



Internal Affairs briefing

Hon Jan Tinetti
Minister of Internal Affairs

Title: **New Zealand Lottery Grants Board / Te Puna Tahua: adjusted appointment documents**

Date: 12 October 2021

Key issues

Cabinet has confirmed your intention to recommend that the Governor-General reappoints Sumati Govind and Khoa Nguyen as members of the New Zealand Lottery Grants Board / Te Puna Tahua. Following a delay in the signing of the appointment documents, your office has requested adjusted documents for the Administrator of the Government.

Action sought

The Department of Internal Affairs recommends that you:

sign the attached cover letter, advice sheets, and notices of appointment and send to the Administrator of the Government for her signature;

and after the Administrator of the Government has signed and returned the paperwork

witness the Administrator of the Government's signature on the notices of appointment; and

sign the attached letters to Sumati Govind and Khoa Nguyen.

Timeframe

By 18 October 2021

By 27 October 2021

Contact for telephone discussions (if required)

Name	Position	Contact Number	Suggested 1 st contact
Craig Press	Senior Analyst, Monitoring and Appointments	██████████	✓
Anita Balakrishnan	Director Tumuaki Ministerial, Monitoring, and Capability Group	027 263 2423	

Return electronic document to: Craig.press@dia.govt.nz

Cohesion document reference T5VDXFP5TAD4-1818634188-2585

Ministerial database reference IA202101583

Purpose

1. This briefing provides documents to complete the reappointment of Sumati Govind and Khoa Nguyen as members of the New Zealand Lottery Grants Board / Te Puna Tahua (the Board).

Background

2. On 6 September 2021, Cabinet confirmed your intention to recommend that the Governor-General reappoints Ms Govind and Mr Nguyen as members of the Board [CAB-21-MIN-0358 refers].
3. Appointment documents in the name of the former Governor-General were provided on 8 September 2021 [IA202101279 refers]. These documents have remained unsigned. Your office has therefore requested adjusted documents in the name of the Administrator of the Government.
4. The delay means that Ms Govind's and Mr Nguyen's new terms of office will now start on 1 November 2021 rather than 4 October 2021. This delay has no operational impact as Ms Govind and Mr Nguyen continue in office until they are reappointed, replaced, or resign.

Documents for the Administrator of the Government's consideration and signature

5. It is recommended that by 18 October 2021, you action the following steps in recommending the Administrator of the Government reappoints Ms Govind and Mr Nguyen:
 - **Cover letter:** sign the cover letter which includes attached CV summaries (**Appendix A**) and send it to the Cabinet Office for the Administrator of the Government;
 - **Advice sheets:** sign and date the advice sheets (**Appendix B**) and send them to the Cabinet Office for signing by the Administrator of the Government; and
 - **Notices of appointment:** send the notices of appointment (**Appendix C**) to the Cabinet Office for signing by the Administrator of the Government.

Steps after the Administrator for the Government has signed and returned the paperwork

6. It is recommended that by 27 October 2021, you action the following steps to advise Ms Govind and Mr Nguyen of their reappointment:
 - **Notices of appointment:** counter-sign/witness the notices of appointment; and
 - **Letters of appointment:** sign and send the attached letters enclosing the completed notices of appointment to Ms Govind and Mr Nguyen (**Appendix D**).

Publicity

7. These reappointments will be announced on the Department of Internal Affairs' website.

Recommendations

8. The Department of Internal Affairs recommends that you:

- a) **sign** the attached cover letter, advice sheets, and notices of appointment and send to the Administrator of the Government for her signature; **Yes/No**

After the Administrator of the Government has signed and returned the paperwork

- b) **witness** the Administrator of the Government's signature on the notices of appointment; and **Yes/No**

- c) **sign** the attached letters of appointment to Sumati Govind and Khoa Nguyen. **Yes/No**



Anita Balakrishnan
Director | Tumuaki Ministerial, Monitoring, and Capability Group

Hon Jan Tinetti
Minister of Internal Affairs

_____/_____/_____

Appendix A: Cover letter and CV summaries

Released under the Official Information Act 1982

Hon Jan Tinetti

Minister of Internal Affairs
Minister for Women
Associate Minister of Education



Her Excellency the Right Honourable Dame Helen Winkelmann GNZM
Administrator of the Government
Government House
Wellington

Tēnā koe Your Excellency

Pursuant to section 272(2)(d) of the Gambling Act 2003 (the Act), I respectfully recommend that you reappoint Sumati Govind and Khoa Nguyen as members of the New Zealand Lottery Grants Board / Te Puna Tahua (the Board).

New Zealand Lottery Grants Board / Te Puna Tahua

The Board determines how the profits of New Zealand lotteries are allocated to Lottery distribution committees. Its membership consists of the Minister of Internal Affairs as the Presiding Member, the Prime Minister, the Leader of the Opposition, and three persons appointed by the Governor-General. The current membership is listed in the following table. It includes representative delegates for the Prime Minister and the Leader of the Opposition.

Members are expected to bring an understanding of the community and voluntary sector, experience and knowledge of financial management, and business acumen. Members may be appointed for terms of up to three years and may be reappointed.

Name (position)	Region	Date of original appointment	Expiry date of present term
Hon Jan Tinetti, Minister of Internal Affairs (Presiding Member)	Bay of Plenty		Ex Officio
Hon Priyanca Radhakrishnan, Minister for the Community and Voluntary Sector (Representative of the Prime Minister)	Auckland		Ex Officio
Simon O'Connor, Member for Tāmaki (Representative of the Leader of the Opposition)	Auckland		Ex Officio
Sumati Govind (Appointed member)	Wellington	20 July 2020	15 July 2021
Khoa Truong Nguyen (Appointed member)	Wellington	7 September 2015	15 July 2021

Maxine Khrona Shortland (Appointed member)	Northland	24 April 2017	19 July 2023
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Remuneration

Remuneration is set under the Cabinet Fees Framework and is currently \$389 per meeting. Members are also paid a reading fee of \$194.50 per meeting and are reimbursed for travel expenses.

Recommended appointees and terms of office

Ms Govind was first appointed to the Board in July 2020 to complete a former member's term of office. She offers community, financial and governance knowledge. I respectfully recommend that you appoint her to a new term of office beginning on 1 November 2021 and ending on 30 July 2024.

Mr Nguyen was first appointed to the Board in 2015 and was reappointed in 2018. He is a chartered accountant and has undertaken voluntary roles in community groups and governance roles in the racing industry. I respectfully recommend that you reappoint Mr Nguyen to a third term beginning on 1 November 2021 and ending on 31 August 2022. This will enable Mr Nguyen to continue to provide his institutional and strategic knowledge at a crucial time in the Board's work as it is considering its approach for distributing Lottery funding.

Ngā mihi

Hon Jan Tinetti
Minister of Internal Affairs

Encl. CV summaries

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Candidate CV Form

Name	Sumati GOVIND
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The Position

Organisation/Entity	New Zealand Lottery Grants Board / Te Puna Tahua
Position	Member
Term	1 November 2021 to 30 July 2024
Payment	\$389 meeting fee per day

How the Candidate Meets the Needs of the Position

Skills and attributes the candidate will bring to the position	<ul style="list-style-type: none">• Governance experience• Community involvement including involvement in ethnic community groups• Financial and business skills
Possible conflicts of interest	Ms Govind has declared that she is a trustee of the Mary Potter Hospice and a member of the Wellington Indian Association. Both of these organisations may apply for funding to a regional or national Lottery distribution committee. As Ms Govind is not a member of those committees, she will not have a role in deciding on any applications.
Proposals for conflict management	Ms Govind has agreed to abide by the Board's conflict of interest procedures and withdraw from any decision making where a conflict exists.

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The Candidate

Name	Sumati GOVIND
Address	Lower Hutt
Ethnicities	s9(2)(a) OIA
Age range	s9(2)(a) OIA
Gender	s9(2)(a) OIA
Current or most recent Employment	<ul style="list-style-type: none"> Senior Investment Advisor, Kiwi Wealth Investments (2011–2018)
Government board appointments held	<ul style="list-style-type: none"> Member, New Zealand Lottery Grants Board / Te Puna Tahua (2020–present)
Private and/or voluntary sector board appointments held	<ul style="list-style-type: none"> Member, Mary Potter Hospice Trust (2018–present) Member, Forever Foundation (2018–present) Member, Marram Trust (2017–2020) Various, Wellington Indian Association (2016–present) Member, Red Cross Foundation (2015–present) Member, Hutt City Facilities Trust (2014–2016)
Qualifications and experience	<p><i>Qualifications</i></p> <ul style="list-style-type: none"> Licensed Independent Trustee, Financial Markets Authority (2019) Authorised Financial Advisor, Financial Markets Authority (2011–2021) Bachelor of Commerce & Administration, Victoria University of Wellington (1986) Bachelor of Science, Victoria University of Wellington (1979) <p><i>Employment experience</i></p> <ul style="list-style-type: none"> Family Investment Advisor and Investment Committee member, Todd Family Office (2003–2010) Senior Institutional Investment Executive, AMP Capital Investors (1984–2003) <p><i>Professional memberships</i></p> <ul style="list-style-type: none"> Institute of Directors (2019–present) Member, Institute of Finance Professionals (2011–present) Member, Philanthropy New Zealand (2003–present)

Date: 26/08/2021

Candidate CV Form

Name	Khoa Truong NGUYEN
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The Position

Organisation/Entity	New Zealand Lottery Grants Board / Te Puna Tahua
Position	Member
Term	1 November 2021 to 31 August 2022
Payment	\$389 meeting fee per day

How the Candidate Meets the Needs of the Position

Skills and attributes the candidate will bring to the position	<ul style="list-style-type: none">• Community involvement• Financial and business skills• Institutional knowledge of the Board's work
Possible conflicts of interest	None declared.
Proposals for conflict management	Mr Nguyen has agreed to abide by the Board's conflict of interest procedures and withdraw from any decision making where a conflict exists.

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The Candidate

Name	Khoa Truong NGUYEN
Address	Lower Hutt
Ethnicity	s9(2)(a) OIA
Age range	s9(2)(a) OIA
Gender	s9(2)(a) OIA
Current or most recent Employment	<ul style="list-style-type: none"> Managing Director, Viet Rivers Holdings Ltd (2009–present)
Government board appointments held	<ul style="list-style-type: none"> Member, New Zealand Lottery Grants Board / Te Puna Tahua (2015–present) Director, Greyhound Racing New Zealand (2015–present)
Private and/or voluntary sector board appointments held	<ul style="list-style-type: none"> Director, Rangitāne Tū Mai Rā Trust, Investments Arm, (2017–present) Director, Racing Integrity Unit Board (2012–2015) Vietnam Chapter Chairperson, Association of Southeast Asian Nations New Zealand Business Council (2009–2017) Chairman of Finance, Audit and Risk Committee, New Zealand Greyhound Racing Association Board (2009–2015) Director, AIESEC (Association Internationale des Étudiants en Sciences Économiques et Commerciales), Victoria University of Wellington (2009–2012) National Treasurer, Birthright New Zealand (2009–2011)
Qualifications and experience	<p><i>Qualifications</i></p> <ul style="list-style-type: none"> Certified Chartered Accountant, New Zealand Institute of Chartered Accountants (2003) Graduate Diploma in Business Studies, Massey University (2003) Bachelor of Tourism and Services Management, Victoria University of Wellington (1997) Bachelor of Commerce and Administration, Victoria University of Wellington (1996) <p><i>Professional memberships</i></p> <ul style="list-style-type: none"> Member of Institute of Directors (2010–present) Member of Chartered Accountants Australia and New Zealand (2003–present)

Date: 26/08/2021

Appendix B: Advice sheets

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Appointment of Member of the New Zealand Lottery Grants Board / Te Puna Tahua

Administrator of the Government

Pursuant to section 272(2)(d) of the Gambling Act 2003,
I, the Right Honourable Dame Helen Winkelmann, Administrator of the Government, hereby
appoint:

Sumati Govind

as a member of the New Zealand Lottery Grants Board / Te Puna Tahua for a term
commencing on 1 November 2021 and expiring on 30 July 2024.

Given under the hand of Her Excellency the Administrator of the Government and issued
this day of 2021.

Hon Jan Tinetti
Minister of Internal Affairs



Appointment of Member of the New Zealand Lottery Grants Board / Te Puna Tahua

Administrator of the Government

Pursuant to section 272(2)(d) of the Gambling Act 2003,
I, the Right Honourable Dame Helen Winkelmann, Administrator of the Government, hereby
appoint:

Khoa Truong Nguyen

as a member of the New Zealand Lottery Grants Board /Te Puna Tahua for a term
commencing on 1 November 2021 and expiring on 31 August 2022.

Given under the hand of Her Excellency the Administrator of the Government and issued
this day of 2021.

Hon Jan Tinetti
Minister of Internal Affairs

Appendix C: Notices of appointment

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Wellington, / /

Her Excellency the Administrator of the Government is respectfully advised to appoint,
pursuant to section 272(2)(d) of the Gambling Act 2003

Sumati Govind

as a member of the New Zealand Lottery Grants Board / Te Puna Tahua
for a term commencing on 1 November 2021 and expiring on 30 July 2024.

Hon Jan Tinetti
Minister of Internal Affairs

Appointed

Administrator of the Government

/ /

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Wellington, / /

Her Excellency the Administrator of the Government is respectfully advised to reappoint,
pursuant to section 272(2)(d) of the Gambling Act 2003

Khoa Truong Nguyen

as a member of the New Zealand Lottery Grants Board / Te Puna Tahua
for a term commencing on 1 November 2021 and expiring on 31 August 2022.

Hon Jan Tinetti
Minister of Internal Affairs

Appointed

Administrator of the Government

/ /

Released under the Official Information Act 1982

Appendix D: Letters of appointment

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Hon Jan Tinetti

Minister of Internal Affairs
Minister for Women
Associate Minister of Education



Khoa Nguyen

s9(2)(a) OIA

Tēnā koe Mr Nguyen

I am pleased to advise that Her Excellency the Administrator of the Government has reappointed you as a member of the New Zealand Lottery Grants Board / Te Puna Tahua (the Board).

Your Notice of Appointment is enclosed. Your new term will commence on 1 November 2021 and will end on 31 August 2022. This is a short term of office given that you have already served two terms.

The Administrator of the Government has also reappointed Sumati Govind. This means that the three community representatives will continue to be Ms Govind, Ms Shortland, and you.

If you have any queries regarding your reappointment, please contact Craig Press at the Department of Internal Affairs on 04 495 9354 or craig.press@dia.govt.nz.

Congratulations on your reappointment. I would like to take this opportunity to thank you for your continued commitment to the Board.

Ngā mihi

Hon Jan Tinetti
Minister of Internal Affairs

Encl.

Hon Jan Tinetti

Minister of Internal Affairs
Minister for Women
Associate Minister of Education



Sumati Govind

s9(2)(a) OIA

Tēnā koe Ms Govind

I am pleased to advise that Her Excellency the Administrator of the Government has reappointed you as a member of the New Zealand Lottery Grants Board / Te Puna Tahua (the Board).

Your Notice of Appointment is enclosed. Your new term of office will commence on 1 November 2021 and will end on 30 July 2024.

The Administrator of the Government has also reappointed Khoa Nguyen. This means that the three community representatives will continue to be Mr Nguyen, Ms Shortland, and you.

If you have any queries regarding your reappointment, please contact Craig Press at the Department of Internal Affairs on 04 495 9354 or craig.press@dia.govt.nz.

Congratulations on your reappointment. I would like to take this opportunity to thank you for your continued commitment to the Board.

Ngā mihi

Hon Jan Tinetti
Minister of Internal Affairs

Encl.