

28 November 2022

195 Lambton Quay  
Private Bag 18–901  
Wellington 6160  
New Zealand

John Luke  
[fyi-request-20996-5fb5dbaa@requests.fyi.org.nz](mailto:fyi-request-20996-5fb5dbaa@requests.fyi.org.nz)

T +64 4 439 8000  
F +64 4 472 9596

OIA 28382

Tēnā koe John Luke

I refer to your email of 31 October 2022 in which you request the following under the Official Information Act 1982 (OIA):

*I noted,- Notice of Reappointment of a Member of the Board of Management of the New Zealand Antarctic Institute :<https://gazette.govt.nz/notice/id/2022-go1758>*

*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.*

As this was a reappointment rather than the appointment of a new member we did not undertake a process of public nominations, therefore no applications were received.

The Crown Entities Act 2004 allows the Minister of Foreign Affairs to reappoint an existing Board member for a further term. When making the decision to reappoint Mr. Morrison, the Minister considered several factors including Antarctica New Zealand's strategic direction and the criteria for appointments under the Crown Entities Act.

For the appointment of a new member to the Board of Management, this process is different. For a new appointment, the position is advertised through relevant channels and nominating agencies. For example, this includes (but is not limited to) government agencies that work on Antarctic issues. Self-nominations are also accepted. The Minister of Foreign Affairs may also receive nominations for the position directly. Please find attached a copy of the position description we have used for this process in the past.

You also requested the pay rate for a member on Antarctica New Zealand's Board. The fee for service is \$10,000 plus GST per annum.

Please note that we may publish this letter (with your personal details redacted) and enclosed documents on the Ministry's website.

If you have any questions about this decision, you can contact us by email at: [DM-ESD@mfat.govt.nz](mailto:DM-ESD@mfat.govt.nz). You have the right to seek an investigation and review by the

Ombudsman of this decision by contacting [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Nāku noa, nā

A handwritten signature in black ink, appearing to be 'SC', written in a cursive style.

Sarah Corbett  
for Secretary of Foreign Affairs and Trade

**Position Description: Board Member, Antarctica New Zealand  
January 2019**

Antarctica New Zealand was established under the New Zealand Antarctica Institute Act 1996. The Institute's principal functions are:

- (a) to develop, manage, and execute New Zealand activities in respect of Antarctica and the Southern Ocean, in particular in the Ross Dependency;
- (b) to maintain and enhance the quality of New Zealand Antarctic scientific research;
- (c) to co-operate with other institutions and organisations both within and outside New Zealand having objectives similar to those of the Institute.

Members of the Board of Antarctica New Zealand are collectively accountable to the Minister of Foreign Affairs for the performance of Antarctica New Zealand in delivering the above functions. All delegated functions and powers within Antarctica New Zealand arise from the Board's delegations. Antarctica New Zealand is a Crown Entity under the Crown Entities Act 2004. The Board's role is governance.

The New Zealand Antarctica Institute Act 1996 requires the Board to have a minimum of five and no more than seven members. Terms are typically three years, but this is at the Minister's discretion.

Board Members are expected to attend up to 4-5 Board Meetings per annum, in Auckland, Wellington or Christchurch, and to provide support to the Chair of the Board as required. Members may be required to represent the Board at external events from time to time, which may include travel to Scott Base. Antarctica New Zealand falls within Group 3a, Level 5 of the Cabinet Board fees structure (CO (12) 6).

**Specific functions of the Board include:**

- Setting the strategic direction of Antarctica New Zealand in a manner consistent with the organisation's statutory framework.
- Determining business objectives and the formulation of policies to achieve them, including through the Annual Business Plan.
- Ensuring compliance with the law, accountability documents and relevant Crown expectations. This includes financial responsibility for all money received by the Crown and reinforcing expectations of behaviour that are appropriate to a public body.
- Appointing the Chief Executive.
- Monitoring the performance of Antarctica New Zealand and the Chief Executive.
- Maintaining appropriate relationships with the Minister, Parliament and the public. This includes accounting for the performance and management of the organisation.

**Board Members are expected to have:**

- Governance and management experience;
- Experience in public sector financial management and organisational accountability;
- An understanding of the role of a Crown Entity and its place in the State Sector;
- A broad knowledge of New Zealand's Antarctic and Southern Ocean activities;
- An understanding of the role of Antarctica New Zealand within the national context and the Christchurch community;

- An awareness of, and sensitivity to, New Zealand's strategic interests in Antarctica and key international relationships, to which the Institute's activities contribute.

Board Members will be expected to work within a team environment, have demonstrated ability in identifying and managing risk proactively, and have time available to discharge the role.

**It would also be useful to note any of the following:**

- Experience in overseeing the delivery of major construction projects, including experience in government procurement, design and construction contracts, and the government's Better Business Case process;
  - Connections with Antarctic science, the broader Antarctic community, and the New Zealand Antarctic Programme;
  - Experience working within the Antarctic Treaty system;
  - Experience in representing Māori or iwi interests (in particular in the public sector).
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- We would appreciate nominations of suitable candidates before 20 February 2019 for appointment during 2019.
  - Nominations should be sent to: [antarctica@mfat.govt.nz](mailto:antarctica@mfat.govt.nz)
  - Please include the candidate's current CV and contact details.
  - Candidates not appointed in 2019 will be kept on file for future vacancies.