

13 February 2024



John Luke
fyi-request-25374-22d8fb2f@requests.fyi.org.nz

REF: DOIA-2324-0497

Tēnā koe John

Your Official Information Act 1982 Request

Thank you for your email of 12 January 2024 to the Ministry for Ethnic Communities (the Ministry) requesting the following information under the Official Information Act 1982 (the Act):

...I know you have a Nominations Service- board nomination database and frequently send board appointment positions within your database by way of email.


May I kindly request the all emails you have send to your nomination service database from 1st Jan 2023 to 12 Jan 2024...

On 23 January 2024, Mr White sent you a request for clarification. You responded on 23 January 2024, and the refined request is listed as below:

- Q. Can you please confirm whether you are requesting all emails sent from the Nominations service regarding board appointments or, regarding board vacancies.
- A. *What is the difference between board appointments or board vacancies? If not too hassle, please supply both.*
- Q. you later request “all emails” sent to the nominations service database from 1st Jan 2023 to 12 Jan 2024. Can you please confirm whether you are referring to the database as a collective or, if you mean all emails to any individual part of this database.
- A. *As a collective only.*

Board appointments are defined as people who have been appointed to a public sector board/committee, the Ministry sends out emails to acknowledge successful candidates. Board vacancies are roles that are vacant on a public sector board/committee. On very rare occasions this may include a non-public sector board/committee.

A search of the Ministry’s database has identified 12 emails within scope of your request, and are summarised within the document schedule below. The emails are being released to you with some names and contact details within the emails withheld under section 9(2)(a) of the Act, to protect the privacy of natural persons.



Please note that item 8, as listed in the document schedule, was sent via Campaign Monitor which is an email service provider. While it does not come directly from the Ministry, we have included this for your reference as it went to the Nominations database under Ministry directive.

You have the right to seek an investigation and review by the Ombudsman of our response to your request. Information about how to contact the Ombudsman's office is available at: www.ombudsman.parliament.nz or freephone: 0800 802 602.

Please note, due to the public interest in our work, the Ministry may publish responses to requests for official information on our website, shortly after the response has been sent. If you have any queries about this, please feel free to contact our Ministerial Services team: ministerial@ethniccommunities.govt.nz.

Ngā mihi



Edward Firth
Director of Ministerial Services

DOCUMENT SCHEDULE:

Ref	Document Name	Information being withheld/ reason for withholding
1.	Email to database about getting the most out of LinkedIn online learning event and 4 day pilot course	Partial release. Names withheld under Section 9(2)(a)
2.	Nominations Newsletter May 2023	Partial release. Names withheld under Section 9(2)(a)
3.	Email to database about online learning event: Introduction to public sector board appointments	Released in full.
4.	Nominations Newsletter August 2023	Partial release. Names withheld under Section 9(2)(a)
5.	Email to database - next governance training for Crown Entity boards to be run by VUW - 4 day training course - EOI sought	Partial release. Mobile number withheld under Section 9(2)(a)
6.	Email to database about online event re: MBIE portfolio of boards and committees	Partial release. Names withheld under Section 9(2)(a)
7.	Email to database about online event: MOH portfolio of boards: 26 Oct 2023	Partial release. Names withheld under Section 9(2)(a)
8.	Nominations Newsletter November 2023 (sent via Campaign Monitor)	Released in full.
9.	Email to database about online event: IOD 6 Dec 2023	Released in full.
10.	Seasons greetings 2023	Released in full.
11.	Pre-email about Push Notification	Released in full.
12.	First Push Notification (inaugural)	Released in full.

From: [MEC Nominations](#)
To: [MEC Nominations](#)
Subject: Register for free online training session about Getting the most out of LinkedIn plus advance information about a new four day course for about Crown Entities governance
Date: Monday, 13 March 2023 5:14:17 pm
Attachments: [image001.png](#)
[Information Bulletin PDF Final 20.12.22.pdf](#)

Kia ora

We hope you are well. We're writing to you to let you know about two training opportunities:

- 1) Online (1hour) training session about Getting the most out of Linked (free) – register using the link below
- 2) Four day course about Crown Entities governance (fees are payable) – see brochure attached.

Online 1 hour training course

Manatū Wāhine Ministry for Women (MfW) is collaborating with the Ministries of Ethnic Communities (MEC) and Disabled People (Whaikaha), the Ministry for Pacific Peoples (MPP) and Te Puni Kōkiri (TPK) to host an online lunchtime training session on Tuesday 28 March from 12.30pm-1.30pm.

Would you like to hear practical advice on how to get the most out of LinkedIn? Social media and digital communications leader, s9(2)(a) will offer a 60-minute workshop to guide you on:

- Setting your LinkedIn profile up for success
- Defining your personal brand
- Raising your visibility on LinkedIn
- The elements of a good post
- Managing comments and risk
- and Q & A.

s9(2)(a)

s9(2)(a) specialising in using digital channels for social impact.

Event Details:

Date: Tuesday 28 March 2023

Time: 12:30-1:30pm

Where: Zoom

RSVP: Please register here <https://www.eventbrite.com/e/how-to-get-the-most-out-of-linkedin-training-session-online-tickets-584043649277> A link will be sent to registered people on or before Tuesday 28 March. Please put a placeholder in your calendar now to save the date. Please let us know of any accessibility requirements to be able to access this Zoom training. If you are interested, but can't make this event, let us know as we will aim to hold similar events in future if the demand is there. This event will not be recorded.

New Crown Entities Governance course – 4 days – advance notice

If you would like to learn about public sector governance, and the complexities which arise from the political context, the accountabilities within the broader machinery of government, and the specific functions, objectives and status of the broad range of crown entities covered by the Crown Entities Act 2004, then this new 4 day course will be of interest to you. The course is being delivered through Kāpuhipuhi – Wellington Uni-Professional with the support from Victoria University of Wellington Te Herenga Waka and is governed by an independent registered charitable trust.

The first course will be held: 3 July/Monday, 17 July/Monday, 31 July/Monday, 14 August 2023. A second course will start 28 August/11 September/25 September/9 October. See brochure attached for the course contents and speakers.

The course fees are as follows:

Existing directors: \$5,000

Aspiring directors:supported by a government organisation/programme (e.g., Future Directors):
\$2,500

Individual aspiring directors: \$1,200

If you are interested in attending the inaugural course in July, please email us to let us know. If

you have queries about the course, please contact s9(2)(a), Adjunct Professor

Wellington School of Business and Government s9(2)(a) [s9\(2\)\(a\)@vuw.ac.nz">@vuw.ac.nz](mailto:<span style=)

Ngā mihi

Liz Chin

Nominations Service

Te Tari Mātāwaka | Ministry for Ethnic Communities

Level 5, 215 Lambton Quay | PO Box 805, Wellington 6140, New Zealand

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MĀ TE KAHUKURA KA RERE TE MANU COMPETENCY SKILLS FOR CROWN ENTITY BOARDS

A FOUR-DAY COURSE FOR CURRENT AND ASPIRING CROWN ENTITY BOARD MEMBERS

Introduction

This four-day course has been developed to provide, or refresh, competency skills for aspiring or current members of the boards of statutory entities operating under the Crown Entities Act 2004. The course is the first of an intended programme of initiatives to provide support to board directors of public sector entities in Aotearoa New Zealand.

The course has a specific focus on public sector governance, and the complexities which arise from the political context, the accountabilities within the broader machinery of government, and the specific functions, objectives and status of the broad range of crown entities covered by the Crown Entities Act.

Development of the course has been led by a group of current directors with public sector experience with the intention of providing a relevant and practical focus on the specific challenges of public sector governance to a diverse range of people who serve, or aspire to serve, on public sector boards. The members of the establishment group are s9(2)(a), s9(2)(a), s9(2)(a), and s9(2)(a). The objective is to achieve excellence of governance in the public sector with boards reflecting the diversity of society in Aotearoa New Zealand.

This is a practitioners' course – its emphasis is on good public sector governance (of crown entities) in practice.

It will draw heavily on case studies of successes, failures, challenges – what has worked well and not so well - in the real world.

Who should undertake this course?

This particular course has been developed specifically for directors appointed to boards of public sector entities covered by the Crown Entities Act 2004 (Schedules 1 and 2). The course will assist participants to develop excellence in governance of crown entities and, in particular, to address the complexities which arise from the political context, the accountabilities within the broader machinery of government, and the particular functions, objectives and status of the broad range of crown entities under the Act.

The course is also suitable for people who aspire to a crown entity governance appointment and wish to build their competencies and suitability for appointment to such a role.

The fee structure for the course is yet to be set but is intended to encourage a wider diversity of people to prepare for appointment to crown entities. The objective is to achieve excellent public sector governance by boards reflecting the diversity of society in Aotearoa New Zealand.

What will this course provide?

This will be a practical interactive workshop-style course, resourced by online pre-readings and videos, and led by experienced governance practitioners. Features of the course will include:

- ❖ A four-day training course to be delivered:
 - Initially as an in-person workshop over eight consecutive weeks – one day a fortnight
 - Subsequently (if there is demand) as an online workshop over eight consecutive weeks – a half-day session a week.
- ❖ A reasonable level of pre-reading and preparation will be an important pre-requisite for each session so that participants begin with the necessary basic factual knowledge. Selected readings and videos for all sessions will be accessible by participants at any time.
- ❖ Each workshop session discussion will be led by two experienced presenters with different backgrounds and perspectives.
- ❖ The course will include a basic understanding of Te Ao Māori and will normalise Māori tikanga in the boardroom including use of mihi mihi /pepeha and karakia.
- ❖ Recognition of the diversity of crown entities in terms of function, status, and objectives. As part of workshop activity participants will be encouraged to apply what they learn to the specific circumstances faced by the crown entities they most closely relate to.

The programme will be governed by an independent registered charitable trust with support from the Victoria University of Wellington Te Herenga Waka, and to be delivered through Kāpuhipuhi – Wellington Uni-Professional.

The founders' intention is that the current course will be supplemented over time by a programme of additional governance courses for boards of other public sector entities, one day workshops to address particular public sector governance issues and challenges, as well as mentoring for new members appointed to public sector boards.

Outline of the Course Modules:

Day	Sessions	Themes	Topics
1	THEME: Public Sector Governance - Context and Challenges		
	9:00am - 9:30am	Mihi, karakia, and whakawhanaungatanga	Setting our collective intent. Building connections and relationships. Acknowledging mana whenua and tangata whenua.
	9:30am - 10:45am	Setting the Scene	Basics of good governance and why good public governance is critical, what is distinctive about it, what are we trying to achieve in this course and why is it important, context (including political and Māori-Crown relationships), critical challenges and issues facing public governance.
	11:15am - 12:30pm	Machinery of Government	Structure of the broader public sector: the role of Ministers and their departments, crown entities, Parliament, the Opposition, and select committees, the judiciary.
	1:30pm - 2:45pm	Public Sector Governance (PSG)	Distinctiveness and principles of public sector governance, authorising environment and social licence, key stakeholders, Te Kāhui Hikina (Māori Crown relations) Engagement Framework and Guidelines, practical challenges.
	3:15pm - 4:30pm	Crown Entities Governance	Crown Entities Act (and other relevant legislation), governance implications of the legislation, code of conduct for crown entity boards, monitoring, reporting, and associated challenges (supported with case studies).
		Karakia whakakapi	Closing karakia

2	THEME: Crown Entity Governance in Practice - the Board at work		
	9:00am - 9:30am	Mihi, karakia, and whakawhanaungatanga	
	9:30am - 10:45am	Working as a Board	Board culture: values, ethics, code of conduct, meeting behaviour. Board practice: charter, role, agenda, board papers, work plans, use of committees and advisory groups, relationship with the chief executive and senior managers, reviewing board performance.
	11:15am - 12:30pm	Strategic Leadership	Strategic planning: setting strategic direction and policies, social license and authorising environment including (depending upon CE status) Ministerial expectations/ directions, CE's own legislative mandate, CE Act (e.g., financial) and HSWA (health and safety).
	1:30pm - 2:45pm	Building strong relationships	Building key relationships: Ministers and their departments, iwi, and other key stakeholders (business, unions, community).
	3:15pm - 4:30pm	Te Ao Māori and Māori-Crown Relationships	Te Kāhui Hikina (Māori Crown relations) Engagement Framework and Guidelines, and Te Arawhiti Organisational Capability building in practice.
	Karakia whakakapi	Closing karakia	

3	THEME: Public Sector Governance in Practice - the Board at work		
	9:00am - 9:30am	Mihi, karakia, and whakawhanaungatanga	
	9:30am - 10:45am	Good information, systems, and controls	Ensuring availability of good information as evidence to inform decision-making: IT systems and digital opportunities. Statutory compliance obligations: e.g., Public Records Act, Official Information Act, Privacy Act.
	11:15am - 12:30pm	Monitoring Risks and opportunities	Strategic risk management, dynamic assurance, and control processes.
	1:30pm - 2:45pm	Organisational Performance	Driving organisational performance against the accountabilities and outcomes identified in SOIs and SPEs, developing effective measures and indicators of performance. Values and people culture. Understanding the organisational operating model and capability.
	3:15pm - 4:30pm	External Compliance, Transparency, and Reporting	Relationships and processes with monitoring agencies and ministers, preparing accountability documents incl. SOI, SPE and Annual Report; reporting to select committees.
	Karakia whakakapi	Closing karakia	

4	THEME: Looking to the Future		
	This final day will focus on major challenges facing the public sector, such as climate change and Te Tiriti o Waitangi. It will also include sessions co-designed with course participants to focus further in depth on issues they have prioritised.		

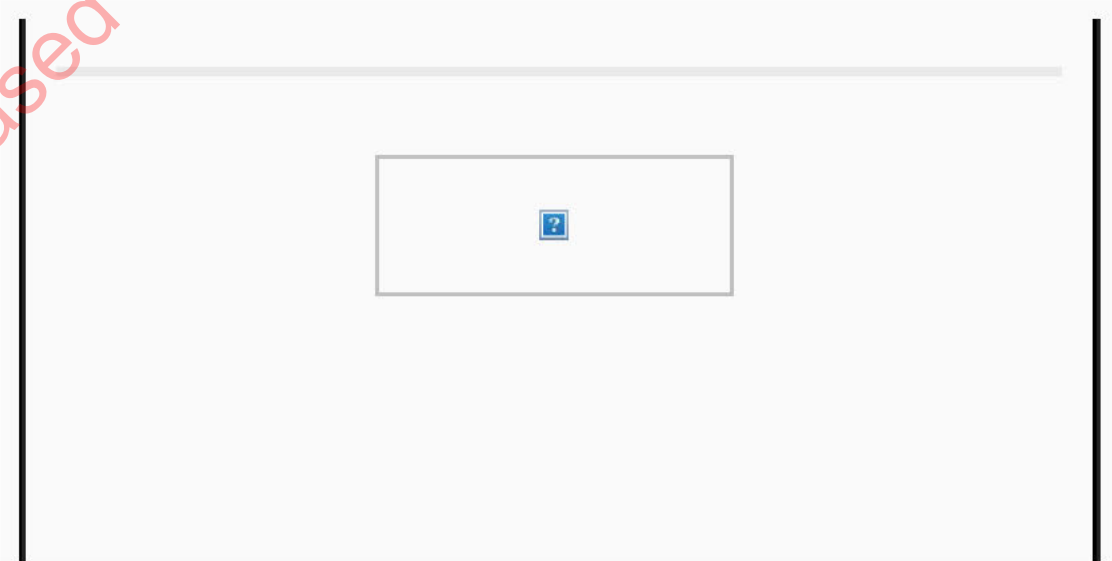
Feedback and Further Information

Feedback on this draft is very welcome and should be directed to [s9\(2\)\(a\)](mailto:s9(2)(a)@vuw.ac.nz), Adjunct Professor Wellington School of Business and Government: [s9\(2\)\(a\)](mailto:s9(2)(a)@vuw.ac.nz) @vuw.ac.nz

From: [MEC Nominations](#)
To: [MEC Nominations](#)
Bcc: s9(2)(a)

[Redacted content]

Subject: Nominations Service May Update
Date: Friday, 26 May 2023 1:16:58 pm



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May 2023

Tēna kōe

We hope you are well. This update from the Ministry for Ethnic Communities' Nominations Service covers:

- Nominations Service
- Auckland Ethnic Advantage Conference session on nominations
- Online event on 6 June 2023, including the release of the 2022 Stocktake of Gender, Māori, Pacific and Ethnic Diversity on public sector boards and committees results
- New resource relating to Crown entity boards.

Nominations Service update

Since the beginning of the year, the Nominations Service has responded to many requests from agencies that administer appointments. We have sent over 200 invitations to candidates to invite them to apply or register their interest in particular vacancies on public sector boards or committees. However, from 14 July 2023 - three months before the general election (known as the pre-election period) the government implements a period of restraint and does not make any significant appointments. We therefore expect fewer requests from administering agencies during this pre-election period.

For candidates waiting to hear the outcome of nominations or applications, please be patient. Officials in administering agencies and the Cabinet Appointments and Honours Committee will be working hard to finalise many roles.

Please also make sure the Nominations Service has your current contact details - email and phone number. Please send updated details to: nominate@ethniccommunities.govt.nz

Auckland Ethnic Advantage conference – recording coming soon

On 13 May, the Ministry held the third Ethnic Advantage Conference in Auckland. At the conference a session about serving on Public Sector Boards and Committees was delivered. Liz Chin, Talent and Governance Lead at the Ministry, gave a presentation about the Nominations Service and the board appointments process. This was followed by a panel discussion with Ming-chun Wu and Kenneth Leong, who are both experienced board members. Ming-chun and Kenneth shared their governance career journeys and provided advice and answers to audience questions. A recording of the session, the PowerPoint

slides, and a copy of the handout will be published on the Ministry's website soon. Coverage of last year's Christchurch and Dunedin Ethnic Advantage conferences are available on the [Ministry's website](#).

Celebrating 130 years of women's right to vote in Aotearoa and release of 2022 Board Stocktake results – 6 June 2023 – join the event online

[Manatū Wāhine Ministry for Women](#) and [Te Puna Mātauranga o Aotearoa National Library](#) of New Zealand are hosting an event: [Leadership and legacy: Celebrating women leaders in Aotearoa](#), and invite you to join online. This event will mark 130 years since women won the right to vote.

The Minister for Women, Honourable Jan Tinetti, will open the event. Experienced governance leader Caren Rangi ONZM will moderate a panel with women leaders who are breaking barriers, shattering stereotypes, and leaving their mark on Aotearoa and beyond.

The panelists are:

- **Professor Rawinia Higgins** - Māori Language Commission Chair and Deputy Vice-Chancellor (Māori) at Te Herenga Waka Victoria University of Wellington
- **Nurain Janah** - Director, consultant, and coach focused on diversity, inclusion, and empowering women of colour
- **Qiane Matata-Sipu** – Award winning creator of NUKU, which aims to amplify the voices of indigenous women
- **Brooke Roberts** – Entrepreneur, businesswoman, and co-founder of Sharesies

Minister Tinetti will also release the results of the 2022 Stocktake of Gender, Māori, Pacific and Ethnic Diversity on public sector boards and committees.

Event details are as follows:

Venue: Online – Zoom

Date: Tuesday 6 June 2023.

Time: Join for a 5:30pm start. Event will conclude by 7pm.

Register for the online live stream here: <https://natlib.govt.nz/events/leadership-and-legacy-celebrating-women-leaders-in-aotearoa-june-06-2023>

New resource available about expectations of Crown Entities

If you are serving or wish to serve on a Crown Entity board, here is a useful resource that includes the “all of government” requirements and expectations for these boards.

[“All-of-Government” Requirements and Expectations on Statutory Crown Entities - Te Kawa Mataaho Public Service Commission](#)

Ethnic Voices newsletter

If you would like to stay updated on other Ministry news, please [subscribe](#) to receive the Ethnic Voices newsletter.

And finally...

Thank you for your continuing interest in serving on public sector boards and committees and we look forward to keeping in touch with you.

Please review your governance CV at least annually and update it when you take on or conclude board roles or change jobs. A governance CV emphasises board experience and skills as well as summarises relevant work and community experience. There are tips on preparing a governance CV on our website

<https://www.ethniccommunities.govt.nz/programmes/nominations/register-with-us/>.

Updated CVs should be sent to nominate@ethniccommunities.govt.nz and please keep us informed of any changes in your availability or interests.

Ngā mihi
Liz Chin
Talent and Governance Lead

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From: [Liz Chin](#)
To: [@xxx](#)
Subject: Invitation to a Webinar - Learn how the public sector recruits board members - 29 June 2023, 12.30pm-
xx@xx@xx
Date: Friday, 16 June 2023 5:35:10 pm
Attachments: [image001.png](#)

Tēnā koe,

Ministry for Ethnic Communities, Manatū Wāhine, Te Puni Kōkiri, Ministry for Pacific Peoples, Whaikaha Ministry of Disabled People invite you to a webinar to learn about how the public sector recruits board members.

Online webinar: Introduction to public sector board appointments

When: 12.30 – 1.30pm, Thursday, 29 June 2023.

Location: Microsoft Teams – a link will be sent to those who register.

Details: In this online webinar, you will hear from experienced board appointing experts about their work to promote public sector board roles to diverse communities, and learn about what appointing agencies look for when recruiting for these roles.

Who is this webinar for? This webinar is targeted to people who are beginning their governance journey, who want to find out more about the process, and what to expect along the way. If this webinar isn't for you, we encourage you to share it with those in your network, or any mentees you have.

To register, please complete [this short form](#) – please ensure you click “submit” on the second page.

If you have any accessibility requirements to access this online Teams session, please contact us directly, or you can include details in the registration form.

If you are unable to attend, don't worry, we plan to run more workshops throughout the year, and look forward to seeing you another time. Please note, the webinar will not be recorded.

Ngā mihi

Nominations Service

Te Tari Mātāwaka | Ministry for Ethnic Communities

Level 5, 215 Lambton Quay | PO Box 805, Wellington 6140, New Zealand

www.ethniccommunities.govt.nz | [Facebook](#) | [LinkedIn](#)



From: [MEC Nominations](#)
To: [MEC Nominations](#)
Bcc: [s9\(2\)\(a\)](#)

[Redacted content]

Released under the Official Information Act 1982

Subject: Nominations Newsletter August 2023

Date: Wednesday, 2 August 2023 3:56:39 pm

Attachments: [image001.png](#)

Kia ora

We hope you are well, and for those interested in sport, we hope you are enjoying the FIFA World Cup. The participation of 32 nations is a remarkable display of diversity through a single sport in an international event.

This update covers:

- Keeping your details on our nominations database current
- Recruiting new talent for our database
- New resources available
- Opportunities coming up
- Congratulations to recent appointees
- Nominations for New Zealand Royal Honours

Keeping your details up current

We are updating our Nominations Service Database to ensure registration forms, governance CVs, and contact details are current. Keeping your details current shows you are active and interested in governance roles, so please update us promptly if your details change. Thank you!

Recruiting new talent for our database

We are growing our nominations service database. We're particularly looking for people who:

- have held senior corporate roles in the private sector
- may have governance experience
- are located outside of Wellington and Auckland
- have qualifications in association with architecture, surveying, valuation, climate science, sustainability, health-related professions, primary industries, conservation, infrastructure projects, resource management, plumbing or drainlaying
- are of Middle Eastern, Latin American, African, or Continental European ethnicity.

Please do refer people who you think could be interested in serving on a public sector board to the [Nominations Service | Ministry for Ethnic Communities](#) for more information and the registration form, or ask them to email us at xxxxxxx@xxxxxxxxxxxxxxxxxx.xxxx.xx.

New resources available

In May, we ran a session on serving on public sector boards at the Ministry's Ethnic Advantage Conference in Auckland. You can view the recording and powerpoint slides on our [website](#). Included is a handout that you might like to use to identify gaps in your governance knowledge or areas where you might like to do some further learning.

The Ministry for Women has launched an online [Leadership Learning Hub](#), where you can view resources and register for courses that grow both leadership and governance skills in Aotearoa New Zealand.

Slides from the *Introduction to Public Sector Boards* webinar held in June 2023 are also available

on the Leadership Learning Hub. Speakers were from the Public Service Commission, Department of Internal Affairs, and Ministry of Transport.

The Ministry for Ethnic Communities recently published a new resource: [Unlocking Language Barriers](#). This guide provides practical advice and information on about translations to better communicate with culturally and linguistically diverse communities.

Opportunities coming up

Here are few opportunities that may be of interest:

- [IOD Emerging Director Awards](#) - If you are an emerging director at the early stages of your governance career, you may be interested in applying for this award offered by six IOD branches throughout New Zealand. The awards are only open to IoD members and applications close on 14 August.
- Women on Boards 2023 [Summit](#) in Auckland on 17 August, “Wāhine in Governance – Embedding Equity”. Tickets are available to attend in person or online. The Ministry is a sponsor for the Summit and, following a request for expressions of interest, have selected eight women from our nominations database to attend. We look forward to sharing their insights with you after the Summit.
- Future Directors Diversity Programme (Pilot) – The Public Service Commission is leading an 18 month pilot programme to promote greater diversity on public sector boards. The programme is for those working towards a director opportunity in the future. Once host boards with future director opportunities are confirmed, we will identify potential candidates from our nominations database. We will then contact potential candidates to provide further details about the pilot opportunity.

Congratulations to recent appointees

The Ministry congratulates the following people from our database who have recently been appointed to public sector governance roles:

- Ms Ming Lim-Pollard, Member, Fonterra Milk Price Panel
- Dr Daniel Tulloch –Member, Energy Efficiency and Conservation Authority Board
- Dr Lifeng Zhou – Member, Health Research Council
- Ms Prabha Ravi – Member, Regional Skills Leadership Group for Wellington.

Nominations for New Zealand Royal Honours

Congratulations to the many ethnic people from our communities who received a New Zealand Royal Honour that was announced on 6 June. The full King’s Birthday and Coronation Honours List can be found [here](#).

The Ministry encourages people to nominate worthy individuals from the community who have provided services and made a positive impact and impressive contribution at a local, regional, or national level. Nominations may be submitted by an individual or on behalf of a group.

Listen to a [Radio New Zealand interview](#) to hear more about the Honours System and how to make a nomination.

Click [here](#) for more information and to obtain the nomination form. If you have any questions, please do contact the Department of Prime Minister and Cabinet, who are happy to help.

If you have any questions about anything in this update **or** no longer wish to receive these updates, please contact us by emailing xxxxxxx@xxxxxxxxxxxxxxxxxxxx.xxxx.xx.

Ngā mihi nui

Liz Chin

Talent and Governance Lead

Te Pūnaha Āheinga me ngā Hōtaka | System Capability and Programmes

Te Tari Mātāwaka | Ministry for Ethnic Communities

Level 5, 215 Lambton Quay | PO Box 805, Wellington 6140, New Zealand

M: s9(2)(a)

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From: [Liz Chin](#)
To: [MEC Nominations](#)
Subject: Next Governance training for Crown entity boards to be run by VUW - 4 day training course - expressions of interest sought
Date: Wednesday, 9 August 2023 3:24:13 pm
Attachments: [Mā te kahukura ka rere te manu flyer_Sept_Oct.pdf](#)
[image007.png](#)

Kia ora

I hope you are well.

Earlier this year, the Ministry promoted the four-day training course about Crown entity boards (Iti Kōpara – Public Governance Aotearoa). The second four-day pilot is about to be run on 25-26 September 2023 and 9-10 October 2023.

This programme may be of interest. The programme is tailored for board members that are on, or aspire to be on, Crown entity boards. The programme aims to ensure participants have the skills to effectively govern Crown entity boards. The programme is delivered by senior governance practitioners and public service leaders. The first two days of the new training course for Crown Entity Board members was piloted last week and was highly rated by all participants.

Some of the key focus areas for programme include:

- Crown entity governance context and challenges
- Machinery of Government
- Board meetings: Culture and focus
- Strategic leadership, including social licence
- Working with Stakeholders
- Māori-Crown relationships
- Crown entity monitoring
- Organisational performance
- Issues and challenges facing Crown entities now and in the future.

Further information on the programme is contained in the attachment plus the fees. See the names of the guest speakers/participants – all of whom would be very useful to connect with. The attachment includes a link to register your interest for the next cohort.

If you are keen to participate, please do register and let me know if you do. We would be pleased to endorse your registration.

Thank you.

Ngā mihi

Liz Chin

Talent and Governance Lead

Te Pūnaha Āheinga me ngā Hōtaka | System Capability and Programmes

Te Tari Mātāwaka | Ministry for Ethnic Communities

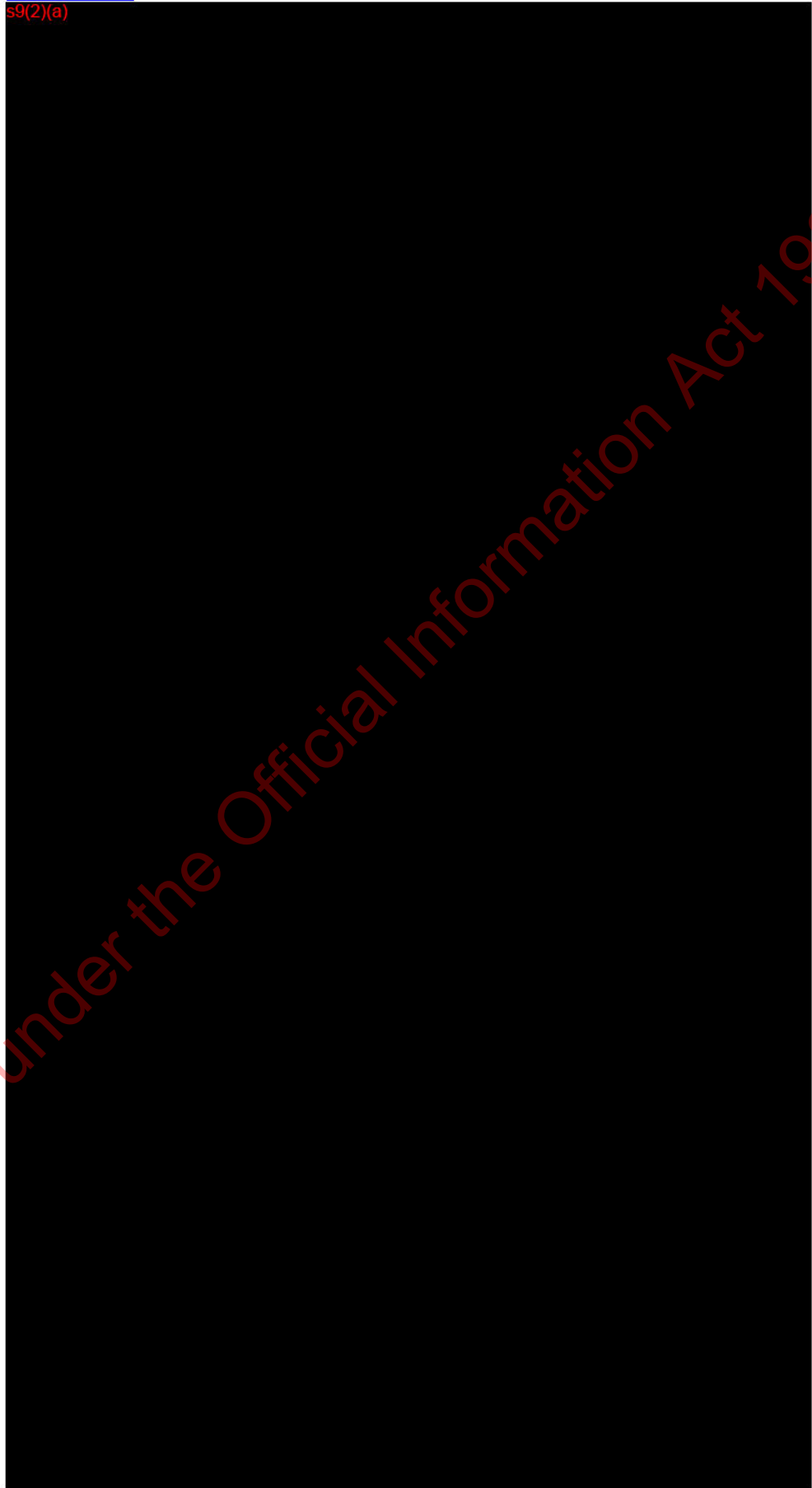
Level 5, 215 Lambton Quay | PO Box 805, Wellington 6140, New Zealand

M: [s9\(2\)\(a\)](#)

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From: [Liz Chin](#)
To: [MEC.Nominations](#)
Bcc: [s9\(2\)\(a\)](#)



Subject: Free online event - Learn about MBIE's portfolio of Boards and Committees and what they look for when seeking candidates - 20 September 2023, 12pm-1pm

Date: Wednesday, 6 September 2023 2:26:25 pm

Attachments: [image003.png](#)

Kia ora

We are pleased to invite you to the next free online learning event to hear from Ministry of Business, Innovation and Employment (MBIE) staff about the Crown boards and Committees that they administer on behalf of responsible ministers.

This event is being jointly run by the Ministry for Ethnic Communities, Ministry for Pacific People, Manatu Wāhine Ministry for Women, Te Puni Kokiri and Whaikaha Ministry of Disabled People for people on our Nominations databases.

s9(2)(a) and **s9(2)(a)** from the MBIE Governance and Appointments team will inform us about the [diverse portfolio](#) of Crown boards and Committees that they administer and will share information about the appointments process, the different boards and committees, and the skills and experiences that they are particularly seeking for their boards/committees. There will also be some time for a few questions and answers.

Register for the online event now!

Scroll to the bottom of the listing for the registration form - [Learning about the Crown boards that MBIE administer | Ministry for Women](#) A Zoom link will be sent to all registrants closer to the time. Registrations close on **19 September 2023, 12 noon**. The event will be recorded and available on the Manatu Wāhine Ministry for Women's Learning Hub afterwards.

Did you miss the last event? Powerpoint slides available.

In June 2023, we ran, [Introduction to public sector boards appointments](#). If you missed it and would like to see the powerpoint slides, please click on the event title.

Ngā mihi

Nominations Team

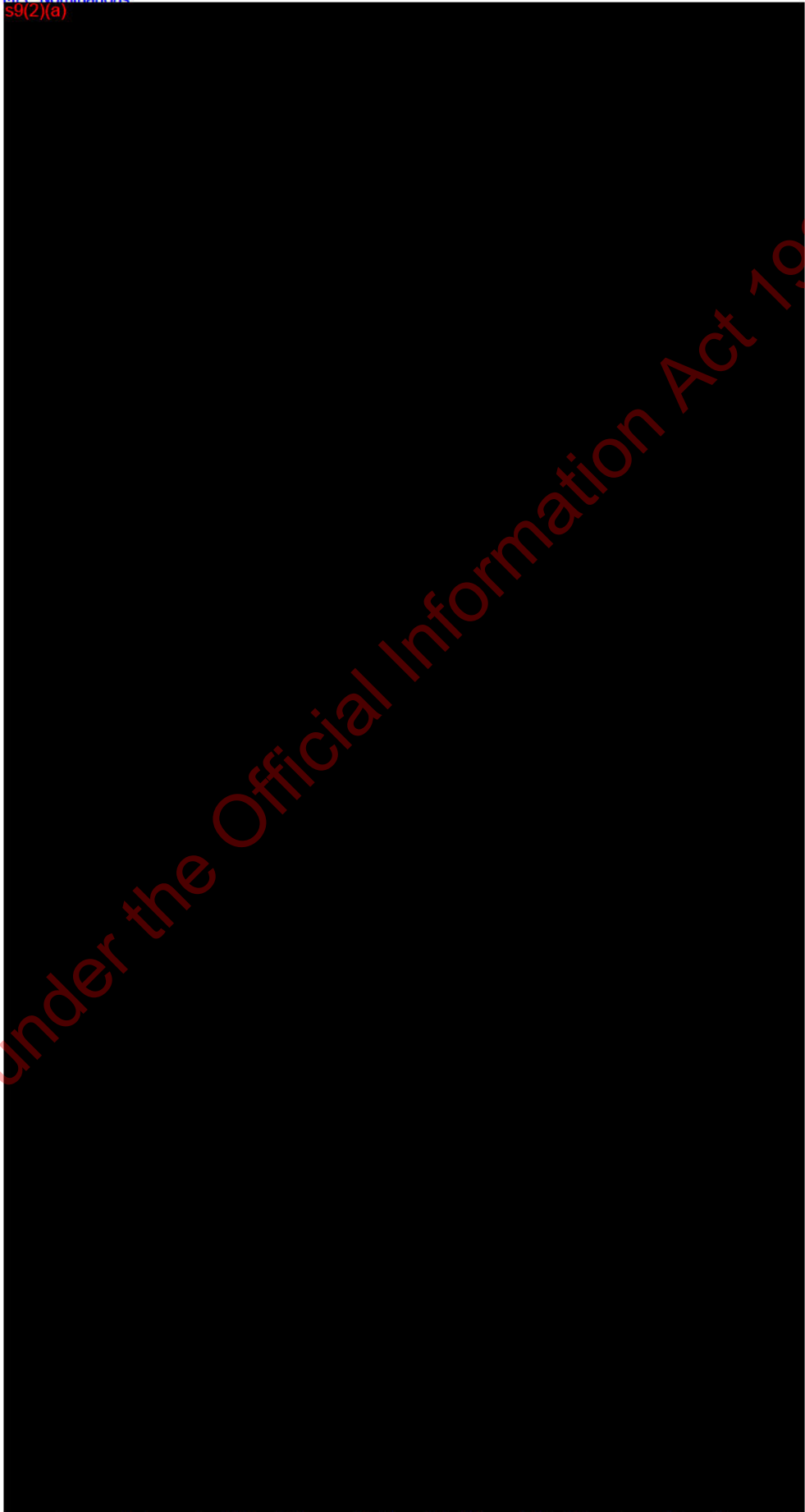
Te Tari Mātawaka | Ministry for Ethnic Communities

Level 5, 215 Lambton Quay | PO Box 805, Wellington 6140, New Zealand

www.ethniccommunities.govt.nz | [Facebook](#) | [LinkedIn](#)



From: [MEC Nominations](#)
To: [MEC Nominations](#)
Bcc: [s9\(2\)\(a\)](#)



Released under the Official Information Act 1982

Subject: Free online event - Learn about Manatū Hauora Ministry of Health's portfolio of Boards and Committees and what they look for when seeking candidates - 26 October 2023, 12pm-1pm

Date: Tuesday, 10 October 2023 10:57:05 am
Attachments: [image001.png](#)

Kia ora,

We are pleased to invite you to a free online learning event on to hear from **Manatū Hauora Ministry of Health** officials about the Crown boards and Committees that they administer on behalf of responsible ministers. This event will be held from 12-1pm on Thursday, 26 October 2023. It is jointly run by the Ministry for Ethnic Communities, Ministry for Pacific People, Manatū Wāhine Ministry for Women, Te Puni Kokiri and Whaikaha Ministry of Disabled People for people on our Nominations databases.

s9(2)(a) and **s9(2)(a)** from the Manatū Hauora Ministry of Health Statutory Appointments and Integrity Services team will inform us about the [diverse portfolio](#) of Crown boards, entities, and committees that they administer and the specific skills and experiences they require for each. There will also be some time for a few questions and answers. Please submit your questions at the time you register for the event.

Register for the online event now!

[Click here](#) to register.

A Zoom link will be sent to all registrants closer to the time. Registrations close on **24 October 2023, 12 noon**. The event will be recorded and available on the Manatū Wāhine Ministry for Women's Learning Hub afterwards.

Did you miss the last event? Powerpoint slides and video recording available.

In September 2023, we ran an online learning event about the Crown boards and committees that the Ministry for Business, Innovation and Employment administer. If you missed it, or would like to watch the webinar recording and see the PowerPoint slides, visit the [Learning Leadership Hub](#).

See you online on 26 October!

Ngā mihi

Nominations Service

Te Tari Mātāwaka | Ministry for Ethnic Communities

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Nominations Service Newsletter

Kia ora

We hope you have been keeping well as the end of this year is quickly racing towards us. In this newsletter, we'd like to share updates about the following:

- Congratulations
- Two online governance learning sessions held
- Next free online learning event with speakers from Institute of Directors – November
- Women in Governance Summit held in Auckland
- Iti Kopara Crown Entity Governance Training – four-day course
- Discount available for governance CV writing/review
- 2024 Pilot - Regular email notifications to you about governance vacancies.



Congratulations

The Ministry congratulates the following people from our database on their success:

Ministerial appointments

- Anushiya Pooniah - Te Pori Whakaora Ngangahau o Aotearoa Occupational Therapy Board of New Zealand
- Anthony Bow –New Zealand Medical Radiation Technologists Board, Lay member (Reappointed)
- Sundeep Daggubati - Cadastral Surveyors Licensing Board of New Zealand
- Pengbo Jiang - Cadastral Surveyors Licensing Board of New Zealand (Reappointed)Pengbo Jiang - Cadastral Surveyors Licensing Board of New Zealand

Institute of Directors Mentoring for Diversity Programme

- Karun Shenoy – Mentee, 2023 Institute of Directors Mentoring for Diversity Programme

Applications for 2024 are expected to open in April 2024.

Two online governance learning sessions held

We were pleased to see many people from our database attend the two free online governance learning sessions recently held. The first session explained the portfolio of Crown boards and Committees that are administered by the Ministry of Business, Innovation and Employment (MBIE). The second one focused on the statutory boards administered by Manatū Hauora Ministry of Health (MoH). We heard directly from the officials who manage the board vacancies about the process they follow. The skills and experiences that they seek for their respective boards/committees.

If you missed the sessions, the recordings and power point slides are available on the Leadership Learning Hub. The Leadership Learning Hub includes resources for anyone interested in governance. We thank Manatū Wāhine Ministry for Women, Te Puni Kōkiri, Ministry for Pacific Peoples and Whaikaha Ministry of Disabled People for collaborating with us to deliver these valuable learning sessions.

The screenshot shows the Leadership Learning Hub website. At the top, there is a navigation bar with links for 'Puna rauemi Library', 'Ngā kareno o te wā Latest news', 'Mō mātou About us', 'Whakapāhi mai Contact us', and 'Log into "Boards Ready" Nominations database'. Below this is a main navigation menu with categories like 'Wāhine Māori', 'Te rāngai wāhine pukumahi Women and Work', 'Kia māreikura Women and Leadership', 'He āhuru mōwāi Women's Safety', 'He taputapu Tools', and 'Takahanga ā-ao International'. The main content area features a search bar and filters for 'Only show online events', 'Time commitment', 'Price range', 'Topic', and 'Delivery type'. Two featured webinar cards are visible: 'Learning about the boards and committees that Ministry of Health administer' and 'Learning about the Crown boards that MBIE administer'. A sidebar on the right provides a brief overview of the Leadership Learning Hub and a link to find out more.

Next free online learning event with speakers from Institute of Directors – November

Join us in November for a free online learning event with speakers from the Institute of Directors. They will explain what governance is and discuss the pathways to governance roles. Details are being finalised. Look out for our email with event registration information.

Women in Governance Summit held in Auckland

In August, the Ministry was pleased to sponsor the Women in Governance Summit 2023 in Tāmaki Makaurau Auckland. Chief Executive, Mervin Singham and Talent and Governance Lead, Liz Chin, attended along with eight women who were selected from our database after an expression of interest process. Our group of women enjoyed the opportunity to hear from the range of speakers to build their governance knowledge and have now established a peer support network for themselves. To read more about the event, see the [LinkedIn post](#) or the October [Ethnic Voices Newsletter](#).



Caption: Some of the attendees at the Women in Governance Summit 2023 held in Tāmaki Makaurau Auckland.

Iti Kopara Crown Entity Governance Training - four-day course

Three people from the Ministry's database applied and were selected to attend the four-day Mā te kahukura ka rere te manu course focused on Crown entity governance. They appreciated the practical advice and learning they received from those that delivered the course.

This is the second time the course has been delivered by Iti Kopara, a charitable trust established by a group of experienced public sector directors, with support from Te Kawa Mataaho Public Service Commission, government agencies, and Te Herenga Waka Victoria University of Wellington.

The Ministry supports Ipi Kopara's commitment for greater diversity on public sector boards. Another four-day course will run in early 2024 and we will share the details of the course, including the cost, when this is available.

Discount offered for governance CV review

Your governance CV is the first opportunity to make an impression on an appointing agency and board chair. A succinct and current CV that clearly highlights your relevant skills and experience will give you the best chance of being considered for a role.

Please keep your governance CV updated and include new governance appointments, new employment positions, professional memberships, completed training programmes, and changes to your personal details – email, phone, location. After you make updates to your governance CV, please email a copy to nominations@ethniccommunities.govt.nz.

If you would like to have an expert review your current governance CV, the Institute of Directors (IOD) has a CV review service and has offered a discount for people on our database at the Membership rate of \$195 instead of \$350. Please use the code **CV23GSMEC** at checkout.

2024 Pilot - Regular email notifications about governance vacancies

In early 2024, we will trial a fortnightly email notification to all database members with information about the vacancies we are seeking candidates for. The email will include the board name, the position, the appointing agency, closing date, and where you can apply.

The regular email notifications will keep you updated about new opportunities on Crown boards and committees that we are aware of. You can apply directly for the roles that interest you.

We will still search our database to identify suitable candidates to nominate, alongside these emails. Look out for more information about this pilot in the New Year. You will be able to opt out of receiving these emails if you prefer.

This is the last Nominations Newsletter for 2023. Thank you for your ongoing interest in contributing to public sector boards and committees. In the meantime, we'll be in touch with short emails about new opportunities.

We wish you a relaxing summer break and look forward to continuing to support you on your governance journey in 2024.

Liz Chin
Talent and Governance Lead



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Nominations Service

Ministry for Ethnic Communities

Te Tari Mātāwaka

PO Box 805

215 Lambton Quay

Wellington 6011

Email: Nominate@ethniccommunities.govt.nz

You are receiving this email as you are on our
Nomination Service database.

[Preferences](#) | [Unsubscribe](#)

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From: [MEC Nominations](#)
To: [MEC Nominations](#)
Subject: Free online event - Introduction to Governance - 6 December 2023, 1pm-2pm REGISTER NOW!
Date: Tuesday, 14 November 2023 2:54:15 pm
Attachments: [image001.png](#)

Kia ora,

We are pleased to invite you to a free Introduction to Governance online learning event. A great opportunity to learn about governance and get information on pathways and how to better equip yourself to apply for public sector board roles. You will hear from the Institute of Directors' Chief Executive Kirsten (KP) Patterson, and Network Manager - Branches, Jill Steffert.

This event will be held at **1-2pm on Wednesday, 6 December 2023** and is brought to you by the [Institute of Directors](#) in partnership with the Ministry for Ethnic Communities, Ministry for Pacific People, Manatū Wāhine Ministry for Women, Te Puni Kokiri and Whaikaha Ministry of Disabled People.

Register for the online event now!

[Click here](#) to register. The Institute of Directors will send a Zoom link to all registrants closer to the time.

The event will be recorded and available on the Manatū Wāhine Ministry for Women's [Leadership Learning Hub](#) afterwards.

Have a question for our speakers?

There will be time for questions, please submit your questions prior to the event [here](#).

Did you miss the last event? Powerpoint slides and video recording available.

In October 2023, we ran an online learning event about the Crown boards and committees that the Manatū Hauora Ministry of Health administer. If you missed it, or would like to watch the webinar recording and see the PowerPoint slides, visit the [Learning Leadership Hub](#).

If you have any questions in relation to the Institute of Directors Introduction to Governance event, please contact [Litia Brighthouse-Fuavao](#).

See you online on 6 December!

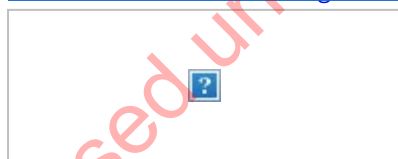
Ngā mihi

Nominations Service

Te Tari Mātāwaka | Ministry for Ethnic Communities

Level 5, 215 Lambton Quay | PO Box 805, Wellington 6140, New Zealand

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From: [MEC Nominations](#)
To: [MEC Nominations](#)
Subject: Seasons greetings from the Nominations Service
Date: Friday, 15 December 2023 6:02:00 pm
Attachments: [image002.png](#)
[Tertiary Education and Conservation Boards 2024.docx](#)



Seasons greetings to you

The Nominations Service has been busy this past year updating the database, making hundreds of nominations and working with other nominating agencies to deliver online learning events for you to grow your knowledge about public sector governance. If you missed the sessions, check on the Ministry for Women's [Leadership Learning Hub](#) for the powerpoint slides or the recording.

At the Ethnic Advantage Conference in Auckland, panellists Ming Chun Wu, Kenneth Leong and I provided some basic information about public sector governance. The [recording](#) is available on the Ministry's website.

With the holiday season upon us, I'd like to quickly let you know about some vacancies with closing dates in January.

Opportunity – Tertiary Education	
Board name:	<ul style="list-style-type: none"> • Auckland University of Technology • Lincoln University • Massey University • University of Auckland • University of Otago • University of Waikato • Victoria University of Wellington • Te Wānanga o Aotearoa • Workforce Development Council - Muka Tangata (People, Food and Fibre) – • Workforce Development Council - Ringa Hora (Services)
Role	Member
Closes	19 January 2024
How to apply:	Please email the Ministry for Ethnic Communities nominate@ethniccommunities.govt.nz if you are interested in applying and send us your covering letter and CV.
More information:	See attachment about skills/experiences required.
Administering Agency and Contact:	Tertiary Education Commission Governance@tec.govt.nz
Opportunity – Conservation Boards	

Board name:	<p>Conservation Boards in the following geographic regions:</p> <ul style="list-style-type: none"> • Te Hiku o Te Ika • Northland • Auckland • Waikato • Bay of Plenty • East Coast Hawke’s Bay • Tongariro Taupō • Taranaki Whanganui • Wellington • Chatham Islands • Nelson/Marlborough • West Coast Tai Poutini • Canterbury Aoraki • Otago • Southland
Role	Member
Closes	31 January 2024, 5pm
How to apply:	Self-nominate using the online or Word form
More information: See website and the attachment	See attachment or www.conservationboards.org.nz ,
Administering Agency and Contact:	Department of Conservation dox

Advance notice - Auckland Branch - Institute of Directors Event – 13 February – Register now!

The Auckland Branch of the Institute of Directors will be running an in-person learning event on 13 February. The aim of the panel discussion is to introduce governance approaches and opportunities in New Zealand to Asian directors, to support them to become better at setting the future direction of their businesses and organisations, to achieve sustainable, social and financial outcomes. There will be an outstanding panel of Directors - Carol Cheng CMIInstD, Franky Wang MInstD, Kenneth Leong MInstD and Ziena Jalil MInstD, moderated by Simon Bridges, CEO of the Auckland Business Chamber. See the link below to find out more details about the time, location and cost. [Bridging the gap for New Zealand's Asian community, into governance | IoD NZ](#)

Finally, best wishes for a safe and happy time with family and friends this holiday season. See you all in the new year.

Kind regards,

Liz Chin

Talent and Governance Lead

www.ethniccommunities.govt.nz | [Facebook](#) | [LinkedIn](#)

Tertiary Education Vacancies – Further Information

The Tertiary Education Commission is seeking candidates with strong governance experience and who are able to demonstrate experience in either of the following:

- business transformation
- Information management and technology, including digital transformation and cyber security.

It would also be preferable for candidates to have the following skills and/or experience:

- long-term strategic planning, including long-term financial planning
- risk and assurance and/or audit and assurance
- investment planning
- leadership and organisational development
- commercialisation
- capital asset management
- experience of effectively monitoring individual and organisational performance in a governance or senior management role.
- senior management experience that includes leading large-scale transformation, either expansion or downsizing
- experience in managing or governing digital transformation, and managing cybersecurity risks
- encompasses both business improvement and concern for staff and student welfare and wellbeing
- commitment to quality in education provision and the institutions that provide it
- regional and community links

Conservation Board Vacancies – Further Information

Conservation Board functions

Conservation Boards (Boards) are independent bodies that empower local communities and tangata whenua to contribute to the management of conservation areas through their functions as set out in section 6M of the Act and in the National Parks and Reserves Acts.

The Boards' focus is on planning and strategic direction through their involvement in the review and monitoring of statutory plans in their rohe. The Boards are serviced by the Department of Conservation (DOC).

A major responsibility for each Board is overseeing the Conservation Management Strategy (CMS) for its region. A CMS is a 10-year statutory plan that sets out how DOC and Treaty partners manage natural and historic heritage. The Boards work with DOC to prepare the CMS to ensure local communities are reflected in these plans. Once a CMS has been approved by the New Zealand Conservation Authority, Boards then advise on their implementation.

Other Conservation Board work can include:

- developing and reviewing national park and other management plans for lands administered by the Department
- advising on proposals for marine reserves
- considering the impact of concessions for tourism and other activities on conservation land

- looking at the range of recreational opportunities in the region, and
- advising on proposals to change the protective status or classification of areas of national or international importance.

Skills and attribute requirements

Members are appointed as individuals for their experience, expertise, and links with the local community. Nominees may have knowledge of nature conservation, kaitiakitanga, natural earth and marine sciences, mātauranga Māori, cultural heritage, tikanga, te ao Māori, recreation, tourism, the interests of the local community, and features of conservation land in the area.

Nominees should have a well-developed interest in the work of DOC generally, and in the role of the Board they seek appointment to. They will need to be willing and able to keep abreast with policy and other developments impacting on DOC's work and relevant to the Board's functions.

They will also need the ability to take a strategic view, work with others, read and analyse draft material for clarity, participate in hearings, and weigh up differing perspectives, within a conservation framework.

Member time commitment

Each Board meets six times a year, usually for one day, with venues rotating around their role. One or two field trips of one day's duration may also be undertaken to increase understanding of management considerations, particularly to sites where there are conflicting values or high visitor pressure. Additional duties may be required between meetings, especially associated with work on the CMS or a conservation management plan.

The total time commitment is approximately 15 days per annum. Chairpersons, elected by each conservation board, can expect a higher time commitment. The term of appointment is usually for three years.

Fees and allowances

A daily meeting fee of \$250 is paid. Direct expenses incurred to attend meetings or to represent the Conservation Board, such as travel costs, are met directly by DOC or reimbursed on an actual and reasonable basis.

How to apply and closing date

Further information and an online nomination form can be found at www.conservationboards.org.nz.

Please note - People can self-nominate, so the nominator section can be left blank.

Nominations closes at 5pm on **Wednesday 31 January 2024**. Nominees can expect to hear the outcome of their nomination in June 2024.

From: [MEC Nominations](#)
To: [MEC Nominations](#)
Subject: New regular email about Public Sector Board/Committee vacancies starting soon
Date: Wednesday, 10 January 2024 11:58:49 am
Attachments: [image001.png](#)

Happy new year!

As mentioned last year, we are excited to let you know about a new initiative that we are trailing, with the aim of improving the service we provide to people registered on the Ministry's Nominations database. We believe this change will give you more awareness of public sector board/committee vacancies and empower you to be more proactive with your governance career.

Starting this week, we will introduce a fortnightly notification email with current public sector board/committee vacancies, and how to apply. Please review the details about the vacancies and determine if you would like to apply. If you do apply for a public sector board/committee vacancy, please [email us](#) to let us know. We could provide an endorsement for your application.

The Ministry will also conduct our own database searches for suitable candidates for public sector board/committee vacancies.

Please watch for our notification emails and do not hesitate to contact us if you have any feedback about it, improvement ideas, or queries. If you do not wish to receive the fortnightly email notifications, you can click on the link to unsubscribe (which will be at the bottom of the email) that you will receive.

Ngā mihi

Nominations Team

Te Tari Mātāwaka | Ministry for Ethnic Communities

Level 5, 215 Lambton Quay | PO Box 805, Wellington 6140, New Zealand

www.ethniccommunities.govt.nz | [Facebook](#) | [LinkedIn](#)



From: info@ethniccommunities.govt.nz
To: [MEC Nominations](#)
Subject: Board Committee Alerts - 10 January 2024
Date: Wednesday, 10 January 2024 2:28:02 pm

No images? [Click here](#)



Board/Committee vacancies

Kia ora

The Ministry for Ethnic Communities is aware of the following public sector board/committee vacancies. You can review the details about each opportunity below. If you are interested, qualified, and available, we encourage you to consider applying. Remember to submit your application on time and to the right place. There are variations depending on the administering agency.

Please contact the administering agency if you have any queries about the vacancy.

If you apply for a vacancy, please email the [Nominations team](#) to let us know. We may be able to endorse your application.



New Zealand Transport Agency

Role: [Chair](#)

Closes: 15 January 2024

Administering Agency and contact: Ministry of Transport boardappointments@transport.govt.nz



ACC

Role: [Member](#)

Closes: 15 January 2024

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Administering Agency and contact: The Treasury
appointments@treasury.govt.nz



New Zealand Lotteries Commission

Role: [Commissioner](#)

Closes: 15 January 2024

Administering Agency and contact: The Treasury
appointments@treasury.govt.nz



Meteorological Services of New Zealand Limited

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Role: Member (2 positions)

Closes: 15 January 2024

Administering Agency and contact: The Treasury
appointments@treasury.govt.nz



New Zealand Post

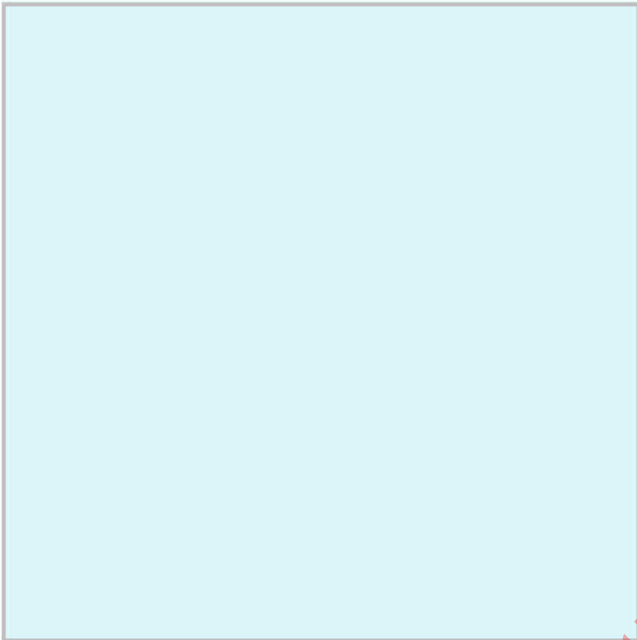
Role: Member

Closes: 22 January 2024

Administering Agency and contact: The Treasury
appointments@treasury.govt.nz

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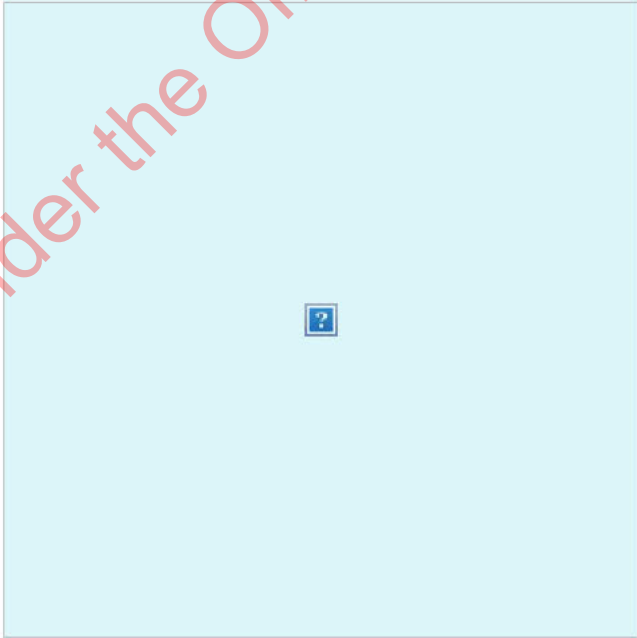


Public Trust

Role: [Member](#)

Closes: 22 January 2024

Administering Agency and contact: The Treasury
appointments@treasury.govt.nz



Quotable Value

Role: [Member](#)

Closes: 22 January 2024

Administering Agency and contact: The Treasury
appointments@treasury.govt.nz



Conservation Boards

Role: [Member](#)

Closes: 31 January 2024

More information: [What conservation boards do](#)

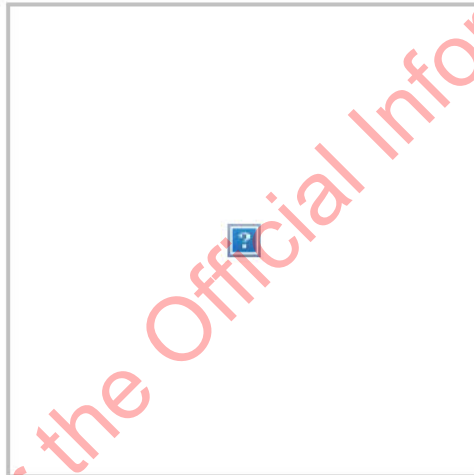
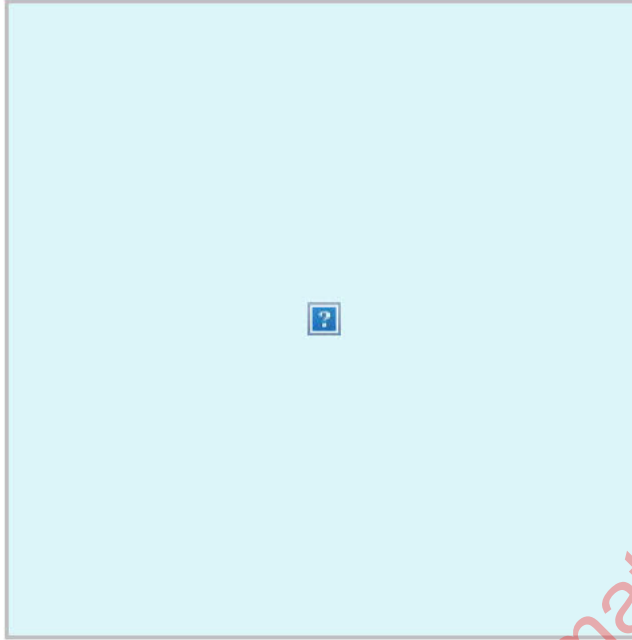
Administering Agency and contact: Department
of Conservation nominations@doc.govt.nz



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Nominations Service



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Nominations Service

Ministry for Ethnic Communities

Te Tari Mātāwaka

PO Box 805

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