

Vacancies on the Physiotherapy Board of New Zealand – Te Poari Tiaki Tinana o Aotearoa

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 [Physiotherapy Board of New Zealand- Te Poari Tiaki Tinana o Aotearoa \(the Board\)](#), 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 health practitioners 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 Minister of Health Hon Simeon Brown, 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 ability to lead strategically, and to balance competing demands.

Preferred **health practitioner** applicants will have:

- 5+ years' experience as a practising physiotherapist
- Prior governance experience
- Academic experience (this is an advantage)
- Practised clinically
- A depth of understanding of the accountabilities of the HPCAA
- To be an effective communicator who can work together in a team
- Attention to detail
- Be of good standing with the Board
- Knowledge of how the role of the Board fits within the wider health sector
- Attributes that contribute positively to the role and workings of the Board
- Understanding of Board Standards

Health practitioner applicants must be a registered physiotherapist and have a very good understanding of the scopes of practice and Board Standards.

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

- governance or regulatory experience
- an understanding of the purpose of health regulation
- legal or financial experience (this can be an advantage)

- be able to represent community and consumer interests
- the ability to demonstrate knowledge and understanding of the Treaty of Waitangi and its application in health care and regulatory settings
- be an effective communicator who can work collaboratively and respectfully in a team
- have attention to detail
- an awareness and understanding of a range of cultural perspectives in health care

Please note that 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 **29 July 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 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 up to six 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 [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 and Integrity Services team by emailing: appointments@health.govt.nz

Released under the Official Information Act 1982

Candidate Information on the Terms and Conditions of Appointment to the Physiotherapy Board

Health Practitioners Competence Assurance Act 2003

Introduction

This document provides information for prospective candidates for membership of the Physiotherapy 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 Registration Bodies in Regulating Occupations

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

A wide range of health and disability sector occupations are regulated through legislation to protect the consumers of health services. Each statute establishes a responsible authority for the purposes of establishing the competencies required for safe practice and registering practitioners who demonstrate they possess these competencies. The Physiotherapy Board is one such responsible authority.

Functions of the Board

The Physiotherapy Board is a body corporate established under section 114 of the Health Practitioners Competence Assurance Act 2003 (HPCA Act). The purpose of the Physiotherapy Board is to protect consumers of physiotherapy services through the registration, education, continuing competence and discipline of physiotherapists.

The functions of the Board are set out under section 118 of the HPCA Act. As they relate to the Physiotherapy Board, the Board's 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
- authorise the registration of physiotherapists under this Act, and to maintain registers
- consider applications for annual practicing certificates
- review and promote the competence of physiotherapists
- recognise, accredit, and set programmes to ensure the ongoing competence of physiotherapists

- receive and act on information from physiotherapists, employers, and the Health and Disability Commissioner about the competence of physiotherapists
- notify employers, the Accident Compensation Corporation, the Director-General of Health, and the Health and Disability Commissioner that the practice of a physiotherapist may pose a risk of harm to the public
- consider the case of physiotherapists who may be unable to perform the functions required for the practice of the profession
- set standards of clinical competence, cultural competence, and ethical conduct to be observed by physiotherapists
- liaise with other authorities appointed under this Act about matters of common interest
- promote education and training in the profession
- promote public awareness of the responsibilities of the Board
- exercise and perform any other functions, powers, and duties that are conferred or imposed on it by or under the HPCA Act or any other enactment.

Composition of the Board

Under section 120 of the HPCA Act, the Board may consist of up to 14 members, a majority of whom are health practitioners. The Board's membership must include two laypersons if the authority has eight or fewer members, or three laypersons if the authority has nine or more members.

The Physiotherapy Board will generally comprise of five health practitioner members and two layperson members.

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.

As a member of the Board, you will be expected to follow the terms and conditions set out below.

Terms and Conditions of Appointment

The Minister of Health appoints the members of the Board 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.

Members may decide not to continue in office at any time, in which case they should advise the Minister of Health.

The HPCA Act states that appointed members are considered to have vacated their office if they die or 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 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 Physiotherapy 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 body, the Physiotherapy Board has an obligation to conduct its activities in an open and ethical manner. The Board has a duty to operate effectively in a manner consistent with its functions as set out in section 114 of the HPCA 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 not appointed as representatives of professional organisations 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 may also be requested to serve on one or more working / advisory groups to the Chief Executive.

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 physiotherapists.

Board members will be expected, over time, to become familiar with, and operate according to, the Health Practitioners Competence Assurance Act 2003.

In addition the Physiotherapy 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
- Health and Disability Services Act 1993
- Trans-Tasman Mutual Recognition Act 1997
- Privacy Act 2020
- Health Information Privacy Code 1994
- Treaty of Waitangi

The Board is also 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 which might compromise their integrity or otherwise lead to conflicts of interest. Proper observation of these principles will protect them and will enable public confidence to be maintained.

When Board members believe they may have a conflict of interest on a subject which 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 abide by the Physiotherapy Board's Conflict of Interest policy.

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 Chairperson 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

Currently, the Board holds around ten formal Board meetings in Wellington or via zoom each year consisting of four one-day meetings, four half day meetings and two-day meetings. It is estimated that members could spend 12-16 days per annum on Board business.

This includes formal meetings, advisory / working group meetings and work undertaken at or from home, e.g. preparation for Board meetings and other Board approved work.

At any meeting of the Board four members, one of whom must be a layperson, form a quorum. Every decision is determined by a majority of the votes of the members present at the meeting of the Board. The Chairperson has a deliberative vote, as well as 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 Health Practitioners Competence Assurance Act 2003. 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 committee appointed by the Board, are paid fees for attendance at meetings. Currently, the Chairperson is paid \$1080 (less tax) or +GST per day and the members are paid \$864 (less tax) or + GST per day. This does not include preparation time for any Board meeting. The hourly rate is \$135 per hour for Chairperson and \$108 per hour for Board members for work authorised by the Board. Actual and reasonable travel and accommodation expenses are paid for by the Board. Members complete their own claim forms and need to submit them in a timely fashion.

More detailed information can be obtained from the Chief Executive of the Board:

Jeanette Woltman-Black
Chief Executive
Physiotherapy Board
PO Box 10 734

WELLINGTON

Ph: (04) 471 2611

Website: www.physioboard.org.nz

Email: s 9(2)(a)

Physiotherapy Board members must be registered with the Board, hold a current practicing certificate and be of good standing.

Released under the Official Information Act 1982



Kore Tombs
kore@physiohauora.nz

Dear Kore

Appointment as a health practitioner member of the Physiotherapy Board of New Zealand – Te Poari Tiaki Tinana o Aotearoa.

Thank you for your willingness to serve on Physiotherapy Board of New Zealand – Te Poari Tiaki Tinana o Aotearoa (the Board).

In accordance with section 114(1) of the Health Practitioners Competence Assurance Act 2003, I hereby appoint you as a health practitioner member of the Board for a two-year term of office commencing on 17 April 2026 and ending on 16 April 2028.

Attached to this letter are the terms and conditions of your appointment. Any necessary further information will be provided by the Board's Chief Executive, Jeanette-Woltman-Black.

Please formally acknowledge your appointment by signing the attached memorandum and emailing it to appointments@health.govt.nz.

Thank you again and congratulations on your appointment.

Yours sincerely

Hon Matt Doocey
For **Minister of Health**

Encl: Terms and Conditions
Appointment Memorandum

Cc Jeanette-Woltman-Black, Chief Executive, s 9(2)(a)
Statutory Appointments and Integrity Services, Ministry of Health,
appointments@health.govt.nz

MEMORANDUM

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

Email: appointments@health.govt.nz

Subject: **Appointment as a health practitioner member of the Physiotherapy Board of New Zealand – Te Poari Tiaki Tinana o Aotearoa**

From: Kore Tombs

1. I acknowledge my appointment as a health practitioner member of Physiotherapy Board of New Zealand – Te Poari Tiaki Tinana o Aotearoa pursuant to section 114(1) of the Health Practitioners Competence Assurance Act 2003, for a two-year term of office commencing on 17 April 2026 and ending on 16 April 2028.
2. I have read, understand, and accept the terms and conditions of my appointment.

Signed

Date

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Martine Abel-Williamson

s 9(2)(a)

Dear Martine

**Appointment as a lay member of the Physiotherapy Board of New Zealand – Te Poari
Tiaki Tinana o Aotearoa.**

Thank you for your willingness to serve on Physiotherapy Board of New Zealand – Te Poari
Tiaki Tinana o Aotearoa (the Board).

In accordance with section 114(1) of the Health Practitioners Competence Assurance Act
2003, I hereby appoint you as a lay member of the Board for a two-year term of office
commencing on 17 April 2026 and ending on 16 April 2028.

Attached to this letter are the terms and conditions of your appointment. Any necessary
further information will be provided by the Board's Chief Executive, Jeanette-Woltman-Black.

Please formally acknowledge your appointment by signing the attached memorandum and
emailing it to appointments@health.govt.nz.

Thank you again and congratulations on your appointment.

Yours sincerely

Hon Matt Doocey
For **Minister of Health**

Encl: Terms and Conditions
Appointment Memorandum

Cc Jeanette-Woltman-Black, Chief Executive, s 9(2)(a)
Statutory Appointments and Integrity Services, Ministry of Health,
appointments@health.govt.nz

MEMORANDUM

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

Email: appointments@health.govt.nz

Subject: **Appointment as a lay member of the Physiotherapy Board of New Zealand – Te Poari Tiaki Tinana o Aotearoa**

From: Martine Abel-Williamson

1. I acknowledge my appointment as a lay member of Physiotherapy Board of New Zealand – Te Poari Tiaki Tinana o Aotearoa pursuant to section 114(1) of the Health Practitioner Competence Assurance Act 2003, for a two-year term of office commencing on 17 April 2026 and ending on 16 April 2028.
2. I have read, understand, and accept the terms and conditions of my appointment.

Signed

Date

Released under the Official Information Act 1982



Lilo Dr Oka Sanerivi

s 9(2)(a)

Dear Lilo Dr Sanerivi

Reappointment as a health practitioner member of the Physiotherapy Board of New Zealand – Te Poari Tiaki Tinana o Aotearoa.

Thank you for your continued willingness to serve on Physiotherapy Board of New Zealand – Te Poari Tiaki Tinana o Aotearoa (the Board).

In accordance with section 114(1) of the Health Practitioners Competence Assurance Act 2003, I hereby reappoint you as a health practitioner member of the Board for a three-year term of office commencing on 17 April 2026 and ending on 16 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, Jeanette-Woltman-Black.

Please formally acknowledge your reappointment by signing the attached memorandum and emailing it to 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 Jeanette-Woltman-Black, Chief Executive, s 9(2)(a)
Statutory Appointments and Integrity Services, Ministry of Health,
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 Physiotherapy Board of New Zealand – Te Poari Tiaki Tinana o Aotearoa**

From: Lilo Dr Oka Sanerivi

1. I acknowledge my reappointment as a health practitioner member of the Physiotherapy Board of New Zealand – Te Poari Tiaki Tinana o Aotearoa pursuant to section 114(1) of the Health Practitioner Competence Assurance Act 2003, for a three-year term of office commencing on 17 April 2026 and ending on 16 April 2029.
2. I have read, understand, and accept the terms and conditions of my reappointment.

Signed

Date

Released under the Official Information Act 1982