## Archives Council/Te Rua Wānanga (the Council) – Candidate Information Sheet

### About the Archives Council

The Council is an unincorporated body established under section 14 of the Public Records Act 2005 (the Act) to advise the Minister of Internal Affairs (the Minister), as the Minister responsible for Archives New Zealand, on recordkeeping and archive matters. These include:

* recordkeeping and archive matters in which tikanga Māori is relevant;
* Orders in Council made to vary certain applications of the Act (for example, if a public office seeks a variation from the requirement to transfer records after 25 years);
* authorisations to dispose of public records;
* the approval of archive repositories; and
* appropriate criteria for the independent audit of the recordkeeping practices of the Chief Archivist (required every 5–10 years under the Act).

### Appointment of members

The Council consists of up to seven members, appointed by the Minister after consultation with the Minister for Māori Development and the Chief Archivist. A member’s term of appointment is for not more than three years, and they may be reappointed.

### Skills and attributes sought (Council members)

Members must have knowledge and qualifications relevant to the functions of the Council. In addition, at least two members must have an understanding of tikanga Māori.

Candidates should also be able to demonstrate all of the following:

* expertise in archives management;
* experience working in archives, libraries and or information management;
* excellent communication skills;
* public sector governance skills; and
* knowledge of mātauranga Māori as it relates to the library and information sector.

### Commitment and remuneration

The Council meets four times a year, in Wellington. Fees for attendance at meetings are paid at the rate of $300 per day for members and $400 per day for the Chair. Members are reimbursed for travel costs. Fees will be reviewed later in 2020.

### Conflicts of interest

Applicants will be asked to declare any actual, potential or perceived conflict of interest, or any other matter relevant to their suitability for appointment. The Department of Internal Affairs may check the accuracy of any information relating to an application for appointment.

### End of term

Under section 14(4)(c) of the Act, unless a member vacates office sooner, they continue in office until they are reappointed or a successor is appointed, despite the expiry of their term of office.

Members are eligible for reappointment, but there is no guarantee of appointment for a further term.

Under section 14(5) of the Act, the Minister may, at any time and for any reason that, in the Minister’s opinion, justifies the removal, remove a Council member from office by written notice to the member.

### Next steps

Candidates are required to complete a nomination form, including a conflict of interest declaration and to provide an up-to-date curriculum vitae.

Nominations should be emailed to Jason.hewett@parliament.govt.nz for consideration by the Minister. All nominations must be received by **Friday 23 March 2020**.

Please note that nominations do not necessarily result in the appointment of a particular person.