

New Zealand Defence Force Advisory Board (the Board)

Purpose	<p>The purpose of the New Zealand Defence Force Advisory Board is:</p> <ul style="list-style-type: none"> Support the Chief of the New Zealand Defence Force (CDF) in executing their role as Chief Executive of the NZDF. Strengthen the NZDF's ability to set organisational strategy, implement defence policy, provide stewardship of the organisation and promote its long-term success. Counsel the NZDF through quality advice to influence the organisation in delivering against its strategic priorities, particularly those identified in the Four Year Plan. 		
Meeting Responsibilities	<p>The key responsibilities of the New Zealand Defence Force Advisory Board are:</p> <ul style="list-style-type: none"> Support the Chief of Defence Force (CDF) in discharging the duties and obligations as a Chief Executive of the NZDF by providing advice and feedback. Provide comment to CDF on NZDF organisational strategy. Challenge the CDF by critically analysing and informing long-term strategies. Provide advice to the NZDF's to align the medium-range (1 to 4 years) and long-range (4 plus years) plans. Advise on any external and internal trends and events that may affect or require alteration of NZDF long-range and medium-range plans. Advise on the alignment of NZDF long-range and medium-range plans with Government and Ministerial priorities. Provide CDF with an annual report on the performance of NZDF against its strategy and emerging strategic issues the Board has considered. Analyse strategy risk assessments and suggest mitigations. Conduct risk scenario modelling and analysis and other models for futures thinking. Produce materials and activities relevant to defence assessments approved and resourced by CDF. When requested, provide consultation regarding NZDF Annual and Four Year Plans. Organisational and output execution against NZDF medium and long-term strategy, Focusing on strategy and risk over the mid to long term (4-25 years). Maintain an external perspective, assisted by the appointment of members from outside the Defence Force. Provide advice on setting the long-term strategy for the Four Year Plan, ICT Governance, and Estate Investment strategies. Provide an independent perspective to decision making, putting the interests of NZDF ahead of their interests. Use the NZDF Risk Framework to help align decision making. Utilise the NZDF Governance Toolkit as a resource to support both presenters and members. 	<p>Decision Making Matrix ref: CDF Directive 18/2021 (NZDF GOVERNANCE, COMMITTEE DECISION MAKING DELEGATION)</p> <ul style="list-style-type: none"> The Board is an advisory board and it has no authority to direct any Crown department, agency or entity (including NZDF), employ staff, enter into contracts, or make commitments or undertakings on behalf of the Crown (including CDF). Further exclusion details can be found in the NZDF Advisory Board Rules of Procedure document. <p>Appointment of External Independent Member</p> <ul style="list-style-type: none"> The CDF will approve the appointment of any independent member. They should not be a current member of NZDF, bringing a range of industry and specialist skills and experience. The independent member must hold a CONFIDENTIAL security clearance and be appointed for a term no longer than three years, with an option to extend for an additional two years. An appointment as an independent member to the Committee must not create an employee/employer relationship between the member, the Executive Health and Safety Committee, the NZDF, and the Crown. 	
Committee Support	<p>Agenda Items</p> <ul style="list-style-type: none"> Schedule Meetings, Draft Agenda & Meeting Minutes in conjunction with the Chair. Call for papers and consult with presenters. Agenda and papers will be published to members five working days before the meeting. Future items for EXCO are to be submitted to NZDF Governance Team for consultation, then added to the forward work plan. The committee should review the forward work plan at each meeting. Back briefs should be provided from other relevant committees when requested. <p>Action and Decision recording</p> <ul style="list-style-type: none"> A post-meeting matrix with actions & decisions will be sent to owners and members in a timely fashion. <p>Governance Support</p> <p>Induction material collated and provided to all new members of EXCO on appointment.</p>	<p>Business Rules:</p> <ul style="list-style-type: none"> The NZDF Advisory Board may not assume any management functions or make decisions that are the statutory responsibility of the Chief of Defence Force. The quorum is the Chair or Deputy Chair, and half the listed members. Meetings are scheduled 4 times throughout the year. A member must advise NZDF Governance of a pending apology. A member may only be excused from a meeting and replaced by a nominated alternate with the Chair's approval. Papers are to be submitted to the NZDF Governance Team with approval from the Sponsor; submissions must include a completed cover sheet a minimum of eight working days before the meeting. Papers are to be a maximum of five pages, clearly stating; purpose, clear decision points, and answer 'what, so what, now what' to support decision making. Project artefacts are to conform with change management framework methodology. Additional supporting documents can be made available via links. Acceptance of late papers is at the discretion of the Chair. Will consult a draft of the minutes with presenting members then passed to the Chair for review before publishing in the next meeting pack for approval. Must undertake consultation with all stakeholders, conduct a risk assessment before submitting papers, and be included in the cover sheet. If out of session endorsement is required, distribute papers with precise response requirements and timeline, and publish outcomes to all members. An annual review of the Terms of Reference, performance and membership. Members must commit sufficient time to prepare for meetings, attend and follow up on actions delegated. 	<p>Membership List</p> <ul style="list-style-type: none"> Dame Paula Rebstock ((Chair) External Member) Chief of Defence Force (Deputy Chair) Vice Chief of Defence Force Chief of Navy Chief of Army Chief of Air Force Warrant Officer of Defence Force <p>External Members</p> <ul style="list-style-type: none"> Secretary of Defence Murray Jack <p>In Attendance</p> <ul style="list-style-type: none"> Chief Defence Strategy Management <p>Non-members can be invited as a relevant specialist or speaker to a specific item/paper at the Chair's discretion.</p>