

# Hon Ron Mark

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Minister of Defence

Minister for Veterans



08 NOV 2018

OIA-2018-0091

Simon Ewing-Jarvie  
[sewingjarvie@gmail.com](mailto:sewingjarvie@gmail.com)

Dear Mr Ewing-Jarvie

I refer to your request of 11 September 2018 via the FYI website that failed to be delivered to my office, and your subsequent email of 11 October 2018 requesting under the Official Information Act 1982 (OIA), *all documents relating to the structure, purpose and organisation of the Defence Employer Support Council dated between 1 April and 11 September 2018.*

Enclosed are copies of documents in response to your request. Personal information is withheld to protect privacy in accordance with section 9(2)(a) of the OIA. This includes withholding individualised copies of the letters referred to in enclosure 2, however the main content of these letters is as seen in the draft version within enclosure 1. Staff information has also been withheld to prevent its collection for malicious or inappropriate purposes, such as phishing, scams or unsolicited advertising. This is in accordance with section 9(2)(k) of the OIA.

Pursuant to section 28(3) of the OIA you have the right to complain to an Ombudsman about my response to your request.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'Ron Mark', written over a horizontal line.

Hon Ron Mark  
**Minister of Defence**

**Enclosures:**

1. *Repositioning of the Defence Employer Support Council*
2. *Letters to Defence Employer Support Council Members*
3. *Letter from Minister of Defence to DESC Chair*
4. *Record of telephone call 6 September 2018*
5. *12 September 2018 Dot Point Brief*
6. *Appointment of an NZDF Representative to the DESC*



NEW ZEALAND DEFENCE FORCE  
COVER SHEET

To accompany documents to the  
Minister of Defence

<b>Title:</b>	REPOSITIONING OF THE DEFENCE EMPLOYER SUPPORT COUNCIL		
<b>NZDF File No.</b>	NZDF Tracking # 2018-326 <i>(For OCDF Use Only)</i>		Minister's Tracking#: <i>(For Minister's office)</i>
<b>Importance of the Issue:</b>	High	<input checked="" type="checkbox"/> Moderate	Routine
<b>Urgency for Attention/Sign-Off:</b>	URGENT		Request Ministerial response by:
<b>Contacts:</b>	1. <b>s. 9(2)(a)</b> 2. Vanessa Stoddart	Tel: <b>ss 9(2)(a) &amp; 9(2)(k)</b> Tel:	A/H: <b>ss 9(2)(a) &amp; 9(2)(k)</b> A/H:
<b>Purpose:</b>	Recommendations and proposed Terms of Reference which support the reposition of the Defence Employer Support Council (DESC) as a strategic council working collegially with the NZDF.		
<b>Recommendations:</b>	I recommend that you: a. <b>Consider</b> the recommendations of the Chair of the Defence Employer Support Council.		
<b>MOD/NZDF Consultation</b>	Not required as the DESC is a statutory council that reports directly to the Minister.		
<b>Minister's comments:</b>	<b>s. 9(2)(g)(i)</b>		
<b>Minister's Action:</b>	Signed / <u>Noted</u> / <u>Agreed</u> / <u>Approved</u> / Declined / <u>Discussion required</u> Referred to:		
<b>Signature:</b>	<b>Date:</b> 14/8/18		

**K.R. SHORT**  
Air Marshal  
Chief of Defence Force

Date: 3 August 2018



1000/RFYD/4/1

02 August 2018

Minister of Defence

## REPOSITIONING OF THE DEFENCE EMPLOYER SUPPORT COUNCIL

### References:

- A. Defence Act 1990
- B. 1000/RFYD/4/1 Letter Vanessa Stoddart, DESC Chair to Hon Ron Mark, Minister of Defence of 26 March 2018
- C. CO (12) 6 'Fees Framework for members appointed to bodies in which the Crown has an interest'

### Introduction

1. This paper follows your meeting held on 20 June 2018 with Vanessa Stoddart, Chair, Defence Employer Support Council, and Liz Huckerby, Chief People Officer, NZDF (the meeting). The meeting considered the purpose of the Defence Employer Support Council (DESC), repositioning the DESC scope using existing legislation, future focus group and areas, and action with respect to current DESC members.

### Legislation

2. The DESC was established in 2006 as the Territorial Forces Employer Support Council (TFESC), under s91A of reference A.

3. The TFESC role as set out in s91A (2) is :

(2) *The Council has -*

- (a) *the role of promoting service in the territorial forces; and*
- (b) *the duty of advising the Minister on such matters in relation to the territorial forces as are referred to the Council by the Minister; and*
- (c) *such other functions as are from time to time determined by the Minister.*

4. Under s91A (2) (c) of reference A the Minister may expand the scope of the DESC activities to include other functions. This clause has been used to include youth development and New Zealand Cadet Force Officers.

### Current DESC

5. The meeting discussed the current focus of the legalisation on the Reserve Forces, and the Reserve/employer relationship. As no employment issues have been referred to the DESC over the past few years it has taken an interest in other areas.

### Proposed Intent and Focus of the Future DESC

6. The intent is to widen the focus groups and focus areas of the DESC, and to facilitate a two way dialogue between the NZDF and employers.

7. Under reference A s91A (2) (c) the focus group and focus area of the DESC will be:

a. **Focus Groups:**

- (1) Reserve Forces,
- (2) Limited Service Volunteer programme,
- (3) New Zealand Cadet Forces, and
- (4) Regular Force members who are transitioning from the NZDF.

b. **Focus Areas:**

- (1) Matters in relation to the Reserve Forces as per reference A.
- (2) Engagement with New Zealand employers to create employment opportunities for the members of the focus groups; and
- (3) Fostering relationships with employers to identify potential NZDF members with unique skills needed by the NZDF, for example cyber.

8. **NZDF Industry Linkages.** The NZDF will need to retain separate linkages with industry via the Defence Industry Advisory Council and the New Zealand Defence Industry Association. The NZDF has established a Directorate of Industry Engagement with whom the Directorate of Reserves Youth and Sport (DRYS) have already established an ongoing working relationship. This will allow for a seamless hand-off of non-employment related industry issues that are directed to DESC members.

### Future DESC Operating Parameters

9. Reference B was forwarded for your consideration on the future of the DESC. Annex A to reference B outlined five options. Your preferred option was Option 5 *'The DESC is an independent Strategic Advisory Board to the Minister, and works collegially with the NZDF.'* The operating parameters for the DESC under this option have been identified as follows:

- a. operating as an independent strategic council to provide non-binding advice to the Minister,
- b. working collegially with the NZDF,
- c. under revised terms of reference, and
- d. engaging with the NZDF to identify focus groups and focus areas for the DESC that are aligned with the NZDF People25 Strategy.

10. To support this option:

- a. The Terms of Reference, focus group and focus areas will be regularly reviewed to ensure that DESC activity remains aligned to the NZDF People Strategy.

- b. Member appointments will be managed to ensure that the DESC memberships remain current, and the member skills support the agreed focus groups and focus areas.
  - c. As a strategic board the DESC will relinquish the 'community reach' responsibility. The NZDF will take over the responsibility for liaison with the employers when doors are 'opened' by DESC members.
11. As it will be constituted under the Defence Act 1990 the DESC will continue to be a statutory council reporting to the Minister of Defence.
12. It is intended that DESC members will have connections and influence that will open doors for a two way engagement between the NZDF and employers. The NZDF will need to be well positioned and ready to take advantage of opportunities that arise from this dialogue.

#### Membership

13. The appointments of current DESC members lapsed on 15 April 2016. Eight members chose to be formally released by receipt of a letter from the Minister in June 2017; the remaining members have continued to be engaged. The commitment and contribution of these engaged members was acknowledged by the Minister and Chair.
14. It is recommended that DESC positions are advertised externally, and that the engaged members are given the opportunity to reapply for an appointment on the DESC under the new terms of reference.

#### Moving to Option 5

15. The following action will ensure that the DESC is positioned to successfully operate as outlined in Option 5:
- a. **Confirmation of new Terms of Reference by the Minister.** A draft Terms of Reference, attached at enclosure 1, allows for up to seven DESC members including the Chair and an NZDF representative. The number of appointments may fluctuate depending on the skills required and the availability of suitable members. It is envisaged that, in addition to the NZDF representative, NZDF members will be invited to attend meetings where there are agenda items that are within their area of responsibility.
  - b. **Release of current members.** Members will be released from their DESC obligations and thanked for their commitment, by receipt of a letter signed by yourself. An example letter is attached at enclosure 2. These letters, personalised for each member, will be drafted by the Secretariat. These former members will be invited to reapply for an appointment under the new terms of reference.
  - c. **Confirmation of a skills matrix for members.** A skills matrix will be used to identify members who have the experience and influence to further the employer engagement objectives of the DESC.
  - d. **Appointment of new members.** New members with the appropriate skills will be appointed by yourself, with confirmation by the Appointments and Honours Committee.
  - e. **NZDF responsible for employer relationships.** The NZDF assumes responsibility for employer support and relationships.

### Funding

16. Funding for the DESC will be provided by the NZDF as the sponsor organisation.

### Member Fees

17. Section 91(3) of reference A states that the DESC is a statutory board for the purposes of the Fees and Travelling Allowances Act 1951.

18. DESC members are currently paid in accordance with reference C, Group 4 Level 3. The daily rates paid are: Chair \$400.00 and members \$280.00 per day.

19. Given the new scope of the DESC, the desire to recruit and retain high calibre members, it is recommended that the fee payable to DESC members is reviewed against the factors outlined in reference C.

### Conclusion

20. You have indicated your preference for a repositioned DESC constituted under existing legislation, reference A s91A (2) (c). As such the DESC will be:

- a. A statutory council, appointed by and reporting to the Minister of Defence.
- b. As per Option 5 the DESC will offer strategic advice to the Minister of Defence and will work collegially with the NZDF.
- c. The DESC focus group will be extended beyond the Reserve Forces to include other identified groups and agreed focus areas.
- d. The current DESC responsibility for employer support and engagement will transfer to become the responsibility of the NZDF.

### Recommendations

21. I recommend that you:

- a. **Agree** to the Defence Employer Support Council operating as an independent strategic council to provide you with non-binding advice.

AGREE / DISAGREE

- b. **Agree** to the Defence Employer Support Council working collegially with the NZDF.

AGREE / DISAGREE

- c. **Agree** to the release of all engaged members from the Defence Employer Support Council by receipt of a letter signed by you, with the opportunity to reapply for the DESC under the new Terms of Reference.

AGREE / DISAGREE

- d. **Agree** to the appointment of new Defence Employer Support Council members with skills which will support the agreed focus groups and focus areas.

AGREE / DISAGREE

- e. **Agree** to a biennial review of the Defence Employer Support Council Terms of Reference, focus group, and focus areas by the Defence Employer Support Council and NZDF, to ensure that the focus remains aligned to the NZDF People Strategy.

AGREE / DISAGREE

- f. **Agree** that the NZDF will assume responsibility for employer support and engaging with employers where opportunities and doors are opened by DESC members.

AGREE / DISAGREE

- g. **Approve** the proposed Defence Employer Support Council Terms of Reference at enclosure 1.

AGREE / DISAGREE

Yours sincerely



**VANESSA STODDART**

Chair

Defence Employer Support Council

Tel: **ss 9(2)(a) & 9(2)(k)**

Email: [secretariat@desc.govt.nz](mailto:secretariat@desc.govt.nz)

**Enclosures:**

1. Proposed Defence Employer Support Council Terms of Reference
2. Example of a letter to formally release DESC Members

Released under the Official Information Act 1982



**DEFENCE EMPLOYER SUPPORT COUNCIL**  
**(Territorial Force Employer Support Council)**  
**TERMS OF REFERENCE**

1. The Territorial Forces Employer Support Council (TFESC) is a statutory council created by the Defence Act 1990 and codified in clause 91A. This clause establishes the Council while the Terms of Reference are defined by the Minister of Defence.
2. In 2016 the Minister of Defence approved the Territorial Force Employer Support Council operating as the Defence Employer Support Council (DESC)<sup>1</sup>.
3. In this document the term Reserve Forces will be used to describe members of the Territorial Forces.

**Purpose**

4. These Terms of Reference position the DESC as a strategic body advising the Minister of Defence; and working collegially with the New Zealand Defence Force (NZDF). The focus and scope of the DESC will be agreed biennially with the NZDF, and will align with the NZDF People Strategy. The NZDF will be responsible for employer engagement.

**Background**

5. The TFESC was established in 2006 to develop the support of employers for their employees, who were also part-time members of the NZDF. In 2011 the DESC scope was widened to include Cadet Forces and NZDF youth programmes.<sup>2</sup>
6. Under the Defence Act 1990 section 91A (2) (c) the Minister of Defence can determine the scope of the DESC. The Minister of Defence has determined to use this clause to reposition the Council as a strategic council focusing on developing links between the NZDF and employers to support the:
  - a. Reserve Forces,
  - b. Limited Service Volunteer programme,
  - c. New Zealand Cadet Forces, and
  - d. Regular Force members who are transitioning from the NZDF.

**Accountability**

7. The DESC is accountable to the Minister of Defence for strategic advice on the areas of focus outlined in the Terms of Reference.

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<sup>1</sup> Letter Hon Gerry Brownlee to Peter Townsend undated, received at DRFYD 24 March 2016

<sup>2</sup> TFESC Terms of Reference dated 16 June 2011



8. Section 91A (3) of the Defence Act 1990 states that the Council is a statutory board for the purposes of the Fees and Travelling Allowance Act 1951.
9. Members will be remunerated in accordance with the CO (12) 6 for a Group 4 body.

#### Focus of the DESC

10. The focus of the DESC is for members to use their knowledge, networks and experience to:
  - a. engage with the employers of Reserve Force members and New Zealand Cadet Force officers;
  - b. open doors to civilian employment opportunities for members of the:
    - (1) Limited Service Volunteer programme,
    - (2) New Zealand Cadet Forces; and
    - (3) Regular Force members who are transitioning from the NZDF; and to
  - c. foster relationships with employers to identify potential NZDF opportunities where members with unique skills are needed by the NZDF.
11. The NZDF will be responsible for employer support and engagement and will ensure that support structures and people are in place to take advantage of the opportunities created by DESC members.
12. The DESC and NZDF will review the DESC focus group and focus areas every two years to ensure that the focus remains aligned to the NZDF People Strategy.
13. The Minister of Defence will approve any changes to the focus of the DESC arising from the biennial review.

#### Membership

14. Appointments to the DESC are made by the Minister of Defence with confirmation sought from the Appointments and Honours Committee.
15. Appointments to the DESC will be determined using a matrix which considers skills, experience and influence.
16. Diversity is to be considered when DESC appointments are made in accordance with CO (02) 16 *Government Appointments: Increasing Diversity of Board membership*.
17. The DESC will have up to seven members as follows:
  - a. Chair
  - b. NZDF representative (selected by CDF)
  - c. Up to five appointed members
18. The Chair will invite NZDF members to attend meetings where the agenda items are within their area of responsibility.
19. Appointments are for two years, with an option to extend for one year at a time; or as specified by the Appointments and Honours Committee. No member may serve on the council for more than five consecutive years.

20. The Chair in consultation with the Minister of Defence will have the capacity to review appointments based on non-attendance and performance.
21. Members will at a minimum hold a CONFIDENTIAL security clearance.

#### Quorum

22. Quorum will be the Chair and three members, including the NZDF representative. Members may not send a delegate or proxy where they are unable to attend, with the exception of the NZDF representative who is required to send a representative to ensure that the NZDF views and advice are provided to members.
23. There are no standing observers, however, the DESC may invite suitably qualified people to take part in discussion and provide advice.

#### Declaration of Interest

24. As part of the appointments process a prospective member will be required to complete a Declaration of Interest and Confidentiality Declaration to disclose and identify any interests that may pose a perceived conflict.
25. Members are required to declare any new Interests that arise during their appointment. A plan for managing interests is to be agreed by the Chair.

#### Number of Meetings

26. The DESC will meet not less than two times, and up to four times, per year. The Chair may convene additional meetings as required.

#### Reporting

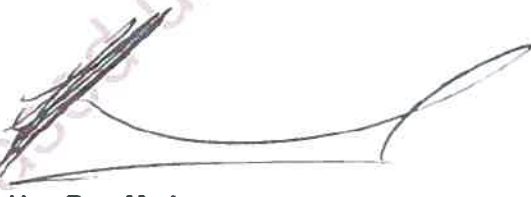
27. The DESC is to provide an annual report to the Minister by 31 July each year.

#### Induction

28. New appointees to the DESC will have an induction covering the NZDF, the Limited Service Volunteer programme and the New Zealand Cadet Forces in order to understand the nature and breadth of their responsibilities.

#### Secretariat

29. The NZDF will provide a Secretariat and funding to support the DESC.



Hon Ron Mark  
Minister of Defence

Vanessa Stoddart  
Chair,  
Defence Employer Support Council

Date: 13/8/18



## Office of Hon Ron Mark

Minister of Defence  
Minister for Veterans'

Ref: 1000/RFYD/4/1

Dr Jo Bloggs, MNZN  
123 Green Street  
AUCKLAND 1140

Dear Dr Bloggs,

As you are aware the Defence Employer Support Council has been in abeyance for some time. This year I have been working with the Chair to ensure that the DESC is well positioned for the future. I have agreed new Terms of Reference which will position the DESC as a flexible body that will remain relevant to the needs of the NZDF. A copy of the new Terms of Reference is enclosed.

I am mindful that you and your colleagues have been waiting patiently, and now with the new Terms of Reference in place, it is appropriate and timely to address the DESC appointments. Therefore, this letter formally releases you from your obligations as a DESC member, and invites you to reapply for an appointment on the DESC under the new Terms of Reference.

The Terms of Reference bring a new direction and structure to the DESC. The DESC will continue to be a statutory council reporting to me, however, it will work collegially with the NZDF in support of the NZDF People25 Strategy. Responsibility for the regional and community outreach previously provided by the DESC<sup>1</sup> will transfer to the NZDF. It is expected that the NZDF will be positioned to take advantage of the opportunities created by the DESC members.

The DESC focus group is expanded to include, in addition to the Reserves Forces, Limited Service Volunteers, New Zealand Cadet Forces and members of the Regular Forces who are transitioning from the NZDF into civilian employment.

The DESC focus areas will be:

- matters in relation to the Reserve Forces<sup>2</sup>;
- engagement with New Zealand employers to facilitate a two way dialogue to create employment opportunities for members of the focus groups; and
- the identification of potential members of the NZDF with the unique skills needed by the NZDF, from within the civilian workforce in New Zealand.

To ensure that the DESC remains relevant to the NZDF People Strategy, the agreed focus groups and focus areas will be reviewed biennially by the DESC, in consultation with the NZDF, and approved by the Minister.

<sup>1</sup> Regional DESC members, Regional Employer Liaison Officers and Regional Employer Support Councils

<sup>2</sup> In accordance with DA s91A (2) (a) - (b)

You will note that under the new Terms of Reference the DESC membership has reduced to a maximum of seven members, including the Chair and NZDF representative. Appointments will be based on a skills and experience matrix that is appropriate for the agreed focus groups and areas with a strong weighting on linkages and influence with relevant employers. The member skills and contribution will be reviewed biennially to ensure that the appointments continue to support the DESC focus. Appointments will be advertised and interested parties sought from nominating agencies.

I acknowledge your service as an appointee on the Territorial Force Employer Support Council from xxxx to xxxx (later renamed the Defence Employer Support Council) as the xxxx representative. **Info in here about what they have contributed if appropriate.** I know that your appointment required a significant personal commitment. I welcome your application for a further appointment to the Defence Employer Support Council under its new terms of reference if that is something of interest to you.

Thank you for your commitment, service and continuing support of the New Zealand Defence Force.

Yours sincerely

Hon. Ron Mark  
**Minister of Defence**

**Enclosure:**

1. Defence Employer Support Council, Terms of Reference of xx August 2018

Released under the Official Information Act 1982



New Zealand  
**DEFENCE  
FORCE**  
Te Ope Kaitua O Aotearoa

NEW ZEALAND DEFENCE FORCE  
COVER SHEET

To accompany documents to the  
Minister of Defence

<b>Title:</b>	LETTERS TO DEFENCE EMPLOYER SUPPORT COUNCIL MEMBERS FOR MINISTER OF DEFENCE SIGNATURE		
<b>NZDF File No.</b>	NZDF Tracking # 2018-382 <i>(For OCDF Use Only)</i>	Minister's Tracking#: <i>(For Minister's office)</i>	
<b>Importance of the Issue:</b>	<input type="checkbox"/> High	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Routine
<b>Urgency for Attention/Sign-Off:</b>	Not Urgent	Request Ministerial response by: Not required	
<b>Contacts:</b>	1. <b>s. 9(2)(a)</b> 2. Vanessa Stoddart	Tel: <b>ss 9(2)(a) &amp; 9(2)(k)</b> Tel:	A/H: <b>ss 9(2)(a) &amp; 9(2)(k)</b> A/H:
<b>Purpose:</b>	Forwarding personalised letters to Defence Employer Support Council members for your signature.		
<b>Recommendations:</b>	I recommend that you: a. <b>Sign</b> the attached letters to formally release the current Defence Employer Support Council members from their appointments.		
<b>MOD/NZDF Consultation</b>	Not required as the Defence Employer Support Council is a statutory council that reports directly to the Minister.		
<b>Minister's comments:</b>			
<b>Minister's Action:</b>	Signed / Noted / Agreed / Approved / Declined / Discussion required Referred to:		
<b>Signature:</b>	Date: 6 Sept 2018		

*for*  
K.R. SHORT  
Air Marshal  
Chief of Defence Force

Date: 20 August 2018



1000/RFYD/4/1

24 August 2018

Minister of Defence

**LETTERS TO RELEASE DEFENCE EMPLOYER SUPPORT COUNCIL MEMBERS  
FROM THEIR APPOINTMENTS FOR MINISTER OF DEFENCE SIGNATURE**

**References:**

- A. 326 – Repositioning of the Defence Employer Support Council signed 14 August 2018

**Introduction**

1. At reference A you agreed to the release of ten engaged members from the Defence Employer Support Council (DESC) by receipt of a letter signed by you, with the opportunity to reapply for the DESC under the new terms of reference. An example letter attached to reference A required personalisation for each member.

**Personalised Letters**

2. Attached at Enclosures 1-10 are personalised letters for the following ten DESC members:

- a. Martin Brennan
- b. Grant Crowley
- c. Neville Donaldson
- d. Christine Fernyhough
- e. Virginia Hope
- f. Allen Mazengarb
- g. David McGregor
- h. Jeremy Rickman
- i. Sir Julian Smith
- j. Tui Te Hau

3. These letters do not include my appointment as Chair which expires on 24 July 2019, or the NZDF representative who is appointed by CDF.

**Recommendation**

4. I recommend that you:

- a. **Sign** the attached letters to release ten current DESC members from their appointments.

Yours sincerely



**VANESSA STODDART**

Chair

Defence Employer Support Council

Tel: **ss 9(2)(a) & 9(2)(k)**

Email: [secretariat@desc.govt.nz](mailto:secretariat@desc.govt.nz)

**Enclosures:**

1. Martin Brennan
2. Grant Crowley
3. Neville Donaldson
4. Christine Fernyhough
5. Virginia Hope
6. Allen Mazengarb
7. David McGregor
8. Jeremy Rickman
9. Sir Julian Smith
10. Tui Te Hau

Released under the Official Information Act 1982

# Hon Ron Mark

Minister of Defence  
Minister for Veterans



07 SEP 2018

Ms Vanessa Stoddart  
s. 9(2)(a)

Dear Vanessa,

We have worked this year to ensure that the Defence Employer Support Council (DESC) is well positioned for the future. I am pleased to have signed the new Terms of Reference; and now look towards the DESC appointments being made, and transitioning to the new strategic operating model.

Your appointment as Chair was for a two year tenure from 25 July 2017. In the coming year I would appreciate your assistance in the following areas:

- Providing guidance on the DESC appointments, as the appointment of suitably qualified and connected people to the DESC is pivotal in ensuring its success.
- Positioning the DESC as a strategic body supporting the NZDF in areas where they seek advice.
- Building a strong collegial working relationship with the NZDF.

I envisage that we will meet again early in 2019 to discuss the progress of the DESC. Also at this meeting we can address your tenure in the Chair appointment.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Ron Mark', written over a horizontal line.

Hon Ron Mark  
Minister of Defence





1000/RFYD/4/1

**RECORD OF TELEPHONE CALL BETWEEN V. STODDART, DESC CHAIR, AND  
s. 9(2)(a) M DESC SEC, 06 SEP 18 RE DESC APPOINTMENTS AND  
ACTIVITIES TO END OF 2018**

Current Chair priorities for the DESC Sec are:

- Letters to be sent out by Minister to release members.
- Appointments.

The Chair is thinking about people that may be suitable for the DESC appointments. She advised that the skills matrix for the selection is kept simple. Her recommendation is for a 'lens' to be used to differentiate candidates. With reference to the focus groups and areas; the candidate's skills, knowledge and experience, her recommended lens are:

- Relevance to focus groups
- Relevance to focus areas
- Sphere of influence
- Currency of influence
- Appreciation of Defence

Activities for the next few months are:

- Close out of the 'old' DESC
- Recruitment of DESC appointees
- Year 1 work plan for DESC

What does CPO want on the work plan?

s. 9(2)(a)  
M DESC SEC

13 Sep 2018

## Defence Employer Support Council Update 12 Sep 18

On 13 Aug 18 MINDEF signed a new ToR for the DESC, which were formulated following meetings between the DESC Chair and MINDEF. CPO also had input into the new ToR.

Under the new ToR the DESC is a strategic council constituted under the Defence Act s91A, appointed through and reporting to MINDEF, and working collegially with the NZDF.

The following are the significant changes to the DESC ToR:

- **Membership:**
  - Appointments reduced from the current 12 members to 7 members including the Chair and NZDF rep (selected by CDF).
  - Appointees are chosen for their skills; there will be no regional representatives as was the previous organisation.
- **Focus Groups:** The focus groups that the DESC will provide employer related advice on has increased from employers of Reserve Forces and NZCF Officers, to now include employer advice matters relating to:
  - Reserve Force members and New Zealand Cadet Force Officers who have civilian employers,
  - Youth development programme including the LSV Scheme, and
  - Regular Force members who are transitioning from the NZDF.
- **Focus areas:** The focus areas have increased from employer support for Reserve Force members and NZCF Officers to:
  - Engaging with the employers for the focus groups.
  - Advice on policy to enable transition to and from civilian employment.
  - Fostering relationships with employers to identify potential NZDF opportunities where members with unique skills are required by the NZDF.
- **Employer Support:**
  - The NZDF becomes responsible for employer support and ongoing engagement with employers.
  - DRYS will identify the existing employer support resources and stakeholders, and assess how employer support should be provided in the future.

The DESC Secretariat will be progressing the following DESC related activities in support of the DESC Chair and ToR:

- **Closeout of 'old' DESC.** These letters to formally release the members from the DESC and invite them to apply to for the DESC under the new ToR were signed by MINDEF on 07 Sep 18.
- **New DESC member appointments** – starting work on appointments.
- **CDF to select the new NZDF appointee.** MAJGEN Kelly has retired. AC DRYS has written to CDF asking for him to select a new NZDF rep.
- **Stocktake of NZDF activities in the focus areas.** I am reviewing the current activities undertaken taken by the NZDF in the focus group areas.
- **Provision employer support reconsidered.** The NZDF will need to consider how employer support and engagement will be provided to the focus groups, in the focus areas, within existing resources.

HEADQUARTERS NEW ZEALAND DEFENCE FORCE  
Directorate of Reserves Youth and Sport  
**MINUTE**

1000/RFYD/4/1

10 Sep 18

*ms*  
~~CDF~~ 18 SEP

(Through: CoS HQ NZDF)

*Call 11/19*  
*Rec endorsed.*

**APPOINTMENT OF AN NZDF REPRESENTATIVE TO THE DESC**

**Reference:**

A. DPB (DESC ToR) AC DRYS to CoS HQ NZDF dated 10 Sep 18 *(Task A)*

1. As briefed at ref A, the NZDF representative on the DESC is selected by CDF. The current appointee as the NZDF representative is MAJGEN P. Kelly. On the retirement of MAJGEN Kelly from the NZDF a new appointee is required.

2. It is recommended that MAJGEN J. Boswell, as the new Chief of Army, is appointed as the NZDF representative on the DESC to replace MAJGEN Kelly.

3. If selected by CDF, MAJGEN Boswell will be confirmed in the position by MINDEF and the Appointments and Honours Committee.

4. It is recommended that you:

a. **Select MAJGEN J. Boswell as the NZDF representative to the DESC.** *APPROVED*



**S.O. ROOKE**  
CAPT, RNZN  
AC DRYS



18 SEP 18

RECEIVED OCDF  
Date *11/09/18*  
ID Number *3293*

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*10/19*  
*See my notes on page 2.*

**DOT-POINT BRIEF FOR CoS HQNZDF**

**For Info:**

**CPO**

**Defence Employer Support Council update**

This brief is to provide an update on the Defence Employer Support Council (DESC) developments following the recent issue of new DESC Terms of Reference (ToR) by MINDEF (copy attached).

The DESC is a strategic council constituted under the Defence Act s91A. Appointed through and reporting to MINDEF, the DESC works collegially with the NZDF, but statutorily reports to MINDEF.

On 13 Aug 18 MINDEF signed a new ToR for the DESC, which were formulated following meetings between the DESC Chair and MINDEF. The NZDF had the opportunity to influence the new ToR through consultation between the DESC Chair and CPO, as well as the document itself be drafted by the DESC Secretariat, who is employed by the NZDF within the PCP (DRYS). The following are the significant changes to the DESC ToR:

- **Membership:**
  - Appointments reduced from the current 12 members to 7 members including the Chair and NZDF rep (appointed by CDF).
  - Appointees are chosen for their skills; there will be no regional representatives as was the previous organisation.
- **Focus Groups:** The focus groups that the DESC will provide employer related advice on has increased from employers of Reserve Forces, to now include employer advice matters relating to:
  - RF members and NZCF Officers who have civilian employers,
  - Youth development programme including the LSV Scheme, and
  - Regular Force members who are transitioning from the NZDF.
- **Focus areas:** The focus areas have increased from employer support for Reserve Force members and NZCF Officers to:
  - Engaging with the employers for the focus groups.
  - Advice on policy to enable transition to and from civilian employment.
  - Fostering relationships with employers to identify potential NZDF opportunities where members with unique skills are required by the NZDF.
- **Employer Support:**

- o The NZDF becomes responsible for employer support and ongoing engagement with employers. Previously the DESC ToR has included a 'community reach' responsibility for the DESC supported through the regional DESC representatives and Reserve Officers acting as Regional Employer Support Liaison Officers (RESLO's).
- o DRYS will identify the existing employer support resources and stakeholders, and assess how employer support should be provided in the future.

The DESC Secretariat will be progressing the following DESC related activities in support of the DESC Chair and ToR:

- In response to MINDEF note 326 - *Repositioning of the Defence Employer Support Council signed by MINDEF on 14 Aug 18*, conduct a 'stocktake' to identify current stakeholders for the focus groups and highlighting changes to relevant NZDF areas relating to the four focus groups that within the new DESC mandate.
- On behalf of the DESC Chair, manage the DESC appointment process in accordance with SSC guidelines '*Board Appointment and Induction Guidelines*' SSC Nov 09. This process is not expected to be completed until early 2019, as it includes the Chair identifying candidates in consultation with MINDEF, vetting for conflicts of interest, raising appointment submissions, and processing through MINDEF staff to the Appointments and Honours Committee (APH).
- The DESC Secretariat has already drafted letters for MINDEF signature to release current members from their DESC obligations. These letters were forwarded to MINDEF via Ministerial Services on Tues 28 Aug 18. The letters advised the members that they can reapply for a DESC appointment under the new ToR.
- The NZDF representative is selected by CDF. With the departure of MAJGEN Kelly from the NZDF a new appointment will be required.

It is recommended that OCDF:

- **Note** the update to the DESC ToR.
- **Note** the response from MINDEF directing further discussion will be between MINDEF and DESC Chair, with NZDF input as required by DESC Chair.
- **Note** the programme of work and indicative timeline for the DESC Secretariat.
- **Advise** recommended process to identify replacement for MAJGEN Kelly as the NZDF representative on the DESC, and if DRYS involvement is required.

*Notes  
G1109A*

*in my view Matthew Roswell should replace MAJGEN Kelly on the DESC. Please draft minute to CDF advising that a DESC replacement is required and make recommendation that the new CA take up the role. C/S 19/9*

*[Signature]*

S.O. ROOKE  
CAPT, RNZN  
AC DRYS

10 Sep 2018