

Position description: Board member, Antarctica New Zealand

September 2024

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.

Antarctica New Zealand is a Crown Entity under the Crown Entities Act 2004. The Board's role is governance. 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. **Terms are typically three years, but this is at the Minister's discretion.**

With a large work programme at present, Board Members are expected to attend up to 10 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 currently falls within Group 3a, Level 5 of the Cabinet Board fees structure (CO (22) 2).

Specific functions of the Board include:

- Setting the strategic direction of Antarctica New Zealand in a manner consistent with the organisation's statutory framework.
- Oversight of the Scott Base Redevelopment project.
- 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, Ministry of Foreign Affairs and Trade, and the public. This includes accounting for the performance and management of the organisation.

Board Members are expected to have one or more of the following at the time of appointment:

- Governance and management experience;
- Relevant experience in either the public or private sector;
- 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;
- Understanding of science, the ethics of science and science policy;
- 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 be useful to note in an application any of the following:

- Connections with science, Antarctic science, the broader Antarctic community, and the New Zealand Antarctic Programme;
 - Experience in governance of large high-risk construction/logistics/engineering projects, including experience in government procurement and design and construction contracts;
 - Relevant international connections and understanding of philanthropy;
 - Experience working within the Antarctic Treaty system;
 - Experience and/or capability of engaging with Māori communities and iwi; and
 - Experience and/or knowledge in Antarctic conservation or heritage.
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- We would appreciate nominations of suitable candidates by 5pm Friday 4 October 2024.
 - Nominations should be sent to: antarctica@mfat.govt.nz
 - Please include the candidate's current CV and contact details.
 - Candidates not appointed will be kept on file for future vacancies.

Released under the Official Information Act



17 December 2024

Craig Ellison

s9(2)(a)

Dear Craig Ellison

Appointment as Member of the Board of the New Zealand Antarctic Institute

It is my pleasure to inform you that I have appointed you as a Member of the New Zealand Antarctic Institute Board for a term commencing on 18 December 2024 and expiring on 18 December 2027. Attached to this letter is a Notice of Appointment, which will be published in the New Zealand Gazette.

Legislative Framework of the Appointment

Your appointment is made under, and in accordance with, the New Zealand Antarctic Institute Act 1996 and the Crown Entities Act 2004.

I encourage you to familiarise yourself with the specific provisions in the Crown Entities Act in relation to the term of office (section 32), removal (section 36), resignation (section 44), conflicts of interest (sections 62-72), and the collective and individual duties of a Member of a statutory entity (sections 49-57).

Removal

Section 36 of the Crown Entities Act states that the responsible Minister may, at any time and entirely at his or her discretion, remove a Member of a Crown agent from office.

Collective and Individual Duties

You are required to comply with the collective duties of the board, and individual duties of Members, of a statutory entity as set out in the Crown Entities Act.

The collective duties of the board of a statutory entity are to ensure that the entity acts consistently with its objectives, functions, statement of intent and output agreement; that the statutory entity performs its functions efficiently, effectively and in a manner consistent with the spirit of service to the public; and that the entity operates in a financially responsible manner.

The individual duties of a Member of a statutory entity are to comply with the Crown Entities Act 2004 and the entity's Act (the New Zealand Antarctic Institute Act 1996), to act with honesty and integrity, to act in good faith and not at the expense of the entity's interests, to act with reasonable care, diligence and skill; and not to disclose information that would otherwise not be available to you.

Conflicts of Interest

I encourage you to continually disclose to the Chair of the New Zealand Antarctic Institute Board or Responsible Minister as appropriate any potential or perceived conflicts which may arise during your tenure.

Remuneration

The fee for service as Member is s9(2)(a) per annum.

Acknowledgment of the Appointment

Please acknowledge receipt of this letter and confirm that you understand the terms on which you have been appointed.

I wish you well for your term.

Yours sincerely

Rt Hon Winston Peters
Minister of Foreign Affairs

Released under the Official Information Act

Notice of Appointment of a Member of the Board of Management of the New Zealand Antarctic Institute

Pursuant to section 28 of the Crown Entities Act 2004, I appoint Craig Ellison to the New Zealand Antarctic Institute Board, as established under the New Zealand Antarctic Institute Act 1996, for a term commencing on 18 December 2024 and expiring on 18 December 2027.

Dated this 17th day of December 2024.

Rt Hon Winston Peters

Minister of Foreign Affairs

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