



## BRIEFING

### Invitation letters to the International Visitor Conservation and Tourism Levy (IVL) Advisory Group

<b>Date:</b>	18 July 2019	<b>Priority:</b>	Medium
<b>Security classification:</b>	In Confidence	<b>Tracking number:</b>	0048 19-20

Action sought		
	Action sought	Deadline
Hon Kelvin Davis Minister of Tourism	<p><b>Note</b> the membership of the IVL Advisory Group</p> <p><b>Agree</b> to the proposed fees for the Chair and members of the IVL Advisory Group</p> <p><b>Sign</b> the attached invitation letters</p> <p><b>Forward</b> this briefing to the Minister of Conservation.</p>	23 July 2019
Hon Eugenie Sage Minister of Conservation	<p><b>Note</b> the membership of the IVL Advisory Group</p> <p><b>Agree</b> to the proposed fees for the Chair and members of the IVL Advisory Group</p> <p><b>Sign</b> the attached invitation letters.</p>	29 July 2019

Contact for telephone discussion (if required)			
Name	Position	Telephone	1st contact
Saskia Vervoorn	Manager, Tourism, MBIE	s 9(2)(a)	✓
s 9(2)(a)	Advisor, Tourism, MBIE	s 9(2)(a)	

The following departments/agencies have been consulted
Department of Conservation

Minister's office to complete:

- |   |  |
|---|--|
| <input type="checkbox"/> Approved             | <input type="checkbox"/> Declined            |
| <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 Withdrawn           |

Comments



# BRIEFING

## Invitation letters to the International Visitor Conservation and Tourism Levy (IVL) Advisory Group

<b>Date:</b>	18 July 2019	<b>Priority:</b>	Medium
<b>Security classification:</b>	In Confidence	<b>Tracking number:</b>	0048 19-20

### Purpose

For the Ministers of Tourism and Conservation to invite the Chair and members to participate in the IVL Advisory Group.

### Recommended action

The Ministry of Business, Innovation and Employment recommends that you:

**a Note** the membership of the IVL Advisory Group:

1. Catherine Taylor as Chair
2. Grant Webster as independent member (Governance, Tourism)
3. Verity Webber as independent member (Tourism)
4. Kauahi Ngapora as independent member (Governance, Tourism)
5. Penny Webster as independent member (Local Government)
6. Paula Southgate as independent member (Local Government, Conservation)
7. Gerry McSweeney as independent member (Conservation, Tourism)
8. Iain Cossar as central government representative (MBIE)
9. Bruce Parkes as central government representative (DOC)
10. Jim Harland as central government representative (NZTA)

*Minister of Tourism*

*Minister of Conservation*

Noted

Noted

**b Note** the following fees:

1. Daily rate of \$818 for the Chair of the IVL Advisory Group
2. Daily rate of \$518 for members of the IVL Advisory Group, other than government officials (who will not be remunerated)

Noted

Noted

Noted

Noted

**c Sign** the attached appointment letters

Signed / ~~Not signed~~

Signed / ~~Not signed~~

**d Agree** to announce the membership of the IVL Advisory Group ahead of the first meeting

Agree / ~~Disagree~~

Agree / ~~Disagree~~

e **Forward** a copy of this briefing to the Minister of Conservation

Forwarded



Saskia Vervoorn  
**Manager, Tourism Policy**  
Labour, Science, and Enterprise, MBIE

18 / 07 / 2019



Hon Kelvin Davis  
**Minister of Tourism**

23 / 7 / 2019



Hon Eugenie Sage  
**Minister of Conservation**

25 / 7 / 19

RELEASED UNDER THE  
OFFICIAL INFORMATION ACT

## Background on the IVL Advisory Group

---

1. Cabinet agreed to develop the investment plan for the IVL with sector input (conservation, local government and the tourism industry), including an Advisory Group in October 2018 [DEV-18-Min-0194].
2. You have agreed that the IVL Advisory Group will have an independent chair and include representatives from across the sector (conservation, tourism, and local government) and three key central government agencies. It will provide advice to Ministers on the Investment Plan and meet up to three times a year.
3. During the selection process, we have considered key skill sets that will be needed on the IVL Advisory Group. These are: strong governance expertise, investment decision making, understanding of conservation investment and science, infrastructure investment and financing, project management and experience of tourism product.
4. MBIE and DOC consider that the high profile of the IVL Advisory Group and the members means that the invitation should be signed and issued by the Ministers of Tourism and Conservation, rather than government officials.

## Membership of the IVL Advisory Group

---

5. MBIE and DOC have briefed you on the proposed IVL Advisory Group members (joint briefing MBIE 3465 18-19 and DOC 19-B-0122 refers). The members to be invited to the IVL Advisory Group are:
  - a. Catherine Taylor as the Chair
  - b. Grant Webster as an independent member (Governance, Tourism)
  - c. Verity Webber as an independent member (Tourism)
  - d. Kauahi Ngapora as an independent member (Governance, Tourism)
  - e. Penny Webster as an independent member (Local Government)
  - f. Paula Southgate as an independent member (Local Government, Conservation)
  - g. Gerry McSweeney as an independent member (Conservation, Tourism)
  - h. Iain Cossar as a central government representative (MBIE)
  - i. Bruce Parkes as a central government representative (DOC)
  - j. Jim Harland as a central government representative (NZTA)
6. The IVL Advisory Group members will be appointed for a term of two years to reflect the length of the initial investment programme.
7. The expected workloads of the Chair and members are seven days per year, comprising approximately two days per Advisory Group meeting and one meeting with Ministers.

## Fees for the IVL Advisory Group

---

8. The IVL Advisory Group is assessed to be a Level 2, Group 4 body under the Cabinet Fees Framework, allowing for the following fee ranges for the Chair and members:

	Chair	Members
Fee ranges (daily rate)	\$360 - \$818	\$270 - \$518

9. Given the high level of public interest and profile of the IVL Advisory Group, as well as the level of expertise required, we propose fees are set at the maximum of \$818 per day for the Chair and \$518 per day for other members of the IVL Advisory Group. Central government officials on the IVL Advisory Group will not be remunerated.
10. This fee structure aligns with the fees for the Tourism Infrastructure Fund Panel and is consistent with the State Service Commission Guidelines.

### **Next steps**

---

11. Once you have signed the invitation letters attached at **Annex One**, MBIE will forward these to the members to sign and return to MBIE. MBIE will also provide the members with a deed of confidentiality and conflicts of interest disclosure form.
12. Once the IVL Advisory Group members have formally accepted the invitations, they will be inducted and provided with supporting documents to prepare them for their role. Should you wish to meet with the IVL Advisory Group, we will work with your office to arrange a suitable meeting time. We will also co-ordinate communications material with your office on any public announcements regarding the IVL Advisory Group.

### **Annexes**

---

Annex One: Draft invitation letters to IVL Advisory Group members

RELEASED UNDER OFFICIAL INFORMATION ACT

**Annex One: Draft invitation letters to IVL Advisory Group members**

Out of Scope

RELEASED UNDER THE  
OFFICIAL INFORMATION ACT