



10 April 2019

DOIA 1819-1348

John Luke
fyi-request-9847-cdc4e6f2@requests.fyi.org.nz

Dear John Luke

Thank you for your email of 13 March 2019 to the Ministry of Business, Innovation and Employment requesting, under the Official Information Act 1982 (the Act), the following information:

I would like to know the current member of Licensed Adviser Reference Group and their bio.

The current members of the Licensed Adviser Reference Group are:

Jaqueline Chong (PWC, Auckland)
Holger Heinrich Gerhard (Holger) Weischede (New Zealand Immigration Help Service, Auckland)
Zinnia Manchanda (Aims Global Immigration and Education Services, Auckland)
Soon Hoe Lim (Loo & Koo Migration Services, Auckland)
Megan Rosene (Straight UP NZ Immigration, Blenheim)
Asoka Sirithilaka (Asoka) Weerasundara (Pro X New Zealand Ltd)
June Ranson (Chair NZAMI, Woburn International Ltd, Wellington)
Tom Lawler (NZAIIP, EY, Wellington)
Vandana Rai (NZAMI board member, NZ Immigration Advisers Ltd, Auckland)
Arunima Dhingra (NZAMI board member, Aims Global Immigration and Education Services, Auckland)

Also, what is the selection requirements for Licensed Adviser Reference Group member.

When calling for expressions of interest in its November 2018 newsletter, the Immigration Advisors Authority (IAA) advised the following criteria as a guide to support the selection of Reference Group members:

Criterion	Group Composition
Relevance of technical skills and knowledge	Membership will reflect the specialist technical skills and knowledge required to support the reference group
Personal attributes	Members should have good team work, listening, and problem solving skills, be results-oriented and open-minded (i.e. informed but not constrained by past experiences and current ways of working).
Experience and Credibility	It is essential that the Group be respected as being capable of delivering high quality advice, and that individual members are seen as being capable of making a positive contribution. Consequently, a good track record/reputation is important.

Criterion	Group Composition
Links into relevant initiatives	Where appropriate, the Group will include members with connections into other relevant initiatives to identify potential synergies, avoid duplication of effort, and share/build expertise.
Time and ability to contribute	To provide assurance of their ability to make time available to contribute, members must be able to commit to the schedule of meetings.
No detrimental conflicts of interest	Conflicts of interest will be managed by way of disclosure. It is essential that members do not have any conflicts of interest that may interfere with their ability to contribute objectively.

Further information can be found on the IAA's November 2018 newsletter through the following link:
<https://www.iaa.govt.nz/about-us/news/november-2018-newsletter/>

Like many other agencies, has the IAA consider to have consumer representative to the reference group or having a consumer advisory group or things in the similar context, if yes, please provide me with all the relevant information, notes and memos. If no, please provide me with the reason why IAA has not consider to have consumer representative.

The IAA included a 'consumer representative' as an option in late 2018 when it reviewed and updated the Terms of Reference for the 2019 Licensed Adviser Reference Group. The Terms of Reference was passed into final form during the first Licensed Adviser Reference Group meeting for 2019, which was held on 20 March 2019. The record of the meeting and the the Terms of Reference for the Licensed Adviser Reference Group are available on the IAA website through the following link:
<https://www.iaa.govt.nz/about-us/news/reference-group-minutes-20-march-2019/>

Any nominations for potential invitees for the consumer representative can be sent to the IAA email address at info@iaa.govt.nz.

I would also like to know besides the Licensed Adviser Reference Group, are they any other group that has been created with similar effect in the past or present. Has IAA consider to create any new group in the future?

At present there are no other groups that have been created with a similar effect, and there are no plans to establish further groups to this end.

Further, I would like to have a org chart of IAA and total number of employee employed under IAA.

Please find attached as Annex One, a chart detailing the structure of the Occupational Licensing Team.

I trust you find the information helpful. You have the right to seek an investigation and review by the Ombudsman of my response to your request. Information about how to make a complaint is available at: www.ombudsman.parliament.nz or freephone: 0800 802 602.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Andrew Galloway', with a circular flourish at the beginning.

Andrew Galloway
Registrar of Immigration Advisers
Immigration Advisers Authority