeting the obligations of Te Tiriti o Waitangi.

Candidates will need to provide:

- a current CV
- cover letter
- completed declaration form (attached).

Consumer New Zealand

This is not something that has come through one of the government agencies, but a member of our database sent this to me and I thought some of you may be interested in these roles, so I'm posting some information below:

Are you, or someone you know, interested in being on the Consumer NZ Board?

We're looking for nominees with:

1. A concern for and knowledge of consumer protection issues, and the welfare of consumers;
2. No conflict with Consumer's aims and objectives; and
3. Experience in or understanding of governance as a board member.

Board members are paid a modest fee and meet seven times a year, split between Wellington and via remote links. Meetings are usually held on the last Friday of the month. For the 2023 year, we have three vacancies.

The nomination forms can be submitted via our website from January and must reach us by Friday 17 March.

Check out the following website for further information: [2023 board nominations now open - Consumer NZ](#)

That's all the opportunities at the moment. I look forward to hearing from you, if you are interested in any of them.

Stay safe, stay well, be kind.

Kind Regards
Pauline Melham

Have you seen these tools and resources?

[The United Nations Convention on the Rights of Persons with Disabilities \(UNCRPD\)](#)

[The New Zealand Sign Language Strategy and NZSL Board](#)

[The Ministry for Social Development's Lead Toolkit](#)

[The New Zealand Disability Strategy](#)

[Our Disability Data collection](#)

[Disability Toolkit for Policy](#)

[The Accessibility Charter](#)

Pauline Melham (pronouns: she/her)

Senior Advisor, Policy, Strategy and Partnership.

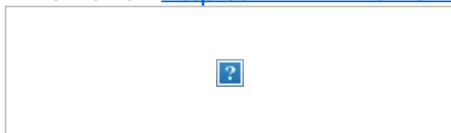
Whaikaha | Ministry of Disabled People | Aurora Centre, 56 The Terrace | PO Box 1556, Wellington 6140

s9(2)(a)

[@whaikaha.govt.nz](#)

ODI: <http://www.odi.govt.nz> | <https://www.facebook.com/nzofficefordisabilityissues> | @NZ_ODI

Whaikaha: <http://www.Whaikaha.govt.nz>



GIF image for the logo and email signature banner of the Ministry

[Please update your records with my email address & number!]

Appointments Declaration/Consent Form

The Ministry of Health assists the Minister of Health with appointments to health and disability committees, other groups and to committees/groups it has itself established. The Ministry also assists the Minister to make appointments to Crown entities.

As part of the appointment process, the Ministry asks candidates to provide certain information and to make declarations. This helps to ensure that good practice appointment processes are met, and when necessary, that legislative requirements of the Crown Entities Act 2004 (CE Act) are complied with.

Information obtained through this process is held and used in accordance with the Privacy Act 2020 and the attached Privacy Policy. If you have any questions you can contact the Appointments Team: appointments@health.govt.nz

This form is in five sections:

Section One	Personal / Professional Information
Section Two	Qualifications for Membership
Section Three	Disclosure of Interests
Section Four	Other Matters and Referees
Section Five	Consent / Declaration

Please carefully read and complete **all sections** and attach to your application.

Note: Background checks aim to detect and prevent fraud and ensure the integrity of appointments to public sector boards. These checks will be conducted for shortlisted candidates, however, if you have completed these for any other board appointments in the past six months, you may share the findings with the Ministry of Health.

Section 1: Personal / Professional Information

Title	
First name/s	
Preferred name	
Family name	
Date of Birth	
Preferred pronouns	<input type="checkbox"/> She/Her <input type="checkbox"/> He/Him <input type="checkbox"/> They/Them <input type="checkbox"/> Other pronouns – please state: <input type="checkbox"/> Prefer not to say
Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Another gender – please state: <input type="checkbox"/> Prefer not to say
Physical Address	
Email Address	
Phone Number	
Which ethnic group do you belong to?	Choose an item. If other, please state:
Current profession	
Iwi (if applicable)	
List all committees/groups you are applying for	
Which position are you applying for?	Choose an item.

Current employer/s (Please state your role, employer, and date appointed)	Role and Employer	Date Appointed
Appointments held (Board or committee memberships, directorships or trusteeships.) Please state your role, the entity, and date appointed)	Government Appointments	Date Appointed
	Directorships and Private/Voluntary Sector Appointments	Date Appointed

Qualifications (Please state the certificate, discipline, institution and year)	Qualification	Institution	Date

Section 2: Qualifications for Membership

The CE Act contains grounds that disqualify certain persons from membership. These grounds, contained in [section 30](#) of the CE Act, are reflected in the following questions. If you are unsure how to answer, or require further clarification of any of the grounds, please contact the Appointments Team:

	Yes/No
Are you an undischarged bankrupt? The Insolvency Act 1967 sets out bankruptcy and discharge procedures	
Are you prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the Companies Act 1993, or the Securities Act 1978, or the Securities Markets Act 1988, or the Takeovers Act 1993?	
Are you subject to a property order under the Protection of Personal and Property Rights (PPPR) Act 1988?	
Are you someone in respect of whom a personal order has been made under the PPPR Act that reflects adversely on your competence to manage your own affairs in relation to your property, or your capacity to make or to communicate decisions relating to any particular aspect or aspects of your personal care and welfare?	
Have you been convicted of an offence punishable by imprisonment for a term of 2 years or more (or been sentenced to imprisonment for any other offence), and have not obtained a pardon, served the sentence, or otherwise suffered the penalty imposed?	
Are you a member of Parliament?	
Are you disqualified under another Act?	

If your answers to all of the above questions are **'No'**, then you are not disqualified from being a member of a statutory entity. If you answered **'Yes'** to any of the above questions, or if you have reason to believe that any of the criteria might affect you in the foreseeable future, please provide details below.

I wish to provide further information as follows:

Section 3: Disclosure of Interests

Before a candidate can be appointed, they must disclose the nature and extent (including monetary value, if quantifiable) of all interests that they have at that time, or are likely to have, in matters relating to the committee/group/board. The following information will help ascertain whether you are interested in a matter relating to the committee/group/board that you wish to be appointed to.

A matter relating to a committee/group/board means:

- a) a committee/group/board’s performance of its functions or exercise of its powers; or
- b) an arrangement, agreement, or contract made or entered into, or proposed to be entered into, by the committee/group/board.

You are *interested* in a matter relating to a committee/group/board if you:

- a) may derive a financial benefit from the matter; or
- b) are the spouse, civil union partner, de facto partner, child, or parent of a person who may derive a financial benefit from the matter; or
- c) may have a financial interest in a person to whom the matter relates; or
- d) are a partner, director, officer, board member, or trustee of a person who may have a financial interest in a person to whom the matter relates; or
- e) are otherwise directly or indirectly interested in the matter.

You are not interested in a matter related to the committee/group/board:

- a) only because you are a member or an officer of a subcommittee of the committee/group/board; or
- b) because you receive an indemnity, insurance cover, remuneration, or other benefits authorised under legislation or the committee/group/board’s terms of reference; or
- c) if your interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence you in carrying out your responsibilities under the committee/group/board’s terms of reference; or
- d) only because you have past or current involvement in the relevant sector, industry, or practice; or
- e) if the committee/group/board’s terms of reference provides that you are not interested, despite the above indicating that you are.

Having read the above, I make the following disclosure as to the nature and extent (including monetary value, if quantifiable) of all interests that I have at this time, or are likely to have, in matters relating to the committee/group/board (if none, please write ‘Nil’):

I intend to manage any conflicts of interest that arise out of these declared interests in the following manner (mandatory, if any interests are listed above):

Section 4: Other Matters and Referees

Please list any matters which the Minister should be aware of in considering your suitability for appointment (e.g. anything which could be seen as influencing your judgement, or which might cast doubt on your ability to act with honesty and integrity, such as previous convictions, bankruptcy, etc.).

I would like the Minister to be aware of the following other matters:
(if none, please write 'Nil')

If this will be your first appointment to this committee/group/board, please provide the names and contact details of two referees who will be able to discuss your suitability for appointment.

Referee One	
Name	
Occupation	
Home phone	
Mobile phone	
Work phone	
Email	

Referee Two	
Name	
Occupation	
Home phone	
Mobile phone	
Work phone	
Email	

Section 5: Consent / Declaration

I acknowledge that providing false information will likely result in my removal from office if I am appointed, as would a failure to include information pertinent to the consideration of my suitability for appointment. **Yes/No**

Do you consent to the Ministry of Health retaining your Curriculum Vitae and Declaration Form to be considered for future governance roles? **Yes/No**

If you are shortlisted, do you give the Ministry of Health permission to conduct background checks? **Yes/No**

Please sign and date the consent/declaration:

In relation to my potential appointment to the committee/group/board:

- I consent to being a member of the committee/group/board, should the Minister wish to appoint me.
- I have declared all of the interests that I currently have, or am likely to have, in matters relating to the committee/group/board, in Section 2 of this form (if applicable).
- I have declared any other matters that the Minister should be aware of in considering me for appointment, in Section 3 of this form.
- I declare that the information provided in this form is true and complete to the best of my belief.

Name / Signature or e-signature:		Date:	
---	--	--------------	--

Please retain a copy of this completed declaration form for your records.

Privacy Policy

1. The Ministry of Health uses the information collected on this form to ensure that good practice appointment processes are met, including advising the Minister of Health on the appointment of members to committees/groups/boards.

Storage and security of personal information

2. The Ministry of Health, and the Office of the Minister of Health and/or the Offices of Associate Ministers of Health (the agencies), will ensure that:
 - (a) the personal information the agencies hold on you shall be protected by such security safeguards as it is reasonable in the circumstances to take, against:
 - (i) loss
 - (ii) access, use, modification or disclosure, except with the authority of the agencies
 - (iii) other misuse
 - (b) if it is necessary for the information to be given to a person in connection with the provision of a service to the agencies, everything reasonably within the power of the agencies is done to prevent unauthorised use or unauthorised disclosure of the information
 - (c) if the agencies are required by law to disclose any personal information about you, the agencies will do everything reasonably within their power to consult you before making such disclosure.¹

Access to personal information

3. Where the agencies hold personal information in such a way that it can readily be retrieved, you are entitled:
 - (a) to obtain from the agency in question confirmation of whether or not the agency holds such personal information
 - (b) to have access to that information.
4. Where, in accordance with the above clause, you are given access to personal information, you will be advised that you may request the correction of that information.
5. The agencies will not hold your personal information longer than is required for the purposes for which the information may lawfully be used.

Contact

For questions regarding this privacy policy, please contact the Appointments Team:
appointments@health.govt.nz

6. Retention / destruction of information

7. If you do not consent to the Ministry of Health retaining your declaration form, we will safely destroy it:
 - within 1 week if you are not appointed
 - within 1 month if you are appointed.

¹ For example, pursuant to a request made under the Official Information Act 1982.

From: [Pauline Melham](#)
To: [Pauline Melham](#)
Subject: Two Ministry of Health Boards are appointing.
Date: Wednesday, 15 March 2023 2:06:39 pm
Attachments: [image001.png](#)
[image002.png](#)

Hello Everyone,

Two Ministry of Health Boards are appointing at the moment and they both have the same closing date of 22nd March.

Both the Nursing Council and the Podiatry Board are appointing and they are both looking for Health Practitioner and Laypeople to join their boards.

For the Nursing council, if you want to be appointed as a Health Practitioner, then you must be a Nurse. Other health practitioners cannot apply either for the Health Practitioner or Layperson vacancy.

For the Podiatry Board, you must be a podiatrist if you are applying for the Health Practitioner position, if you are applying for a layperson position, you cannot be a health practitioner.

The details for all posts are below. Of course, you may apply directly. However, MOH have asked for our nominations, so it would be good if you let me know you are applying and I'll put you forward as a Whaikaha Nomination as well, but you'll still submit your CV, covering letter and EOI.

I look forward to hearing from you if you are interested in these vacancies and good luck if you do apply.

By the way, I note that these vacancies say they are looking for people with good community links and I would encourage you to make sure the appointing panel know of your links with the Disability Community, because our community is relevant.

Information on positions below:

Kind regards
Pauline

=====

NURSING COUNCIL

Kia ora

Manatū Hauora wishes to invite you to submit nominations for health practitioner and layperson candidates for [Te Kaunihera Tapuhi o Aotearoa | Nursing Council of New Zealand \(the Council\)](#), under the [Health Practitioners Competence Assurance Act 2003 \(the HPCA Act\)](#). The purpose of the Board is to protect the health and safety of members of the public by ensuring that nurses are fit and competence to practise.

We are looking to fill one health practitioner, and one layperson member roles.

Further information about the roles and the Council can be found in [the advertisement](#) on the Manatū Hauora Careers page.

Manatū Hauora encourages people from all backgrounds, especially those who can reflect the needs, values,

and beliefs of Māori and Pacific people, and have an understanding of, and are committed to meeting the obligations of Te Tiriti o Waitangi.

Please send your nominations to Manatū Hauora Appointments team at xxx@xxx no later than **Wednesday 22 March 2023**. Please include the nominee's name and contact details at a minimum. Please also ensure you notify candidates of their nomination and confirm their willingness to be considered for a role.

Candidates will need to provide:

- a current CV
- cover letter
- completed declaration form (attached).

If you are not the appropriate person to request nominations from, we would be grateful if you could please let us know, or forward this email on to the relevant contact.

Have a great day.

Ngā mihi

Appointments Team

Manatū Hauora | Ministry of Health

PODIATRY BOARD

Kia ora

Manatū Hauora wishes to invite you to submit nominations for health practitioner and layperson candidates for [Te Poari Tiaki Waewae o Aotearoa | Podiatrists Board \(the Board\)](#) under the [Health Practitioners Competence Assurance Act 2003 \(the HPCA Act\)](#). The purpose of the Board is to protect the health and safety of members of the public by ensuring that podiatrists are fit and competence to practise.

We are looking to fill three health practitioner, and one layperson member roles.

Further information about the roles and the Board can be found in the [advertisement](#) on te Manatū Hauora Careers Centre.

Manatū Hauora encourages people from all backgrounds, especially those who can reflect the needs, values, and beliefs of Māori and Pacific people, and have an understanding of, and are committed to meeting the obligations of Te Tiriti o Waitangi.

Please send your nominations to Manatū Hauora Appointments team at xxx@xxx no later than **Wednesday 22 March 2023**. Please include the nominee's name and contact details at a minimum. Please also ensure you notify candidates of their nomination and confirm their willingness to be considered for a role.

Candidates will need to provide:

- a current CV
- cover letter
- completed declaration form (attached).

If you are not the appropriate person to request nominations from, we would be grateful if you could please let us know, or forward this email on to the relevant contact.

Have a great day.

Ngā mihi

Appointments Team

Manatū Hauora | Ministry of Health

Kind Regards
Pauline Melham

Have you seen these tools and resources?

[The United Nations Convention on the Rights of Persons with Disabilities \(UNCPRD\)](#)

[The New Zealand Sign Language Strategy and NZSL Board](#)

[The Ministry for Social Development's Lead Toolkit](#)

[The New Zealand Disability Strategy](#)

[Our Disability Data collection](#)

[Disability Toolkit for Policy](#)

[The Accessibility Charter](#)

Pauline Melham (pronouns: she/her)

Senior Advisor, Policy, Strategy and Partnership.

Whaikaha | Ministry of Disabled People | Aurora Centre, 56 The Terrace | PO Box 1556,
Wellington 6140

s9(2)(a)

[@whaikaha.govt.nz](#)

ODI: <http://www.odi.govt.nz> | <https://www.facebook.com/nzofficefordisabilityissues> |

[@NZ_ODI](#)

Whaikaha: <http://www.Whaikaha.govt.nz>



GIF image for the logo and email signature banner of the Ministry

[Please update your records with my email address & number!]

From: [Pauline Melham](#)
To: [Pauline Melham](#)
Subject: FW: Lottery Distribution Committees -Nominations
Date: Thursday, 20 April 2023 10:10:10 am
Attachments: [image001.png](#)
[Candidate Information Sheets.docx](#)
[image002.png](#)
[image003.png](#)

Kia Ora Koutou everyone,

An opportunity has come up which might interest a number of you. The Lottery Grants Distribution Committees, there are about fourteen of them, are looking for more members. We already have some people from this database serving on some of these committees, but it would be good to have some more of you. For those of you with less experience of governance, this might be a good first step, but equally even if you are on several committees/boards, this still might be of interest to you.

There is more information attached.

I've also pasted in a weblink where you'll find the Nomination form [Appointments to Statutory Bodies - dia.govt.nz](https://www.dia.govt.nz/appointments-to-statutory-bodies) and there is further information below my signature from Karuna at the Department for Internal Affairs.

This is one that you need to apply for directly and when you do, let them know that you are from the Whaikaha database. If you could copy me in so that I know you are applying that would be great.

Good luck if you are applying.

Ngā Mihi
Pauline Melham

Have you seen these tools and resources?

[The United Nations Convention on the Rights of Persons with Disabilities \(UNCRPD\)](#)
[The New Zealand Sign Language Strategy and NZSL Board](#)
[The Ministry for Social Development's Lead Toolkit](#)
[The New Zealand Disability Strategy](#)
[Our Disability Data collection](#)
[Disability Toolkit for Policy](#)
[The Accessibility Charter](#)

Pauline Melham (pronouns: she/her)
Senior Advisor, Policy, Strategy and Partnership.

Whaikaha | Ministry of Disabled People | Aurora Centre, 56 The Terrace | PO Box 1556,
Wellington 6140

Tel: s9(2)(a)

[@whaikaha.govt.nz](mailto:Pauline.Melham@whaikaha.govt.nz)

ODI: <http://www.odi.govt.nz> | <https://www.facebook.com/nzofficefordisabilityissues> |

[@NZ_ODI](#)

Whaikaha: <http://www.Whaikaha.govt.nz>





GIF image for the logo and email signature banner of the Ministry

[Please update your records with my email address & number!]

From: Karuna Pandey
Sent: Wednesday, 12 April 2023 1:53 pm
To: MEC Nominations <xxxxxxxx@xxxxxxxxxxxxxxxxxxxx.xx>; Ministry for Pacific Peoples <xxxxxxxx@xxx.xxx.xx>; s9(2)(a) [REDACTED]@treasury.govt.nz; xxxxxxxxxxx@xxx.xxx.xx ; xxxxx@xxxxx.xxxx.xx
Subject: Lottery Distribution Committees -Nominations

Kia ora koutou

The Minister for the Internal Affairs has issued a call for nominations for the following positions on the Lotteries Distribution Committees (the committees):

Committee	Roles
Northland	1 member
Waikato	1 member
Bay of Plenty / Gisborne	1 member
Canterbury / Kaikōura Community	2 members
Taranaki	2 members
Manawatū / Whanganui	2 members
Wellington / Wairarapa	1 member
Community Facilities / Significant Projects	1 member (appointed to both committees)
Community Sector Research Committee	2 members
Oranga Marae	1 member
TOTAL	14 members (for 15 roles)

The Minister is seeking candidates who offer the following skills and knowledge:

- first-hand experience in local community groups
- management skills and / or extensive business knowledge
- grant distribution experience, and
- knowledge of te ao Māori, including tikanga Māori.

Additional technical skill requirements and gaps in geographic representation that need addressing for some of the committees are set out in the attached candidate information sheets.

The committees are responsible for distributing the profits of New Zealand lotteries such as Instant Kiwi, Keno, and Lotto. Community committees distribute funds for community benefit in their respective regions and national committees distribute funds for a range of specified purposes throughout the country. The standard term of office is three-years and members can be reappointed for a further term. Members continue in office until they resign, are reappointed, or are replaced. Members are paid \$232 meeting fee for each full day meeting and are reimbursed for reasonable expenses.

We would really appreciate if you could identify any suitably qualified candidates in your respective databases and network. Candidates need to provide a current CV and a completed nomination form by 5pm **on 5 May 2023**. Please email the completed nomination forms and CV to me on [s9\(2\)\(a\)@dia.govt.nz](mailto:s9(2)(a)@dia.govt.nz) or to xxxxxxxxxxx@xxx.xxx.xx .

Ngā mihi
Karuna

Karuna Pandey (she/her)
Senior Policy Analyst
Ministerial, Monitoring and Capability
Toi Hiranga | Regulation & Policy
Te Tari Taiwhenua | Department of Internal Affairs
45 Pipitea Street, Wellington
www.dia.govt.nz



From: [Pauline Melham](#)
To: [Pauline Melham](#)
Subject: FW: 2023 05 19 NOMINATIONS for Kāinga Ora Homes and Communities Board Members TASK ID 2175
Date: Tuesday, 23 May 2023 3:57:47 pm
Attachments: [FINAL 2023 Position Description - Kāinga Ora.docx](#)
[image001.png](#)
[image003.png](#)

Kia Ora Everyone,

Please find attached and below information about a position on the Kāinga Ora Board. Please note the particular requirements that they are looking for in a board member. I have sent this to you all because it is such an important board to have the voice of disabled people represented on.

If you do end up applying, then please do let me know.

Kind regards
Pauline

Ngā Mihi
Pauline Melham

Have you seen these tools and resources?

[The United Nations Convention on the Rights of Persons with Disabilities \(UNCPRD\)](#)
[The New Zealand Sign Language Strategy and NZSL Board](#)
[The Ministry for Social Development's Lead Toolkit](#)
[The New Zealand Disability Strategy](#)
[Our Disability Data collection](#)
[Disability Toolkit for Policy](#)
[The Accessibility Charter](#)

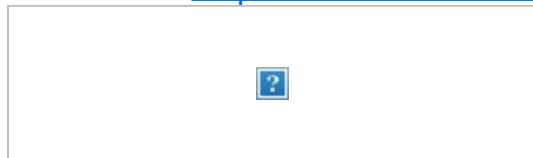
Pauline Melham (pronouns: she/her)
Senior Advisor, Policy, Strategy and Partnership.
Whaikaha | Ministry of Disabled People | Aurora Centre, 56 The Terrace | PO Box 1556,
Wellington 6140

s9(2)(a)

[@whaikaha.govt.nz](#)

ODI: <http://www.odi.govt.nz> | <https://www.facebook.com/nzofficefordisabilityissues> |
[@NZ_ODI](#)

Whaikaha: <http://www.Whaikaha.govt.nz>



GIF image for the logo and email signature banner of the Ministry

[Please update your records with my email address & number!]

Kia ora koutou

The Minister of Housing is calling for nominations for the Kāinga Ora board. I attach the position specification, and the advertisement is here:

[Kāinga Ora Board Member - HUD Career Site - New Careers \(oraclecloud.com\)](#)

We are looking for 1-2 candidates who could replace board members whose terms expire on 31 December 2023 this year and 5 February 2024. Reappointment of those board members is a possibility.

The capabilities sought in this appointment round are:

- finance, risk, and assurance
- land use and infrastructure planning
- housing and urban development
- major capital project management
- public sector and local government operating requirements
- large organisation governance.

If you are nominating candidates please advise if you have ascertained their interest and availability. We appreciate that with time constraints it may not always be possible to speak to candidates before nominating them.

If you have any questions do please call me.

Ngā mihi

Murray Costello

Principal Advisor | Crown Entity Performance and Monitoring

Te Tūāpapa Kura Kāinga | Ministry of Housing and Urban Development



Kāinga Ora – Homes and Communities Board member: Person specification 2023

On behalf of the Minister of Housing, the Ministry of Housing and Urban Development is seeking candidates who would like to be considered for appointment as members of the Board of Kāinga Ora – Homes and Communities (Kāinga Ora).

Specific capabilities and skills required at this time

The Board requires a full range of competencies across members to be effective. To be considered, candidates must be experienced in governance and possess competencies which complement those of existing Board members. Candidates are sought who have experience in two or more of the following areas:

- ***Finance, risk, and assurance***

Deep understanding and experience with funding mechanisms, investment funding models, and debt management. Proven audit, risk, and assurance experience.

- ***Land use and infrastructure planning***

Understanding of integrated land use planning and infrastructure development, and climate-resilient and low-emission urban environments.

- ***Housing and urban development***

Knowledge and experience in New Zealand's housing and urban development system. This could include public housing, community housing, urban planning and design, infrastructure, construction, and regeneration.

- ***Major capital project management***

Experience in developing, implementing, or monitoring major capital projects. Has an understanding of supply chains, asset management, and procurement. In particular, has experience with large scale contracts and contract management.

- ***Public sector and local government operating requirements***

Deep understanding of the operating requirements and processes of the public sector. Experience at an operational level of local government is desirable.

- ***Large organisation governance***

Experience in governance, preferably in both the public and private sectors, with the ability to ask the right questions of management, distinguish between governance and management, and deliver on government policy and direction.

Other experience and competencies needed by the Board collectively

- ***Health and safety, wellbeing***

An understanding of all the legislative requirements, in particular the Health and Safety at Work Act 2015, and ideally experienced in embedding a health and safety culture within a complex organisation.

- ***Crown / iwi / Māori / Pasifica relationships***

Knowledge of perspectives of Māori, the principles of Te Tiriti o Waitangi, and Te Ture Whenua Māori Act 1993. Strong connections to Māori and a good understanding of Te Ao Māori.

- **Community focus & stakeholder engagement**

Experience of engaging constructively with a large range of stakeholders, including other Board members, management, key individuals, local government, housing and urban development sector, and iwi, in order to establish and maintain effective relationships; understanding social and community needs within diverse communities.

- **Business**

Strong commercial and business acumen, experience analysing complex financial issues, and a strong understanding of the commercial risks involved in large scale projects.

- **People & organisational culture**

Experience in building or overseeing the development of highly engaged and capable workforces, alongside shaping a high-performance organisational culture.

- **Sustainability and resilience**

An understanding of the impacts of climate change and other environmental impacts on the building industry. An understanding of the sustainable management of natural and physical resources.

Kāinga Ora – Homes and Communities – Board Position Description

Kāinga Ora – Homes and Communities

Kāinga Ora – Homes and Communities (Kāinga Ora) was established in October 2019 by bringing together the people, capabilities, and resources of Housing New Zealand, its development subsidiary HLC, and most of the KiwiBuild Unit. Its formation represented the biggest institutional and legislative change to the sector for a generation and was designed to enable a more cohesive, joined-up approach to delivering the Government’s priorities for housing and urban development.

Kāinga Ora is contributing to sustainable, inclusive, and thriving communities through:

- providing tenancy services to around 185,000 public housing tenants
- maintaining and developing around 70,000 public houses so that the whole portfolio meets Healthy Homes standards
- working in partnership to meet targets for more public and affordable houses and apartments, as set out in the Government’s Public Housing Plan (<https://www.hud.govt.nz/our-work/public-housing-plan/>). Achieving this is helped by encouraging system innovation such as improving consenting processes and construction productivity
- supporting complex and transformational urban development through new legislated development processes and a toolkit of development powers
- increasing the supply of and access to affordable homes for New Zealanders through various support schemes
- mitigating and adapting to the effects of climate change on its portfolio
- building strong working relationships with other government agencies, iwi and Māori, local communities, local councils, community housing providers and the private sector.

You can read more about its work at www.kaingaora.govt.nz

Kāinga Ora as a Crown entity

Kāinga Ora is a Crown agent under the Crown Entities Act 2004. The Crown Entities Act provides a framework for Crown entity accountability, including responsibilities of board members, disclosure of interests, and the role of Ministers. It is available at <http://www.legislation.govt.nz>.

The Kāinga Ora Board

The Kāinga Ora Board has a strategic governance function and is not expected to conduct the day-to-day affairs of Kāinga Ora. The Board's role is to focus on the critical strategic and operational issues by which the overall success of Kāinga Ora in achieving its objectives will be measured.

Under section 10(2) of the Kāinga Ora – Homes and Communities Act 2019, the Kāinga Ora Board can have up to ten members, and must have at least eight members. Board members are appointed by the Minister for Housing.

The Kāinga Ora Board has a strategic management function and is not expected to conduct the day-to-day affairs of Kāinga Ora. The Board's role is to focus on the critical strategic and operational issues by which the overall success of Kāinga Ora in achieving its objectives will be measured.

In addition to the legislative requirements of the Board which are set out in the Crown Entities and Kāinga Ora Acts, the Board is accountable to the Minister of Housing through the Chair for delivering on the Minister's Letter of Expectations. Board members are also expected to support delivery of the Statement of Intent and Statement of Performance Expectations.

For more information about Kāinga Ora and the Board see <https://kaingaora.govt.nz/about-us/our-structure/>

Collective and individual duties of Board members

Board members are subject to the collective and individual duties of members set out in sections 58 and 59 of the Crown Entities Act 2004. The collective duties of Board members are to ensure the Board's functions are performed efficiently, effectively, and consistently in the spirit of the public service, and in a financially responsible manner. The individual duties of Board members are:

- to act with honesty and integrity
- to act in good faith and not at the expense of the entity's interests
- to act with reasonable care, due diligence, and skill
- not to disclose, or make use of information that would otherwise not be available to them.

Members must be aware of the importance of personal integrity and the need to disclose any interests they have or are likely to have in matters relating to Kāinga Ora, whether or not these create a conflict of interest. Members must also be sure that they have the interest and enthusiasm needed to contribute effectively to the performance of the entity throughout their term of membership.

Board members are appointed as individuals to deliver on their collective responsibilities and not as representatives of particular sectors or interest groups. Further information on how the relationships between Crown entities, Ministers, and departments work in practice can be found at [It Takes Three: Operating Expectations Framework for Statutory Crown Entities - Te Kawa Mataaho Public Service Commission](#)

Criteria for appointment

Section 29 of the Crown Entities Act 2004 requires the responsible Minister to:

- only appoint or recommend a person who, in the responsible Minister's opinion, has the appropriate knowledge, skills and experience to assist the statutory entity to achieve its objectives and perform its functions; and
- in appointing or recommending an appointment, take into account the desirability of promoting diversity in the membership of Crown entities.

Board members' terms of appointment

Members are appointed for terms of up to three years. Board members continue in office despite the expiry of their term until they are reappointed, their successor is appointed, or the member is informed that they are not to be reappointed and that no successor is to be appointed at that time.

Members of the Kāinga Ora Board may resign by written notice to the responsible Minister. The responsible Minister may, at any time and entirely at their discretion, remove any members of the Board. This removal must be made by written notice.

Remuneration and meetings

Remuneration for members of the Kāinga Ora Board is set in accordance with the Cabinet Fees Framework. The current annual fee for members is \$49,000.

In addition to fees, members are entitled to be reimbursed for actual and reasonable expenses incurred while carrying out the duties of the Board.

The Board will meet as often as is necessary to carry out its role. Board members are expected to attend and participate regularly in meetings consistent with general fiduciary standards and the governance requirements under the Crown Entities Act 2004. Meetings are generally held in Wellington, Auckland or online. Board materials are distributed to Board members in sufficient advance of the Board meetings to allow members to be thoroughly prepared.

Disclosure of interests

As part of the appointment process, candidates are required to complete a Disclosure Form. The information that is disclosed by the candidates enables the responsible Minister to know the relevant interests and any conflicts that a person may have in relation to an appointment to an entity.

The information is used to assess whether a candidate would be able to contribute effectively to the entity's affairs, and where conflicts are identified, to ensure that these can be managed appropriately.

Expressions of interest

You can apply via the careers page on the Ministry of Housing and Urban Development website: [Work at HUD - Te Tūāpapa Kura Kāinga - Ministry of Housing and Urban Development](#).

Please click on the **APPLY** button to be directed to the application page. From here you can upload a cover letter. Careful consideration of conflicts of interest needs to be made by prospective candidates prior to applying.

To find out more please contact Crown Entity Monitoring and Appointments Manager s9(2)(a) [@hud.govt.nz](#) or Principal Advisor s9(2)(a) [@hud.govt.nz](#)

The closing date for applications is 5pm on 7 June 2023.

From: [Pauline Melham](#)
To: [Pauline Melham](#)
Subject: An Opportunity for those of you in receipt of Individualised Funding
Date: Friday, 16 June 2023 3:42:30 pm
Attachments: [image001.png](#)
[image002.png](#)

Kia Ora Everyone,

The Operational Design and Delivery Team here at Whaikaha need your help. If you are in receipt of Individualised funding, then you may be just the person we are looking for. We need about ten people to join a decision group about Individualised funding. We are thinking that about four hours a month will be required from group members, it might be a bit more in the beginning and then less over time as the group gets established and into a routine. The group will run indefinitely and once it has been set up for a while and a terms of reference agreed, then the group will decide how long members serve for.

As you can probably tell this is all very flexible at the moment and even the people here at Whaikaha are still getting to grips with how the group will operate and what it will do, right now, we know we need thing. If you are a member of this group, you'll be able to help shape how it works.

If you are interested in being part of the group, you need to let me know by 26th June. You can send me a CV if you want to or an e mail about why you want to be on the group, but what I really need to know is that you're keen to be involved and can commit to this work for a year.

In terms of payment for the work, this is still being worked out, but it's likely to be in the form of a koha.

We look forward to hearing from you.

Kind regards
Pauline

Ngā Mihi
Pauline Melham

Have you seen these tools and resources?

[The United Nations Convention on the Rights of Persons with Disabilities \(UNCRPD\)](#)

[The New Zealand Sign Language Strategy and NZSL Board](#)

[The Ministry for Social Development's Lead Toolkit](#)

[The New Zealand Disability Strategy](#)

[Our Disability Data collection](#)

[Disability Toolkit for Policy](#)

Pauline Melham (pronouns: she/her)
Senior Advisor, Policy, Strategy and Partnership.

Whaikaha | Ministry of Disabled People | Aurora Centre, 56 The Terrace | PO Box 1556,
Wellington 6140

s9(2)(a)

[@whaikaha.govt.nz](#)

ODI: <http://www.odi.govt.nz> | <https://www.facebook.com/nzofficefordisabilityissues> |

[@NZ_ODI](#)

Whaikaha: <http://www.Whaikaha.govt.nz>



GIF image for the logo and email signature banner of the Ministry

[Please update your records with my email address & number!]

From: [Pauline Melham](#)
To: [Pauline Melham](#)
Subject: URGENT My Home My Choice Steering Group Nominations Open
Date: Tuesday, 20 June 2023 3:12:49 pm
Attachments: [image001.png](#)

Kia Ora All,

I'd like to draw your attention to the opportunity below with apologies for lateness. This opportunity is closes Monday at 9am so you need to get moving on this one if you're keen.

There are links below for you to visit if you want more information or if you are interested in applying, so please follow these.

Other than advertising, I'm not involved in the recruitment for this steering group so please let me know, as usual, if you are going to apply for this group as it is helpful for me to be able to collect data on interest and success that our database has.

Good luck to all applicants.

Kind regards

Pauline Melham

My Home My Choice Steering Group nominations open

Kia ora

Whaikaha – Ministry of Disabled People is calling for nominations for Steering Group members for the My Home My Choice work programme.

Whaikaha has been established to transform the disability support system. My Home My Choice sets out to achieve this by focusing on the work which is needed to transform the way people in residential services are assisted so they have more choice and control in their lives.

This means supporting disabled people and tāngata whaikaha Māori

to live everyday lives in everyday places, and ensuring citizenship with opportunities for learning, working, having somewhere to call home and fully participate in their community.

This includes developing options and alternatives for people who are considering entry into or exit out of residential care.

The Steering Group of six people will guide and provide advice to this important work and inform the programme design, implementation and evaluation. Steering Group members will bring their personal experience, leadership skills and subject matter expertise to guide the actions and priorities of the programme team.

The Steering Group will be made up of disabled people, tāngata whaikaha Māori, Pacific people, family / whānau, Enabling Good Lives, and providers. The Steering Group will be responsible for guiding and providing advice to this work programme.

Nominations close at 9am on Monday 26 June 2023. More information on the Steering Group including an application form is available here:

- [Find out more | Steering Group Call for Nominations](#)
- [Get involved | The Steering Group Nomination Form](#)

The Steering Group term is for the remainder of the calendar year with a review to take place over this period.

More information on My Home My Choice is available here:
[Whaikaha | My Home My Choice](#)

Ngā manaakitanga

Whaikaha - Ministry of Disabled People



[GIF image of Whaikaha logo and email signature banner]

Me he aka rātā ka tipu tahi, ka puāwai tahi kia tū kaha i ngā hihi ō Tamanuiterā.

Like the rātā vines growing together and flourishing to stand strong in the warmth of the sun.

From: [Pauline Melham](#)
To: [Pauline Melham](#)
Subject: Recruitment to the Support and Consultation for End of Life in New Zealand SCENZ Group
Date: Friday, 4 August 2023 12:29:01 pm
Attachments: [Final SCENZ Group advert June 23.docx](#)
[Declaration-Form-2023.docx](#)
[SCENZ Terms of Reference for 2023 advertising.pdf](#)
[image007.png](#)

Good Afternoon Everyone,

Owing to the shortness of time (applications are due in by next Friday) and the likely level of interest that this will arouse, I am advertising this group to everyone. The Ministry of Health is looking for people to sit on a group dealing with the Support and Consultation for End of Life in New Zealand. They are looking for medical and clinical professionals, they are also looking for people with experience in bioethics and disabled people with an interest in this area.

Please find attached the two documents that I have been sent that pertain to this role. More information is available at the following link : [The Support and Consultation for End of Life in New Zealand \(SCENZ\) Group | Ministry of Health NZ](#).

Please send applications directly to the Ministry of Health as directed. Please let me know if you plan to apply for this group. It is know how many are applying for vacancies and how many are being interviewed and then successful at interview.

With Kind regards

Ngā Mihi
Pauline Melham

Have you seen these tools and resources?

[The United Nations Convention on the Rights of Persons with Disabilities \(UNCRPD\)](#)
[The New Zealand Sign Language Strategy and NZSL Board](#)
[The Ministry for Social Development's Lead Toolkit](#)
[The New Zealand Disability Strategy](#)
[Our Disability Data collection](#)
[Disability Toolkit for Policy](#)

Pauline Melham (pronouns: she/her)
Senior Advisor, Partnership and Voice.

s9(2)(a)  [@whaikaha.govt.nz](mailto:s9(2)(a)@whaikaha.govt.nz).

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<https://www.facebook.com/nzofficefordisabilityissues> | @NZ_ODI.

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Whaikaha | Ministry of Disabled People | Aurora Centre, 56 The Terrace | PO Box 1556, Wellington 6140



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Vacancies on Support and Consultation for End of Life in New Zealand (SCENZ) Group

Manatū Hauora | Ministry of Health is seeking candidates who wish to be considered for appointment to the Support and Consultation for End of Life in New Zealand (SCENZ) Group. The SCENZ Group is established under section 25 of the [End of Life Choice Act 2019 \(the EOLC Act\)](#) which enables people who experience unbearable suffering from terminal illness the ability to legally ask for medical assistance to end their lives.

Kōrero mō te tūranga | About the role

Being a member of the SCENZ Group is rewarding and challenging. You will be committed to improving the health of New Zealanders, through your contribution to the SCENZ Group's legislative requirements.

The functions of the Committee are set out under section 25(3) of the EOLC Act which are:

- a) to make and maintain a list of medical practitioners who are willing to act for the purposes of the Act as:
 - o replacement medical practitioners
 - o independent medical practitioners
- b) to provide a name and contact details from the list maintained under paragraph (a), when the Act requires the use of a replacement medical practitioner or independent medical practitioner or independent medical practitioner:
- c) to make and maintain a list of health practitioners who are willing to act for the purpose of the Act as psychiatrists:
- d) to provide a name and contact details from the list maintained under paragraph (c), when the Act requires the use of a psychiatrist, in a way that ensures that neither the attending medical practitioner nor the independent medical practitioner chooses the psychiatrist:
- e) to make and maintain a list of pharmacists who are willing to dispense medication for the purposes of section 20 of the Act:
- f) to provide a name and contact details from the list maintained under paragraph e when section 20 of the Act is to be applied:
- g) in relation to the administration of medication under section 20
 - o to prepare standards of care; and
 - o to advise on the required medical and legal procedures; and
 - o to provide practical assistance of assistance is requested.

More information about the SCENZ Group is available in the attached terms of reference and [Manatū Hauora website](#).

Appointments to the Committee are made by the Director-General of Health, typically for terms of two years.

The Government recognises that diversity enables our boards to be high-performing and is committed to delivering greater diversity to statutory boards and ensuring they represent the diversity in New Zealand's population, including gender, ethnicity, disability, age and geographic location. Manatū Hauora encourages people from all backgrounds, especially those who can reflect the needs, values, and beliefs of Māori, and/or have an understanding and are committed to meeting the obligations of Te Tiriti o Waitangi, to apply for these roles.

Kōrero mōu | About you

Manatū Hauora is seeking applications for the following positions:

- health practitioners from medical, nursing, pharmacy, and psychiatry areas of expertise with current annual practicing certificate
- members with knowledge of bioethics issues
- members with knowledge of the interpretation of legislation
- members who represent the views of patients, whānau and the community including people with a lived experience of disability.

The ideal candidates will also have:

- an understanding of mātauranga Māori, including tikanga Māori and te ao Māori.
- governance or overseeing board experience

Me pēhea te tono | How to apply

Applications must be made using the Manatū Hauora online [Career Centre](#) by close of business on **DATE** and include:

- a completed declaration form (attached)
- a covering letter
- a current CV.

Due diligence checks will be undertaken for shortlisted applicants. Your personal information will be handled in accordance with the [Privacy Act 2020](#).

The appointment process can be lengthy and your patience and professionalism as we work through the next steps is appreciated. The outcome of the recruitment process for the SCENZ Group will be confirmed after it has been considered by the Director-General of Health.

Ko wai mātou | Who we are

See the [Manatū Hauora Board appointments webpage](#) for more information.

If you would like to obtain further information or clarification, or if your circumstances change or should you wish to withdraw your application, please contact the Statutory Appointments team by emailing: appointments@health.govt.nz

Appointments Declaration/Consent Form

The Ministry of Health assists the Minister of Health with appointments to health and disability committees, other groups and to committees/groups it has itself established. The Ministry also assists the Minister to make appointments to Crown entities.

As part of the appointment process, the Ministry asks candidates to provide certain information and to make declarations. This helps to ensure that good practice appointment processes are met, and when necessary, that legislative requirements of the Crown Entities Act 2004 (CE Act) are complied with.

Information obtained through this process is held and used in accordance with the Privacy Act 2020 and the attached Privacy Policy. If you have any questions you can contact the Appointments Team: appointments@health.govt.nz

This form is in five sections:

Section One	Personal / Professional Information
Section Two	Qualifications for Membership
Section Three	Disclosure of Interests
Section Four	Other Matters and Referees
Section Five	Consent / Declaration

Please carefully read and complete **all sections** and attach to your application.

Note: Background checks aim to detect and prevent fraud and ensure the integrity of appointments to public sector boards. These checks will be conducted for shortlisted candidates, however, if you have completed these for any other board appointments in the past six months, you may share the findings with the Ministry of Health.

Section 1: Personal / Professional Information

Title	
First name/s	
Preferred name	
Family name	
Date of Birth	
Preferred pronouns	<input type="checkbox"/> She/Her <input type="checkbox"/> He/Him <input type="checkbox"/> They/Them <input type="checkbox"/> Other pronouns – please state: <input type="checkbox"/> Prefer not to say
Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Another gender – please state: <input type="checkbox"/> Prefer not to say
Email address	
Phone number	
Address	
Which ethnic group do you belong to?	Choose an item. If other, please state:
Current profession	
Iwi (if applicable)	
List all committees/groups you are applying for	
Which position are you applying for?	Choose an item.

Current employer/s (Please state your role, employer, and date appointed)	Role and Employer	Date Appointed
Appointments held (Board or committee memberships, directorships or trusteeships.) Please state your role, the entity, and date appointed)	Government Appointments	Date Appointed
	Directorships and Private/Voluntary Sector Appointments	Date Appointed

Qualifications	Qualification	Institution	Date
(Please state the certificate, discipline, institution and year)			

Section 2: Qualifications for Membership

The CE Act contains grounds that disqualify certain persons from membership. These grounds, contained in [section 30](#) of the CE Act, are reflected in the following questions. If you are unsure how to answer, or require further clarification of any of the grounds, please contact the Appointments Team:

	Yes/No
Are you an undischarged bankrupt? The Insolvency Act 1967 sets out bankruptcy and discharge procedures	
Are you prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the Companies Act 1993, or the Securities Act 1978, or the Securities Markets Act 1988, or the Takeovers Act 1993?	
Are you subject to a property order under the Protection of Personal and Property Rights (PPPR) Act 1988?	
Are you someone in respect of whom a personal order has been made under the PPPR Act that reflects adversely on your competence to manage your own affairs in relation to your property, or your capacity to make or to communicate decisions relating to any particular aspect or aspects of your personal care and welfare?	
Have you been convicted of an offence punishable by imprisonment for a term of 2 years or more (or been sentenced to imprisonment for any other offence), and have not obtained a pardon, served the sentence, or otherwise suffered the penalty imposed?	
Are you a member of Parliament?	
Are you disqualified under another Act?	

If your answers to all of the above questions are **‘No’**, then you are not disqualified from being a member of a statutory entity. If you answered **‘Yes’** to any of the above questions, or if you have reason to believe that any of the criteria might affect you in the foreseeable future, please provide details below.

I wish to provide further information as follows:

Section 3: Disclosure of Interests

Before a candidate can be appointed, they must disclose the nature and extent (including monetary value, if quantifiable) of all interests that they have at that time, or are likely to have, in matters relating to the committee/group/board. The following information will help ascertain whether you are interested in a matter relating to the committee/group/board that you wish to be appointed to.

A matter relating to a committee/group/board means:

- a) a committee/group/board’s performance of its functions or exercise of its powers; or
- b) an arrangement, agreement, or contract made or entered into, or proposed to be entered into, by the committee/group/board.

You are *interested* in a matter relating to a committee/group/board if you:

- a) may derive a financial benefit from the matter; or
- b) are the spouse, civil union partner, de facto partner, child, or parent of a person who may derive a financial benefit from the matter; or
- c) may have a financial interest in a person to whom the matter relates; or
- d) are a partner, director, officer, board member, or trustee of a person who may have a financial interest in a person to whom the matter relates; or
- e) are otherwise directly or indirectly interested in the matter.

You are not interested in a matter related to the committee/group/board:

- a) only because you are a member or an officer of a subcommittee of the committee/group/board; or
- b) because you receive an indemnity, insurance cover, remuneration, or other benefits authorised under legislation or the committee/group/board’s terms of reference; or
- c) if your interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence you in carrying out your responsibilities under the committee/group/board’s terms of reference; or
- d) only because you have past or current involvement in the relevant sector, industry, or practice; or
- e) if the committee/group/board’s terms of reference provides that you are not interested, despite the above indicating that you are.

Having read the above, I make the following disclosure as to the nature and extent (including monetary value, if quantifiable) of all interests that I have at this time, or are likely to have, in matters relating to the committee/group/board (if none, please write ‘Nil’):

I intend to manage any conflicts of interest that arise out of these declared interests in the following manner (mandatory, if any interests are listed above):

Section 4: Other Matters and Referees

Please list any matters which the Minister should be aware of in considering your suitability for appointment (e.g. anything which could be seen as influencing your judgement, or which might cast doubt on your ability to act with honesty and integrity, such as previous convictions, bankruptcy, etc.).

I would like the Minister to be aware of the following other matters:
(if none, please write 'Nil')

If this will be your first appointment to this committee/group/board, please provide the names and contact details of two referees who will be able to discuss your suitability for appointment.

Referee One	
Name	
Occupation	
Home phone	
Mobile phone	
Work phone	
Email	

Referee Two	
Name	
Occupation	
Home phone	
Mobile phone	
Work phone	
Email	

Section 5: Consent / Declaration

I acknowledge that providing false information will likely result in my removal from office if I am appointed, as would a failure to include information pertinent to the consideration of my suitability for appointment.	Yes/No
If my application is successful, I consent to the information contained in the provided cover letter, curriculum vitae (CV) and declaration form being retained by the Ministry in accordance with the Privacy Policy attached to this form. I note that this information will be used for statutory appointment purposes only and destroyed after a period of 10 years, or after the end of my term of appointment/reappointment, whichever is longer.	Yes/No
If my application is unsuccessful, I consent to the information contained in the provided cover letter, curriculum vitae (CV) and declaration form being retained by the Ministry in accordance with the Privacy Policy attached to this form. I note that this information will be used for statutory appointment purposes only and destroyed after a period of 10 years.	Yes/No
I acknowledge that the information contained in this form, my CV and cover letter may be provided to the Minister of Health and/or Associate Ministers of Health (and their offices) and other individuals involved in the assessment of candidates for this statutory role, and note that all information I provide will be treated in accordance with the attached Privacy Policy	Yes/No

Please sign and date the consent/declaration:

In relation to my potential appointment to the committee/group/board:

- I consent to being a member of the committee/group/board, should the Minister wish to appoint me.
- I have declared all of the interests that I currently have, or am likely to have, in matters relating to the committee/group/board, in Section 2 of this form (if applicable).
- I have declared any other matters that the Minister should be aware of in considering me for appointment, in Section 3 of this form.
- I declare that the information provided in this form is true and complete to the best of my belief.

Name / Signature or e-signature:		Date:	
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Please retain a copy of this completed declaration form for your records.

Privacy Policy

1. The Ministry of Health uses the information collected on this form to ensure that good practice appointment processes are met, including advising the Minister of Health on the appointment of members to committees/groups/boards.

Storage and security of personal information

2. The Ministry of Health, and the Office of the Minister of Health and/or the Offices of Associate Ministers of Health (the agencies), will ensure that:
 - (a) the personal information the agencies hold on you shall be protected by such security safeguards as it is reasonable in the circumstances to take, against:
 - (i) loss
 - (ii) access, use, modification or disclosure, except with the authority of the agencies
 - (iii) other misuse
 - (b) if it is necessary for the information to be given to a person in connection with the provision of a service to the agencies, everything reasonably within the power of the agencies is done to prevent unauthorised use or unauthorised disclosure of the information
 - (c) if the agencies are required by law to disclose any personal information about you, the agencies will do everything reasonably within their power to consult you before making such disclosure.¹

Access to personal information

3. Where the agencies hold personal information in such a way that it can readily be retrieved, you are entitled:
 - (a) to obtain from the agency in question confirmation of whether or not the agency holds such personal information
 - (b) to have access to that information.
4. Where, in accordance with the above clause, you are given access to personal information, you will be advised that you may request the correction of that information.
5. The agencies will not hold your personal information longer than is required for the purposes for which the information may lawfully be used.

Contact

For questions regarding this privacy policy, please contact the Appointments Team:
appointments@health.govt.nz

6. Retention / destruction of information

7. If you do not consent to the Ministry of Health retaining your declaration form, we will safely destroy it:
 - within 1 week if you are not appointed
 - within 1 month if you are appointed.

¹ For example, pursuant to a request made under the Official Information Act 1982.

End of Life Choice Act 2019

Support and Consultation for End of Life in New Zealand Group (SCENZ)





Terms of Reference

End of Life Choice Act Implementation Support and Consultation for End of Life in New Zealand (SCENZ) Group Terms of Reference

Version history

Date	Version	Author	Description
11/02/21	1.0	Sue Morgan	Initial draft
12/02/21	1.1	Sue Morgan	Draft reflecting project lead review
16/02/21	1.2	Sue Morgan	Draft reflecting EOLC team feedback
22/02/21	1.3	Sue Morgan	Draft reflecting further EOLC team feedback
12/03/21	1.4	Sue Morgan	Draft reflecting Cultural Advisor feedback
16/03/21	1.5	Sue Morgan	Draft reflecting Health Legal feedback
24/6/21	1.6	Sue Morgan	Draft reflecting Pacific Chief Clinical Advisor feedback

Approved by

Name	Role	Date	Signature
Ashley Bloomfield	Director-General of Health, Ministry of Health (MOH)	8/7/2021	
Clare Perry	Deputy Director-General Health System Improvement and Innovation, MOH	2/7/2021	
Emma Prestidge	Group Manager, Quality Assurance and Safety, Health System Innovation and Improvement, MOH	25/06/2021	
Rob McHawk	Manager, Regulatory Assurance, Health System Innovation and Improvement, MOH	25/6/2021	

Background: The End of Life Choice Act 2019 (the Act) comes into force on 7 November 2021. The work of the Support and Consultation for End of Life in New Zealand (SCENZ) Group prior to 7 November is to establish the lists of practitioners required, prepare standards of care for the administration of medications for assisted dying, and agree standardised operating procedures. SCENZ functions will transfer to a business-as-usual team within the Ministry of Health (the Ministry) shortly after the Act comes into force.

Membership: SCENZ Group members will be appointed by the Director-General of Health. The Group's membership must have collectively, knowledge and understanding of matters relevant to the functions of the SCENZ Group.

It is anticipated that the collective expertise will include:

- health practitioners from medical, nursing, pharmacy, psychiatry and

	<p>other disciplines</p> <ul style="list-style-type: none"> • members with an understanding of Tikanga Māori • members with knowledge of bioethics • members with knowledge of the interpretation of legislation • members who represent the views of patients, whanau and the community
SCENZ Group Co-Chairs:	<p>The Director-General of Health can appoint members of the Group or the Ministry's Registrar – assisted dying to be its co-chairs. The co-chairs will preside at every meeting of the Group at which they are present. A co-chair may exercise the powers of the chair in situations where the other co-chair is not present or is unable to act (eg, if the other co-chair has a conflict of interest).</p>
Functions:	<p>SCENZ Group statutory functions are:</p> <ul style="list-style-type: none"> • to make and maintain a list of medical practitioners who are willing to act for the purposes of this Act as— <ul style="list-style-type: none"> a) replacement medical practitioners b) independent medical practitioners • to make and maintain a list of health practitioners who are willing to act for the purposes of this Act as psychiatrists • to make and maintain a list of pharmacists who are willing to dispense medication for the purposes of section 20 of the Act • in relation to the administration of medication under section 20,— <ul style="list-style-type: none"> a) to prepare standards of care b) to advise on the required medical and legal procedures c) to provide practical assistance if assistance is requested • as part of its functions the Group is also required to provide a name and contact details from the appropriate list of medical practitioners, psychiatrists and pharmacists, in the manner required by the Act where a replacement practitioner is required.
Te Tiriti o Waitangi:	<p>The SCENZ Group will ensure their advice is provided within the context of honouring Te Tiriti o Waitangi.</p> <p>The SCENZ Group must apply and adhere to these principles when providing advice or direction.</p>
Governance:	<p>The SCENZ Group is co-chaired and will endeavor to make consensus decisions. Where a consensus cannot be reached a majority vote will apply. Where a decision cannot be reached through consensus and a majority vote is made, the co- chairs will have the casting vote.</p> <p>A quorum shall comprise a co-chair and at least half of the Group members.</p>
Reporting:	<p>The secretariat function within the Ministry will provide reporting as required for all SCENZ meetings.</p> <p>The SCENZ Group will keep minutes of all Group meetings which outline the issues discussed and include a clear record of any decisions or recommendations made.</p>
Working arrangements:	<p>The SCENZ Group will agree a work programme with the Director-General of Health.</p> <p>In carrying out its Terms of Reference, the Group must:</p>

- provide the Director-General of Health with advance notice of any media statements, documents or reports to be published
- ensure its advice is published and widely available
- ensure that, in developing any advice and guidelines, appropriate consultation has occurred in accordance with the requirements set out below
- ensure that any advice and guidelines comply with the laws of New Zealand

The budget for SCENZ will be managed and administered by the Manager, Regulatory Assurance in consultation with the co-chairs.

Consultation:

In meeting its obligations to consult before providing advice to the Director-General of Health, the SCENZ Group will, where appropriate, endeavor to consult with relevant stakeholders, such as:

- relevant professional colleges and organisations
- organisations that represent affected patients or other groups of the community
- relevant whānau, hapū and iwi
- relevant government bodies

The Group will ensure that stakeholders are provided with feedback following consultation, in line with good consultation practice.

Meetings:

The Ministry will schedule meetings as necessary to meet the requirements of the work plan. The Group may meet face to face and/or virtually. If members are required to travel to Wellington to attend meetings, the Ministry will arrange reasonable travel as required.

All meetings will have an agenda prepared and disseminated electronically prior to the meeting. Meeting notes will be circulated for approval prior to the next meeting taking place. Meetings may be recorded for the purposes of meeting minutes and recordings destroyed once minutes are confirmed.

Secretariat support will be provided by the Ministry. The secretariat will maintain a register of interests, relevant to the Group's business, and dedicated advice, analytics, policy and administrative support to the Group.

Duties and Responsibilities of a Member:

This section sets out the Director-General of Health's expectations for members of the SCENZ Group, including their duties and responsibilities. This is intended to aid members by providing them with a common set of principles for appropriate conduct and behaviour, and serves to protect the Group and its members and aligns with the Public Service Commission Code of Conduct.

As an appointed statutory body, the Group must conduct its activities in an open and ethical manner and operate in an effective and efficient way within the parameters of its functions as set out in this Terms of Reference.

Group members should have a commitment to work in the best interests of the Group.

Members are expected to make every effort to attend all Group meetings and devote sufficient time to become familiar with the affairs of the Group and the wider environment within which it operates.

Members will:

- be diligent, prepared and participate
- be respectful, loyal and supportive
- not denigrate or harm the image of the Group

The Group as a whole will:

- ensure that the independent views of members are given due weight and consideration
- ensure fair and full participation of members
- regularly review its own performance
- act in accordance with the principles of Te Tiriti o Waitangi

Disclosure of interests:

Members should perform their functions in good faith, honestly and impartially and avoid situations that might compromise their integrity or otherwise lead to conflicts of interest.

Declaration and discussion of conflicts of interest will be a standing item on each meeting's agenda.

When members believe they may have an actual or perceived conflict of interest, which may be relevant to specific discussions and/or ongoing work, they must advise the co-chairs who will determine whether or not the interest represents a conflict, and if so, what action will be taken.

All interests will be recorded in a register and maintained by the secretariat.

Media

SCENZ Group members should not provide statements or advice to the media in their capacity as a Group member, unless agreed by the co-chair of the Group in advance.

Only the co-chairs are authorised to comment publicly on the affairs and policies of the Committee, and where appropriate, the co-chairs will advise the Minister of Health in advance. The co-chairs may delegate comment to other Group members.

Where the co-chairs have delegated comment to another Group member, the member must publicly support a course of action decided by the Group. If unable to do so, members must not publicly comment on decisions.

The co-chairs, members and Secretariat will not support any action or public statement that is derogatory or in any way damaging to the Group.

Members have the right to comment to the media on any matter in their professional capacity, as long as they do not attribute the comment to the Group or imply that they are speaking on behalf of the Group. If a member is forewarned of being asked to comment to the media, they should advise the co-chairs accordingly. If a Group member is not forewarned, they should advise the co-chairs as soon as possible.

Official Information Act Requests: All agendas, minutes, emails and other written communications are official information and are subject to release under the Official Information Act 1982, unless grounds for withholding apply under the provisions of that Act.

Confidentiality: Individual members must observe the following duties in relation to Group information.

General meeting discussions

- Key discussion points in meetings are recorded in the meeting minutes. Upon request, a member's dissenting views may be recorded in the meeting minutes.
- Meetings of the Group, including agenda material and draft minutes, are confidential. Group members must ensure that Group documents are kept secure to ensure that the confidentiality of Group work is maintained and privacy is respected. Group correspondence or papers can only be released with the approval of the co-chairs, in consultation with the Director-General of Health.
- Members are free to express their own views within the context of Group meetings, or as part of the general business of the Group.
- At no time should members divulge details of Group matters or decisions of the Group to persons who are not Group members. Disclosure of Group business to anyone outside the Group must be on the decision of the Group, or between meetings, at the discretion of the co-chair. In choosing to release or withhold information, the Group must comply with the provisions of the Official Information Act 1982 and any other relevant legislation, including the Privacy Act 2020.
- Members must ensure that the confidentiality of Group business is maintained. Members must be clear about what Group matters are permitted to be discussed with people that are not Group members and, in doing so, should be familiar with the information that is publicly available about the Group's work.

'In committee' discussions

- At no time will a Group member discuss the conduct or performance of another member who is not present at the 'in committee' session.
- The meeting minutes will note that an 'in committee' session took place. A record of 'in committee' discussions will be kept in the co-chair's notes.
- 'In committee' discussions can be communicated with other Group members who were not present during the 'in committee' session. This can either be done formally by the co-chairs or informally by another Group member.

Term: Members of the SCENZ Group are appointed by the Director-General of Health for an initial term of two years. No member may be appointed for more than six consecutive years unless an additional period of up to twelve months is confirmed to allow for continuity of projects.

Unless a person sooner vacates their office, every appointed member of the Group will continue in office until their successor comes into office. Any member of the Group may at any time resign as a member by advising the

Director-General of Health in writing.

Any member of the Group may be removed from office by the Director-General of Health, at any time and entirely at his or her discretion. This notice will be given in writing and follow consultation with affected people.

The Director-General of Health may from time to time alter or reconstitute the Group by discharging any member of the Group or appointment of new members to the Group for the purpose of decreasing or increasing the membership or filling any vacancies.

Remuneration and expenses:

Members of the SCENZ Group are entitled to be paid fees for attendance at meetings. The level of attendance fees is set in accordance with Cabinet Office Circular CO (12) 6, Fees framework for members appointed to bodies in which the Crown has an interest.

Members will receive \$500 per day (plus half day's preparation fee) and an allowance of one extra day per month to cover additional work undertaken by the Group. The co-chairs (except in the cases of the Registrar – assisted dying being appointed to co-chair) will be paid \$700 per day (plus half day's preparation fee) and a further two days per months to cover additional work required in between meetings.

Members who are employees of the wider State sector are not entitled to be paid fees for committee business, if this is conducted during regular paid work time (ie, members could not be paid twice by the Crown for the same hours).

Members who are employed by district health boards or universities should invoice the Ministry when fees are due.

Members are not paid for time spent in travel to and from meetings or on body business, except in instances where a daily fee is paid and the member has to travel for more than a total of three hours in the course of a normal business day of approximately eight hours.

Members travelling to and from meetings, or on the business of the body in which the Crown has an interest (where the members are required to be away from their normal places of residence), are entitled to reimbursement of out of pocket travelling, and meal and accommodation expenses, actually and reasonably incurred. The expectation is that standards of travel, accommodation, meals and other expenses are modest and appropriate to reflect public sector norms.

Actual and reasonable travel, meals, accommodation and other expenses incurred by the member in carrying out the business of the body in which the Crown has an interest may be reimbursed provided they are supported by appropriate documentation.

From: [Pauline Melham](#)
To: [Pauline Melham](#)
Cc: [partnershipsandstewardship \(WHAIKAHA\)](#)
Subject: Opportunities with the Climate Change Commission
Date: Tuesday, 15 August 2023 10:36:04 pm
Attachments: [Climate Change Commission 2023 Position Specification Final .pdf](#)

IN-CONFIDENCE

Dear Database Members,

Apologies for sending this so widely, due to the quick turnaround required my reduced working hours at present, I am sending everyone this opportunity.

If you are interested in being a Climate Change Commissioner, then please see the attached document, all information that I have is contained within the attached PDF.

Applications close on 27th August. Please let me know if you decide to apply for these positions. The details of how to apply are also listed in the attached document.

If you have any questions, please contact me by e mail.

Ngā mihi

Pauline Melham (she/her)

Senior Advisor – Partnerships and Voice

s9(2)(a) <http://www.Whaikaha.govt.nz>



Have you seen these tools and resources?

[The United Nations Convention on the Rights of Persons with Disabilities \(UNCRPD\)](#)

[The New Zealand Sign Language Strategy and NZSL Board](#)

[The Ministry for Social Development's Lead Toolkit](#)

[The New Zealand Disability Strategy](#)

[Our Disability Data collection](#)

[Disability Toolkit for Policy](#)

HE POU A RANGI CLIMATE CHANGE COMMISSION – 2023 POSITION SPECIFICATION

Title:	Commissioner
Appointed by:	Governor-General on the recommendation of the Minister of Climate Change
Time Commitment:	4 – 6 days per month, with sufficient flexibility to respond to ad hoc duties
Term:	Up to 5 years
Remuneration:	Daily rate, set by the Remuneration Authority.
Location:	Mix of virtual and in person board meetings, occasional travel will be required

Call for nominations

There are two Commission board member terms ending in December 2023. The nominating committee (Nominating Committee) for He Pou a Rangi Climate Change Commission seeks nominations for potential Climate Change Commission Board members.

Appointments to the Commission are made by the Governor-General on the recommendation of the Minister of Climate Change. The Minister can only recommend candidates for appointment who have been nominated by the Nominating Committee.

On the request of the Minister, the Nominating Committee must nominate one or more people who, in the opinion of the Committee, are suitably qualified to be appointed to be members of the Commission. Before nominating a person for appointment, the Nominating Committee must publicly call for expressions of interest in being appointed; and consult with groups specified in the legislation.

Skills focus in 2023 appointments round

In the 2023 appointments round the Nominating Committee is particularly interested in candidates with all or some the following skills:

- *Broad climate science in particular as it relates to transport , infrastructure and electrification*
- *Expertise around future technology solutions as they relate to adaptation and mitigation*
- *Commercial expertise in sectors significantly affected by climate change*
- *Expertise in areas of public policy and the emissions trading scheme*

This should be read together with the collective skills/competencies requirements set out below.

Background

The Commission is an independent Crown entity with advisory and monitoring functions. It has a staff of approximately 65 FTEs. Its purpose is to provide expert advice to the New Zealand Government on climate policy in relation to both emissions reduction and adapting to the effects of climate change in accordance with the *Climate Change Response Act 2002* and the Paris Agreement. The Commission's advice will help the Government to set targets, monitor progress towards goals,

prepare policies and plans to reduce emissions, adapt to climate change and increase climate resilience.

In fulfilling this objective, the Commission’s priorities are to:

- advise on the appropriate level of New Zealand’s emissions budgets
- advise on the direction of policy required to meet emissions budgets
- advise on targets.
- monitor and review the Government’s progress towards its mitigation and adaptation goals
- publish progress reports annually and carry out a review following the end of each budget period
- prepare the National Climate Change Risk Assessment (every 6 years)
- monitor and evaluate implementation of the National Adaptation Plan and prepare a report (every 2 years)
- respond to special requests by the Minister of Climate Change under section 5K of the *Climate Change Response Act 2002*.

The Commissioners must act consistently with their statutory mandate and objectives set out in the Statement of Intent (SOI). Commissioners must perform their functions efficiently and effectively and consistent with the spirit of service to the public.

Composition of He Pou a Rangi Climate Change Commission

The Commission is currently made up of a Chair, Deputy Chair and six other members who are the Commission’s board for the purposes of the *Crown Entities Act 2004*. The board size can be between five and nine members, including the Chair and Deputy Chair.

Current board composition

Board Member	Appointed	Term Expiry	Region
Dr Rod Carr (Chair)	9 December 2019	8 December 2024	Christchurch
Ms Lisa Tumahai (Deputy Chair)	9 December 2019	8 December 2025	West Coast
Dr Judy Lawrence	9 December 2019	30 September 2027	Wellington
Catherine Leining	9 December 2019	8 December 2023	Wellington
Prof James Renwick	9 December 2019	8 December 2023	Wellington
Prof Steven Ratuva	9 December 2022	30 September 2027	Christchurch
Dr Andreas Reisinger	20 December 2021	8 December 2026	Wellington
Dr Tanira Kingi	20 December 2021	8 December 2026	Bay of Plenty

Commissioners are eligible for nomination for reappointment.

Role of Commissioners

The Commissioners work alongside the Chair and Deputy Chair to provide governance and/or technical input for the Commission.

Collectively, the Commissioners provide guidance over the Commission’s research, policy plans, advice, monitoring and reporting.

Key **responsibilities** include:

- attending governance meetings
- being responsible for fulfilling the Commission's functions set out in *the Climate Change Response Act 2002* including presenting reports and advice to the Government
- financial oversight and risk management, including ensuring that the Commission's financials are systematically accounted for, audited and publicly available
- health, safety and legal obligations, including that all the legislative requirements of board members and entities are met
- where appropriate and as agreed consulting and collaborating with a network of stakeholders, as well as involving cross-government networks to achieve the Commission's purpose.

Skills/competencies

Collectively the Commissioners are likely to hold post graduate qualification(s) across science, economics, engineering, business or other relevant disciplines. It is expected they will bring a credible reputation as a scientist and/or a distinguished record in an area of leadership relevant to the Commission including mātauranga Māori, Māori business and the Māori economy.

This **experience** should include demonstrated success across the following:

- governance experience ideally as a non-executive board member
- experience working in or with local and central government
- experience across climate change mitigation and adaptation; this may include expertise across the environmental, ecological, social, economic distributional impacts of climate change and the resource management system and/or climate change policy interventions such as emissions trading, land use and international climate policy and/or experience in the identification and management of risks from the impacts of climate change
- experience across a range of sectors and/or industries at regional and local levels. It is particularly desirable to have experience across one or more of the following: energy, transport and infrastructure, agriculture, forestry, public health, waste or industrial processing, finance and insurance.

To complement this experience, the Board should have relevant **knowledge and skills** across the following:

- strong understanding of te Tiriti o Waitangi and te ao Māori
- knowledge of broad public and regulatory policy direction and the ability to apply technical knowledge into sound policy and operational advice
- strong relationship skills with the ability to communicate, build relationships across local and international experts and coach senior specialists to deliver quality research outcomes
- strong working knowledge of microeconomics including how markets work, the incentives to drive change across business, sectors and communities, competition within sectors and a general understanding of behavioural economics and science.

The Commissioners support the Chair in establishing the Commission’s reputation as a high performing and independent adviser on behalf of New Zealand. Commissioners are expected to bring several **personal attributes** to the role including:

- collaborative team player with excellent interpersonal skills
- the ability to operate with unquestionable ethics and integrity
- sound judgement, with the capacity to provide independent and pragmatic advice to the responsible Ministers
- the desire to embrace innovative, technologically advanced and collaborative approaches to problem-solving
- a commitment to mitigating impacts of climate change.

Remuneration and Location

Remuneration is set by the Remuneration Authority. Actual and reasonable travel and other expenses incurred carrying out the role of the Commissioner may be paid in accordance with the Cabinet Fees Framework.

Meetings will be held virtually and in person. Travel may be required in order to consult widely, however, the Commission is expected to seek to minimise non-essential travel as much as possible.

Term of appointment

Under section 32(1)(b) of the *Crown Entities Act 2004*, a member of an independent Crown entity may be appointed for up to five years or any shorter period stated in the notice of appointment. Re-appointments can be made subject to satisfactory performance assessment and will be made at the discretion of the responsible Minister following a contestable process involving a public call for nominations.

An appointee can resign from office at any time by written notice to the responsible Minister. The appointment can be terminated under certain conditions. The Governor-General can remove members of the Commission prior to the expiry of their term from the Commission with “just cause”, on the responsible Minister’s advice after consultation with the Attorney-General.

Appointment considerations

In making appointment recommendations to the Governor-General, the responsible Minister is guided by criteria set out in both the *Crown Entities Act 2004* and section 5H of the *Climate Change Response Act*.

Appointments to statutory boards are based on the values and ethos of public service. Members must be aware of the importance of personal integrity and the need to declare conflicts of interest, either potential or actual. Members must also be sure that they have the interest and enthusiasm needed to contribute effectively to the performance of the statutory entity throughout their term of membership.

Under section 29 of the *Crown Entities Act 2004*, a responsible Minister:

- may only appoint a person who, in the responsible Minister's opinion, has the appropriate knowledge, skills, and experience to assist the statutory entity to achieve its objectives and perform its functions

- subject to the above, in making an appointment, must take into account the desirability of promoting diversity in the membership of Crown entities.

While Cabinet has agreed that, as a general rule, public servants should not be appointed to statutory boards, it has been noted that exceptions could be made in special circumstances, such as the need to build the capacity of boards through the participation of suitably qualified women, Māori and Pacific Island people.

The following people are disqualified from being a Commissioner under Section 30 of the *Crown Entities Act 2004*:

- a person who is an undischarged bankrupt
- a person who is prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the *Companies Act 1993*, or the *Securities Act 1978*, or the *Securities Markets Act 1988*, or the *Takeovers Act 1993* a person who is subject to a property order under the *Protection of Personal and Property Rights Act 1988*
- a person who has been convicted of an offence punishable by imprisonment for a term of two years or more, or who has been sentenced to imprisonment for any other offence, unless that person has obtained a pardon, served the sentence, or otherwise suffered the penalty imposed on the person
- a Member of Parliament
- a person disqualified under another Act.

To apply

To arrange a conversation please email [s9\(2\)\(a\)@amytea.co.nz](mailto:s9(2)(a)@amytea.co.nz).

To apply, please send your cover letter and CV to apply@amytea.co.nz.

Nominations close at 5pm on Sunday 27th August

Please note that interviews for the final shortlist will be held online with the Nominating Committee on the 3rd October 2023.

From: [Pauline Melham](#)
To: [Pauline Melham](#)
Subject: Not for Profit Board Position Available for Your Way Kia Roha
Date: Monday, 28 August 2023 3:19:01 pm
Attachments: [Trustee Position description 2023.docx](#)
[Trustee Advertisement 2023.docx](#)

IN-CONFIDENCE

Ahiahhi Marie Everyone,

I have been asked by 'Your Way Kia Roha' to advertise their latest board position. Kia Roha is a disability organisation that works in the Not for Profit sector, you can find out more about them on their website: www.yourwaykiaroha.nz. Kia Roha was formed during the merger of Access Ability and Life Unlimited.

The advertisement for the position and the Position Description are attached to this e mail.

If you are interested in applying for this, please take a look at the skills and experience the board are looking for and then apply with a CV and covering letter. You need to send these documents to Christine Molineux, her details can be found in the attached documentation.

As usual, please let me know if you apply for this post. It is helpful if I have data on the number of positions we advertise through the database and the people who apply for those positions/are successful.

Good luck, if you chose to apply.

Ngā mihi

Pauline Melham (she/her)

Senior Advisor – Partnerships and Voice

s9(2)(a) | <http://www.Whaikaha.govt.nz>



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[Our Disability Data collection](#)

[Disability Toolkit for Policy](#)

POSITION DESCRIPTION

Position Trustee

Nature of Position Paid

About Your Way | Kia Roha

Your Way | Kia Roha Charitable Trust is an independent not-for-profit organisation working with disabled people and their whānau in their communities across Aotearoa New Zealand. We have over 40 years' experience and most of our staff, all our trustees, and all our disability leadership groups are disabled people or close family members of people with disability.

Your Way | Kia Roha is a charitable trust governed by a Trust Board (Board) to whom the Chief Executive reports. The role of the Board is to govern, and it does so through strategic leadership, clear delegation, and effective oversight of Your Way | Kia Roha activities.

Moemoea | Vision

Disabled people thriving, living the lives they choose in their communities.

Kaupapa | Purpose

Enabling innovative community solutions by and with disabled people.

Mātāpono | Values

Rangatiratanga | Self-Leadership: Choice and control over decisions builds on the mana of every individual.

Manawatoa | Courageous: Innovative, aspirational, and bold in our actions.

Whanaungatanga | Connection: Relationships matter, we work together with whānau and others.

Kohitanga | Inclusion: Everyone is included and respected for who they are.

Kaitiakitanga | Guardianship: Sustain and respect the mauri | life force of those we work with.

Position Purpose

To govern Your Way | Kia Roha, and to advance and protect the long-term interests of Your Way | Kia Roha throughout New Zealand.

As a trustee of Your Way | Kia Roha you will be part of the Board which is made up of 5 or more people whose role it is to ensure the charitable objects of Your Way | Kia Roha are effectively carried out and the vision achieved.

Key Accountabilities

In partnership with the whole Board, the trustee will:

1. Set the strategic direction and priorities for the organisation.
2. Employ and manage the Chief Executive.
3. Set governance policy and manage performance expectations.
4. Approve budgets, audit reports and ensure proper financial controls are in place.
5. Define and manage risks.
6. Monitor and evaluate organisational achievements.
7. Be an ambassador for the organisation promoting its services and merits.

These accountabilities are to be carried out in line with the Trust Deed.

Remunerated Role

Your Way | Kia Roha remunerates trustees based on the not-for-profit market rate for directors.

Time Commitment

Meetings are generally held monthly on the last Tuesday of the month for approximately 6 hours. Most meetings are held in person which requires a full day commitment.

In addition to the preparation and attendance at trustee meetings, a trustee will be expected to: commit up to 3 hours a month to undertake activities such as reviewing documents; participate in Board committees or video conferences; or attend Your Way | Kia Roha external events or meetings.

Conflict of Interest

The trustee should be free of significant conflicts of interest and declare any matters that may impact on their performance as a trustee.

Key Competencies

Leadership:

- To see the big picture and the broader implications and impact on issues.
- To make sensible, astute recommendations and business decisions.
- To interpret both factual and conceptual information and make sound judgements based on that information.
- To contribute to the creation and not merely the preservation of stakeholder value.
- To be able to distinguish between the separate but complementary roles of governance and management.

Strategic:

- To understand the position of the organisation in its sector and its relationship to key stakeholders.
- To ensure that strategies and business plans are adopted that will deliver the organisation's vision and mission.
- To look beyond the short-term and ensure that the board adopts a longer-term, stewardship approach.

The Sector:

- A sense of connection and passion to the vision of Your Way | Kia Roha.
- Knowledge of and/or experience in the disability and/or health sector.
- Has strong empathy and respect for the goals and operational principles of the community sector – and for the rights of people living with a disability.

Analytical:

- To interpret statistical information from across the business including financial statements, and the significance and meaning of appropriate performance indicators.
- To question and probe information, assumptions, and assertions in a quest for improved understanding and better decision-making.
- To remain objective and measured under pressure.

Relationship Management:

- To participate actively and harmoniously, respecting and valuing the contributions of others, and contributing to effective teamwork.
- To articulate a point of view in a coherent and persuasive manner without dominating the board's proceedings.
- The strength of character to maintain an independent point of view when others disagree.

General

To qualify to be a trustee, and remain a trustee, you must meet the following criteria:

- Charity officer certification requirements as outlined in the Charities Act 2005.
- A clear Police check and Ministry of Justice criminal check.

Trustee Advertisement

Your governance skills and your lived experience of disability are required right now to guide us to an exciting future.

We are looking for someone who wants to utilise their governance skills and understands the disability sector. This role will have a positive impact on a sector experiencing significant change with a progressive thinking organisation committed to the Enabling Good Lives approach.

Your Way | Kia Roha is a not-for-profit organisation mapping out a future focused on building responsive services to enable people to live the life they choose. With over 170 staff situated throughout New Zealand we offer a diverse range of services, products, information and learning opportunities.

About the role

- Shared responsibility as part of the board to effectively govern the organisation.
- Strategic oversight and direction setting in a sector experiencing change and growth.
- Contribute to the growth of disability leadership.
- Take a futuristic lens on what new opportunities we may pursue.

About you

- Strong governance experience in a medium to large organisation
- Lived experience of disability
- Strategic insight, with the ability to see new opportunities.

We encourage applications from people with a lived experience of disability or who are close whānau members of people with disability. If you have any support or access requirements, we encourage you to advise us at the time of application to assist you through the recruitment process.

We are particularly interested to hear from tangata whaikaha Māori or disabled Pasifika people as well as applicants being based in areas where we do not have trustee representation yet: Taranaki, Whanganui, Tairāwhiti, Otago, Southland.

Board members are remunerated.

Applications close by: Monday 18 September 2023

For further information refer to the position description.

Please apply in writing with a cover letter and full CV to Christine Molineux at [s9\(2\)\(a\)@yourwaykiaroha.nz](mailto:s9(2)(a)@yourwaykiaroha.nz).

From: [Pauline Melham](#)
To: [Pauline Melham](#)
Subject: Workbridge Holdings Board
Date: Monday, 18 September 2023 4:54:57 pm
Attachments: [Workbridge Holdings Board Position Applicant Description September 2023 Final.docx](#)

Kia Ora Koutou,

Please find attached some information about board positions that have become available on the Workbridge Holdings Board. I thought some of you may be interested in applying for these board positions.

Workbridge Holdings is not a government board but these vacancies came to my attention and so I decided to post them here for anyone who might be interested.

For any further details, please refer to the attached document. As always, I would be interested to know if you decide to put an application in for these positions.

Ngā mihi

Pauline Melham (she/her)

Senior Advisor – Partnerships and Voice

s9(2)(a) | <http://www.Whaikaha.govt.nz>



Have you seen these tools and resources?

[The United Nations Convention on the Rights of Persons with Disabilities \(UNCPRD\)](#)

[The New Zealand Sign Language Strategy and NZSL Board](#)

[The Ministry for Social Development's Lead Toolkit](#)

[The New Zealand Disability Strategy](#)

[Our Disability Data collection](#)

[Disability Toolkit for Policy](#)



WORKBRIDGE HOLDINGS - BOARD OF DIRECTORS VACANCIES

Organisation:	WorkBridge Group
Website:	http://www.workbridge.co.nz
Vacancies:	Two
Location of applicants:	Nationwide
Duration of appointment:	Three years from October 2023
Time commitment:	10 hours per month
Remuneration:	\$833.00 per month (initially)
Incumbents Restanding:	No
Application closing date:	Friday 29 September 2023.

Position description

The purpose of the WorkBridge Group is to improve the labour market outcomes for people with disabilities. The group has just restructured itself as a social enterprise comprising a charitable philanthropic Foundation as the parent, and a commercial arm consisting of the second tier Workbridge Holdings company, and the third tier which currently includes Workbridge Employment Services. It is expected that in the near future other commercial subsidiaries will be formed.

Workbridge Holdings

The principal objective of the commercial arm of the WorkBridge Group, which comprises Workbridge Holdings, Workbridge Employment Services and any other subsidiaries, is to operate a range of successful businesses that will be as profitable and efficient as comparable businesses while also modelling disability awareness with 100% accessible services.

The prime priority for Workbridge Holdings is to identify and invest in commercial business ventures so it builds a more diversified portfolio of successful businesses, to monitor the governance and performance of these businesses, and to provide shared services as required for the group as a whole.

Ideal applicant description

We are seeking candidates for two positions, which are required by the new structure. Candidates should bring to the role a track record of previous governance experience in commercial organisations, experience with commercial start-ups supported by a demonstrated understanding of disability and employment issues.

To be considered for this position you will have:

- Hands on experience with social enterprise or business startups
- Previous governance experience in business organisations
- Personal experience of disability and /or demonstrated commitment to disability and employment issues

EXPRESSIONS OF INTEREST: Email a brief letter and CV
OR REQUESTS FOR FURTHER INFORMATION

Contact: WorkBridge Foundation Chair
Name: Derek Gill
Mobile number: s9(2)(a) [REDACTED]
Email: s9(2)(a) [REDACTED]

From: [Pauline Melham](#)
To: [Pauline Melham](#)
Cc: [partnershipsandstewardship \(WHAIKAHA\)](#)
Subject: Whaikaha Transformation Management Board - Call for Expressions of Interest
Date: Wednesday, 11 October 2023 6:03:01 pm

IN-CONFIDENCE

Dear Database Members,

I am very pleased to bring the following opportunity to your attention.

Whaikaha Transformation Management Board – call for interest

Whaikaha – Ministry of Disabled People is committed to working in partnership with disabled people, Māori and Government to transform the disability support system in line with the Enabling Good Lives (EGL) approach.

To ensure disabled people and tāngata whaikaha Māori are at the decision-making table, we are inviting expressions of interest to join our Transformation Management Board which is being established to provide governance over a defined transformation work programme.

Transformation Management Board members will primarily provide advice to support the implementation of the transformation initiatives funded through the Budget 2022 contingency.

The tripartite Board will have nine members:

- three tāngata whaikaha Māori
- three disabled people
- three senior Whaikaha leaders including the Chief Executive.

The Transformation Management Board members will be appointed by Whaikaha's Chief Executive, with a panel of disabled people and tāngata whaikaha Māori (who are not seeking Board appointment).

The Transformation Management Board will be appointed until December 2025. Members will be paid for attending Board meetings, and Whaikaha will organise overnight accommodation and travel as required.

If you, or someone you know in the disabled community has experience in governance, leadership, financial management or transformation please visit [our website](#) for more information and to apply.

Please send a cover letter outlining how your skills and experience match the types of skills and attributes being sought and outlined above, and an up to date CV to xxxxxxxxxxxxxxxx@xxxxxxxx.xxxx.xl **by 5pm on 25 October 2023.**

Please note that Whaikaha will accept applications in writing, audio format or NZSL.

If you have any questions, please contact xxxxxxxxxxxxxxxx@xxxxxxxx.xx

Please note, that I will not see the applications, as someone else on the team will be managing that part of the process, so please as usual let me know if you are applying. That way, I can keep a record of how well the service performs in terms of encouraging people to take up positions and in the success of those people who apply.

Ngā mihi

Pauline Melham (she/her)

Senior Advisor – Partnerships and Voice

s9(2)(a) | <http://www.Whaikaha.govt.nz>



Have you seen these tools and resources?

[The United Nations Convention on the Rights of Persons with Disabilities \(UNCRPD\)](#)

[The New Zealand Sign Language Strategy and NZSL Board](#)

[The Ministry for Social Development's Lead Toolkit](#)

[The New Zealand Disability Strategy](#)

[Our Disability Data collection](#)

[Disability Toolkit for Policy](#)

From: [Pauline Melham](#)
To: [Pauline Melham](#)
Subject: Opportunities from the Nominations Database
Date: Tuesday, 24 October 2023 5:43:38 pm
Attachments: [Advert-LP-Secretariat for DPO Coalition October 2023.docx](#)
[Secretariat Position Description-DPO Coalition.doc](#)
[EOI - Independent Member - Mana Mokopuna Risk Assurance & Finance Committee.pdf](#)

Good Evening Everyone,

Recently, a couple of opportunities have come across my desk which I thought might be of interest to some of you on the Nominations Database.

Mana Mokopuna Board Position

Tena Koutou,

Mana Mokopuna - Children and Young People's Commission is an Independent Crown Entity established 1 July 2023 under the Children and Young People's Commission Act 2022 (replacing the former Office of the Children's Commissioner). We are an independent advocate for all 1.2 million mokopuna aged under 18 in Aotearoa. We also advocate for care-experienced mokopuna aged up to 25. Mana Mokopuna is governed by a board of up to six Commissioners, led by the Chief Children's Commissioner. More information about Mana Mokopuna can be found here:

<https://www.manamokopuna.org.nz/>

Mana Mokopuna – Children and Young Person's Commission is seeking expressions of interest for an Independent Member to join their newly established Risk, Assurance and Finance Committee. We are seeking candidates with the following competencies and experience:

Required:

- Financial/accounting expertise
- An understanding of and experience in performance and risk management, audit and assurance in a public or private sector role
- Governance experience
- An interest in advancing the well-being and rights of mokopuna throughout Aotearoa New Zealand
- A strong collaborative and relational approach. Preferred • Depth of knowledge about public sector performance monitoring and accountability frameworks
- Knowledge, experience, and willingness to learn about Te Tiriti o Waitangi, Tikanga, Te Reo and Te Ao Māori
- Community leadership, awareness, and connection.

If you are keen to bring your experience and skills to tautoko the mahi of Mana Mokopuna as the independent member of our RAF Committee, please get in touch.

To find out more, or to apply for this opportunity, please email or phone the Board Secretariat Sandra Bilderbeck.

E: [s9\(2\)\(a\)@manamokopuna.org.nz](mailto:s9(2)(a)@manamokopuna.org.nz)

M: s9(2)(a)

Expressions of interest close 8 November.
We look forward to hearing from you.

Ministry of Health Governance Webinar

A reminder that the five population agencies across government, in conjunction with staff members from the Ministry of Health's Appointments Team are running a webinar this Thursday, about the Ministry of Health Boards, what's expected of a board member and how the appointments process works at the Ministry of Health. Over the past few months, most of the agencies have not been making board appointments as Ministers have been busy campaigning. Now that the election is over and once Ministers are appointed, there will be many board opportunities that are coming up in the Ministry of Health and other ministries as well. If you are interested in health related positions, then you should attend this seminar.

It runs from 12 Midday to 1pm this Thursday online. The registrations have closed but if you e mail Tonya Cooper-Tidey, at the Ministry for Women, she will be taking last minute registrations up until late on Thursday morning. You can contact Tonya at [s9\(2\)\(a\)@women.govt.nz](mailto:s9(2)(a)@women.govt.nz).

DPO Secretariat Position

The first opportunity is part time work. The Disabled Persons Organisation (DPO) Coalition are looking for a part time secretariat position. If you are interested in this position, then please take a look at the attached documents and apply directly as requested to do.

Some further information about the position is posted below:

Secretariat to Disabled People's Organisations (DPO) Coalition Contract Position

The DPO Coalition has an exciting new opportunity available for an exceptional person to support us. The secretariat will provide a full range of administrative and executive support to the DPO Coalition and DPO Managers. Minute-taking experience is essential. There will be significant variation in the hours worked from one week to the next. This role will be challenging and rewarding. If you live outside Wellington travel will be required. Remuneration will be \$50 - \$60 per hour depending on experience.

Person Specification and Position Competencies

demonstrated experience working in an environment in a similar role
(experience may be in a voluntary or paid position);
effective written and communication skills;
an understanding of reasonable accommodation for disabled people;
proven experience to provide the range of administrative skills required

including minute-taking, attention to detail, and a systematic and organised approach;
knowledge and proven ability in the use of the Microsoft suite of products;
able to work flexible hours (varies significantly from week to week);
proven ability to work under pressure and manage workload;
intuitively welcoming and inclusive of diversity.

Full details are contained within the position description.

The DPO Coalition advocates and promotes respect for an understanding of human rights in New Zealand society.

We support equal employment opportunities and encourage disabled people to apply.

To express your interest in this role please, send your CV and covering letter to recruitment@dpo.coalition.org.nz. Your cover letter should describe how you are a good fit for this role and how you meet the person specification.

Applications close 4pm, Thursday 2 November 2023.

The DPO Coalition comprises Association of Blind Citizens of New Zealand (Blind Citizens NZ), Balance Aotearoa, Deaf Aotearoa, Disabled Persons Assembly NZ (DPA), Muscular Dystrophy Association of New Zealand, People First New Zealand <ends>

Auckland Disability Law Position

I am also passing on information about a position available with Auckland Disability Law (ADL). This message comes from Clive Lansink:

Clive is the Chair of Auckland Disability Law.

Hi again everyone.

This time I am writing in my capacity as Chair of Auckland Disability Law.

ADL has a full time, one-year fixed term opportunity for the role of National Community Educator in our team. The successful candidate will be involved in the national delivery of ADL's legal services and will work with disabled and Deaf People, the disability community and our stakeholders. They will lead the planning and development of ADL's national legal education programme. They will deliver legal education sessions and community engagement activities. These sessions and activities will take place nationally so the National Community Educator would be required to work remotely and travel to undertake these sessions.

Further details of the role and the Position Description are available to

view on our ADL website at the following link:

<https://aucklanddisabilitylaw.org.nz/careers/>

To submit an application, please provide a cover letter describing why you are the best person for this role and a CV which highlights the skills, experience and qualifications you have for the National Community Educator role. Please provide both as Word documents.

Please send your application to

xxxxxxxxx.xxxxx@xxx.xxx.xx <<mailto:xxxxxxxxx.xxxxx@xxx.xxx.xx>>

Applications close at 4pm on Wednesday 1st November 2023.

ADL values workplace diversity and encourages applications from suitably qualified Deaf and disabled people.

Cheers everyone.

Clive Lansink

I hope this information is useful to you. Please let me know if you decide to apply for the Board position.

Ngā mihi

Pauline Melham (she/her)

Senior Advisor – Partnerships and Voice

s9(2)(a) | <http://www.Whaikaha.govt.nz>



Have you seen these tools and resources?

[The United Nations Convention on the Rights of Persons with Disabilities \(UNCRPD\)](#)

[The New Zealand Sign Language Strategy and NZSL Board](#)

[The Ministry for Social Development's Lead Toolkit](#)

[The New Zealand Disability Strategy](#)

[Our Disability Data collection](#)

[Disability Toolkit for Policy](#)

From: [Pauline Melham](#)
To: [Pauline Melham](#)
Subject: Nominations for Conservation Boards now open
Date: Tuesday, 5 December 2023 2:56:03 pm

IN-CONFIDENCE

Kia Ora Koutou,

We have just been informed that nominations for Conservation Boards for 2024 have just opened. There are fifteen conservation boards around the Motu and if anyone is interested in nominating yourself for a conservation board, then please do take up this opportunity. These are regional boards and whilst important, they are considered to be one of the entry level boards, so if you are interested in conservation and you haven't had a much or even any governance experience, this might be a good board to start with.

The link to the information about the conservation boards is below:
[Conservation boards: Statutory and advisory bodies \(doc.govt.nz\)](#)

If you have any questions, please do not hesitate to contact me.

Ngā mihi

Pauline Melham (she/her)

Senior Advisor – Partnerships and Voice

s9(2)(a) | <http://www.Whaikaha.govt.nz>



Have you seen these tools and resources?

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[The New Zealand Sign Language Strategy and NZSL Board](#)

[The Ministry for Social Development's Lead Toolkit](#)

[The New Zealand Disability Strategy](#)

[Our Disability Data collection](#)

[Disability Toolkit for Policy](#)

From: [Pauline Melham](#)
To: [Pauline Melham](#)
Subject: Final Opportunities for 2023 and Festive Wishes
Date: Tuesday, 19 December 2023 6:43:27 pm

IN-CONFIDENCE

Kia Ora Koutou,

I hope this e mail finds you all well and getting ready for a relaxing and enjoyable festive season and a well-earned break over the summer. I expect this will be my last e mail to all database members for 2023, although work is still coming in and so it's possible there may be more opportunities for me to let you know about in the last few days before I go on leave.

Office of the Ombudsman Disability Advisory Panel

Two opportunities have come through this week that I wanted to let you know about. The first is that the Chief Ombudsman is looking for members of the Disability Advisory Panel for 2024. I have copied below the e mail I received earlier today from Olivia Soesbergen from the Ombudsman Office. If you have any questions about this panel, please follow the information on the link in the e mail below.

Starts

The Office of the Ombudsman is now receiving applications for the Chief Ombudsman's Disability Advisory Panel – Te Rōpū Kaiarahi Hauātanga.

About the panel

The Chief Ombudsman is committed to breaking down the barriers preventing disabled people participating equally in society. To help him achieve this he set up a Disability Advisory Panel – Te Rōpū Kaiārahi Hauātanga – to provide advice and guidance to the Disability Rights Team, and the wider office. The Chief Ombudsman consults with the panel on planned pieces of work and seeks advice on significant issues as they arise.

About you

If you, or anyone you know, can answer 'yes' to the following questions, we encourage you to submit an application:

- Do you have lived experience of disability?
- Are you a leader in your community or the disability rights sector?
- Are you passionate about breaking down the barriers preventing disabled people from participating in society?
- Do you have an interest in government or public policy?

Applications close on **31 January 2024**. Contact details for the recruitment team, more information about how to apply and the requirements of the role can be found at the following link:

<https://careers.ombudsman.parliament.nz/jobs/OMB-1768687>. [Click here to see the advert on LinkedIn](#).

Ends

As usual, please let me know if you intend to apply for a position on this panel.

Tuakana Teina Chair Mentoring Scheme and Ask me Anything Event

The other opportunity that I was informed about today comes from the Institute of Directors in conjunction with Community Governance Aotearoa. Once again, they are running their Taikana Teina Chair Mentoring scheme. More information about these scheme can be found below and at the links that have been provided. If you are interested, please follow the contact details on the webpages.

The IoD deliver the Tuakana Teina mentoring programme in partnership with Community Governance Aotearoa and the applications for 2024 will open on 12 Feb. We have an online session before that on 8 Feb called "Ask me Anything" and that's for anyone who wants to know more about the programme before they apply. This is open to members and non-members of the IoD so would be great if you could share with your databases as well.

The event page to register is [here](#).

More information about the Tuakana Teina Chair Mentoring Programme is [here](#).

If you decide to apply for this programme, then I wish you the very best of luck.

Festive Greetings

Finally, it's just about the end of the work year and before time runs out on me altogether, I'd like to take this opportunity to wish you all a very Merry Christmas and a Happy New Year. Whatever the festive season means to you, I hope it is relaxing, happy and safe and that you get to spend time with the people you love and care about. I hope 2024 is a happy and prosperous year for you and I look forward to being back in touch with you soon after my return on 3rd January.

Ngā mihi

Pauline Melham (she/her)

Senior Advisor – Partnerships and Voice

s9(2)(a) | <http://www.Whaikaha.govt.nz>



Have you seen these tools and resources?

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[The New Zealand Sign Language Strategy and NZSL Board](#)

[The Ministry for Social Development's Lead Toolkit](#)

[The New Zealand Disability Strategy](#)

[Our Disability Data collection](#)

[Disability Toolkit for Policy](#)

From: Pauline Melham
Sent: Wednesday, 3 January 2024 1:20 pm
To: Pauline Melham s9(2)(a) @whaikaha.govt.nz>
Subject: Treasury Call for Nominations to 6 boards including ACC

Kia Ora All,

Firstly, a very Happy New Year to all of you. I hope you were able to spend time with loved ones over Christmas and that however you spent Christmas, you had a relaxing holiday break.

Please see the details below and the attached person specifications. As you will see Treasury has done a call out for six of their boards all at once. As mentioned in the subject line of this message, one of those boards happens to be ACC and another one is the Lotto board. If you are interested in one of these two boards, or the other four that have also been advertised, then please do the usual and apply directly for the position and let me know that you are going to apply. I hope to see several of you putting your names forward.

The due dates are slightly different, some are the 15th January but a couple are 22nd January so be aware of which board has which closing date as you apply.

The original e mail is below my signature in this message. Details of how to apply are in the attached document.

Ngā mihi

Pauline Melham (she/her)
Senior Advisor – Partnerships and Voice
s9(2)(a) | <http://www.Whaikaha.govt.nz>



Scan for
NZSL name

 **Whaikaha**
Ministry of Disabled People



Good morning

We called for expressions of interest yesterday from the board appointments database. Please find a request for any potential candidates for the boards listed below. The position descriptions are attached containing core capabilities, and entity information.

SOEs: MetService, New Zealand Post, Quotable Value: Closes 22 January 2024

Accident Compensation Corporation: Closes 15 January 2024

Lotto NZ: 15 January 2024

I am on leave until the 15 January – but this inbox will be monitored if you require a conversation with the relevant senior advisor for more details.

Kind regards

Paula

Paula Dobson | Governance and Appointments | The Treasury - Te Tai Ōhanga

s9(2)(a) [@treasury.govt.nz](https://twitter.com/treasurygovt)

Visit us online at <https://treasury.govt.nz/> and follow us on [Twitter](#), [LinkedIn](#) and [Instagram](#)

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<i>TSY</i>	<i>TSY</i>	<i>Non Work Day</i>	<i>TSY</i>	<i>TSY</i>

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- a. please immediately delete this email and notify the Treasury by return email or telephone (64 4 472 2733);
- b. any use, dissemination or copying of this email is strictly prohibited and may be unlawful.

Position Specification: Te Nohoanga o te Poari Karauna

Accident Compensation Corporation (ACC)

On behalf of the Minister for ACC, we are inviting applications from people with governance capability who can bring a fresh perspective to the board of ACC from their career and life experience.

Applicants must have the necessary capabilities that enable them to meet the requirements of a director in terms of the Companies Act 1993 and other relevant legislation. They must be able to demonstrate the knowledge, skills, attributes, behaviours, and personal qualities critical for organisational stewardship and required for particular roles on the board.

For a full list of capabilities applicable to Crown companies and SOE boards go to: [What we look for - Board Appointments](#)

Capabilities sought: Kaha Kimihia:

Ideal candidates will have some or all of the following:

- A strong understanding of employment relations and workplace practices.
- An understanding of the 'voice of the customer' through consideration of cultural, community, business and provider needs.
- Strategic thinking at a system level, highlighting effective change management and preparedness.
- An ability to hold management to account for programme delivery and performance, specifically benefits realisation.
- Strong communication and stakeholder engagement skills.
- Critical thinking and business acumen.

Ideally candidates would also bring:

- knowledge of health and/or disability sector
- knowledge of Te Ao Māori, Te Ao Māori world view
- lived experience in the disability sector
- commercial experience in commissioning and procurement work
- strong machinery of government experience with exposure to policy
- governance (senior large company or state sector)
- background or skills in injury prevention (ideally cross-sectoral experience).

Commitment: Manawanui

Monthly board meetings are located mainly in Wellington or Auckland with two meetings per year in regions. In addition, all members contribute to one or two subcommittees. All committees require around half a day preparation. There is an annual one-day strategy session. Video conferencing is used when required.

Remuneration Utu

Fees for ACC board members are based on a rate of \$50,225 per annum. Actual fees paid are at the discretion of the Board.

Closing date and Introduction Letter: Rā Kati:

Candidates are asked to provide a cover letter to support their application. This may include details on their values, interest and motivations for this role, and any attributes, strengths and diverse perspectives that they think would contribute to performance on this board.

To be successful in this board role candidates must be able to demonstrate the core capabilities sought. In their cover letters, candidates will need to outline how they meet each of the following key requirements:

1. Lived experience in the disability sector.
2. Commercial experience in commissioning and procurement work.
3. Experience in injury prevention.
4. Strong machinery of government experience with exposure to policy.

Te Pōari: Current Board composition

Board Member	Appointment date	Term end date	Region
Dr Tracey Batten (Acting Chair)	1 February 2019	30 June 2024	Auckland
Pat Bowler	1 February 2021	30 June 2024	Wellington
Mark Cross	1 August 2021	30 June 2024	Auckland
Kim Gordon	11 September 2023	31 August 2024	Auckland
David Hunt	1 September 2021	30 June 2024	Wellington
Dr Helen Nott	1 February 2021	30 June 2025	New South Wales
Bella Takiari-Brame	1 February 2021	30 June 2026	Waikato

Please note that if you are shortlisted as part of this appointment process, you will be asked to disclose all relevant interests (which could be personal, private, business or financial interests) that could result in an actual, potential or perceived conflict of interest. All shortlisted candidates are also subject to reference and background checks which will be undertaken by an external provider engaged by the Treasury.

Your application and cover letter is required to be with the Treasury no later than **5:00pm on Monday 15 January 2024.**

All final decisions regarding board composition are at the discretion of the shareholding or responsible Minister. Any queries should be directed to: appointments@treasury.govt.nz.

Rangaranga o te Kamapene: Entity's business and structure

ACC is the statutory Crown entity (a Crown Agent) established under the Accident Compensation Act 2001 (the Act) to manage and deliver New Zealand's universal no fault accident compensation scheme. It is a very substantial and complex organisation, responsible for the assets and liabilities associated with the Motor Vehicle, Earners', Non-earners', Treatment Injury, and Work Accounts.

The objectives of ACC, as set out in the Act, relate to the delivery of services that will minimise both the incidence of injury in the community, and the impact of injury on the community. ACC's core functions are to:

- reduce the incidence and severity of personal injury through investment (Injury Prevention)
- rehabilitate claimants back to work or independence
- manage assets, liabilities, and risks in relation to the five accounts
- pay compensation entitlements to eligible claimants during periods of personal injury.

The board's strategic priorities for ACC are set out in its 2023 - 2027 Statement of Intent, Huakina Te Rā, which has a focus on dual goals in Mana Taurite | Equity, Ringa Atawhai | Guardianship, and Oranga Whānau | Safe and Resilient Communities.

Te Urunga o te Kaipakihi: Business drivers short to medium term

ACC operates within a system, with close overlaps to the health and disability sector and employment and labour markets where it can be a leading influence of good practice, both now and into the future. However, significant policy changes in those sectors can also present disruption to ACC's operating model that will need to be managed effectively.

Ongoing inflationary and wider health sector pressures and tightening financial conditions for businesses have resulted in some of ACC's claims cost increases, particularly in comparison to previous financial years when prices were relatively stable. ACC is also working on improving and maintaining its performance to reduce cost claims by preventing injury, rehabilitating the injured and ensuring the longer-term sustainability of the scheme. Current key areas of focus for ACC are on improving:

- the influenceable parts of the outstanding claims liability (OCL) or the expected amount of money needed to cover the cost of all the accidents that have already happened. A higher OCL means more funding (from levies and government appropriations) may be needed to ensure the scheme remains sustainable.
- customer outcomes and experience, which are about how ACC is perceived. Trust scores are measured as public trust and confidence, client net trust score, client net trust score for Māori, and both provider and business net trust scores.
- injury prevention spending. Investing in and effectively executing injury prevention programs can yield substantial benefits, not only for ACC but also for New Zealand as a whole.

Position Specification: Te Nohoanga o te Poari Karauna:

New Zealand Lotteries Commission

On behalf of the Minister of Internal Affairs, we are inviting applications from people with governance capability for one vacancy who can bring a fresh perspective to the Board of New Zealand Lotteries Commission (Lotto NZ) from their career and life experience.

Applicants must have the necessary capabilities that enable them to meet the requirements of a director in terms of the Crown Entities Act 2004 and other relevant legislation. They must be able to demonstrate the knowledge, skills, attributes, behaviours and personal qualities critical for organisational stewardship required for particular roles on the board.

For a full list of capabilities applicable to Crown Entity, Crown companies and SOE boards go to: [What we look for - Board Appointments.](#)

Capabilities sought: Kaha Kimihia

Ideal candidates will have all or some of the following:

- Financial management, including significant audit and risk experience, with the ability to chair Lotto NZ's Audit & Risk Committee.
- Risk management, including identification and management of all major risks.
- Experience in governance roles in large, complex for-profit environments.
- Strong commercial acumen and experience in aligned industries.
- Specialist expertise in large scale retail / consumer experience with a focus on brand and complex omnichannel customer interactions.
- Experience with large scale IT and transformation processes.
- Awareness of and concern for the effects of gambling harm on the community.

Manawanui: Commitment

Commissioners are typically engaged for up to 2-3 days per month on average. The work of the Commissioners is not evenly distributed through the year so demands may require greater time at peak periods, and correspondingly less at other times. The Commission is Auckland based holding some of its board meetings by videoconference and in other regions.

Remuneration: Utu

Fees for Commissioners are set under the Cabinet Fees Framework. Members receive annual fees of \$31,950.

Closing date and Introduction Letter: Rā Kati

Candidates are asked to provide a cover letter to support their application. This may include details on their values, interest and motivations for this role, and any personal attributes, strengths and diverse perspectives that they think would contribute to performance on this board.

To be successful in this board role candidates must be able to demonstrate the core capabilities sought. In their cover letters, candidates will need to outline how they meet each of the following key requirements:

1. Financial management, including audit and risk experience, and the ability to chair Lotto NZ's Audit & Risk Committee.
2. Risk management, including identification and management of all risks.
3. Experience in governance roles in large, complex for-profit environments.

Please note that if you are shortlisted as part of this appointment process, you will be asked to disclose all relevant interests (which could be personal, private, business or financial interests) that could result in an actual, potential or perceived conflict of interest. All shortlisted candidates are also subject to reference and background checks which will be undertaken by an external provider engaged by the Treasury.

Your application and cover letter is required to be with the Treasury no later than **5:00pm on Monday 15 January 2024**.

All final decisions regarding board composition are at the discretion of the shareholding or responsible Minister. Any queries should be directed to: appointments@treasury.govt.nz

Current Board composition

Board Member	Appointment date	Term end date	Region
Chair: Roger Keith Sharp	1 July 2020	30 April 2024	Otago
Deputy Chair: David Winiata Tapsell	1 November 2016	30 April 2025	Bay of Plenty
Kim Marie Gordon	1 May 2018	30 April 2024	Wellington
Patricia Ann (Trish) Oakley	13 June 2020	30 April 2025	Auckland
Mark Archibald Todd	20 February 2019	30 April 2024	Wellington

Commission's business and structure: Te Hanganga o te Komihana:

[About us | Official Lotto NZ website \(mylotto.co.nz\)](https://mylotto.co.nz)

The New Zealand Lotteries Commission ("Lotto NZ") operates as an Autonomous Crown Entity and runs New Zealand's national lottery games with the aim to maximise profits while minimising gambling harm. Profits are distributed via the NZ Lottery Grants Board, which provides grants to thousands of community groups and organisations around New Zealand.

The activities of Lotto NZ are authorised and controlled through the Gambling Act 2003. This gives Lotto NZ three statutory functions – to promote, organise and conduct lotteries; to make rules regulating the conduct of those lotteries; and to advise the Minister of Internal Affairs on matters relating to lotteries.

Lotto NZ markets six gaming products within two categories – Lotto Family (Lotto, Lotto Strike and Lotto Powerball) and Daily Games (Instant Kiwi in-store and online, Keno and Bullseye). Lotto NZ is the only major New Zealand based lottery provider and although it does not have direct competitors, it competes with other discretionary gaming and entertainment services – both in New Zealand and with offshore online providers.

Sales through Lotto NZ's online sales channels, MyLotto and the Lotto NZ App, have seen substantial growth over the past two – three years, and accounted for 45% of sales revenue in



FY22 and 43% in FY23. Lotto NZ continues to invest substantially in digital infrastructure and has initiated a major upgrade to future proof the core gaming system.

This upgrade will align the technology to the organisation's growth strategy and allow Lotto NZ to modernise the way it operates through the introduction of new simplified processes and enhanced capabilities.

Lotto NZ also has approximately 1,242 active Lotto retail outlets, making it the largest single retail franchise network in New Zealand.

Lotto NZ remains committed to responsible gaming and social responsibility. The entity was recertified by the World Lottery Association to the highest possible level (level 4) of the Responsible Gaming Framework in 2022/23.

Business Drivers: Te Urunga o te Kaipakihi

Lotto NZ is focused on the following activities as it works towards meeting its long-term strategic goals:

- **World-leading responsible gaming:** Providing a responsible gaming environment is central to all of its operations in order to achieve the objective of maximising benefits for New Zealand communities. Therefore, harm minimisation will continue to be a key strategic driver, reflected in greater levels of investment and dedicated internal resource to prevent underage and excessive play of Lotto NZ games.
- **Winning customer experiences:** Lotto NZ will take a customer-first approach to every interaction with its players, focusing on creating memorable moments that are unique to Lotto NZ games.
- **Enabling platforms and operations:** Lotto NZ's new digital infrastructure, with a more adaptable and flexible platform, will allow the business to support the growing digital player base and keep up with the change required to deliver on its strategic goals.
- **Future-fit capability and culture:** Lotto NZ will invest in upskilling its people and bringing in new skills and expertise required to deliver on its vision, while fostering a collaborative environment and providing an inclusive and diverse workplace.

Position Specification: Te Nohoanga o te Poari Karauna

Meteorological Services of New Zealand Ltd

On behalf of the shareholding Ministers, we are inviting applications from people with governance capability who can bring a fresh perspective to the board of MetService from their career and life experience. There are two director vacancies to be filled.

Applicants must have the necessary capabilities that enable them to meet the requirements of a director in terms of the Companies Act 1993 and other relevant legislation. They must be able to demonstrate the knowledge, skills, attributes, behaviours, and personal qualities critical for organisational stewardship and required for particular roles on the board.

For a full list of capabilities applicable to Crown companies and SOE boards go to: [What we look for - Board Appointments](#)

Capabilities sought: Kaha Kimihia

Ideal candidates will have experience in some or all of the following:

- excellent strategic thinking and stakeholder management skills
- strong commercial acumen and core governance
- understanding stakeholder engagement/relationships in public sector
- business development and commercial enterprise technology sales/growth in the science and innovation industry
- scaling Platform as a Service (PaaS) model
- change management, organisational transformation experience
- Crown relationships
- Te Ao Māori.

Commitment: Manawanui

Monthly board meetings are located mainly in Wellington. In addition, all members contribute to one or two subcommittees. All committees require around half a day preparation. There is an annual one-day strategy session. Video conferencing is used when required.

Remuneration: Utu

Directors' fees for the MetService board are \$23,448 per annum, based on an expected 30 days' commitment for meeting attendance and other board business. Actual fees paid are at the discretion of the Board. Reasonable and actual travel and other expenses related to board duties will be paid.

Closing date and Introduction Letter: Rā Kati

Candidates are asked to provide a cover letter to support their application. This may include details on their values, interest and motivations for this role, and any personal attributes, strengths and diverse perspectives that they think would contribute to performance on this board.

To be successful in this board role candidates must be able to demonstrate the core capabilities sought. In their cover letters, candidates will need to outline how they meet each of the following key requirements:

- Experience/success in business development and commercial enterprise technology sales/growth in the science and innovation industry.
- Change management, organisational transformation.
- Understanding/experience in stakeholder engagement/relationships in public sector.

Please note that if you are shortlisted as part of this appointment process, you will be asked to disclose all relevant interests (which could be personal, private, business or financial interests) that could result in an actual, potential or perceived conflict of interest. All shortlisted candidates are also subject to reference and background checks which will be undertaken by an external provider engaged by the Treasury.

All final decisions regarding board composition are at the discretion of the shareholding or responsible Minister.

Your application and cover letter is required to be with the Treasury no later than **5:00pm on Monday 22 January 2024**.

Any queries should be directed to appointments@treasury.govt.nz

Current Board composition: Te Pōari

Board Member	Appointment date	Term end date	Region
Paula Jackson (Chair)	8 July 2022	31 May 2025	Wellington
Dr Brendon Te Tiwaha Puketapu (Deputy Chair)	5 April 2023	28 February 2026	Wellington
Martin Matthews	8 July 2022	31 May 2025	Wellington
Dave Moskovitz	17 March 2020	31 May 2025	Wellington
Victoria Spackman ONZM	19 July 2021	30 April 2024	Wellington
Dr Alison Watters	19 July 2021	30 April 2024	Manawatu/Whanganui
Stephen Willis	19 July 2021	30 April 2024	Otago

Entity's business and structure: Rangaranga o te Kamapene

MetService, Te Ratonga Tiorangi, is New Zealand's national weather authority and designated representative to the World Meteorological Organisation, providing comprehensive weather services, 24 hours a day, 365 days a year.

MetService provides weather forecasts and related information services to national and international customers. The company supplies customised weather forecasts on a commercial basis across a range of industries, including the media, aviation, and energy sectors. They employ over 300 staff including world-class meteorologists, oceanographers, data analysts, modellers and researchers across New Zealand, Australia, Asia and Europe.

In March 2023, the Minister of Finance, Minister of Transport, Minister of Research, Science and Innovation (RSI) and Minister for State Owned Enterprises commissioned a review of the weather forecasting system in New Zealand – Project Hau Nuku. Project Hau Nuku commenced in September 2023 and it is expected the final report for the review will be provided in April 2024.

The key objectives of Project Hau Nuku are to:

- Identify and recommend the optimal arrangements and responsibilities in the weather forecasting system that will best position New Zealand to meet future weather-related challenges and impacts in the context of climate change.
- Based on the optimal arrangements in the performance of the system, consider the optimal structural configuration of MetService and NIWA.
- Identify if changes in access to weather data should be made and what these should be.

For the 2022/23 financial year MetService delivered a \$2.11 million operating profit, with a year-on-year increase of revenue of 4%. The increase was driven by better than-expected revenue particularly from the aviation sector and their digital platforms.

Business drivers short to medium term: Te Urunga o te Kaipakihi

MetService's strategic priorities 2023-2024 (as listed in the Statement of Corporate Intent)

- Lead on weather impacts, supporting the safety and resilience of New Zealanders in a changing climate.
- Improving the way, we work with, and engage, Māori to build trust and relevance.
- Deliver a customer-first operating model that supports a scalable business.
- Optimise the way our business operates to drive improved profitability, capability and efficiency.

Position Specification: Te Nohoanga o te Poari Karauna

Quotable Value Ltd

On behalf of the shareholding Ministers, we are inviting applications from people with governance capability who can bring a fresh perspective to the board of Quotable Value from their career and life experience.

Applicants must have the necessary capabilities that enable them to meet the requirements of a director in terms of the Companies Act 1993 and other relevant legislation. They must be able to demonstrate the knowledge, skills, attributes, behaviours and personal qualities critical for organisational stewardship and required for particular roles on the board.

For a full list of capabilities applicable to Crown companies and SOE boards go to: [What we look for - Board Appointments](#)

Capabilities sought: Kaha Kimihia

Ideal candidates will have experience in some or all of the following:

- excellent strategic thinking and stakeholder management skills
- strong commercial acumen and core governance
- understanding consumer requirements and market trends
- expertise in local government and the communities they serve
- Crown relationships, public sector and knowledge of Te Ao Māori
- an ability to hold management to account for delivery and performance.

Commitment: Manawanui

The Board typically meets six times per year (the last Wednesday in February, April, June, July, August and October) by way of either physical meetings in Auckland or video conferencing. There is a face to face Strategic / Blue Sky discussion every November. In addition, all members sit on at least one of the Board's three committees which generally meet in advance of Board meetings and require around half a day preparation. Some matters are considered by the Board via circulation, as required. Board members are also available to the CEO as sounding boards to "chew the fat" where they have expressed particular areas of expertise.

Remuneration: Utu

Directors' fees for the Quotable Value Board are based on a rate of \$23,448 per annum. Actual fees paid are at the discretion of the board.

Closing date and Introduction Letter: Rā Kati

Candidates are asked to provide a cover letter to support their application. This may include details on their values, interest and motivations for this role, and any personal attributes, strengths and diverse perspectives that they think would contribute to performance on this board. To be successful in this board role candidates must be able to demonstrate the core

capabilities sought. In their cover letters, candidates will need to outline how they meet each of the following key requirements:

- An ability to hold management to account for delivery and performance.
- Understanding/experience in stakeholder engagement/relationships in public sector.

Please note that if you are shortlisted as part of this appointment process, you will be asked to disclose all relevant interests (which could be personal, private, business or financial interests) that could result in an actual, potential or perceived conflict of interest. All shortlisted candidates are also subject to reference and background checks which will be undertaken by an external provider engaged by the Treasury.

Your application and cover letter is required to be with the Treasury no later than **5:00pm on Monday 22 January 2024**.

All final decisions regarding board composition are at the discretion of the shareholding or responsible Minister. Any queries should be directed to: appointments@treasury.govt.nz.

Current Board composition: Te Pōari

Board Member	Appointment date	Term end date	Region
Gregory Fortuin (Chair)	21 August 2019	31 May 2025	Wellington
Sue Tindal (Deputy Chair)	1 May 2020	30 April 2026	Australian
Hon Mark Burton	21 August 2019	31 May 2024	Waikato
Sharon Henderson	1 July 2023	30 June 2026	Auckland
Alma Hong	1 October 2021	30 April 2024	Wellington
Mads Moller	13 November 2019	31 May 2025	Canterbury
Natasha Possenniskie	1 October 2021	30 April 2024	Wellington
Alex Skinner	13 November 2019	31 May 2025	Canterbury

Entity's business and structure: Rangaranga o te Kamapene

QV's core business is in Council rating valuations throughout New Zealand and New South Wales, Australia. In New Zealand these are carried out every three years and annually in Australia. Councils use QV's valuations for setting property rates.

QV also performs a broad portfolio of property valuation that includes:

- Market Valuations: specialist property valuations for residential, commercial and rural sectors.
- Asset Valuations: Specialist asset valuations for financial reporting purposes.
- Property Management: Property portfolio management for private and public sector organisations.

- Property Intelligence and Tools: providing market intelligence, data analytics, tools and customised solutions.

Business drivers short to medium term: Te Urunga o te Kaipakihi

While QV's revenues are fractional in the scale of the Crown's commercial company portfolio, the State Owned Enterprise plays an important role in delivering property intelligence to help Councils, business and the public make informed decisions regarding property. Notably, QV has around 85% of the ratings valuation market in New Zealand, for the delivery of three-yearly ratings valuations to Councils. Having been through a stabilisation phase over the last two years, QV's strategy is to strengthen its core valuations business, focusing on business agility and digitisation. It has developed two strategic objectives:

- (i) growing the value QV delivers through creating greater value for customers and achieving operational excellence, and
- (ii) being trusted property experts through connecting people to the information they need and being recognised for property expertise.

QV plans to achieve these priorities through the use of its website as a platform to provide access to more data and products; partnering with stakeholders; and improving core processes. To enable this, QV plans to continue investing in its website; lifting its brand by providing insightful property information and commentary; and implementing real-time valuation.

QV is operating in a dynamic market environment, Land Information New Zealand (LINZ) has completed the rating valuations regulatory system assessment, and changes within the bounds of the current regulatory framework are expected (i.e. Rating Valuation Rules 2008). Further, QV is facing competition from other property valuation companies and disruption from the technology sector. The market is driving towards effective digital solutions, high-quality products, and real-time property information. Technology provides new opportunities for QV to develop new and improved products and services, and improve efficiency through automation.

Crown Board Position Specification: Te Nohoanga o te Poari Karauna

Public Trust

On behalf of the responsible Minister, we are inviting applications for one position from candidates with governance capability who can bring a fresh perspective to the Board of Public Trust from their career and life experience.

Applicants must have the necessary capabilities that enable them to meet the requirements of a board member under the Crown Entities Act 2004, and other relevant legislations. They must be able to demonstrate the knowledge, skills, attributes, behaviours, and personal qualities critical for organisational stewardship required for particular roles on the Board.

For a full list of capabilities applicable to Crown entity, Crown companies and SOE boards go to: [What we look for - Board Appointments.](#)

Capabilities sought: Kaha Kimihia

Ideal candidates will have some or all of the following:

- specialist expertise in financial services and / or investment market expertise
- significant governance experience
- strong Government sector experience or experience working with stakeholders within Government
- a strategic approach and experience charting and monitoring the implementation of strategic objectives
- strong commercial acumen
- experience overseeing complex organisations during a period of significant technology change
- knowledge of Te Ao Māori and experience of partnering with iwi and other Māori organisations.

Commitment: Manawanui

Public Trust Board typically meets six to seven times per year by way of physical meetings in Auckland, as well as four to five times for shorter (one hour) meetings via video conference. In addition, all members sit on at least two of the Board's three Committees which generally meet in advance of Board meetings and require around half a day preparation. Some matters are considered by the Board via circulation, as required.

Remuneration: Utu

Fees for the Public Trust Board are based on a rate of \$30,800 per annum. Actual fees paid are at the discretion of the Board.

Closing date and Introduction Letter: Rā Kati

Candidates are asked to provide a cover letter to support their application. This may include details on their values, interest and motivations for this role, and any personal

attributes, strengths and diverse perspectives that they think would contribute to performance on this board.

To be successful in this board role candidates must be able to demonstrate the core capabilities sought. In their cover letters, candidates will need to outline how they meet each of the following key requirements:

1. Specialist expertise in financial services and / or investment market expertise.
2. Strong Government sector experience or experience working with stakeholders within Government.
3. Knowledge of Te Ao Māori and experience of partnering with iwi and other Māori organisations.

Please note that if you are shortlisted as part of this appointment process, you will be asked to disclose all relevant interests (which could be personal, private, business or financial interests) that could result in an actual, potential or perceived conflict of interest. All shortlisted candidates are also subject to reference and background checks which will be undertaken by an external provider engaged by the Treasury.

Your application and cover letter are required to be with the Treasury no later than **5:00pm on Monday 22 January 2024**.

All final decisions regarding board composition are at the discretion of the shareholding or responsible Minister. Any queries should be directed to: appointments@treasury.govt.nz.

Current Board composition: Te Pōari

Board Member	Start date	Term end	Region
Ian Fitzgerald (Chair)	22 May 2017	31 Oct 2025	Marlborough
John Ross Duncan (Deputy Chair)	1 Nov 2015	31 Oct 2024	Auckland
Meleane Burgess	1 Feb 2020	31 Oct 2025	Waikato
Kirsty Mary Campbell	1 April 2019	31 Oct 2024	Auckland
Kevin Murphy	1 Feb 2020	31 Oct 2025	Taranaki
Graham Arthur Naylor	1 Nov 2016	31 Oct 2024	Bay of Plenty
Vacancy			

Entity's business and structure Rangaranga o te Kamapene

<https://www.publictrust.co.nz/>

Public Trust is an autonomous Crown entity governed by the Public Trust Act 2001 and Crown Entities Act 2004. It has served New Zealanders for 150 years, being the first of its kind in the world.

Under the Public Trust Act 2001, Public Trust is required to have the principal objective of operating as an effective business and maintaining financial viability in the long term. It is also required to be a good employer and an organisation that exhibits a sense of social responsibility by having regard to the interests of the communities in which it operates.

As New Zealand's largest provider of trustee and estate administration services, Public Trusts employs over 400 people across their corporate offices, contact centre and nationwide network of customer centres. The organisation has a broad remit from helping everyday New Zealanders put their estate plans in place, administering estates

and charitable trusts, investing fiduciary customer funds, protecting student fees, and providing corporate trustee, supervisory and custodial services to the financial services industry.

New Zealand is facing an ageing population, increasing death rates, increasing rates of dementia and other illnesses, growing complexity in family structures and a significant transfer of intergenerational wealth. These factors mean Public Trust services are more relevant than ever. The organisation is seeking to scale, enhance, and adapt its offering to respond to this changing context and continue to meet the needs of the New Zealand public.

The Board and management are leading a strategy focused on improving Public Trust's service delivery model and propositions to meet this increased and changing demand. The strategy includes investment in new technology, creating efficiencies across the business and listening closely to what customers want and need.

Business drivers short to medium term: Te Urunga o te Kaipakihi:

The primary areas the Public Trust will be focusing on are as follows:

- A strategy that puts their customers and people first while also focusing on financial performance.
- Elevating their culture of care and putting people at the heart of everything they do, all with an eye firmly on growing a sustainable business that will remain relevant for generations to come.