

# DOCUMENT 1

## New Zealand Lottery Grants Board

Do you have an interest for making a positive difference for New Zealand? If so, consider becoming a community liaison member with the New Zealand Lottery Grants Board (the Board).

The Department of Internal Affairs, on behalf of the Minister of Internal Affairs, is now calling for applications from individuals with a strong interest in ensuring the Board makes decisions of the highest standard.

### ***What is the New Zealand Lottery Grants Board?***

The Board is a statutory body established under the Gambling Act 2003. It gives out profits from the New Zealand Lotteries Commission to Lottery distribution committees, sets policies for grants, and provides direction on how funding decisions should be made.

The Board consists of the Minister of Internal Affairs who chairs the Board as the Presiding Member, the Prime Minister (or their representative), the Leader of the Opposition (or their representative), and three members appointed by the Governor-General to serve as community liaison members.

### ***What skills and experience does the community liaison member for the New Zealand Lottery Grants Board need?***

As a community liaison member, you should bring extensive community and voluntary sector experience, financial literacy and business acumen, grant-making experience, and governance experience.

Please view the candidate information sheet at <https://www.dia.govt.nz/Appointments-to-Statutory-Bodies> for more information including the full list of selection criteria, time requirements and remuneration.

### **How to apply**

Please submit a cover letter, an up-to-date CV, a photo ID (New Zealand Driver's Licence or Passport) and a completed Expression of Interest form to [appointments@dia.govt.nz](mailto:appointments@dia.govt.nz) by **5pm 14 May 2025**. Your letter should explain how your skills and experience match the selection criteria.

This is a contestable process and applications will be assessed according to the specific skills and experience required for the position. We welcome and encourage applications from candidates with diverse backgrounds, including all age groups, genders, ethnicities and geographic locations.

Please contact [appointments@dia.govt.nz](mailto:appointments@dia.govt.nz) if you require further information.

## INFORMATION SHEET

### New Zealand Lottery Grants Board

#### Purpose

The Board is a statutory body established under the Gambling Act 2003. It gives out profits from the New Zealand Lotteries Commission to lottery distribution committees, sets policies for grants, and provides direction on how funding decisions should be made.

#### Membership

The Board consists of the Minister of Internal Affairs who chairs the Board as the Presiding Member, the Prime Minister (or their representative), the Leader of the Opposition (or their representative), and three members appointed by the Governor-General to serve as community liaison members.

#### Required skills and experience

- Financial literacy
- Business acumen
- Grant-making experience
- Governance experience
- Community and voluntary sector experience
- Understanding of funding systems
- Outcome evaluation and impact measurement skills
- Strategic thinking
- Relationship management skills

#### Commitment

The Board generally meets for two hours, three to six times a year. The community liaison members' role requires them to attend up to eight lottery distribution committee meetings per year. They are expected to provide support to approximately seven committees and to provide feedback to the Board. Board meetings are mainly in Wellington but there may be additional travel to lottery distribution committee meetings throughout New Zealand

#### Remuneration

The Board is classified as a Group 4 Level 2 entity under the Cabinet Fees Framework. The appointed members are paid a \$389 fee for each full day spent on lottery-related work, including attending meetings and corresponding preparation. Members are also reimbursed for any travel costs incurred carrying out their duties.

# Statutory Appointments - Expression of Interest Form

Please complete this form as fully as you can. If you have any questions or difficulties please contact the Appointments Team at the Department of Internal Affairs at [appointments@dia.govt.nz](mailto:appointments@dia.govt.nz).

## Privacy statement

The information you provide will be used to assess your suitability for appointment to the specified role. If you do not provide all information requested in this form, we may be unable to process your expression of interest. Your information will be held by the Department of Internal Affairs and will only be shared if permitted or required by law. You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong by contacting [appointments@dia.govt.nz](mailto:appointments@dia.govt.nz).

## Which statutory body do you want to nominate yourself to?

<b>Body</b>	
-------------	--

## Required information

**You need to provide four parts to your application**

You must provide **four** parts to your application:

1. a completed and signed version of this form;
2. a copy of your photo ID, either **passport** OR **New Zealand driver's licence**;
3. a cover letter explaining how your skills and experience meet the selection criteria; and
4. a full current version of your curriculum vitae (CV).

## Nominee

Personal details						
<b>Surname</b>						
<b>First name</b>						
<b>Middle name(s)</b>						
<b>Daytime telephone number</b>						
<b>Postal address</b>						
<b>Email address</b>						
<b>Gender</b> Male, female, gender diverse or prefer not to say						
<b>Age</b> (Please tick the relevant box)	<30 years	31-40 years	41-50 years	51-60 years	60+ years	Prefer not to say

<b>New Zealand Citizenship or Immigration Status</b> (Please provide a copy of the front page of your passport/ proof of your visa status)	Choose an item.
<b>Immigration Status / Visa Type – Additional Details</b>	
<b>Ethnicities</b> (and iwi affiliation if applicable)	
<b>Current and most recent employment</b> (Specify position and employer, including tenure - support with a current CV)	

Professional and tertiary qualifications (For example, Bachelor of Commerce, Master of Commerce)		
Qualification	Institution	Year awarded

Professional memberships (For example, Institute of Directors in New Zealand, New Zealand Institute of Chartered Accountants, Archives and Records Association of New Zealand)	
Body	Member since

Government-appointed board experience			
Body	Position	Start date	Finish date
	Select		

Released under the Official Information Act 1982

Other board experience			
Body	Position	Start date	Finish date

Paid and voluntary work experience			
Organisation	Position	Start date	Finish date

Referees
<p>Please provide the names of two referees whose consent has been obtained and who may be contacted for a confidential reference. (Ideally a current or former chair or manager)</p>

Name			
Company / organisation			
Relationship to you			
Phone		Email	

Name			
Company / organisation			
Relationship to you			
Phone		Email	

Released under the Official Information Act 1982

Health Matters	
Do you have, or have you ever had, a medical condition caused by an injury, illness, disability or any gradual process that may be aggravated by, or affect your ability to carry out the tasks expected of a member of a body?	Yes / No
If YES, please provide details:	(Type / write here)
If you have responded YES, what accommodation, facilities or equipment would you require to be able to perform the role?	(Type / write here)

Possible conflicts of interest
<p>Do you have any professional associations, community links, investments or family connections with the body? If so, please list.</p> <p>For example, if the nomination is for a funding body and you or a close family member serves on a charity that seeks funding from that body, then you would need to list that</p>

Criminal record	
<p>A criminal conviction will not necessarily exclude you from being considered for appointment. Any previous convictions that meet the criteria of the Criminal Records (Clean Slate) Act 2004 do not need to be disclosed. For information on the Act, see <a href="https://www.justice.govt.nz/criminal-records/clean-slate/">https://www.justice.govt.nz/criminal-records/clean-slate/</a></p>	
<p>The Department of Internal Affairs may decide to check your record for criminal convictions and/or your credit status.</p> <p>Do you consent to such a check?</p>	Yes / No
	(Type / write here)

Released under the Official Information Act 1982

<p>If you have answered <b>NO</b> to the above question, please provide details:</p>	
<p>Have you ever been convicted of any offence in New Zealand or in any other country (other than minor traffic or parking offences)?</p>	<p><b>Yes / No</b></p>
<p>Are there any charges against you yet to be heard?</p>	<p><b>Yes / No</b></p>
<p>If you have answered <b>YES</b> to either or both of the above two questions, please provide details:</p>	<p><i>(Type / write here)</i></p>

Released under the Official Information Act 1982

Please indicate below where you found out about this role?	
Department of Internal Affairs website – statutory appointments page	Yes / No
www.jobs.govt.nz	Yes / No
www.seek.co.nz	Yes / No
Other (please specify) _____	Yes / No

Disclosures	
Have you been the subject of any disciplinary action by a professional body in New Zealand or overseas?	Yes / No
Have you been made bankrupt, entered into a composition with creditors, or been disqualified as a director?	Yes / No
Are there any other probity issues or other issues the Minister would need to be informed of before considering recommending you to the position you are applying for.?	Yes / No
If you have answered <b>YES</b> to any of the above questions, please provide details below:	
(Type / write here)	

Released under the Official Information Act 1982

**Declaration:**

I,

\_\_\_\_\_

*(full legal name)*

confirm that the information I have given in this form is complete, true and correct.

**I consent to the Department of Internal Affairs:**

- verifying, at any time, the accuracy of the information I have provided in this disclosure form and my application materials;
- making enquiries with government agencies and other relevant bodies to confirm background information and assess my candidacy;
- discussing the details of my application (and all information provided) with the appointing Minister; AND
- if appointed, releasing a CV summary and contact details to the chair of the relevant entity to assist with induction and administrative arrangements.

**I confirm that:**

- I have read the candidate information sheet detailing the nature of the role, the time commitment and the remuneration.

**If I am appointed:**

- I agree to promptly declare any actual or potential conflict of interest or probity issue to the Chairperson who will decide how the conflict or probity issue can best be managed. I also agree to abide by any decisions about the management of that conflict or probity issue. I acknowledge that, in the event that a conflict or probity issue cannot be managed, that the Minister may reconsider the suitability of me continuing to be a member of the body.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Released under the Official Information Act 1982

**Hon Jan Tinetti**

Minister of Internal Affairs  
Minister for Women  
Associate Minister of Education



18 JUL 2022

9(2)(a)

Tēnā koe 9(2)(a)

I am pleased to advise that Her Excellency the Governor-General has appointed you as a member of the New Zealand Lottery Grants Board | Te Puna Tahua (the Board).

Your Notice of Appointment is attached. Your new term of office will commence on 1 September 2022 and end on 31 August 2025.

The Governor-General has also appointed 9(2)(a) This means that the three community representatives will be yourself, 9(2)(a)

If you have any queries regarding your appointment, please contact Rebecca Gill at the Department of Internal Affairs: [appointments@dia.govt.nz](mailto:appointments@dia.govt.nz).

Congratulations on your appointment.

Ngā mihi

Hon Jan Tinetti  
Minister of Internal Affairs

Encl.

**DOCUMENT - 4**



**Appointment of a Member of the New Zealand Lottery Grants Board / Te Puna Tahua**

*Cindy Kiro*

Governor-General

Pursuant to section 272(2)(d) of the Gambling Act 2003,  
I, the Right Honourable Dame Cindy Kiro, GNZM, QSO, Governor-General  
of New Zealand, hereby appoint:

9(2)(a)

as a member of the New Zealand Lottery Grants Board | Te Puna Tahua for a term  
commencing on 1 September 2022 and expiring on 31 August 2025.

Given under the hand of Her Excellency the Governor-General of New Zealand and issued

this *14<sup>th</sup>* day of *July* 2022.

*J. Tinetti*

Hon Jan Tinetti  
Minister of Internal Affairs