

Terms of Reference - Crown manager to the New Dunedin Hospital Inpatient Building Project

Position Description

I have appointed you as Crown manager to the New Dunedin Hospital Inpatient Building Project, this will commence upon publication of the New Zealand Gazette Notice. This position description is designed to guide you in this role. This position description may be varied by me at any time during the period of your appointment. It is important that you read this document carefully, and in its entirety, and retain it for future reference.

Statutory basis for appointment

Your appointment as Crown manager is made pursuant to section 63 of the Pae Ora (Healthy Futures) Act 2022 (the Act).

As required by the Act, I will review the appointment every twelve months to determine whether the reasons for the appointment still apply.

Functions of the Crown manager

Where functions are performed by the Crown manager, the Crown manager assumes the powers and duties outlined, and the functions may not be performed by Health NZ.

The key functions of the Crown manager include:

- overseeing the delivery of the New Dunedin Hospital project and ensuring all appropriate measures are in place to support delivery in line with the agreed contractual arrangements, including strengthened client-facing leadership in Health NZ for this project.
- deliver the construction scope and programme as it relates to the inpatient building (including reinstatement of additional capacity).
- agreeing the approach for early works packages and procurement of long-lead items to maintain momentum on the programme.
- negotiating the final contract for the main works package of the inpatient building and delivery of the Implementation Business Case to Cabinet for approval within the next three months.

I note that there is a need to manage resources and delivery across the full construction programme. For example, current cost pressures against the inpatient building arose in part from the use of the programme contingency for the outpatient building. There are also resourcing, scheduling and interface challenges across the construction programme. I expect these to be managed by close collaboration between the Crown manager and Health NZ's infrastructure functions.

Conflicts of interest

I expect that you will advise the Ministry of any perceived, potential, or actual conflicts of interest that may arise during your term as Crown manager. If, and when, such conflicts

occur, I expect you will discuss the conflict with the Ministry and jointly provide me with information on your proposed management and mitigation activities.

No surprises policy

The 'no surprises policy' is a critical component of maintaining ministerial trust and confidence. To this end, I ask that you provide me with early warning of any relevant risks or issues so that these can be dealt with further if necessary.

This includes circumstances where it is prudent for you to disclose to me issues that may require a Ministerial response, are possibly considered contentious, or which may attract wide public interest (be it positive or negative). Open and effective communication between us (and/or my representatives) is vital to building strong relationships, while maintaining clear lines of accountability.

Official Information Act requests

All information held or produced by you as Crown manager, including that held or produced by government agencies, is subject to the Official Information Act 1982. The Secretariat is responsible for responding in a lawful manner to any Official Information Act requests you may receive.

Remuneration

The Cabinet Fees Framework CO (22) 2, *Fees framework for members appointed to bodies in which the Crown has an interest* does not specifically include Crown managers. However, the intent of the fees framework is to cover most statutory roles. Therefore, the fees for the Crown manager have been set with reference to the framework.

The fee payable to you as chair of the committee is \$2,500 per day as per Cabinet Office Circular CO (22) 2, *Fees framework for members appointed to bodies in which the Crown has an interest*.

The fees will be paid through Health NZ. Taxation matters depend on personal circumstances. In general, fees are classed as 'honoraria' for the purposes of income tax regulations and are not subject to GST.