

## Vacancies on the Dietitians Board - Te Mana Mātanga Mātai Kai

The Ministry of Health - Manatū Hauora (the Ministry) is seeking candidates who wish to be considered for appointment as **health practitioner OR layperson** members of the [Dietitians Board - Te Mana Mātanga Mātai Kai](#) (the Board). The Board is a Responsible Authority 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 dietitians are fit and competent to practice.

### About the role - Kōrero mō te tūranga

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

The functions of responsible authorities are set out under [section 118 of the HPCA Act](#), and more information about the Board is available on the Board's [website](#). Appointments to the Board are made by the Associate Minister of Health Hon Matt Doocey, typically for terms of three years. Members can be reappointed for up to nine consecutive years.

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

### About you - Kōrero mōu

For all applicants, governance and/or regulatory experience is a plus but not required. It is beneficial if you have the capability to lead strategically, and to balance competing demands.

Preferred **health practitioner** applicants will:

- Have significant clinical experience as a dietitian
- the ability to demonstrate knowledge and understanding of the Treaty of Waitangi and its application in health care and regulatory settings
- experience working with Māori models of health care, ensuring cultural safety and inclusivity in practice
- an awareness and understanding of a range of cultural perspectives in health care, and their impact on service delivery.

Successful **health practitioner** applicants must be registered dietitians with a current practising certificate and have a good understanding of the scope of practice, professional standards and competencies and code of ethics and conduct.

Under section 5 of the HPCA Act, **laypeople** applicants cannot be qualified or registered as health practitioners. Preferred laypeople applicants will also:

- Have financial and/or legal experience
- Be able to represent community and consumer interests

Members of a Responsible Authority board cannot simultaneously be a member of the Health Practitioners Disciplinary Tribunal (the Tribunal) given the disciplinary function of the Tribunal over health practitioners.

## How to apply - Me pēhea te tono

Applications must be made using the Ministry of Health online [Career Centre](#) by close of business **14 May 2025** and include:

- a completed declaration form (attached), and
- a covering letter, and
- 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 Ministry of Health may also request that the New Zealand Security Intelligence Service conduct national security screening of you as part of the appointment process.

The appointment process can be lengthy, taking between 6 to 12 months. Your patience and professionalism as we work through the next steps is appreciated. The outcome of the recruitment process for the Board will be confirmed after it has been considered by the [Cabinet Appointments and Honours Committee](#).

## Who we are - Ko wai mātou

See the [Ministry of Health 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](mailto:appointments@health.govt.nz)

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# Candidate Information on the Terms and Conditions of Appointment to the Dietitians Board

## Health Practitioners Competence Assurance Act 2003

### Introduction

This document provides information for prospective candidates for membership of the Dietitians Board (the Board). It sets out the:

- role and functions of the Board
- composition of the Board
- terms and conditions of appointment
- duties and responsibilities of a member.

### The Role of Responsible Authorities in Regulating Occupations

The Health Practitioners Competence Assurance Act 2003 (the Act) established registration authorities to protect consumers receiving services from a wide range of health practitioners. The Act requires registration authorities to establish the competencies required for the registration of practitioners who demonstrate they possess the competencies and conduct to practise safely and professionally. The Board is one such responsible authority.

Occupational regulation is a way of providing consumers with information on a practitioner's competence. It ensures that only practitioners who have demonstrated that they meet the minimum professional standards for entry to an occupation can practise and use protected titles. Consumers do not always have enough knowledge to make an informed decision whether Dietitians are competent to carry out their occupation. This can be a matter of concern when the actions of a practitioner may impact on the health and safety of consumers.

Individuals appointed to the Board have a range of experience, from first-time appointees with little or no experience as a member of such authorities to members with extensive experience. The Board draws considerable benefits from having a diverse membership with a range of skills, attributes, and experience.

### Functions of the Board

The Board is a regulatory authority established under section 114 of the Act. The purpose of the Board is to protect the consumers of dietetic services through the registration of Dietitians ensuring the competency of dietitians through ongoing education and maintenance of professional standards and conduct.

The functions of the Board are set out under section 118 of the Act. As they relate to the Board, these functions are:

- to prescribe the qualification required for scopes of practice within the profession, and, for that purpose, to accredit and monitor educational institutions and degrees, courses of studies, or programmes
- to authorise the registration of Dietitians under this Act, and to maintain registers

- to consider applications for annual practising certificates
- to review and promote the competence and professional standards of Dietitians
- to recognise, accredit, and set programmes to ensure the ongoing competence of Dietitians
- to receive and act on information from Dietitians, employers, and the Health and Disability Commissioner about the competence or conduct of registered Dietitians
- to notify employers, the Accident Compensation Corporation, the Director-General of Health, and the Health and Disability Commissioner that the practice of a Dietitian may pose a risk of harm to the public
- to consider the case of Dietitians who may be unable to perform the functions required for the practice of the profession
- to set standards of clinical competence and professional and ethical standards, cultural competence (including competencies that will enable effective and respectful interaction with Māori), to be observed by Dietitians
- to liaise with other authorities appointed under this Act about matters of common interest
- to promote education and training in the profession
- to promote public awareness of the responsibilities of the Board
- to exercise and perform any other functions, powers, and duties that are conferred or imposed on it by or under this Act or any other enactment.

### **Composition of the Board**

There will generally be a minimum of seven members on the Board but may comprise up to eight members at any one time to enable training and transitions between experienced and new appointees, made up of two layperson members and five or six health practitioner members (preferably including one dietetic educator).

### **Consumer Constituency**

The consumer constituency of the Board includes the users of dietetic services. Those that use these services are a cross-section of New Zealanders in terms of ethnicity, age, gender, disability and geography.

### **Appointment as a Member of the Board**

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

- there is no conflict of interest which would preclude your appointment; and
- you are available to serve for a term of office of up to three years.
- Board members must be available and committed to work towards the achievement of the goals of the Board (up to 5 days per month), and will bring knowledge, expertise and influence relevant to the Board's affairs. This includes dietetic education experience and knowledge of tikanga and or indigenous food practices.

The Board provides an induction package to all new members.

Board members are expected to follow the terms and conditions set out below.

### **Terms and Conditions of Appointment**

Members of the Board are appointed by the Minister of Health for a term of up to three years, by notice published in the *Gazette*. Members may be reappointed from time to time, but no person is eligible to be a member for more than nine consecutive years. Any member of the Board may at any time resign as a Board member by advising the Minister in writing.

The Act states that appointed members are considered to have vacated their office if they are adjudged bankrupt under the Insolvency Act 1967. The Minister of Health may at any time remove members from office on the grounds of:

- inability to perform the duties of the office
- neglect of duty
- misconduct, proved to the satisfaction of the Minister
- with the concurrence of the Board, by notice given to the member, on the ground that the member's performance on the Board is inadequate.

### **Duties and Responsibilities of a Board Member**

This section sets out the Minister of Health's expectations regarding the duties and responsibilities of a person appointed as a member of the Board. This is intended to aid members of the Board by providing them with a common set of principles for appropriate conduct and behaviour and serves to protect the Board and its members from being exposed to legal challenges.

As an independent statutory authority the Board has an obligation to conduct its activities in an open and ethical manner. The Board has a duty to operate in an effective manner within the parameters of its functions as set out in section 118 of the Act.

#### **General**

Board members have a commitment to work for the greater good of the Board. They are accountable to the Minister of Health (and through the Minister to the public of New Zealand).

Board members attend meetings and undertake Board activities as independent persons responsible to the Board as a whole. Members are appointed to uphold the purpose of the HPCA Act; to protect consumers of dietetic services through setting standards for education and registration, and ensure maintenance of competence as a dietitian. Members are not appointed as representatives of professional organisations, academic institutions or communities. This issue is particularly important when Board members may, at times, be required to be party to decisions which conflict with the views of other organisations with which they are involved.

There is an expectation that Board members will make every effort to attend all Board meetings and devote sufficient time to become familiar with the affairs of the Board and the wider environment within which it operates.

Board members are required to serve on one or more Board committees and/or working groups, actively engage in decision-making and to respond to emails in a timely manner, when required.

#### **Legislation and Conflicts of Interest**

It is important that Board members have a common understanding of their role as a member in order that decisions can be reached within the spirit of the governing legislation, namely, for the purpose of protecting the public interest through the regulation of dietitians.

Board members will be expected to become familiar with, and operate according to, the Act.

In addition, the Board is expected to be familiar with, and operate according to, the:

- principles of natural justice and administrative law
- Health and Disability Commissioner Act 1994
  - Code of Health and Disability Services Consumers' Rights
- Pae Ora (Healthy Futures) Act 2022
- Privacy Act 2020
  - Health Information Privacy Code 2020
- Human Rights Act 1993
- Medicines Act 1981
- Treaty of Waitangi
- Code of Conduct for Dietitians Board members
- Professional Standards and Competencies for Dietitians and the Code of Ethics and Conduct for Dietitians.

The Board is expected to comply with the intent of the Official Information Act 1982.

Board 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. Proper observation of these principles will protect the Board and its members and will enable public confidence to be maintained.

When Board members believe they have a conflict of interest on a subject that will prevent them from reaching an impartial decision or undertaking an activity consistent with the Board's functions, then they must declare a conflict of interest and withdraw themselves from the discussion and/or activity.

### **Confidentiality**

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

Members are free to express their own views within the context of Board meetings, or the general business of the Board.

Board members must publicly support a course of action decided by the Board, or if unable to do that, must not publicly comment on decisions.

At no time shall Board members individually divulge details of Board matters or decisions of the Board to persons who are not Board members. Disclosure of Board business to anyone outside the Board must be the decision of the Board, or between meetings, at the discretion of the Chairperson of the Board, or in the case of committees, the Convenor of the Committee (if they have the delegated authority of the Board).

Board members must ensure that Board documents are kept secure to ensure the confidentiality of Board work is maintained. Release of Board correspondence or papers can only be made with the approval of the Board.

### **Meetings of the Board**

The Board meets formally between four and six times a year. In addition, members are required to participate on committees or working groups established to address specific issues. There can often be a requirement to engage in teleconferences between formal Board meetings. The time involved for work outside of the Board meeting varies but is likely it would be no more than 15-20 days' time commitment in total, but due to committee or working group involvement can be more.

A quorum of the Board for any meeting is four members and must include at least one member who is a layperson. Every issue before the Board is determined by consensus or a majority of the votes of the members present at the meeting. The presiding member has a deliberative vote, and, in the case of an equality of votes, also has a casting vote.

When carrying out its functions the Board must follow the principles of natural justice and administrative law. The Board must act lawfully, that is, the Board can only act within the limits of its powers as set out in the Act. The Board must also act fairly when carrying out its functions. Decisions of the Board are reviewable by the Courts and it is also possible for persons to take civil action against the Board or its individual members.

### **Fees and Allowances**

Members of the Board, and of any committees appointed by the Board, are entitled to be paid fees for attendance at meetings. Currently, the Chairperson is entitled to be paid \$800 (less Withholding tax) per full day (or \$100 per hour) and members including the Deputy Chairperson are entitled to be paid \$640 (less tax) per full day (or \$80 per hour). The Board pays for actual and reasonable travel and accommodation expenses.

More detailed information can be obtained from the Registrar of the Board.

The Registrar  
Dietitians Board  
Level 6, 22 Willeston Street  
PO Box 9644  
Wellington 6141

Ph: (04) 474 0746

Fax: (04) 474 0709

Email: [dietitians@dietitiansboard.org.nz](mailto:dietitians@dietitiansboard.org.nz)

<http://www.dietitiansboard.org.nz/>

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Thomas Shand  
s 9(2)(a)

Dear Thomas

**Reappointment as a health practitioner member of the Dietitians Board – Te Mana Mātanga Mātai Kai**

Thank you for your continued willingness to serve on the Dietitians Board – Te Mana Mātanga Mātai Kai (the Board).

In accordance with section 120 of the Health Practitioners Competence Assurance Act 2003, I hereby reappoint you as a health practitioner member of the Board for a term of office commencing on 6 April 2026 and ending on 17 January 2028.

Attached to this letter are the terms and conditions of your reappointment. Any necessary further information will be provided by the Board's Chief Executive, Megan Purves.

Please formally acknowledge your reappointment by signing the attached memorandum and emailing it to [appointments@health.govt.nz](mailto:appointments@health.govt.nz).

Thank you again and congratulations on your reappointment.

Yours sincerely

Hon Matt Doocey  
For **Minister of Health**

Encl: Terms and Conditions  
Appointment Memorandum

Cc Megan Purves, Chief Executive, Dietitians Board – Te Mana Mātanga Mātai Kai,  
[megan.purves@dietitiansboard.org.nz](mailto:megan.purves@dietitiansboard.org.nz)  
Statutory Appointments and Integrity Services, Ministry of Health,  
[appointments@health.govt.nz](mailto:appointments@health.govt.nz)

## MEMORANDUM

To: Stasha Mason  
Manager  
Statutory Appointments and Integrity Services  
Ministry of Health

Email: appointments@health.govt.nz

Subject: **Reappointment as a health practitioner member of the Dietitians Board – Te Mana Mātanga Mātai Kai**

From: Thomas Shand

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1. I acknowledge my reappointment as a health practitioner member of the Dietitians Board – Te Mana Mātanga Mātai Kai pursuant to section 120 of the Health Practitioners Competence Assurance Act 2003, for a term of office commencing on 6 April 2026 and ending on 17 January 2028.
2. I have read, understand, and accept the terms and conditions of my reappointment.

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Signed

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Date

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Irene Durham  
s 9(2)(a)

Dear Irene

**Reappointment as a lay member of the Dietitians Board – Te Mana Mātanga Mātai Kai**

Thank you for your continued willingness to serve on the Dietitians Board – Te Mana Mātanga Mātai Kai (the Board).

In accordance with section 120 of the Health Practitioners Competence Assurance Act 2003, I hereby reappoint you as a lay member of the Board for a three-year term of office commencing on 6 April 2026 and ending on 5 April 2029.

Attached to this letter are the terms and conditions of your reappointment. Any necessary further information will be provided by the Board's Chief Executive, Megan Purves.

Please formally acknowledge your reappointment by signing the attached memorandum and emailing it to [appointments@health.govt.nz](mailto:appointments@health.govt.nz).

Thank you again and congratulations on your reappointment.

Yours sincerely

Hon Matt Doocey  
For **Minister of Health**

Encl: Terms and Conditions  
Appointment Memorandum

Cc Megan Purves, Chief Executive, Dietitians Board – Te Mana Mātanga Mātai Kai,  
[megan.purves@dietitiansboard.org.nz](mailto:megan.purves@dietitiansboard.org.nz)  
Statutory Appointments and Integrity Services, Ministry of Health,  
[appointments@health.govt.nz](mailto:appointments@health.govt.nz)

**MEMORANDUM**

To: Stasha Mason  
Manager  
Statutory Appointments and Integrity Services  
Ministry of Health

Email: appointments@health.govt.nz

Subject: **Reappointment as a lay member of the Dietitians Board – Te Mana  
Mātanga Mātai Kai**

From: Irene Durham

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1. I acknowledge my reappointment as a lay member of the Dietitians Board – Te Mana Mātanga Mātai Kai pursuant to section 120 of the Health Practitioners Competence Assurance Act 2003, for a three-year term of office commencing on 6 April 2026 and ending on 5 April 2029.
2. I have read, understand, and accept the terms and conditions of my reappointment.

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Signed

Date

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Julia Hunter  
s 9(2)(a)

Dear Julia

**Reappointment as a lay member of the Dietitians Board – Te Mana Mātanga Mātai Kai**

Thank you for your continued willingness to serve on the Dietitians Board – Te Mana Mātanga Mātai Kai (the Board).

In accordance with section 120 of the Health Practitioners Competence Assurance Act 2003, I hereby reappoint you as a lay member of the Board for a three-year term of office commencing on 6 April 2026 and ending on 5 April 2029.

Attached to this letter are the terms and conditions of your reappointment. Any necessary further information will be provided by the Board's Chief Executive, Megan Purves.

Please formally acknowledge your reappointment by signing the attached memorandum and emailing it to [appointments@health.govt.nz](mailto:appointments@health.govt.nz).

Thank you again and congratulations on your reappointment.

Yours sincerely

Hon Matt Doocey  
For **Minister of Health**

Encl: Terms and Conditions  
Appointment Memorandum

Cc Megan Purves, Chief Executive, Dietitians Board – Te Mana Mātanga Mātai Kai,  
[megan.purves@dietitiansboard.org.nz](mailto:megan.purves@dietitiansboard.org.nz)  
Statutory Appointments and Integrity Services, Ministry of Health,  
[appointments@health.govt.nz](mailto:appointments@health.govt.nz)

**MEMORANDUM**

To: Stasha Mason  
Manager  
Statutory Appointments and Integrity Services  
Ministry of Health

Email: appointments@health.govt.nz

Subject: **Reappointment as a lay member of the Dietitians Board – Te Mana  
Mātanga Mātai Kai**

From: Julia Hunter

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1. I acknowledge my reappointment as a lay member of the Dietitians Board – Te Mana Mātanga Mātai Kai pursuant to section 120 of the Health Practitioners Competence Assurance Act 2003, for a three-year term of office commencing on 6 April 2026 and ending on 5 April 2029.
2. I have read, understand, and accept the terms and conditions of my reappointment.

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Signed

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Date

Released under the Official Information Act 1982