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Crown Board Position Specification

Accident Compensation Corporation (ACC)

On behalf of the Minister for ACC, we are inviting applications from individuals who possess strong governance and leadership capability.

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 State-Owned Enterprises boards go to: [What we look for - Board Appointments](#)

Capabilities sought

Candidates must demonstrate some of the following capabilities that align with the unique nature of ACC, ensuring it can effectively oversee a turnaround that meets Government priorities while maintaining financial sustainability and operational effectiveness. These capabilities reflect ACC's mix of commercial and public service objectives, its critical role in New Zealand's social infrastructure, and its operational complexities.

Applicants' background and experience should evidence the strengths and ability that will provide strategic oversight and guidance, ensuring ACC delivers on its mandate while navigating its multifaceted challenges:

Health & Disability sector

- Familiarity with healthcare policies, systems, and outcomes to guide ACC's role in rehabilitation and injury prevention.
- Experience in fostering inclusivity, resilience, and high performance within organisations, particularly in the health and disability sector.

Investment Management

- Expertise in managing large-scale funds, investment strategies, and ensuring financial sustainability.
- Proven ability to develop and implement strategies that align investment objectives with organisational goals.

Insurance/Actuarial

- Knowledge of insurance principles, underwriting, risk pooling, and claims management, particularly in accident compensation schemes.
- Understanding of actuarial assessments, forecasting, and managing long-term financial liabilities to ensure scheme sustainability.

Corporate/Finance

- Strong financial management expertise, including oversight of large-scale funds and financial sustainability.
- Proficiency in identifying, assessing, and mitigating strategic, financial, and operational risks in complex organisations.



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Legal, compliance and regulatory, or contract management/procurement

- Comprehensive understanding of legal and regulatory frameworks, compliance, and public accountability requirements.
- Expertise in risk management, including the ability to address compliance and procurement challenges effectively.

Governance, strategy and leadership

- Proven experience in governance roles, ensuring robust oversight and accountability within public sector frameworks.
- The ability to provide input into strategic direction and balance short-term priorities with long-term goals.

Commitment

Monthly board meetings are located mainly in Wellington or Auckland with two meetings per year in regions. In addition, each member is expected to contribute to one or two subcommittees, with approximately half a day of preparation required for each. There is an annual one-day strategy session. Video conferencing is used when required.

Remuneration

Directors' fees for the ACC Board are \$80,400 per annum.

Closing Date

Nominations should be forwarded to Rebecca Lloyd in my Office, by **5pm on 19 February 2026** (Rebecca.Lloyd@parliament.govt.nz).

It would be appreciated if current CVs are provided for any candidates put forward. Following receipt of nominations, consideration will be given to the composition of the board.

Current Board Composition

Board Member	Appointment date	Term end date	Region
Jan Dawson (Chair)	1 June 2024	31 May 2028	Auckland
David Hunt (Deputy Chair)	1 September 2021	30 June 2027	Wellington
Kim Gordon	11 September 2023	31 August 2027	Auckland
Bella Takiari-Brame	1 February 2021	30 June 2026	Waikato
Dan Buckingham	1 June 2024	31 May 2026	Auckland
Dr Helen Nott	1 February 2021	30 June 2028	Australia



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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.

Current Context

New Zealand is in a tight fiscal environment. Getting the Government's books back in order will require a sustained, collective effort. It is critical that all public sector organisations, including ACC, play their part.

Ministers have placed significant expectations on the Board to improve the sustainability of the Accident Compensation Scheme and reduce pressure on levy payers. The Board has been asked to drive better performance across ACC (particularly relating to rehabilitation rates) and reduce costs. There is a need to get back to basics and support injured New Zealanders to return to work.

There is a need for strong governance to turn around a decade of declining claims performance, while ensuring that the scheme is able to be sustainable and equitable for future generations.

Hon Scott Simpson

Minister for ACC
Minister of Statistics
Deputy Leader of the House



Richard Keys

s9(2)(a)

Dear Mr Keys

I am pleased to formally offer you appointment as a Board Member of the Accident Compensation Corporation (ACC), effective from 11 May 2026 up to 30 April 2029.

The appointment is made under sections 28-35 of the Crown Entities Act 2004 and is on the basis that you:

- have consented in writing to being a board member
- have certified that you are not disqualified from being a board member
- have disclosed the nature and extent (including monetary value, if quantifiable) of all interests that you have, or are likely to have, in matters relating to ACC.

If at any time after your appointment you become disqualified from holding office as a board member you must inform me immediately. A list of the persons who are disqualified from holding office as a board member is set out in Section 30 of the Crown Entities Act 2004. The appointment is also subject to the satisfactory completion of background checks.

Please note that you will hold office at the pleasure of the Minister, and that you may be removed as a board member at any time, and for any reason, by written notice by the Minister to the entity.

On taking up this appointment you will ensure that you are appropriately indemnified and insured by the entity. You could discuss this with the entity's management. You are welcome to take out additional insurance at your own cost if you wish.

You will be aware that responsibilities placed upon board members have increased in recent years and are still subject to significant change from time to time. If you have not already done so, I strongly recommend that you make yourself familiar with the legal rights and obligations of board members. A key element of your obligation is the need for confidentiality with regard to the board and board committee discussions.

Schedule 1 to this letter sets out Ministers' general expectations in regard to the avoidance of conflict of interest situations by board members of Crown entities.

Please also ensure that you have familiarised yourself with the Code of Conduct for Crown Entity Board Members, available on the [Te Kawa Mataaho Public Service Commission website](#), which sets out minimum standards of integrity and conduct you are expected to follow. The Code reinforces the requirement of political neutrality which requires all Crown entity board members to act in a politically impartial manner, irrespective of their political

interests. Consistent adherence to this Code is critical to ensure that Crown boards and board members conduct themselves in a way that maintains public trust and confidence.

It is also possible that you may be placed in a situation where, as a result of circumstances which are not related to your position as a board member of ACC, your continuing to act as a board member might nevertheless place ACC or the Minister in a difficult position.

Consistent with your duty to act in the best interests of ACC, if you find yourself in such a situation you must take the initiative and raise the matter with the Chair, and if appropriate, me. While there are no set criteria for such situations, examples include:

- where legal proceedings have been, or are likely to be, brought against the board member
- where the board member has been, or is likely to be, subject to negative media or public scrutiny
- where the board member is placed in a situation of actual or perceived conflict of interest
- any issue affecting the board member's ability to contribute to the board (for example, as a result of other time pressures, extended overseas travel (ie more than two months, illness, etc)
- where the board member is appointed to any position as an employee of the Crown, or intends to undertake significant contract work for any Crown entity
- any other similar circumstance which may place the entity or Ministers in a difficult or embarrassing position.

I also expect you to familiarise yourself with the contents of the Owner's Expectations document which outlines Ministers' expectations of the companies fully or partially owned by the Crown. The manual and related updates are at:

<https://treasury.govt.nz/publications/guide/owners-expectations-manual>.

I congratulate you on this appointment and look forward to your contribution. If you wish to accept the appointment, please sign and return the "Agreement to Accept Appointment" form copying in the address listed in the document.

Yours sincerely

Hon Scott Simpson
Minister for ACC

*Crown Entity Board Members - Management of Conflicts of Interest - Schedule 1
Agreement to Accept Appointment*

cc: appointments@treasury.govt.nz
jan.dawson@acc.co.nz
governance@acc.co.nz

Crown Entity Board Members - Management of Conflicts of Interest - Schedule 1

It is necessary that appointees to Crown entity boards be advised of the expectations of the Minister with regard to the management of conflicts of interest that may arise in the course of their term.

Board members occupy a fiduciary position, which requires them to act bona fide in what the board member considers is in the best interests of the entity. Accordingly, board members are required not to place themselves in a position of a conflict of interest other than to the extent allowed under the Crown Entities Act 2004.

It is expected that all board members make themselves familiar with their obligations under the Crown Entities Act 2004. Nothing in this statement obviates any board member responsibility in this regard. However, it is important that appointees are aware of the additional expectations of the Minister with regards to conflicts of interests.

The Minister expects that no member of the Board of ACC or its subsidiaries will undertake work for ACC. This expectation is not intended to preclude a board member from undertaking assignments for the Board which properly fall within the definition of a board member's duties, but would preclude the board member carrying out, say, a consulting assignment for the management of ACC.

The Minister also expects that board members of ACC should not be placed in a conflict of interest through the involvement of an organisation with which the board member has an ongoing substantial commercial or professional interest or employment, with a Crown entity of which they are a board member. Two situations that could create a conflict of interest where Crown entities engage organisations in which board members have such an interest are:

1. Where the organisation has been engaged for a one-off, specific assignment.
2. Where the organisation engaged has an on-going involvement with the Crown entity.

With regard to the first situation, the Minister considers that, provided the concerned board member declares his/her interest in the organisation to be engaged for the assignment and takes the appropriate actions under the Crown Entities Act 2004 (eg refraining from voting), it is unlikely that the organisation need be excluded from undertaking the assignment. To exclude the organisation could unduly penalise organisations from competing for business, especially when they are in highly specialised areas.

However, the Board of ACC will also need to consider whether the affected board member should be party to the service to be provided by his/her organisation to ACC. The Minister expects a board member in this situation to distance themselves from the provision of service or advice although, in a highly specialised sector, this may not always be possible. The ACC Board should give careful consideration to a board member's involvement in deliberations on the assignment.

The second situation referred to above causes the Minister greater concern, ie where the organisation engaged has an on-going involvement with ACC.

The situation can arise from the company engaging, say, legal, accounting or other professional advice or services. Many of these firms are sources for a large number of board members and the potential for conflicts of interest is high.

In principle, the conflict of interest provisions in the Crown Entities Act 2004 should provide adequate direction against allegations of conflicts of interest, but the Minister has additional concerns that those provisions may not entirely remedy the situation. A board member who frequently stands aside from board decision-making places a greater burden on the remainder of the Board. This can also deny the Board the skills and experience of a board member, which is not (generally speaking) in the best interests of ACC. There is also potential for the Minister and boards to be significantly distracted by allegations of conflicts. The need to address each allegation can be time-consuming.

Accordingly, the Minister wishes to convey to all board members an expectation that ACC should not engage in an on-going arrangement with an organisation in which a board member has an interest of the nature outlined in this letter.

The Minister is of the view that ACC should be beyond reproach. Following the expectations of the Minister described in this statement should ensure that this is so. In the event that exceptions to these measures appear appropriate, they should be referred to the Minister.

Agreement to Accept Appointment

Hon Scott Simpson
Minister for ACC
PARLIAMENT BUILDINGS
WELLINGTON 6160

Dear Minister

I acknowledge receipt of your letter offering me appointment as a Board Member of the Accident Compensation Corporation (ACC), effective from 11 May 2026 up to 30 April 2029.

I confirm my acceptance of this appointment on the terms and conditions of the appointment letter.

I will ensure that I keep myself fully familiar with the obligations and responsibilities of the position, and ensure that the entity has taken any necessary steps to arrange for an indemnity and/or insurance for me in my position as Board Member.

I undertake to advise you, via Treasury, of any change in my circumstances that may have an impact on my ability to continue to serve on the ACC Board.

Yours sincerely

Richard George KEYS

Date:

Please return to: appointments@treasury.govt.nz

Hon Scott Simpson

Minister for ACC
Minister of Statistics
Deputy Leader of the House



Lindsay Wright

s9(2)(a)

Dear Ms Wright

I am pleased to formally offer you appointment as a Board Member of the Accident Compensation Corporation (ACC), effective from 11 May 2026 up to 30 April 2029.

The appointment is made under sections 28-35 of the Crown Entities Act 2004 and is on the basis that you:

- have consented in writing to being a board member
- have certified that you are not disqualified from being a board member
- have disclosed the nature and extent (including monetary value, if quantifiable) of all interests that you have, or are likely to have, in matters relating to ACC.

If at any time after your appointment you become disqualified from holding office as a board member you must inform me immediately. A list of the persons who are disqualified from holding office as a board member is set out in Section 30 of the Crown Entities Act 2004. The appointment is also subject to the satisfactory completion of background checks.

Please note that you will hold office at the pleasure of the Minister, and that you may be removed as a board member at any time, and for any reason, by written notice by the Minister to the entity.

On taking up this appointment you will ensure that you are appropriately indemnified and insured by the entity. You could discuss this with the entity's management. You are welcome to take out additional insurance at your own cost if you wish.

You will be aware that responsibilities placed upon board members have increased in recent years and are still subject to significant change from time to time. If you have not already done so, I strongly recommend that you make yourself familiar with the legal rights and obligations of board members. A key element of your obligation is the need for confidentiality with regard to the board and board committee discussions.

Schedule 1 to this letter sets out Ministers' general expectations in regard to the avoidance of conflict of interest situations by board members of Crown entities.

Please also ensure that you have familiarised yourself with the Code of Conduct for Crown Entity Board Members, available on the [Te Kawa Mataaho Public Service Commission website](#), which sets out minimum standards of integrity and conduct you are expected to follow. The Code reinforces the requirement of political neutrality which requires all Crown entity board members to act in a politically impartial manner, irrespective of their political

interests. Consistent adherence to this Code is critical to ensure that Crown boards and board members conduct themselves in a way that maintains public trust and confidence.

It is also possible that you may be placed in a situation where, as a result of circumstances which are not related to your position as a board member of ACC, your continuing to act as a board member might nevertheless place ACC or the Minister in a difficult position.

Consistent with your duty to act in the best interests of ACC, if you find yourself in such a situation you must take the initiative and raise the matter with the Chair, and if appropriate, me. While there are no set criteria for such situations, examples include:

- where legal proceedings have been, or are likely to be, brought against the board member
- where the board member has been, or is likely to be, subject to negative media or public scrutiny
- where the board member is placed in a situation of actual or perceived conflict of interest
- any issue affecting the board member's ability to contribute to the board (for example, as a result of other time pressures, extended overseas travel (ie more than two months, illness, etc)
- where the board member is appointed to any position as an employee of the Crown, or intends to undertake significant contract work for any Crown entity
- any other similar circumstance which may place the entity or Ministers in a difficult or embarrassing position.

I also expect you to familiarise yourself with the contents of the Owner's Expectations document which outlines Ministers' expectations of the companies fully or partially owned by the Crown. The manual and related updates are at:

<https://treasury.govt.nz/publications/guide/owners-expectations-manual>.

I congratulate you on this appointment and look forward to your contribution. If you wish to accept the appointment, please sign and return the "Agreement to Accept Appointment" form copying in the addresses listed in the document.

Yours sincerely

Hon Scott Simpson
Minister for ACC

*Crown Entity Board Members - Management of Conflicts of Interest - Schedule 1
Agreement to Accept Appointment*

cc: appointments@treasury.govt.nz
jan.dawson@acc.co.nz
governance@acc.co.nz

Crown Entity Board Members - Management of Conflicts of Interest - Schedule 1

It is necessary that appointees to Crown entity boards be advised of the expectations of the Minister with regard to the management of conflicts of interest that may arise in the course of their term.

Board members occupy a fiduciary position, which requires them to act bona fide in what the board member considers is in the best interests of the entity. Accordingly, board members are required not to place themselves in a position of a conflict of interest other than to the extent allowed under the Crown Entities Act 2004.

It is expected that all board members make themselves familiar with their obligations under the Crown Entities Act 2004. Nothing in this statement obviates any board member responsibility in this regard. However, it is important that appointees are aware of the additional expectations of the Minister with regards to conflicts of interests.

The Minister expects that no member of the Board of ACC or its subsidiaries will undertake work for ACC. This expectation is not intended to preclude a board member from undertaking assignments for the Board which properly fall within the definition of a board member's duties, but would preclude the board member carrying out, say, a consulting assignment for the management of ACC.

The Minister also expects that board members of ACC should not be placed in a conflict of interest through the involvement of an organisation with which the board member has an ongoing substantial commercial or professional interest or employment, with a Crown entity of which they are a board member. Two situations that could create a conflict of interest where Crown entities engage organisations in which board members have such an interest are:

1. Where the organisation has been engaged for a one-off, specific assignment.
2. Where the organisation engaged has an on-going involvement with the Crown entity.

With regard to the first situation, the Minister considers that, provided the concerned board member declares his/her interest in the organisation to be engaged for the assignment and takes the appropriate actions under the Crown Entities Act 2004 (eg refraining from voting), it is unlikely that the organisation need be excluded from undertaking the assignment. To exclude the organisation could unduly penalise organisations from competing for business, especially when they are in highly specialised areas.

However, the Board of ACC will also need to consider whether the affected board member should be party to the service to be provided by his/her organisation to ACC. The Minister expects a board member in this situation to distance themselves from the provision of service or advice although, in a highly specialised sector, this may not always be possible. The ACC Board should give careful consideration to a board member's involvement in deliberations on the assignment.

The second situation referred to above causes the Minister greater concern, ie where the organisation engaged has an on-going involvement with ACC.

The situation can arise from the company engaging, say, legal, accounting or other professional advice or services. Many of these firms are sources for a large number of board members and the potential for conflicts of interest is high.

In principle, the conflict of interest provisions in the Crown Entities Act 2004 should provide adequate direction against allegations of conflicts of interest, but the Minister has additional concerns that those provisions may not entirely remedy the situation. A board member who frequently stands aside from board decision-making places a greater burden on the remainder of the Board. This can also deny the Board the skills and experience of a board member, which is not (generally speaking) in the best interests of ACC. There is also potential for the Minister and boards to be significantly distracted by allegations of conflicts. The need to address each allegation can be time-consuming.

Accordingly, the Minister wishes to convey to all board members an expectation that ACC should not engage in an on-going arrangement with an organisation in which a board member has an interest of the nature outlined in this letter.

The Minister is of the view that ACC should be beyond reproach. Following the expectations of the Minister described in this statement should ensure that this is so. In the event that exceptions to these measures appear appropriate, they should be referred to the Minister.

Agreement to Accept Appointment

Hon Scott Simpson
Minister for ACC
PARLIAMENT BUILDINGS
WELLINGTON 6160

Dear Minister

I acknowledge receipt of your letter offering me appointment as a Board Member of the Accident Compensation Corporation (ACC), effective from 11 May 2026 up to 30 April 2029.

I confirm my acceptance of this appointment on the terms and conditions of the appointment letter.

I will ensure that I keep myself fully familiar with the obligations and responsibilities of the position, and ensure that the entity has taken any necessary steps to arrange for an indemnity and/or insurance for me in my position as Board Member.

I undertake to advise you, via Treasury, of any change in my circumstances that may have an impact on my ability to continue to serve on the ACC Board.

Yours sincerely

Lindsay Megan WRIGHT

Date:

Please return to: appointments@treasury.govt.nz

Hon Scott Simpson

Minister for ACC
Minister of Statistics
Deputy Leader of the House



Michael Playford

s9(2)(a)

Dear Mr Playford

I am pleased to formally offer you appointment as a Board Member of the Accident Compensation Corporation (ACC), effective from 11 May 2026 up to 30 April 2029.

The appointment is made under sections 28-35 of the Crown Entities Act 2004 and is on the basis that you:

- have consented in writing to being a board member
- have certified that you are not disqualified from being a board member
- have disclosed the nature and extent (including monetary value, if quantifiable) of all interests that you have, or are likely to have, in matters relating to ACC.

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Please note that you will hold office at the pleasure of the Minister, and that you may be removed as a board member at any time, and for any reason, by written notice by the Minister to the entity.

On taking up this appointment you will ensure that you are appropriately indemnified and insured by the entity. You could discuss this with the entity's management. You are welcome to take out additional insurance at your own cost if you wish.

You will be aware that responsibilities placed upon board members have increased in recent years and are still subject to significant change from time to time. If you have not already done so, I strongly recommend that you make yourself familiar with the legal rights and obligations of board members. A key element of your obligation is the need for confidentiality with regard to the board and board committee discussions.

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Yours sincerely

Hon Scott Simpson
Minister for ACC

*Crown Entity Board Members - Management of Conflicts of Interest - Schedule 1
Agreement to Accept Appointment*

cc: appointments@treasury.govt.nz
jan.dawson@acc.co.nz
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Crown Entity Board Members - Management of Conflicts of Interest - Schedule 1

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The Minister is of the view that ACC should be beyond reproach. Following the expectations of the Minister described in this statement should ensure that this is so. In the event that exceptions to these measures appear appropriate, they should be referred to the Minister.

Agreement to Accept Appointment

Hon Scott Simpson
Minister for ACC
PARLIAMENT BUILDINGS
WELLINGTON 6160

Dear Minister

I acknowledge receipt of your letter offering me appointment as a Board Member of the Accident Compensation Corporation (ACC), effective from 11 May 2026 up to 30 April 2029.

I confirm my acceptance of this appointment on the terms and conditions of the appointment letter.

I will ensure that I keep myself fully familiar with the obligations and responsibilities of the position, and ensure that the entity has taken any necessary steps to arrange for an indemnity and/or insurance for me in my position as Board Member.

I undertake to advise you, via Treasury, of any change in my circumstances that may have an impact on my ability to continue to serve on the ACC Board.

Yours sincerely

Michael James PLAYFORD

Date:

cc: appointments@treasury.govt.nz
governance@acc.co.nz



**He Kaupare. He Manaaki.
He Whakaora.**
prevention. care. recovery.

Board Travel and Reimbursement of Expenses Policy

Policy Approver:	Board
Policy Owner:	Senior Corporate Secretary
Date Approved:	29 October 2024
Date of Next Review:	October 2026

Purpose

The standard of travel, accommodation, meals and other expenses relating to the Board must be modest and appropriate to reflect ACC's status as a Crown Agent, and withstand parliamentary and public scrutiny. Board and Board Committee members must meet obligations of the Crown Entities Act 2004 and the Cabinet Fees Framework relating to reimbursement of expenses.

ACC Board Members hold privileged positions as stewards of the organisation. The position comes with very high expectations for standards of integrity and conduct and Board Members must always put the interest of the Public Service and ACC before their own personal interests to maintain trust and confidence of New Zealanders.

Scope

Board and Board Committee Members are entitled to incur and be reimbursed for out of pocket expenses actually and reasonably incurred relating to Board business. A range of expenses can be claimed, for example:

- Travel, accommodation and meal costs for all ACC business (including training and development approved under the Board Training and Development policy)
- Mileage reimbursement for use of private motor vehicles on ACC business
- Memberships or course fees e.g. Institute of Directors, in accordance with the Member's training and development plan under the Board Training and Development policy
- Document destruction services for ACC documents.

Policy statements

Board and Board Committee Members will be reimbursed for actual and reasonable expenses incurred in the performance of their duties as set out in this policy and in accordance with the Cabinet Fees Framework.

The following requirements must be satisfied before the expenditure is able to be reimbursed:

- Actual expenditure must be reasonable and publicly defensible
- Actual expenditure must relate to a justifiable business purpose incurred by the Member in the course of duties performed on behalf of ACC
- The expenditure must be substantiated by an original receipt or tax invoice as proof of payment. Quotes, estimates, travel itineraries or travel confirmation are not acceptable forms of documentation to support expense claims. Cash transactions without invoice or receipt will not be reimbursed under any circumstances. However, a form relating to lost invoices or receipts may be completed and accepted in lieu of the original invoice or receipt. This form is available through the Corporate Secretariat.

Where travel or other expenses are incurred for both Board business-related activity and another organisation, a fair apportionment shall be made between the organisations and only that part attributable to ACC shall be claimed. The Board Member should explain this apportionment when submitting the expense to the Corporate Secretariat for reimbursement.

Policy on Travel, Accommodation, Meals & Alcohol

Travel

General Policy

Board Members are required to travel for Board-related business activity.

Board travel will be arranged by ACC to secure the best available fare in accordance with the standard ACC Sensitive Expenditure Policy.

However, with agreement between a Board Member and the Board Chair, a Board Member may arrange and pay for his or her own travel and seek later reimbursement (this is usually the case when a Board Member has other business to attend to at the same time as Board business).

Under the All-of-Government air travel services contract, Board members can keep any redeemable air points.

Conferences and International Travel

The Chair may ask Board Members to represent ACC at relevant conferences or courses, or to conduct fact finding on ACC's behalf. When this happens, ACC will provide appropriate assistance in accordance with this policy. This should only occur after receiving the Chair's approval.

Where a Board Member is asked to represent ACC at such an event by an external organisation and that organisation has agreed to meet the costs of the Board Member's attendance, the Board Gifts and Hospitality Policy applies.

With approval from the Board Chair, Board Members are entitled to fly a class higher than economy at ACC's expense for international travel if:

- The flight is more than nine hours long

- There is a need to attend official business on the day of arrival after a long flight
- Medical reasons indicate that a higher class is necessary or
- In exceptional circumstances economy is not available.

All international travel by Board Members associated with development or ACC representation must be approved in writing by the Chair, or in the case of the Chair, the Deputy Chair.

Board Car/Vehicle Travel

Car/Vehicle travel by Board Members on Board business activity may be reimbursed at the mileage rate as specified by IRD (see www.ird.govt.nz/business-income-tax/expenses/mileage-rates).

Taxis

Taxis may be used where appropriate or more economical. Board Members may be provided with a Taxi Charge card or can claim for taxi-related expenses via the reimbursement of expenses process.

Approval of Chief Executive's Air Travel

All international travel by the Chief Executive on behalf of ACC must be approved by the Chair (or in their absence, the Deputy Chair).

Domestic travel by the Chief Executive on behalf of ACC is reported on a monthly basis to the Board Chair (along with all other Chief Executive expenditure).

Accommodation

Board accommodation will be arranged by ACC. Generally, the Board will aim to use accommodation that is rated 3.5-star to 4-star, or equivalently priced options, but will have regard to the location of events being attended and the availability of accommodation. Regard must be had to health and safety and the need to have Board Members staying at the same location together where possible. When attending an event, it is acceptable to stay in the hotel or venue hosting the event. Where there is doubt, the Chair is to decide what is appropriate, or in the case of the Chair's accommodation, the Deputy Chair.

If agreement is sought with the Board Chair, a Board Member may arrange and pay for his or her own accommodation and seek later reimbursement.

Meals and Alcohol

Board Members are entitled to be reimbursed for actual and reasonable meal expenditure incurred while travelling on Board business and training and development.

Without exception, alcohol, mini bar expenses and hotel entertainment will not be reimbursed.

Board Functions

Board functions where meals and alcohol will be purchased as an ACC business expense shall comply with the Board Gifts and Hospitality Policy. Board functions must also comply with the Sensitive Expenditure Policy, except with the written approval of the Board Chair or Deputy Chair.

Procedures: Incurring Expenses and Reimbursement of Expenses

Board Members and Board Committee Members' properly incurred expenses can be met by:

- direct chargeback (where chargeback is available) of hotel charges for:
 - room
 - meals
 - non-alcoholic beverages
 - business phone calls and internet usage
 - parking
- ACC making arrangements on request (e.g. air travel, training courses)
- Reimbursement of expenses

Corporate Secretariat will seek details of any expenses to be reimbursed on a monthly basis and arrange approval from the Board Chair (or Deputy Chair in the case of Chair expenses) prior to payment.

Approvals

The Chair is authorised to approve reimbursement of the business expenses of Board Members. The Deputy Chair is authorised to approve reimbursement of the business expenses of the Chair.



He Kaupare. He Manaaki.
He Whakaora.
prevention. care. recovery.

Board IT Policy

Policy Approver:	Board
Policy Owner:	Senior Corporate Secretary
Date Approved:	29 October 2024
Date of Next Review:	October 2026

Purpose

Board Members should have access to necessary technology and equipment to effectively and efficiently discharge their duties and functions while protecting the integrity of ACC's Information Technology (IT) systems.

Scope

This policy covers personal IT equipment used by Board Members, and any equipment issued by ACC.

Policy statements

Personal IT Equipment

Board Members are encouraged to use their own IT equipment including a laptop, smartphone or iPad. Board Members will have access to Board and Board Committee documents and other information relating to Board business via the Diligent Boardbooks platform (Diligent). Diligent is the only approved method of viewing and storing Board papers and is available on all devices.

If Board Members need to purchase specific IT equipment for their role on the ACC Board, there is scope for reimbursement of actual and reasonable expenses in accordance with the Cabinet Office's Fees Framework. Reimbursement can be actioned via Corporate Secretariat, and will be governed by the Travel and Reimbursement of Expenses Policy including requiring approval from the Board Chair.

ACC IT Equipment

Board Members are also entitled to standard ACC approved IT equipment. Arrangements for IT equipment must be made through Corporate Secretariat. All IT equipment assigned to Board Members for their use remains the property of ACC. All files and information stored or created on ACC equipment are the property of ACC and may be accessed by ACC at any time if required.

ACC has a 'reasonable personal use' policy for usage of equipment for which the charges are paid by ACC. Such equipment can be used for personal use, without reimbursing ACC, provided such use is not excessive and is in accordance with expectations of reasonable usage.

Board Members are responsible for taking care of any IT equipment assigned to them by ACC.

Corporate Secretariat holds a list of ACC Approved IT Equipment. All IT equipment purchased by ACC must be returned to ACC at the end of a Board Member's tenure, unless otherwise arranged.

Document Storage and Security

ACC has an Information Management Policy that applies to all business activities performed by or on behalf of ACC. Board Members should be aware this includes all written correspondence (paper and electronic) and all spoken transactions (including meetings and telephone calls). Corporate Secretariat is responsible for holding all formal records of Board meetings including papers, minutes and actions. ACC information, including handwritten notes, should be retained for seven years after the date the Member ceases to act for the Board. Disposal of information must be pre-approved by ACC.

Board Member's annotations in Diligent are deleted when books are archived to ensure there is only one official copy of Board and Committee papers.

Members are responsible for the security of ACC information received as part of their role on the ACC Board. Board Members should take extreme care in using personal email accounts for communicating sensitive ACC information.

Board Members must take all reasonable precautions to avoid loss, security breaches or damage to assigned IT equipment or ACC documentation. Board Members must immediately report any loss, security breach (perceived or actual) or damage, to the Corporate Secretary or ACC Service Desk on 0800 477 777.

Due to the nature and sensitivity of ACC's business, Board Members must ensure that all equipment (e.g. iPhone, iPad and voicemail) is protected by password and/or PIN so that any information they contain remains secure at all times. Board Members must ensure any related passwords or PIN numbers remain confidential and secure. In addition, the password and/or PIN should not be easily guessed, e.g. 1234, 1111.

IT Support

Standard IT Equipment is supported by the Service Support Desk. Board Members can access 24-hour support from the Service Desk on 0800 477 777 or via email at service.desk@acc.co.nz.