**INFORMATION SHEET**

### Archives Council |Te Rua Wānanga (the Council)

### Purpose

The Council is an unincorporated body established under section 14 of the Public Records Act 2005 (the Act). It provides independent advice on recordkeeping and archive matters to the Minister of Internal Affairs (the Minister), who is responsible for Archives New Zealand. The Council’s responsibilities include:

* record keeping 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).

### Membership

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 up to three years, and they may be reappointed.

### Required skills and experience

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 be able to demonstrate:

* experience working in the archives, libraries or information management and knowledge of the Galleries, Libraries, Archives and Museums (GLAM) sector;
* public sector governance skills or experience of relevant public sector regulatory functions;
* knowledge of mātauranga Māori as it relates to the library and information sector;
* information management, technology and service delivery experience;
* knowledge of archives and records management practice and issues across government; and
* excellent communication and leadership skills.

Due to an upcoming vacancy, there will be no member on the Council from Auckland. Auckland-based candidates are encouraged to apply.

### Commitment and remuneration

The Council meets four times a year, in Wellington. Fees for attendance at meetings are paid at the rate of $315 per day for members and $420 per day for the Chair. Reasonable travel expenses are reimbursed.

### Diversity of representation

Expressions of interest are welcomed from candidates who can offer a range of cultural and personal perspectives. This includes candidates from groups that have historically been under represented at a governance level, such as younger candidates, Māori, Pasifika, recent migrants, gender diverse New Zealanders and people living with disabilities.

### How to apply

Candidates need to complete an expression of interest form, provide a current curriculum vitae, a cover letter and photo identification (New Zealand Drivers Licence or a passport). These need to be sent to **appointments@dia.govt.nz** by 10.00pm on 22 May 2022. If you do not have a Passport or NZ Driver’s license, please contact **appointments@dia.govt.nz**and we can discuss other options with you.

Expressions of interest forms and candidate information sheets are available on the Department of Internal Affairs’ website at [Appointments to Statutory Bodies - dia.govt.nz](https://www.dia.govt.nz/Appointments-to-Statutory-Bodies).