

Office of Hon Peeni Henare



MP for Tāmaki Makaurau

Minister for the Community & Voluntary Sector

Minister for Whānau Ora

Minister for Youth

Associate Minister for ACC

Associate Minister for Social Development

Mr John Luke

fyi-request-9152-cf7ec24d@requests.fyi.org.nz

Tēnā koe Mr Luke

On 29 November 2018 you emailed my office requesting, under the Official Information Act 1982, the following information:

- *A full list of all state sector boards and committees under Ministry of Community and Voluntary Sector and Ministry of Youth's responsibilities. Also, can you please let me know how/where you have advertised these vacancies and how the public can submit their expression of interest.*

The Ministry of Youth Development is responsible for one board, the Partnership Fund Board.

The Partnership Fund Board leads the development of collaborative partnerships with business and philanthropic sectors, iwi and other government funders which aim to deliver quality youth development opportunities for more young people. More information regarding the Partnership Fund Board can be found at:

www.myd.govt.nz/funding/partnership-fund-board-2018-20.html

An Expression of Interest (EOI) process for the Partnership Fund Board was held during December 2017 and January 2018. The EOI closed on 26 January 2018. The application form was published on the Ministry of Youth Development website and applicants were asked to submit this form along with their CV for consideration. Successful applicants were appointed for a two year term. A copy of the application form is attached for your reference.

The EOI was advertised online in a number of places including:

- Appointbetterboards.co.nz
- LinkedIn
- Ministry of Youth Development website
- Facebook
- Ministry of Social Development internal and external websites
- Youth Hub

In addition key individuals, organisations and agencies known to the Ministry of Youth Development were advised of the EOI process. Agencies advised include:

- Ministry of Women's Affairs
- Te Puni Kokiri
- Ministry for Pacific Peoples
- Ministry for Business, Innovation and Employment
- Office of Ethnic Communities
- Office for Disability Issues
- Office of the Children's Commissioner
- Callaghan Innovation
- Asia New Zealand Foundation
- Rainbow Youth
- Maori Women's Development Inc
- Multicultural New Zealand
- Local Government Youth Council

In 2011 the Office of the Community and Voluntary sector and its functions were absorbed by the Department of Internal Affairs. The Community and Voluntary Sector portfolio is responsible for two boards administered by the Department of Internal Affairs, the Winston Churchill Memorial Trust and the Charities Registration Board.

The Winston Churchill Memorial Trust award fellowship grants to assist people to travel overseas to learn from others and study topics that will be of personal benefit and help them advance their occupation, trade, industry, profession or community. More information regarding the Winston Churchill Memorial Trust can be found at:

<https://www.communitymatters.govt.nz/winston-churchill-memorial-trust/>

Following a resignation, an EOI process for a vacancy on the Winston Churchill Memorial Trust was held during March 2018. Nominations closed on 30 March 2018. Applicants were asked to submit a nomination form along with their CV for consideration. The standard appointment term for the Winston Church Memorial Trust is six years, however, the successful applicant was appointed for the remainder of the term of the vacating member which was two years and six months. An indicative Department of Internal Affairs nomination form is attached for your reference. The same form is used for all Department of Internal Affairs nomination processes, including for the Charities Registration Board.

The Charities Registration Board is an independent three-person Board that is responsible for all decisions regarding the registration and removal of organisations from the charities register. More information regarding the Charities Registration Board can be found at:

<https://www.charities.govt.nz/about-charities-services/charities-registration-board/>

An EOI process for a vacancy on the Charities Registration Board was held during February and March 2018. Nominations closed on 9 March 2018.

Applicants were asked to submit a nomination form along with their CV for consideration. The successful applicant was appointed for a three year term.

The Department of Internal Affairs advertise vacancies through key individuals, organisations and agencies that include:

- Ministry of Women's Affairs
- Te Puni Kokiri
- Ministry for Pacific Peoples
- Community Matters
- Office of Ethnic Communities
- The Treasury
- Charities Services

If you are not satisfied with this response regarding state sector boards and committees under the responsibility of the Ministry of Youth Development and the Office for the Community and Voluntary Sector, you have the right to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at www.ombudsman.parliament.nz or 0800 802 602.

Nāku noa, nā



Elly Amiri
Senior Private Secretary



**MINISTRY OF
YOUTH DEVELOPMENT**
TE MANATŪ WHAKAHIATO TAIOHI
Administered by the Ministry of Social Development

**Ministry of Youth Development - Partnership Fund Board
Registration of Expression of Interest**

Important Note: A hard-copy version of this application form must be returned with a copy of your curriculum vitae (CV) when you apply. Please read and complete all sections of this form before you sign and date it.

SECTION ONE

PERSONAL DETAILS

First Name:			
Last Name:			
Postal Address:			
Residential Address:			
Email Address:			
Telephone:		Cellphone:	
Age:			
Gender (optional):			
Ethnicity (optional):			
Iwi affiliation (optional):			

SECTION TWO

PRE-APPOINTMENT CHECKS

RIGHT TO WORK	<i>To be legally entitled to work in New Zealand you should be a New Zealand citizen, have Permanent Resident status, or have a current work permit.</i>		
Are you a NZ Citizen?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Permanent Resident of NZ?	Yes <input type="checkbox"/> No <input type="checkbox"/>

PREVIOUS/CURRENT GOVERNMENT APPOINTMENTS	<i>Please provide details of any current or previous government appointments including years of each position.</i>

BIOGRAPHY (UP TO 200 WORDS)

Please include a brief summary of the key skills, knowledge and experience that you would bring to the role. This might include details of qualifications and work experience (whether voluntary or paid) relevant to the position.

PAID AND VOLUNTARY WORK EXPERIENCE

Organisation	Position	Start Date	Finish Date

MEMBERSHIP OF ORGANISATIONS AND ROLE(S)

Organisation	Nature of involvement (e.g. member/volunteer/chair/Board member)	Member since

OTHER RELEVANT ITEMS

Please advise of any additional matters which might be relevant should you be appointed as a member of the Partnership Fund Board.

CONFLICTS OF INTEREST	<i>This includes, but is not limited to: current or potential recipient of Ministry of Youth Development funding, any other forms of employment, any directorships, board memberships, trusteeships, interests in business enterprises or professional practices, share ownership, beneficial or other interests in trusts, professional or personal relationships with the Ministry concerned, personal associations or relationships with other groups or organisations, family relationships.</i>		
Please tick the correct option below and provide details where required.			
Do you have any current or previous financial, professional or personal interests which might create a conflict if you were to be appointed to the role of member of the Ministry of Youth Development Partnership Fund Board?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please set out relevant details below:			
ISSUES OF PROBITY	<i>This covers whether there is anything in your personal history that may compromise the integrity of the Ministry of Youth Development Partnership Fund Board or otherwise make your appointment inappropriate. This would include, but is not limited to:</i>		
<ul style="list-style-type: none"> • any previous civil judgments or criminal convictions • any current or pending court actions • any current or pending allegations, proven or otherwise, which could undermine your effectiveness as a Board member • having been or currently being an undischarged bankrupt • having been or currently being prohibited from being a director or promoter of, or being concerned or taking part in the management of, a company under section 382, 383 or 385 of the Companies Act 1993 • having been or currently being subject to a property order made under section 10, 11, 12, 30 or 31 of the Protection of Personal Property Rights Act 1988, or whose property is managed by a trustee corporation under section 32 of the Act. 			
Please tick the correct option below, and provide details where required.			
Do you have any issues of probity that might compromise the integrity of the Ministry of Youth Development Partnership Fund Board or otherwise make your appointment inappropriate? If yes, please set out relevant details below:		Yes <input type="checkbox"/>	No <input type="checkbox"/>

CRIMINAL CONVICTIONS		<i>This information is verified only if you are short-listed for appointment.</i>	
Have you ever been convicted of any criminal offences that are not concealed under the Criminal Records (Clean Slate) Act 2004?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you have any criminal charges pending or under investigation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If you said yes to either of the above questions please give all relevant details for each conviction not concealed by the Criminal Records (Clean Slate) Act, or any charges pending.			

SECTION THREE			
AUTHORITY & DECLARATION			
<p><i>I authorise the Ministry of Social Development to access any records in my name/s held by any agency that the Ministry deems relevant. For example, government agencies or non-government organisations.</i></p> <p><i>I authorise the Ministry of Social Development to disclose such personal information to the Minister for Social Development and Employment as is necessary for the purposes above, and authorise the people and agencies contacted who hold the requested information about me to disclose that information to the Ministry of Social Development.</i></p> <p><i>I authorise the Ministry of Social Development to collect personal information about me from my referees (if I am short-listed) to assess my suitability for appointment as a member of the Partnership Fund Board, and I authorise the Ministry of Social Development to disclose the necessary information to my referees for this purpose. I also authorise the referees I have named to disclose all relevant information to the Ministry of Social Development for the same purpose.</i></p> <p><i>I acknowledge that information collected from me may be used for the selection process and where a review of appointment is sought.</i></p>			
Signature:		Date:	

RETURN INFORMATION		<i>In the event your application is unsuccessful please indicate whether you want your information returned to you or destroyed.</i>
Please return	Yes <input type="checkbox"/>	Provide address:
Please destroy	Yes <input type="checkbox"/>	

PRIVACY STATEMENT

The information in this form is being collected for the purpose of appointment to the Partnership Fund Board. Besides staff working at MYD and MSD, we will share this information with the Minister's Office. It will be stored in accordance with the Public Records and Privacy Act, and may be the subject of a request under the Official Information Act. Providing some information is optional. If you choose not to enter information, your expression of interest will still be considered.

If you are selected for the Partnership Fund Board, your name and some biographical information you have provided may be made public. You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have it corrected, please contact eva.wyles001@msd.govt.nz.

Released under the Official Information Act



**MINISTRY OF
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Ministry of Youth Development - Partnership Fund Board Instructions for Registering your Expression of Interest

1. Thank you for indicating your interest in the role of member of the Ministry of Youth Development Partnership Fund Board. The following information will give you a good sense of the expectations and functions of being a Board member:
 - Registration of Expression of Interest: Ministry of Youth Development Partnership Fund Board appointment form
 - Board member position description
2. To be considered for the role of Board member you will need to lodge a formal expression of interest by providing us with the following:
 - a completed Registration of Expression of Interest form
 - an up-to-date version of your curriculum vitae

If you are shortlisted for appointment:

- a completed copy of the form authorising us to undertake police vetting.
3. We must receive your expression of interest by **5pm Friday 26 January 2018**. Electronic copies of forms will be accepted, but must be followed by signed hard-copies.
 4. A letter or email will be sent to you acknowledging receipt of your application. If you do not receive this within five working days please contact us.

We look forward to hearing from you.

Postal address:

Eva Wyles
Advisor, Partnerships
Ministry of Youth Development
PO Box 1556
Wellington 6140

Courier address:

Eva Wyles
Advisor, Partnerships
Ministry of Youth Development
Level 6, Aurora Centre
56 The Terrace
Wellington

Email address:

eva.wyles001@msd.govt.nz

Phone:

(04) 918 9554



Nomination form

Please complete this form as fully as you are able, if you have any questions or difficulties please contact the Department of Internal Affairs via oia@dia.govt.nz. Extra rows can be inserted in the boxes below, as required.

What body do you want to nominate yourself or someone else to?

Body	Select from list
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If you are nominating someone else, who are you?

Name of person or group	
Daytime telephone number	
Email address	

Who is being nominated?

Personal details	
Surname	
First name(s)	
Daytime telephone number	
Postal address	
Email address	
Gender	
Age	
Citizenship	
Ethnicity	

Professional and tertiary qualifications (For example, Bachelor of Commerce, Master of Commerce)		
Qualification	Institution	Year awarded

Professional memberships (For example, Institute of Directors in New Zealand, New Zealand Institute of Chartered Accountants, Archives and Records Association of New Zealand)	
Body	Member since

Government-appointed board experience (For example, Winston Churchill Memorial Trust Board, Ethics Committee on Assisted Reproductive Technology, Tenancy Tribunal)

Body	Position	Start date	Finish date
	Select		

Business or community board experience

Body	Position	Start date	Finish date

Paid and voluntary work experience

Organisation	Position	Start date	Finish date

Possible conflicts of interest

Does the person nominated have any professional associations, community links, investments or family connections with the body? If so, please list.

For example, if the nomination is for a funding body and you or a close family member serves on a charity that seeks funding from that body, then you would need to list that

Other matters

Has the person nominated ever been declared bankrupt, convicted of a criminal offence, or are they currently involved in court proceedings? If so, please list.

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Nominee confirmation

The person being nominated has agreed to be put forward	
The person being nominated has seen the information sheet setting out the nature of the position, the time commitment, and the remuneration	

NOMINEE AUTHORISATION – PLEASE READ CAREFULLY

(full legal name)

confirm that the information I have given in this disclosure form is complete, true and correct.

I consent to the Department of Internal Affairs:

- verifying, at any time, the accuracy of the information I have provided in this disclosure form and my application materials;
- making enquiries with government agencies and other relevant bodies to confirm background information and assess my candidacy; and
- discussing the details of my application with the appointing Minister and members of the Winston Churchill Memorial Trust Board.

If I am appointed, I agree to promptly declare any actual or potential conflict of interest or probity issue to the Chair, who will decide how the conflict or probity issue can best be managed. I also agree to abide by any decisions about the management of that conflict or probity issue. I acknowledge that, in the event that a conflict or probity issue cannot be managed, the Chair will inform the appointing Minister and that the Minister may reconsider the suitability of me continuing to be a member of the body.

Signature: _____

Date: _____

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