



Ms Catherine Hammond

9(2)(a)

[REDACTED]

[REDACTED]

[REDACTED]

Dear Ms Hammond

As the responsible Minister for the Guardians Kaitiaki of the Alexander Turnbull Library (the Guardians), I am pleased to advise that I have appointed you as a member and Chair of the Guardians, for a three-year term of office commencing on the date of its notification in the *New Zealand Gazette*.

### **Guardians Kaitiaki of the Alexander Turnbull Library**

The Guardians was established under section 16 of the National Library of New Zealand (Te Puna Mātauranga o Aotearoa) Act 2003 (the Act). The Guardians' role is related directly to the Alexander Turnbull Library (ATL), which is a library within the National Library of New Zealand. The ATL holds New Zealand's most significant collections of documentary heritage. The Guardians is an advisory body to the minister responsible for the National Library, the Minister of Internal Affairs.

The purpose of the Guardians, set out in section 17 of the Act, is to provide assurance to the public of New Zealand that:

- the collections of the ATL are held in perpetuity; and those collections are:
  - provided with separate and suitable accommodation
  - preserved, protected, developed, and made accessible for all the people of New Zealand in a manner consistent with their status as documentary heritage and taonga
- the character and services distinguishing the ATL as a research library is maintained.

The Guardians are required to report annually to the Minister of Internal Affairs on their function. The function of the Guardians, set out in section 18 of the Act, is to advise the minister responsible for the National Library on any of the following, and any other matters relating to the ATL:

- The capacity of the ATL to acquire documents to be used for the purposes of research, scholarship, or mātauranga Māori, or by other libraries and the people of New Zealand.

- The provision of services to enable access and research using the collections of the ATL.
- The appropriate and adequate protection of the collections of the ATL.
- Decisions made by the Chief Librarian to make documents from the collection of the ATL available for public exhibition.
- The means to maintain the identity and status of the collections of the ATL, and the character of the services distinguishing that library as a research library.
- The adequacy and suitability of the housing and preservation of the collections of the ATL.

The Act requires that the National Librarian and the Chief Librarian must use their best endeavours to provide to the Guardians the information that they may reasonably require to perform their function and specifies reports to be provided to the Guardians by the National Librarian and the Chief Librarian of the ATL.

Administrative services are provided by the Department of Internal Affairs.

#### **Term of office**

Appointments are made for terms of office of up to three years, and a person may be reappointed provided the total of his or her terms does not exceed six years. Members do not continue past the expiry of their term of office unless reappointed.

You may resign from office at any time by writing to me as the Minister of Internal Affairs.

#### **Commitment and remuneration**

The Guardians meet at least three times a year.

Fees for attendance at meetings and travelling allowances are paid by the National Library in accordance with Cabinet Fees Framework (Cabinet Office Circular CO (22) 2). The daily fee for the Chair of the Guardians is \$440, with additional reimbursement of actual and reasonable expenses for travel.

#### **Conflicts of interest**

It is important that as a member and Chair of the Guardians, you have a clear understanding of how to deal with any actual or potential conflicts of interest. I expect that you will declare any actual or potential conflict of interest or probity issue that may arise to the Department and take the appropriate steps to manage that conflict.

#### **Code of Conduct for Crown Entity Board Members**

In discharging your duties, I expect you to act in the spirit of service and with the highest levels of integrity and professional and personal standards. This includes being familiar with and acting in accordance with the *Code of Conduct for Crown Entity Board Members*<sup>1</sup> issued by the Public Service Commissioner under section 17 (3) of the Public Service Act 2020.

Please acknowledge your appointment by signing and returning the attached form. If you have any questions about your appointment, please contact Katherine Beckett, Senior Policy Analyst, Monitoring and Appointments at the Department.

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<sup>1</sup> <https://www.publicservice.govt.nz/guidance/code-of-conduct-for-crown-entity-board-members>

I would like to take this opportunity to congratulate you on your appointment. Your knowledge and experience will be of considerable benefit to the Guardians.

Yours sincerely

Hon Brooke van Velden  
**Minister of Internal Affairs**

Copy to: Ms Claire Hancock, Secretariat, Guardians Kaitiaki of the Alexander Turnbull  
Library, 9(2)(a) [REDACTED]

Minister of Internal Affairs

C/o Katherine Beckett, Senior Policy Analyst, Monitoring and Appointments,  
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9(2)(a)

**Acknowledgement of appointment to the Guardians Kaitiaki of the Alexander Turnbull Library**

I, *Ms Catherine Hammond*, acknowledge my appointment as a member and Chair of Guardians Kaitiaki of the Alexander Turnbull Library, for a three-year term of office commencing on the date of its notification in the *New Zealand Gazette*.

I confirm that I have read, understand, and accept the conditions of my office as outlined in my letter of appointment.

I confirm that I have read, understand, and accept the expectations set out in the *Code of Conduct for Crown Entity Board Members* issued by the Public Service Commissioner under section 17 (3) of the Public Service Act 2020, and will conduct myself in a manner that aligns with these expectations.

Signed:

Date:



Ms Nicola Hessel

9(2)(a)

Dear Ms Hessel

As the responsible Minister for the Guardians Kaitiaki of the Alexander Turnbull Library (the Guardians), I am pleased to advise that I have appointed you as a member of the Guardians, for a three-year term of office commencing on the date of its notification in the *New Zealand Gazette*.

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The Act required that the National Librarian and the Chief Librarian must use their best endeavours to provide to the Guardians the information that they may reasonably require to perform their function and specifies reports to be provided to the Guardians by the National Librarian and the Chief Librarian of the ATL.

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Yours sincerely

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**Minister of Internal Affairs**

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C/o Katherine Beckett, Senior Policy Analyst, Monitoring and Appointments,  
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Signed:

Date:



# Hon Brooke van Velden

MP for Tāmaki

Minister of Internal Affairs

Minister for Workplace Relations and Safety



Dr Chern Li Liew

9(2)(a)

Dear Dr Liew

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