



**Te Tari Matawaka  
Office of Ethnic Communities**

Part of the Department of Internal  
Affairs  
Te Tari Taiwhenua

OIA2021/0147

5 October 2020

John Luke

[fyi-request-13716-1e9c51a7@requests.fyi.org.nz](mailto:fyi-request-13716-1e9c51a7@requests.fyi.org.nz)

Dear John Luke

Thank you for your further email of 8 September 2020 asking for information under the Official Information Act 1982 (the 'Act'). We have provided answers to your individual questions below.

*"I noted on your recent OIA Act reply,*

*<https://fyi.org.nz/request/13563/response/51289/attach/4/OEC2021%20116%20John%20Luk%20e.pdf>*

*I noted that ministerial ethnic communities advisory group is not yet established, can I ask how your call for public applications during the establishment process, beside TPK, what other agency you have consult or any other means you have used to call for public applications, e.g, Seek, Trademe etc."*

The Minister for Ethnic Communities approached Ministerial colleagues for nominations of members by way of letter sent on 25 November 2019. This is attached as *Document 1, letter from Minister Salesa*.

*"How many interests you have received, how many you have shortlisted and how many you have interviewed."*

No interviews were carried out for membership of the group, however once a shortlist was agreed with the Minister telephone calls were made to potential candidates to gauge their interest.

*"Are there any briefing paper associated to the establishment of this group, if there are any paper or memo, I would like to request them."*

Please see attached our relevant briefing to the Minister *Document 2, Ministerial Ethnic Communities Advisory Group - Potential Candidates*. Some information in the briefing, and Appendices A and B, is withheld under section 9(2)(a) of the Act, to protect the privacy of natural persons.

*"What is the reason this group is not yet establishment, given you have consulted TPK late last year and when you proposed to formally establish this group."*

Due to the outbreak of COVID-19, some non-COVID-19 related work was de-prioritised by Cabinet. Please see the original timeline in the briefing above. As you will understand, this timeline was not implemented.

*“What is the proposed pay rate for it's member and what is the proposed term of reference, purpose for this group if there is any.”*

Please see the attached briefing *Document 3, Draft Terms of Reference for establishing the Ministerial Ethnic Community Advisory Group.*

Please note that as parts of your request has been withheld under section 9(2)(a) you have the right, under section 28(1)(a) of the Act, to seek an investigation and review of our decision by the Office of the Ombudsman. You can do so by contacting the Office of the Ombudsman at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or by calling 0800 802 602.

Yours sincerely



**Anusha Guler**

Executive Director Office of Ethnic Communities

<Minister's Name>  
Parliament Buildings  
Wellington 6160

Dear <Hon First Name Last Name>

Dear Colleagues

I am writing to request your suggestions for nominations to establish a Ministerial Ethnic Communities Advisory Group (MECAG), as I intend to make establish the group in 2019.

The MECAG will provide a much-needed mechanism for on-going connection, communication and consultation between ethnically diverse communities and the New Zealand government. The MECAG will assist the government to understand and appropriately respond to the needs of these communities and enable them to have a voice, feel connected to, and valued. This connection will result robust policy advice and service delivery that meets the needs of our ethnically diverse communities.

As a group, the MECAG and its individual members will fill the following principal roles;

- At the group level, MECAG raises and provides advice on contemporary issues of interest and concern to ethnic communities and opportunities and strategies to promote community harmony and social inclusion; and
- At the individual level MECAG members provide advice that is reflective of their own personal and professional experience and those of their respective organisations, networks and communities, including their broader community.

I am seeking candidates who are champions for diversity, are connected to their own and broader communities and have experience and knowledge in key government priorities including migrant settlement, human rights, education, employment and health. Other ideal attributes include:

- strong relationship management skills and a drive to work in a collegial environment
- the ability to work effectively in an advisory capacity
- can effectively communicate with a broad range of stakeholders
- a demonstrated commitment to improving social inclusion in Aotearoa

I welcome applications from culturally, linguistically and religiously diverse backgrounds from a broad spectrum of age, gender and geographical areas.

I would be grateful if you could provide your suggestions to me by XX XX XX.

Yours sincerely

Hon Jenny Salesa  
**Minister for Ethnic Communities**

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## Ethnic Communities briefing

Hon Jenny Salesa  
Minister for Ethnic Communities

Title: Ministerial Ethnic Communities Advisory Group: Potential Candidates

Date: 04 February 2020

Key issues	
This briefing presents options for forming the membership of the Ministerial Ethnic Communities Advisory Group (MECAG) and seeks approval on the approach to gauge the interest and onboarding of these candidates. Included is timing advice for the formation of the MECAG.	
Action sought	Timeframe
<p><b>Agree</b> to OEC approaching your preferred candidate for the position of the Chair of the MECAG.</p> <p><b>Indicate</b> your preferred candidates for the MECAG membership on <b>Appendix A</b>.</p> <p><b>Agree</b> to OEC approaching your preferred candidates to seek their interest in the positions and to invite them to apply formally.</p> <p><b>Note</b> the timeline and next steps for the formation of the MECAG.</p>	By 11 February 2020

Contact for telephone discussions (if required)

Name	Position	Direct phone line	Suggested 1 <sup>st</sup> contact
Caroline Bridgland	Acting Director, Office of Ethnic Communities		✓
Vicky Lister	Senior Policy Analyst, Office of Ethnic Communities	04 816 4018	
Return to	Vicky Lister, Level 5, 45 Pipitea Street		
Ministerial database reference	EC201900587		

### **Purpose**

1. This briefing presents options for forming the membership of the Ministerial Ethnic Communities Advisory Group (MECAG) and seeks approval on the approach to gauge the interest and onboarding of these candidates. Included is timing advice for the formation of the MECAG.

### **Background**

2. You wrote to your colleagues on 25 November 2019 requesting recommendations for potential members to join the MECAG. You received responses from four of your colleagues and their nominations are incorporated into this briefing.
3. We have drawn other names from our stakeholder lists, nomination's database and consulted with your office to identify other candidates who would be suitable members of the MECAG.

### **Structure of the MECAG**

4. The MECAG's membership will consist of between eight to ten members from culturally, linguistically and religiously diverse backgrounds, ensuring that a variety of voices and experience is heard and reflected. Additionally, members will represent a broad spectrum of ages, genders and geography.
5. The chair and members will use their strong connections and networks to provide advice that is reflective of their own community and will also need to demonstrate an ability to work strategically and inclusively with a wide range of ethnic communities.
6. The MECAG's chair and members will have experience in some or all of the following areas including:
  - 6.1 knowledge in, or a strategic understanding of, the education, employment and youth sectors
  - 6.2 the ability to work effectively in an advisory capacity
  - 6.3 can effectively communicate with a broad range of stakeholders; and
  - 6.4 demonstrated commitment to improving social inclusion in Aotearoa.

### **Chair, MECAG**

7. The Office of Ethnic Communities consider the following two candidates most closely meet the skills and attributes required for the role as chair.

8.

[REDACTED]

[REDACTED]

9.

[REDACTED]

[REDACTED]



**Members, MECAG**

10. A table outlining key information about 42 recommended candidates is attached as **Appendix A**. This is accompanied by an analysis table at **Appendix B** which is ranked in order of suitability based on the skills, attributes and experience sought for the MECAG, as outlined in paragraph 5 and 6.
11. We have provided a column for you to indicate your preferred candidates, and ask you to indicate in tranches of one, two or three. We will prioritise your choices in that order.
12. These candidates have not been notified by OEC about their names being put forward for consideration. Their availability is unknown.
13. Once your advice is received OEC will individually contact these candidates to outline the MECAG's purpose and function, and to discuss the process for application, fees, recruitment and timing should they be interested. A set of key points that we will discuss with each candidate is at **Appendix C**.

**OEC will provide you with a formal appointment briefing**

14. Once we have spoken with each candidate, we will update your office and provide you with an appointment briefing that includes a more detailed summary of how each candidate meets the needs of the position.
15. Included in this will be the draft Appointments and Honours Cabinet Committee (APH) paper outlining your proposed appointments to the MECAG. You can then consult with your caucus, ministerial and support-party colleagues about your recommendations. A suggested timeline outlining these steps is at **Table 1**.
16. **Table 1 – MECAG appointment timeline**

<b>Ministerial Ethnic Communities Advisory Group – Timeline</b>	
<b>Nominations briefing</b> <i>Provides Minister for Ethnic Communities with list of potential candidates and requests approval on OEC approach to contacting candidates to gauge their interest and guiding them through formal application process.</i>	Response from Minister for Ethnic Communities– by 11/02/20
OEC will approach shortlisted nominations and provide time for formal applications to be submitted.	12/02/2020
<b>Early Draft APH Paper to MEC Seeking Agreement</b> (noting names may not be finalised)	19/02/2020
<b>Final briefing on MECAG candidates</b> <i>MEC final decision on members</i>	26/02/2020 - Gives OEC two weeks to seek and receive formal applications
MEC Agreement on Draft APH paper	25/02/2020
Ministerial consultation on MEC approved APH paper <i>Recommended two weeks by Appointments, Monitoring and Partnership Team at DIA – we have allowed three weeks.</i>	28/02/2020 – 20/03/2020
Lodge with Cabinet Office	23/03/2020
APH consideration	1/4/2020
Cabinet confirmation	6/04/2020
<b>Appointment Briefing</b> <i>Provides MEC with Appointment briefing and request signature of appointment letters</i>	Brief to MEC – 26/03/2020 Response from MEC – 7/04/2020
Term Begins	13/04/2020

**Recommendations**

17. We recommend that you:

**Chair, MECAG**

- a) Either **agree** to OEC approaching the following candidate to seek their interest in the position of Chair or write your preferred candidate in the space provided below.

b) s9(2)(a)

Yes / No

c) s9(2)(a); or

Yes / No

**Members, MECAG**

Yes/No

- d) **Indicate** your preferred candidate on the column titled "*indicate preference 1, 2, 3*" at **Appendix A**;
- e) **Agree** to OEC approaching these candidates to seek their interest in the positions; and
- f) **Note** the timeline and next steps for the formation of the MECAG.

Yes/No

Yes/No

Caroline Bridgland  
Acting Director, Office of Ethnic Communities

Hon Jenny Salesa  
Minister for Ethnic Communities

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## Appendix C: Key Points OEC will discuss with each candidate

I am contacting you today on behalf of the Minister for Ethnic Communities, Hon Jenny Salesa.

One of the priorities for the Minister is to support ethnic communities to be connected, engaged and empowered.

To encourage this, the Minister is establishing a Ministerial Ethnic Communities Advisory Group (MECAG) and is seeking candidates for this group.

The MECAG will support the New Zealand Government to consult directly with ethnic communities and gain advice that will:

- Reflect a diverse voice in its policy development and service delivery
- Identify opportunities and strategies to promote social inclusion; and
- Improve the outcomes for our ethnic communities.

Members of the MECAG will draw on their personal and professional experience by utilising their strong connections and networks to provide advice.

The Minister is seeking 8 – 10 candidates who are champions for diversity and who can demonstrate a deep understanding of the issues facing their own, and broader, ethnic communities.

I am calling/emailing you today to gauge your interest in applying to be a member of the MECAG. Your name was provided by (INSERT AS APPROPRIATE).

I can send you more information and a link to the formal application process. You will need to submit your formal application by 25 February 2020. All formal appointments are subject to Cabinet approval.

Thank you for taking the time to speak to me today, for more information please contact Vicky Lister, Senior Policy Analyst on 04 816 4018 or [Vicky.lister@dia.govt.nz](mailto:Vicky.lister@dia.govt.nz).





## Ethnic Communities briefing

Hon Jenny Salesa  
Minister for Ethnic Communities

Title: **Draft Terms of Reference for establishing the Ministerial Ethnic Communities Advisory Group**

Date: 19 November 2019

Key issues	
To seek your feedback on the Draft Terms of Reference (ToR) ( <b>Appendix A</b> ) and to provide an updated timeline for establishing the Ministerial Ethnic Communities Advisory Group (MECAG).	
Action sought	Timeframe
<b>Provide</b> feedback on the draft Terms of Reference provided at <b>Appendix A</b> <b>Note</b> timing for establishing the MECAG	25 November 2019

Contact for telephone discussions (if required)

Name	Position	Direct phone line	Suggested 1 <sup>st</sup> contact
Caroline Bridgland	Acting Director, Office of Ethnic Communities	027 2978958	✓
Vicky Lister	Senior Policy Analyst, Office of Ethnic Communities	04 816 4018	
Return to	Vicky Lister, Senior Policy Analyst		
Ministerial database reference	EC201900540		

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## Purpose

1. To seek your feedback on the Draft Terms of Reference (ToR) (**Appendix A**) and to provide an updated timeline for establishing the Ministerial Ethnic Communities Advisory Group (MECAG).

## Background

2. The MECAG will provide advice directly to you on contemporary issues of interest and concern to New Zealand's ethnic communities. The MECAG will support the Office of Ethnic Communities (OEC) and broader New Zealand government in its policy development by identifying opportunities and strategies that promote social inclusion.
3. You have written to your colleagues requesting suggestions for potential members of the MECAG be provided to you by 22 November 2019. You have welcomed applicants from culturally, linguistically and religiously diverse backgrounds from a broad spectrum of age, gender and geographical areas.

## Terms of Reference

4. The draft ToR outlines the scope and limitations of the MECAG and its members. It outlines clearly that the MECAG will:
  - 4.1 report directly to you;
  - 4.2 have an advisory function only and will not hold any authority to make decisions or commitments on behalf of you or OEC;
  - 4.3 have secretariat support provided by OEC;
  - 4.4 be available to wider government agencies, at a cost to them, and;
  - 4.5 be trialled over its first year, then evaluated to gauge its output.

### ***The MECAG will be the preferred mechanism for stakeholder engagement***

5. The draft ToR state that the MECAG may be utilised by other government agencies. We envision this to be a useful tool in shaping public policy and service design providing a direct path for testing initiatives with ethnic communities.
6. The OEC has been informed by communities and stakeholders of the fatigue experienced from extensive consultation undertaken across government in recent months. This direct source of engagement will help alleviate the fatigue felt by stakeholders.

### ***Membership sitting fees have been calculated in accordance with the Cabinet Fees Framework.***

7. The MECAG falls within Group 4 ('*All other committees and other bodies*') and has been scored at 21 (level 2). This indicates that sitting fees for the MECAG would be approximately \$390 - \$885 per meeting for the Chair and \$290 - \$560 per meeting for the other members, plus any required transport fees<sup>1</sup>. As the score of 21 is mid-range we recommend sitting fees reflect this as follows:
  - 7.1 The Chair sitting fee equals \$620
  - 7.2 Members sitting fee equals \$425

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<sup>1</sup> These figures are indicative and subject to revision.

8. The OEC secretariat function required to support the MECAG will also incur a cost. By way of comparison, the secretariat function to support the Digital Economy and Digital Inclusion Ministerial Advisory Group accounted for approximately 1 FTE throughout one year. This cost and the sitting fees will be drawn down from OEC's operational budget.

***Trialling the MECAG for a period of one year to test its impact***

9. Trialling the MECAG over a 12-month period (across three or four meetings) will allow for adjustment to the scope of the group, and any rearrangement of membership should it be required.
10. OEC will measure the output of the MECAG in comparison to the financial and administrative investment. We will work with your office on the approach to the evaluation closer to the end of the trial period, should you agree to it. This evaluation is reflected in the draft ToR.

***Hosting the meetings across the regions ensures a variety of voices are heard.***

11. The meetings will rotate between the three major centres where OEC has offices - Auckland, Wellington, and Christchurch. Hosting the meetings across the three locations supports inclusion, reduces the travel burden on members, and offers the opportunity for you to engage directly with communities in each of these three areas.

**Timing**

12. Should you agree to the draft ToR, and receive strong candidate suggestions from your colleagues, you can expect appointment of the MECAG to be finalised within 12 weeks as outlined in **Table 1**. We consulted with the Appointments Monitoring and Partnership team within the Department of Internal Affairs on this timeline, which allows the required APH Cabinet process to be met.
13. **Table 1**

Action	Timeframe
Seek Nominations	22 November 2019
Consolidate nominations and provide list to your office	1 week
Consider nominations and decision	1-2 weeks
Draft APH paper to your office seeking your agreement	1 week
Ministerial Consultation on APH paper and lodgement to CabNet	2 weeks
APH Consideration and Cabinet confirmation	2 weeks
Appointment letters/briefing to your office	1 week
Appointment finalised and term begins	2-3 weeks

**Recommendations**

14. We recommend that you:

- |   |               |
|---|---------------|
| a) <b>Provide</b> feedback on the draft Terms of Reference provided at <b>Appendix A</b> by 25 November 2019; and | <b>Yes/No</b> |
| b) <b>Note</b> timing for establishing the MECAG  | <b>Noted</b>  |

Caroline Bridgland  
Acting Director, Office of Ethnic Communities

Hon Jenny Salesa  
Minister for Ethnic Communities

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## **Appendix A: Draft Terms of Reference**

### **Minister's Ethnic Communities Advisory Group (MECAG)**

#### **Objective and Scope**

The MECAG's key purpose will provide advice to Government to:

- Reflect a diverse voice in its policy development and service delivery
- Identify opportunities and strategies to promote social inclusion
- Improve outcomes for ethnic communities

The MECAG will assist the Government to understand and respond to the needs of these communities.

#### **Membership**

Members of the MECAG (including the Chair) will be appointed by the Minister for Ethnic Communities subject to confirmation by Cabinet. The term of appointment will be for 12 months and reappointment or redetermination is possible based on the result of a review. The MECAG will comprise of between eight to ten members drawn from varying cultural, linguistic and religious backgrounds and a diverse cross-section of New Zealand society – one or more of whom will chair the MECAG.

#### **Chair**

The Chair will lead meetings of the MECAG. The Chair may also engage directly with the Minister, on behalf of the MECAG. A Deputy Chair will be appointed collectively by members of the MECAG.

#### **Accountability and Extent of Authority**

MECAG has an advisory function to the Minister for Ethnic Communities and does not hold any authority to make decisions or commitments on behalf of the Minister and the Office of Ethnic Communities (OEC).

The MECAG cannot make public statements on behalf of the Minister or OEC. If members of the MECAG are asked to provide comment on any issue relating to the OEC by a third party, the MECAG member will forward the question to the OEC to arrange the appropriate response.

#### **Fees, expenses and potential conflicts**

Fees for members of the MECAG have been assessed in accordance with the Cabinet Fees Framework. The MECAG falls within Group 4 ('All other committees and other bodies') and has been scored at 21 (Level 2).

Fees for non-government members and any meeting expenses will be met by OEC. Any government members will attend ex-officio and will not receive fees.

The Chair will be paid a daily rate of \$620 for meetings, plus GST (if applicable).



Non-government members will be paid a daily rate of \$425 for meetings, plus GST (if applicable).

Actual and reasonable expenses will be reimbursed on production of receipts to the Secretariat.

OEC is required to deduct withholding tax from payments made to members, unless a valid certificate of exemption from withholding tax is supplied.

The MECAG and its members will not have an independent budget.

### **Secretariat Support**

Secretariat support will be provided by the OEC to arrange logistics and delivery of the meetings. It is the responsibility of the secretariat support to:

- Prepare and distribute the meeting agenda and minutes
- Book venues and catering
- Organise travel and accommodation for all members

Interpreters will be provided by OEC for members upon request.

### **Meetings**

The MECAG will formally meet at least three times annually. The date, location and time of each meeting is to be included on the Meeting Action Minutes document to be distributed by the secretariat support after each meeting.

Meetings will rotate across the following three locations nationally: Auckland, Wellington and Christchurch. The Advisory group can opt to host the meeting in other locations within New Zealand provided there is consensus across the quorum.

### **Wider engagement**

The MECAG and its members are available for use by other New Zealand Government Agencies, who can cover the cost of sitting fees, travel and accommodation. Operation protocols will be developed for commissioning these requests. OEC will continue to provide secretariat support in these situations.

### **Quorum Requirements**

The Chair and five MECAG members are required for the meeting to be recognised as an authorised meeting and for the recommendations or resolutions to be valid. In the event there is not a quorum for a meeting, it is recommended that it continue, with any recommendations or resolutions to be made when quorum is achieved at a subsequent authorised meeting.

### **Conflict of Interest**

As part of the Appointment and Honours Committee appointment process, the members of the MECAG disclose conflicts of interest relating to the MECAG and the OEC work programme.

If members of the MECAG develop new, relevant conflicts of interest, whether real or perceived, they will inform the OEC Secretariat as soon as reasonably practicable.

**Confidentiality**

The work of the MECAG is confidential, unless otherwise agreed by either the Minister for Ethnic Communities or the OEC as appropriate. Members of the MECAG will maintain this confidence and will not disclose information about the operations of the MECAG to any person without agreement of the Minister for Ethnic Communities or OEC.

**Review**

A review will be undertaken by OEC at the end of the initial test period of 12 months. The review will include an analysis of attendees, processes and effectiveness of the MECAG, which will be provided back to the Minister for Ethnic Communities and may inform change in scope, updates to the terms of reference or review of membership.

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