

# Briefing

## Health Research Council Member Fees and Appointment Process

**Date due to MO:** 14 February 2024      **Action required by:** 28 February 2024

**Security level:** IN CONFIDENCE      **Health Report number:** H2024034845

**To:** Hon Dr Shane Reti, Minister of Health

**Consulted:** Health New Zealand:     Māori Health Authority:

### Contact for telephone discussion

Name	Position	Telephone
<b>Sarah Turner</b>	Deputy Director-General, Government and Executive Services   Te Pou Whakaterere Kāwanatanga	s 9(2)(a)
<b>Stasha Mason</b>	Manager, Statutory Appointments and Integrity Services, Government and Executive Services   Te Pou Whakaterere Kāwanatanga	s 9(2)(a)
<b>Chris Miller</b>	Senior Investment Manager   Specialised Investments, Ministry of Business Innovation & Employment	s 9(2)(a)

### Minister's office to complete:

- |   |                                    |  |
|---|------------------------------------|--|
| <input type="checkbox"/> Approved             | <input type="checkbox"/> Decline   | <input type="checkbox"/> Noted               |
| <input type="checkbox"/> Needs change         | <input type="checkbox"/> Seen      | <input type="checkbox"/> Overtaken by events |
| <input type="checkbox"/> See Minister's Notes | <input type="checkbox"/> Withdrawn |  |

Comment:

# Health Research Council Member Fees and Appointment Process

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**Security level:** IN CONFIDENCE      **Date:** 9 February 2024

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**To:** Hon Dr Shane Reti, Minister of Health

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## Purpose of report

1. This report seeks your agreement to reclassify the Health Research Council (HRC) member fees against the framework outlined in Cabinet Office Circular CO (22) 2: *Revised Fees Framework for members appointed to bodies in which the Crown has an interest* (Fees Framework), and the subsequent suggested fee increase for its members.
2. This report also seeks your agreement to the relevant skill requirements that will be targeted in the recruitment for 5 members, and also provides you with an overview of the process and timeline for your noting.

## Summary

3. The fees for HRC have not been reviewed for several years. In July 2023 HRC requested that the Ministry of Health | Manatū Hauora (the Ministry) reassess their fees placement within the Fees Framework as they have experienced significant growth in turnover over the last 3 years.
4. The Ministry has undertaken a review of HRC's current fees against the Fees Framework attached at **Appendix A** and recommends a reclassification of HRC from a Group 3a level 4 body to a Group 3a level 3 body.
5. A letter advising the current Chair of the fee adjustment is attached at **Appendix B** for you to sign and send if you agree to the reclassification of fees.
6. The Ministry is also undertaking appointments work for the HRC as there are currently 9 members, 4 of whose terms have expired, and 1 vacancy.
7. The Ministry will undertake a standard Crown entity recruitment and appointment process for filling the 5 member roles. The Public Service Commission | Te Kawa Mataaho outlines the statutory appointment process appointing agencies should follow in its *Board Appointment and Induction Guidelines*. A summary of the process and indicative timeframes for these appointments are attached for your noting at **Appendix C**.
8. The Ministry also seeks your agreement to the required skills that will be targeted in the recruitment and the current HRC skills matrix attached at **Appendix D**, and position description attached at **Appendix E**.
9. HRC receives most of its funding from Vote: Business, Science and Innovation, but the Minister of Health is the responsible Minister for HRC. As a result, the Minister of Science, Innovation and Technology will need to be consulted if you agree to the recommendations in this paper as per the 2016 Memorandum of Understanding between the Minister of Health and Minister of Research, Science and Innovation.

## Recommendations

We recommend you:

	Minister of Health	Minister of Science, Innovation and Technology
a) <b>agree</b> to the reclassification of the Health Research Council from a Group 3a Level 4 body to a Group 3a Level 3 body in line with Cabinet Office Circular CO (22) 2: <i>Revised Fees Framework for members appointed to bodies in which the Crown has an interest</i>	Yes/No	Yes/No
b) <b>agree</b> to the fee adjustments resulting from the reclassification for the Chair (increase from \$24,000 per annum to \$32,000 per annum) and members (\$12,000 per annum to \$16,000 per annum)	Yes/No	Yes/No
c) <b>note</b> that the increase in Chair and member fees will be met from within the Health Research Council's current baseline operational funding		
d) <b>sign and send</b> the letter to the Chair attached at <b>Appendix B</b> advising your decision	Yes/No	
e) <b>note</b> the indicative recruitment and appointment timeframes set out in <b>Appendix C</b>		
f) <b>agree</b> to the skill requirements as outlined in the skills matrix attached as <b>Appendix D</b>	Yes/No	
g) <b>approve</b> the duties and responsibilities for members of the HRC attached as <b>Appendix E</b>	Yes/No	
<b>Upon your agreement to these recommendations</b>		
h) <b>refer</b> this briefing to the Minister of Science, Innovation and Technology for her agreement.	Yes/No	



Sarah Turner

Deputy Director-General

**Government and Executive Services |**

**Te Pou Whakatere Kāwanatanga**

Date: *9 February 2024*

Hon Dr Shane Reti

**Minister of Health**

Date:

Hon Judith Collins

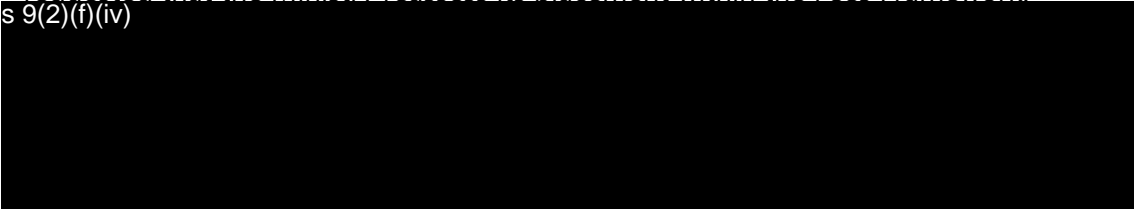
**Minister of Science, Innovation and Technology**

Date:

## Background

10. The HRC was established under the Health Research Council Act 1990 (the HRC Act) and plays a vital role in advising the Minister of Health on national health research policy, administering funds, encouraging and initiating health research, and disseminating research findings.
11. As a Crown agent, the HRC's members are appointed by the Minister of Health for terms of up to 3 years pursuant to section 28(1)(a) of the Crown Entities Act 2004 (the CE Act), and may be reappointed for a further term(s). At the end of their term, members may continue in office until they are reappointed, replaced, or are informed by the Minister of Health that they will not be reappointed as per section 32(3) of the CE Act.
12. The HRC Act requires the Council to consist of a mixture of research and non-researcher members.
13. The HRC currently has 9 members and 1 vacant role. Four of the current members have expired terms and have continued in office past their term expiries in line with section 32(3) of the CE Act. Dr Will Barker's term expired in December 2022 and the terms for Professor Parry Guilford, Professor Paora Tapsell, and Emeritus Professor Elaine Rush expired in December 2023.
14. HRC receives most of its funding from Vote: Business, Science and Innovation, but the Minister of Health is the responsible Minister for HRC. As a result, Ministry of Health and Ministry of Business, Innovation and Employment (MBIE) officials collaborate to oversee and monitor HRC activities. MBIE officials have been consulted on the contents of this briefing and support its recommendations.
15. As per the 2016 Memorandum of Understanding between the Minister of Health and Minister of Research, Science and Innovation (now Minister of Science, Innovation and Technology) on Ministerial responsibilities for the HRC: *"the Minister of Health will consult with the Minister of Research, Science and Innovation on the names being considered for the membership and the Chair of the Health Research Council and seek the Minister of Research, Science and Innovation's views on who to appoint."*

## Current classification and fees

16. Cabinet Office Circular CO (22) 2: *Revised Fees Framework for members appointed to bodies in which the Crown has an interest* (Fees Framework) provides guidance on the classification and remuneration of statutory and other Crown bodies and sets out the process for setting and approving fees for statutory entity members.
17. HRC is currently classified as a Group 3a Level 4 body under the Fees Framework and has not been reassessed against the Framework for some years. Member fees are met by HRC within its operational funding.
18. HRC has experienced significant growth in turnover over the past 3 years and as a result requested that the Ministry reassess its placement within the Fees Framework.
19.  s 9(2)(i)(iv)

## Assessment against the Fees Framework

20. An assessment against the Fees Framework conducted by the Ministry (outlined in **Appendix A**) supports a reclassification, placing HRC within Level 3 of Group 3a - General Governance Boards. The assessment considered factors such as size (turnover: \$100 million to \$300 million, scoring 8 points) and business complexity (funding disbursement: \$100 million to \$1 billion, scoring 3 points) with a total assessment score of 11.
21. Based on this assessment, the Ministry recommends reclassifying HRC to a Level 3 Group 3a body, which will result in the following fee adjustments for members.
- Chair's fees increase from \$24,000 per annum to \$32,000 per annum.
  - Members' fees increase from \$12,000 per annum to \$16,000 per annum.
22. The proposed fee adjustments reflect the expected skills, knowledge, and experience of Council members and are set at the lower end of the fee range for Level 3 Group 3a bodies to reflect the fact that the total assessment score of 11 is at the lower end of the assessment score range for that level (11 – 14).
23. HRC has advised that it would be able to meet the proposed fee increases from within its current operational funding, should these be approved.
24. The table below outlines the current and proposed fee adjustments for HRC members. The fee adjustments would take effect from 1 March 2024 should you approve them.

*Table 1: Current and proposed fee adjustment for HRC members*

	Total score	Level	Fee range: chair	Chair's actual annual fee	Fee range: member	Members' actual annual fee
Current fees	6	4	\$28,655 -\$40,117	\$24,000	\$14,328 -\$20,251	\$12,000
Recommended fee adjustment	11	3	\$31,042 -\$53,730	\$32,000	\$15,520 -\$26,829	\$16,000

## Appointments to the HRC

25. Section 8 of the HRC Act states that the HRC membership shall consist of:
- 5 persons who are or have been actively engaged in health research.
  - 5 persons who have skills and experience in areas such as community affairs, health administration, law, or management or knowledge of health issues from a consumer perspective.

26. There are 3 researcher and 2 non-researcher roles that need to be filled. People who have both researcher and non-researcher skill sets may be appointed to the non-researcher category.
27. Taking into account the required skills of HRC, and the skill makeup of current members, the Ministry seeks your approval of the following skills and expertise that will be targeted during recruitment.
  - a. Board governance experience in public sector and/or private sector entities, including an understanding of public sector accountability and the role of a Crown entity, and demonstrated ability to lead robust decision-making processes.
  - b. Expertise in health innovation and technology, such as genomics, artificial intelligence etc.
  - c. Financial governance experience.
28. In addition to these key skills, we also consider that there is other desirable perspectives and expertise that would be beneficial for members to have, in particular the below.
  - a. Public health expertise.
  - b. Expertise in the commercial health sector.
  - c. Experience in health ethics.
  - d. Experience in children's health.
29. The duties and responsibilities document for members is attached as **Appendix E** for your review and approval. The duties and responsibilities have been drafted to reflect the key and desirable skills outlined above.

## Equity

30. HRC contributes to developing innovation and impactful research, advancing Māori health through knowledge generation and promoting health equity of all New Zealanders.
31. Adjusting the members' fees will assist in attracting and retaining members of a suitable calibre (experienced lawyers, medical professionals, academics and members with knowledge and experience in tikanga and te ao Māori).
32. Reclassifying HRC's position within the Fees Framework acknowledges the importance of members' roles and responsibilities and ensures that members are reimbursed at an appropriate level comparable with other similar entities.

## Next steps

33. If you agree to the recommendations, you will need to refer this briefing to the Minister of Science, Innovation and Technology as per the 2016 Memorandum of Understanding.
34. We have received advice from the Public Service Commission | Te Kawa Mataaho that as we are proposing a reclassification of an existing body, you are able to approve this reclassification of fees without referral to the Cabinet Appointments and Honours Committee (APH) or the Minister for Public Service, provided the increase does not exceed the band limit. The proposed fee rates fall within the lower end of the band limit and therefore do not exceed it.

35. Appointments to fill the 5 member roles can be progressed at your chosen level of urgency. If you agree to the recommendations in this paper, recruitment for the member roles will commence in March 2024.

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## Appendix A: Assessment against CO (22) 2: Revised Fees Framework for members appointed to bodies in which the Crown has an interest

### Group 3: Governance Boards

- In accordance with paragraphs 114 and 115 in CO (22) 2: Revised Fees Framework for members appointed to bodies in which the Crown has an interest, (the Fees Framework) governance boards are generally bodies that:
  - a. are primarily responsible for the governance of a Crown body or organisation
  - b. are usually established by or under an Act that sets out its statutory purpose or objectives and principal functions
  - c. have responsibility for the strategic direction of the organisation, the determination of business objectives and formulation of policies to achieve these objectives, and funding policy
  - d. may recruit, appoint and monitor the chief executive
  - e. have members appointed by either a Minister/the government or the Governor-General.

### Group 3a: General Governance Boards (including TEIs)

- As per paragraph 117 of the Fees Framework, the 'size' of the board is determined by either the appropriate budget/turnover or asset magnitude figure that best represents the size of the organisation.

HRC turnover: \$100 million to \$300 million, scoring 8 points

Budget/turnover	Assets	Score
\$0-\$10m	\$0-\$100m	2
\$10m-\$50m	\$100m-\$500m	4
\$50m-\$100m	\$500m-\$1.0b	6
\$100m-\$300m	\$1.0b-\$3b	8
\$300m-\$600m	\$3b-\$6b	10
\$600m-\$1.2b	\$6b-\$12b	12
\$1.2b+	\$12b+	14

- Paragraph 118 sets out the criteria (listed below) for 'business complexity/functionality'. The HRC's primary function fits in the 'Funding Disbursement' category as an 'entity established to distribute grants or funding'.

HRC funding disbursement: \$100 million to \$1 billion, scoring 3 points

Funding disbursement	
Primary function	Score
Funding disbursement (\$10b+)	5
Funding disbursement (\$1b-\$10b)	4
Funding disbursement (\$100m-\$1b)	3
Funding disbursement (\$20m-\$100m)	2
Funding disbursement (under \$20m)	1

- Adding the scores for 'size' and 'business complexity/functionality' results in a total score to be applied in line with paragraph 119 of the Fees Framework, to determine the annual fees for Group 3a bodies.

HRC total score: 11 points

Total Score	Level	Fees range – Chair	Fees range - members
21-24	1	\$40,596 - \$90,123	\$20,295 - \$44,655
15-20	2	\$34,623 - \$73,552	\$17,309 - \$36,773
11-14	3	\$31,042 - \$53,730	\$15,521 - \$26,829
7-10	4	\$28,655 - \$40,117	\$14,328 - \$20,251
6 or less	5	\$14,328 - \$30,085	\$7,161 - \$15,615

## Appendix B: Letter to Chair

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## Appendix C: Next steps and timeframes

Process Step	Indicative Timeframe
Minister confirms HRC skills profile, duties and responsibilities, and notes recruitment approach (this briefing)	s 9(2)(f)(iv) [REDACTED]
Recruitment underway	s 9(2)(f)(iv) [REDACTED]
Candidate Selection Paper provided to the Minister	s 9(2)(f)(iv) [REDACTED]
Minister identifies preferred candidate	s 9(2)(f)(iv) [REDACTED]
Due diligence (background checks are completed on selected candidate and candidate is interviewed)	s 9(2)(f)(iv) [REDACTED]
Ministry of Health provides memo for consideration at the Cabinet Appointments and Honours (APH) Committee	s 9(2)(f)(iv) [REDACTED]
APH considers paper and minute is confirmed at the following Cabinet meeting	s 9(2)(f)(iv) [REDACTED]
Minister's office sends letters of appointment to successful candidate	s 9(2)(f)(iv) [REDACTED]
Ministry of Health informs unsuccessful candidates	s 9(2)(f)(iv) [REDACTED]
Induction of new members	s 9(2)(f)(iv) [REDACTED]

**Appendix D: Skills matrix of current members**

Health Research Council of New Zealand		Original Date Appointed	Term Expiry	Ethnicity	Iwi (if applicable)	Region	Gender	Age range	Research field	Community affairs	Health administration	Law	Management/business	Consumer Perspective	Health innovation and technology	Financial governance
(R) Appointed as a researcher member																
Current HRC Members	Professor Lester Levy, CNZM (Chair)	1 January 2016	9 July 2026	s 9(2)(a)												
	Professor Jeroen Douwes (R)	25 August 2015	9 July 2025	s 9(2)(a)												
	Professor Emma Wyeth (R)	10 July 2023	9 July 2025	s 9(2)(a)												
	Dr Lifeng Zhou	10 July 2023	9 July 2025	s 9(2)(a)												
	Baden Vertongen	28 August 2015	29 August 2022	s 9(2)(a)												
	Professor Parry Guilford (R)	13 October 2016	16 December 2023	s 9(2)(a)												
	Professor Paul Tapsell	17 December 2020	16 December 2023	s 9(2)(a)												
	Professor Elaine Rush, MNZM (R)	17 December 2020	16 December 2023	s 9(2)(a)												
	Dr Will Barker	8 June 2017	16 December 2022	s 9(2)(a)												
	Vacant (non-researcher)			s 9(2)(a)												

# Appendix E: Health Research Council member – Roles and Responsibilities

Health Research Council of New Zealand

Dated February 2024

## Member – Roles and Responsibilities

### About Health Research Council

The Health Research Council of New Zealand (Health Research Council) identifies and funds research that can lead to new medicines, breakthroughs and cures, and improve the health and well being of all New Zealanders.

### Health Research Council as a Crown entity

The Health Research Council is established under section 5 of the [Health Research Council Act 1990](#) (the Health Research Council Act) and is a Crown agent for the purposes of the Crown agent for the purposes of section 7 of the [Crown Entities Act 2004](#) (the Crown Entities Act). The Crown Entities Act provides a framework for Crown entity governance and accountability, including responsibilities of board members, disclosure of interests, and the role of Ministers. The Crown Entities Act applies to the Health Research Council except to the extent that the Health Research Council Act expressly provides otherwise.

The Health Research Council is responsible for the allocation of the government's investment in health research. The Health Research Council's role includes advising the Minister of Health on national health research policy, administering funds, encouraging and initiating health research, and disseminating the findings of health research.

The Minister of Health is the responsible Minister for the Health Research Council. The Minister of Science, Innovation and Technology is the funding Minister as the majority of the Health Research Council funding is from Vote: Business, Science and Innovation. Under the Crown Entities Act, the responsible Minister has powers in relation to all entities on matters of strategic direction, indicators, funding, performance, reporting and reviews.

### The Health Research Council

Under section 8 of the Health Research Council Act, the Health Research Council consists of 5 persons who are or have been actively engaged in health research and 5 persons who have skills and experience in areas such as community affairs, health administration, law, or management or knowledge of health issues from a consumer perspective. Members are appointed under section 8 of the Health Research Council Act and section 28 of the Crown Entities Act.

The functions of the Health Research Council are set out in Section 6 of the Health Research Council Act. The functions of the Health Research Council are:

- to advise the Minister on national health research policy
- to administer funds granted to the Health Research Council for the purpose of implementing national health research policy
- to negotiate, once every 3 years, the bulk-funding allocations that may be made to the Health Research Council by the Government for the funding of health research
- to foster the recruitment, education, training, and retention of those engaged in health research in New Zealand
- to initiate and support health research
- to encourage initiatives into health research by soliciting research proposals and applications, particularly in areas considered by the Health Research Council to have a high priority
- to consult, for the purpose of establishing priorities in relation to health research, with

- the Minister of Health
- the Ministry of Health
- other persons who fund or produce research, whether in the public sector or the private sector
- persons who have a knowledge of health issues from the consumer perspective
- to promote and disseminate the results of health research in ways that will be most effective in encouraging their contribution to health science, health policy, and health care delivery
- to advertise actively for applications for grants to support proposals or personal awards in relation to health research
- to appoint the members of the Biomedical Research Committee, the Public Health Research Committee, the Māori Health Committee, and the Ethics Committee
- to ensure the development and application of appropriate assessment standards by committees of subcommittees that assess health research proposals
- to administer any additional funds that may be made available to the Health Research Council from either public or private sources for the support of health research
- any other functions conferred on it by the Minister of Health in accordance with section 112 of the Crown Entities Act.

In addition to the legislative requirements of the Health Research Council set out in the Health Research Council Act and the Crown Entities Act, the Health Research Council is accountable to the Minister through the Chair for delivering on the Minister's Letter of Expectations.

Further information on the Health Research Council can be found on its website: [Health Research Council](#)

### **Role of a member**

Health Research Council members are subject to the collective and individual duties of members set out in sections 58 and 59 of the Crown Entities Act.

The collective duties of members are to ensure the Health Research Council's functions are performed efficiently, effectively and consistently in the spirit of the public service, and in a financially responsible manner.

As Crown Entity members, the Health Research Council is directly accountable to the Minister of Health for the performance of the Health Research Council. Members of the Health Research Council are collectively expected to:

- communicate and engage with other members in a constructive manner
- support the Chair
- prepare in advance for meetings and other duties
- demonstrate commitment to the Health Research Council by attending all board and committee meetings (where relevant)
- comply with the Health Research Council's code of conduct or operating principles, and uphold the Health Research Council's vision and values
- be informed about Health Research Council's operating environment
- be committed to the Health Research Council's continual improvement through participating in member self-assessment processes
- undertake ongoing professional development and education (where relevant).

Health Research Council members are bound by the *Code of Conduct for Crown Entity Board Members* issued under the Public Service Crown Entities Act 2020. The Code of Conduct can be found on the Public Service Commission | Te Kawa Mataaho website: [PSC Code of Conduct](#)

## Specific skills and attributes relevant to a member of the Health Research Council

Section 8 of the HRC Act states that the HRC membership shall consist of:

- 5 persons who are or have been actively engaged in health research
- 5 persons who have skills and experience in areas such as community affairs, health administration, law, or management or knowledge of health issues from a consumer perspective.

People who have both researcher and non-researcher skill sets may be appointed to the non-researcher category.

Other key skills and attributes of members should include:

- board governance experience in public sector and/or private sector entities, including an understanding of public sector accountability and the role of a Crown entity, and demonstrated ability to lead robust decision-making processes
- expertise in health innovation and technology, such as genomics, artificial intelligence etc.
- financial governance experience.

In addition to these key skills, other desirable expertise that would be beneficial for members to have include:

- expertise in public health
- expertise in the commercial health sector
- experience in health ethics
- experience in children's health.

## Term of appointment

The term of appointment of a member may be for up to 3 years or any shorter period as determined by the responsible Minister.

Section 32(3) of the Crown Entities Act states that a member continues in office despite the expiry of their term, until either reappointed, or a successor is appointed, or the member is informed in writing by the responsible Minister that they are not to be reappointed and that no successor is to be appointed at that time.

While there is provision for reappointment, there should be no expectation that a member will be offered a subsequent term of office on the expiry of their term.

## Remuneration

Actual and reasonable travel and other expenses incurred in the performance of the role will be paid in accordance with the Cabinet Office Circular [CO \(22\) 2: Revised Fees Framework for members appointed to bodies in which the Crown has an interest](#).

The current remuneration for a member of the Health Research Council is \$16,000 per annum.

All public service employees (including those employed by a Crown entity) appointed to statutory and other public bodies must be able to do their primary job unhindered and without detriment to the public interest. They will not be double paid for their job and their membership of a body covered by the Fees Framework.

Health Research Council members who are public service employees, and their employers, are expected to be familiar with the provisions in the Fees Framework. Where there are other actual and reasonable expenses such as airfares or accommodation, these will be reimbursed on the same basis as for other members.

The Health Research Council will meet as often as is necessary to carry out its role. Health Research Council members are expected to attend and participate regularly in meetings consistent with general fiduciary standards and the governance requirements under the Crown Entities Act 2004.

### **Criteria for appointment**

Under section 29 of the Crown Entities Act, a responsible Minister:

- may only appoint a person who, in the responsible Minister's opinion, has the appropriate knowledge, skills, and experience to assist the statutory entity to achieve its objectives and perform its functions
- subject to the above, in making an appointment, must take into account the desirability of promoting diversity in the membership of Crown entities.

The following people are disqualified from being a member under Section 30 of the Crown Entities Act:

- a person who is an undischarged bankrupt
- a person who is prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the Companies Act 1993, or the Financial Markets Conduct Act 2013, or the Takeovers Act 1993
- a person who is subject to a property order under the Protection of Personal and Property Rights Act 1988
- a person who has been convicted of an offence punishable by imprisonment for a term of 2 years or more, or who has been sentenced to imprisonment for any other offence, unless that person has obtained a pardon, served the sentence, or otherwise suffered the penalty imposed on the person
- a member of Parliament
- a person disqualified under another Act.

### **Appointment Process**

For an appointment to the Health Research Council, the process consists of the following stages.

- Recruitment. Upon application, candidates will be required to complete and sign a declaration form. This also includes commentary on how the candidates intend to manage any conflicts of interest identified if they are successful in their application.
- Evaluation and shortlisting of candidates.
- Detailed background checks, which will include:
  - Ministry of Justice criminal record checks
  - verification of education/qualifications
  - public profile and online presence and social media checks
  - detailed conflict of interest checks
  - disqualified or banned directors on the Companies Register checks
  - referee checks.
- Candidate interviews.
- Minister selection of the candidate who they consider best meets the needs of the Health Research Council, and consultation with their ministerial colleagues as appropriate.
- Consideration of the appointment by the Cabinet Appointments and Honours (APH) Committee and Cabinet.
- Letter of appointment sent to the successful candidate.
- Public notification of appointment

## **Disclosure of interest**

Section 31 of the Crown Entities Act requires that before a person is appointed as a member of a Crown entity, the person must:

- consent in writing to being a member
- certify that they are not disqualified from being a member under section 30(2) of the Act; and
- disclose to the responsible Minister the nature and extent (including monetary value, if quantifiable) of all interests that the person has at that time, or is likely to have, in matters relating to the entity.

As part of the appointment process, candidates are required to complete a disclosure form (the conflict of interest and Privacy Act 2020 declaration noted above). This form meets the requirements set out above, and the information that is disclosed by candidates enables the responsible Minister to know the relevant interests and any conflicts that a person may have in relation to an appointment to an entity. The information is used to assess whether a candidate would be able to contribute effectively to the entity's affairs, and where conflicts are identified, to ensure that these can be managed appropriately.

PROACTIVELY RELEASED

**Minister's notes**

PROACTIVELY RELEASED