

OC220956

28 November 2022

John Luke

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Dear Mr Luke

Thank you for your request of 30 October 2022, where you asked for the following information from Te Manatū Waka | Ministry of Transport under the Official Information Act 1982 (the Act):

*"I noted,- [Appointment / Reappointment of Members to the Civil Aviation Authority Board](#).*

*May I ask how did you call for public nomination and on what platform you have call for public nominations, e.g. govt.jobs website. Also, how many applications you have received from the public and how many you have received from other nominating agencies such as TPK. further, how many you have shortlisted. I am also requesting the position description of this role and the pay rate."*

For all new transport Board appointments, Te Manatū Waka undertakes the same process. We upload an advert for the position to the Treasury New Zealand Board appointments database, put out a call for nominations (via email) to nominating agencies using the position description, and advertise the position on Te Manatū Waka's LinkedIn profile and careers website.

**Attached** to this response is a copy of the position description for the Civil Aviation Authority (CAA) Board member position. This notes that the total fee for CAA Board members is \$23,500 which comprises an annual fee of \$15,000, plus an additional annual fee of \$8,500 for responsibilities in relation to the Aviation Security Service (AvSec). CAA Board members are also entitled to be reimbursed for any expenses incurred for attending meetings or undertaking any other agreed work.

I can advise that Te Manatū Waka received a total of 89 applications for the CAA Board member position, of this number one applicant was nominated by a nominating agency.

Eight candidates were shortlisted from the applications received, and three were progressed to interview. This reflects the specific ICT skillset and expertise required by the Board at this time (as set out in the **attached** position description).

This response completes your request for information. You have the right to seek an investigation and review of this response by the Ombudsman, in accordance with section 28(3) of the Act. The relevant details can be found on the Ombudsman's website [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz).

Te Manatū Waka publishes our Official Information Act responses and the information contained in our reply to you may be published on the Ministry website. Before publishing we will remove any personal or identifiable information.

Yours sincerely



Sarah Polaschek  
**Manager, Governance**  
Te Manatū Waka | Ministry of Transport



## Position Description: Board member, Civil Aviation Authority

On behalf of the Minister of Transport, the Ministry of Transport is searching for a high-calibre candidate to join the Board of Civil Aviation Authority (CAA Board). The CAA was established in 1992 as a Crown entity under the Civil Aviation Act 1990 (the Act).

The CAA's ([www.caa.govt.nz](http://www.caa.govt.nz)) primary function is to regulate and promote an integrated, safe, responsive and sustainable civil aviation system. The CAA is responsible for delivering two key functions: Regulation and Aviation Security Service (Avsec).

### Competencies

The CAA Board requires a full range of competencies across its members to be effective. Prospective candidates must be highly experienced directors and have competencies that complement those of existing Board members.

Under section 72A(4) of the Civil Aviation Act 1990, the Minister must appoint “persons who [he/she] considers will represent the public interest in civil aviation.” Section 29(2b) of the Crown Entities Act 2004 also states that “in appointing or recommending an appointment, [the responsible Minister] must take into account the desirability of promoting diversity in the membership of Crown entities.” In addition, section 30(2) of the Crown Entities Act 2004 sets out the criteria for being considered as a member of a Crown entity Board.

The successful candidate will be able to demonstrate more than one of the following core competencies and experiences:

- **governance and leadership** – experience in governance, preferably in both the public and private sectors, with the ability to ask the right questions of management, distinguish between governance and management, and understand and perform governance functions. The successful candidate will be able to engage with a range of stakeholders, deliver on government policy and direction and have a clear understanding of the role of a governor.
- **technology change** – experience in delivering technological change across medium to large organisations, and recognition of the investment required to ensure an organisation’s technological capability remains fit-for-purpose. Ideally, has knowledge the aviation sector’s changing technology needs, regulatory information technology systems such as EMPIC, and/or an awareness of innovation within the sector.
- **regulation** – strong experience of regulatory environments practice and impacts, as well as regulatory frameworks and their application in either a regulated industry or as a regulator. A deep understanding of the fundamentals of a modern regulator and the impacts of regulation is required.

- **public sector knowledge (including local government)** – understanding of the operating requirements and processes of the public sector. Experience at an operational level of local government is desirable.
- **culture change** – ability to identify and influence organisational culture change and drive positive change, as required.
- **judgement and critical thinking** – demonstrated experience of exercising judgement and critical thinking, preferably within a regulatory environment. In addition, you should be an active listener, open thinker, and be able to draw from your own personal experiences to contribute towards discussions at the Board table.
- **an ability to work collaboratively to reach consensus** – demonstrated understanding of the individual and collective duties Boards possess (particularly within a Crown context), and an ability to reach a collective decision as a Board while respectfully and constructively evaluating each other's personal views on a matter. Accepts the need for collective responsibility for the final decision reached.
- **stakeholder/iwi engagement** – identifies and engages with co-directors, management, key individuals, stakeholders and iwi to establish and maintain effective relationships.

In addition, successful candidates may also have either:

- **transport sector knowledge** – a strong understanding of the transport sector in general, including an understanding of system-level strategies, processes and outcomes.
- **health, safety and legal obligations** – an understanding of all the legislative requirements of directors and entities, in particular the Health and Safety at Work Act 2015 and Hazardous Substances and New Organisms Act 1996 and ideally experience in embedding a health and safety culture within a complex organisation.

### **Background to CAA**

As part of its regulatory function, the CAA is responsible for overseeing aviation safety and rules which are led by the Director of the CAA. The rules set minimum standards for entering, and operating within, the aviation system to ensure safety across the sector. The CAA is responsible for monitoring adherence to these standards.

The CAA Board is also responsible for establishing and continuing Avsec's functions and duties. Avsec's functions and duties include screening departing international passengers and their baggage for dangerous items, patrolling security-designated areas and searching aircrafts.

The CAA Board must give effect to Government policy that relates to its functions and objectives if so directed by the Minister of Transport. However, the Director of Civil Aviation also has certain independent statutory powers under the Civil Aviation Act 1990.

### **Background to the Role**

This CAA Board supports the Minister by:

- setting the direction of the CAA and overseeing the entity's regulatory powers

- setting, reviewing and reporting on plans and targets for services and financial performance
- managing strategic risks and mitigations
- holding the agency's executives to account for their performance
- providing quality assurance of key operational policies, systems and processes
- influencing and contributing to the transport sector.

The CAA's Board consists of five to seven members appointed by the Minister of Transport for a term of up to three years. CAA Board members are expected to work approximately 30 days a year. CAA Board meetings are generally held monthly from February to December and usually last for one day. CAA Board committees meet every one to three months.

CAA Board fees are set according to criteria in the Cabinet Fees Framework. The CAA and Avsec Boards are each classified as Group 3a Level 4 General Governance Boards. The total fee for CAA Board members is \$23,500 which comprises an annual fee of \$15,000, plus an additional annual fee of \$8,500 for responsibilities in relation to the Aviation Security Service. CAA Board members are also entitled to be reimbursed for any expenses incurred for attending meetings or undertaking any other agreed work.

### **Expressions of Interest**

Applicants of all cultural backgrounds are invited to express an interest.

To apply for the position of Board member on the CAA Board, please apply through the Treasury database at <http://www.boardappointments.co.nz>, and include a copy of your full Curriculum Vitae by 9.00 am on 9 August 2021.

If you require further information, please email [boardappointments@transport.govt.nz](mailto:boardappointments@transport.govt.nz).