



Headquarters
New Zealand Defence Force
Defence House
Private Bag 39997
Wellington Mail Centre
Lower Hutt 5045
New Zealand

OIA-2026-5716.1

8th May 2026

Spencer Jones
fyi-request-34117-0f0712b1@requests.fyi.org.nz

Dear Spencer Jones

I refer to your refined request of 15 April 2026, under the Official Information Act 1982 (OIA), seeking the following email correspondence:

- *within a single calendar month: January 2024,*
- *containing the keyword: "Veterans' Advisory Board" OR "VAB",*
- *restricted to the following organisational units (if applicable):*
 - *Veterans' Affairs New Zealand (VANZ)*
 - *Secretariat of Veterans' Boards*

Limiting a search to an organisational unit is not possible. The enclosed correspondence is the result of a search of all New Zealand Defence Force email traffic that included the specified keywords within the month of January 2024.

Where indicated: personal information is withheld to protect privacy in accordance with section 9(2)(a) of the OIA; a contract value is withheld in accordance with sections 9(2)(ba)(i) and 9(2)(j) of the OIA, to protect information provided under an obligation of confidence and avoid prejudice to negotiations respectively; staff information is withheld in accordance with section 9(2)(k) of the OIA to avoid the malicious or inappropriate use of staff information, such as phishing, scams or unsolicited advertising.

You have the right, under section 28(3) of the OIA, to ask an Ombudsman to review this response to your request. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Please note that responses to official information requests are proactively released where possible. This response to your request will be published shortly on the NZDF website, with your personal information removed.

Yours sincerely

GA Motley
Brigadier
Chief of Staff HQNZDF

Enclosure:

1. Correspondence

Quest

Archive Manager

Export

From: Leith Comer **Sent:** Wed, 31 Jan 2024 04:49:31 GMT
To: Mortiboy, Mark, WO1
CC: Denise Hutchins ; Baden Ewart ; Bj Clark ; Fiona Cassidy ; Glenis Hiria Philip-Barbara ; Ayres, Katherine, CDR ; Robinson, Sara
Subject: Re: Meeting with Minister Unclassified

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Tena koe Mark,

I will add your collaboration point to my one pager.

I agree that establishing a Kawenata will take some time. What short term issues should we pursue?

Regards,
Leith

On 31/01/2024, at 5:18 PM, Mortiboy, Mark, WO1 s. 9(2)(a) wrote:

Kia ora koutou,

Denise and Baden- happy with your briefs 😊

A couple of thoughts for awareness/consideration only:

- 1. The Kawenata is for serving and former serving and their whanau. It is neither solely an NZDF nor Veterans- based proposal. Therefore MINVA should appreciate that there will need to be collaboration with MINDEF.
- 2. If MINVA grants our request, he will be accepting that this work won't 'shift the dial' specifically for veteran care in the short term. He may ask us what tangible issues should be addressed for the benefit of veterans to make a difference?

Thanks all,

Titch

WO1 Mark Mortiboy, DSD

Warrant Officer of the NZ Defence Force
Level 6.07
HEADQUARTERS NEW ZEALAND DEFENCE FORCE

s. 9(2)(a)

<image001.png>

Tū Kaha – Courage | Tū Tika – Commitment | Tū Tira – Comradeship | Tū Māia – Integrity

From: Leith Comer s. 9(2)(a)
Sent: Tuesday, 30 January 2024 7:15 a.m.
To: Denise Hutchins s. 9(2)(a); Baden Ewart s. 9(2)(a); BJ Clark s. 9(2)(a); Fiona Cassidy s. 9(2)(a); Glenis Hiria Philip-Barbara s. 9(2)(a); Mortiboy, Mark, WO1 s. 9(2)(a); Ayres, Katherine, CDR s. 9(2)(a)
Cc: Robinson, Sara s. 9(2)(a)
Subject: Meeting with Minister

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Tena Koutou,

Attached is the first draft of the" one pager " I intend to speak to when we meet the Minister on the 22nd.

I will follow Denise - Talking to our Burials report and Baden - Talking to the work we have done and the work that has yet to be completed.

At the end of my pitch (if we get some positive response) I hope to a ask the Minister to allow us to complete the work needed on the Kawenata and to extended our tenure on our Advisory Board. We are due to be replaced this June / July.

Please provide any changes / additions to Sara by the end of the week to allow her to get our agenda with supporting " one pagers " across to the Minister's office early next week.

Sara can you convert the attachment to another format if people are having difficulty opening this pages version please.

Regards

Leith.

28/04/2026, 12:46

Archive Manager

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Archive Manager

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From: Elworthy, Jo
To: Lin, Rhonda ; Brown, Rob
Subject: RE: VAB funding

Sent: Mon, 29 Jan 2024 04:30:06 GMT

And just re the latest contract. At the request of the Board, VA contracted three people from Allen + Clarke to assist them with their review and the preparation of their report. The funds came from the VA operational budget referred to by Rhonda.

Jo

Jo Elworthy
Principal Adviser
Veterans' Affairs New Zealand--Te Tira Ahu Ika A Whiro

Phone s. 9(2)(a)

Email

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From: Lin, Rhonda
Sent: Monday, 29 January 2024 5:28 p.m.
To: Brown, Rob <Robert.Brown2@nzdf.mil.nz>; Elworthy, Jo <JOSEPHINE.ELWORTHY@nzdf.mil.nz>
Subject: RE: VAB funding

Hi Rob,

It comes out of VA Operational budget.

VA administrates all Boards and the members are appointed by the minister.

Best regards

Rhonda Lin
Senior Financial Advisor \ VA Finance
Veterans' Affairs New Zealand--Te Tira Ahu Ika A Whiro
Phone s. 9(2)(a) \ **Internal** s. 9(2)(a) \ **Mobile** s. 9(2)(a)
NZ 0800 483 8372 \ **Australia** 1800 483 837 \ **Rest of the world** +64 4 495 2070
Email: s. 9(2)(a)

From: Brown, Rob
Sent: Monday, 29 January 2024 3:06 p.m.
To: Elworthy, Jo s. 9(2)(a) ; Lin, Rhonda s. 9(2)(a)
Subject: VAB funding

28/04/2026, 12:58

Archive Manager

Hi Jo, Rhonda,

Where does the funding of the Veterans' Advisory Board come from?

Does it come out of a VA budget?

Who ran the contract for the VAB?

Thank you

Rob

28/04/2026, 13:08

Archive Manager

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Active Manager

Export

From: Mortiboy, Mark, WO1
To: Ayres, Katherine, CDR
Subject: RE: Unclassified: Veterans' Advisory Board Meeting

Sent: Tue, 23 Jan 2024 21:18:46 GMT

No problems Ma'am.

WO1 Mark Mortiboy, DSD

Warrant Officer of the NZ Defence Force
 Level 6.07
 HEADQUARTERS NEW ZEALAND DEFENCE FORCE

s. 9(2)(a)



New Zealand
**DEFENCE
 FORCE**
Te Ope Kātua o Aotearoa

**A FORCE FOR
 NEW ZEALAND**

Tū Kaha - Courage | Tū Tika - Commitment | Tū Tira - Comradeship | Tū Māia - Integrity

From: Ayres, Katherine, CDR
Sent: Wednesday, 24 January 2024 10:12 a.m.
To: Robinson, Sara s. 9(2)(a)
Cc: Mortiboy, Mark, WO1 s. 9(2)(a)
Subject: RE: Unclassified: Veterans' Advisory Board Meeting

Sara/WODF,

Happy New Year

I am really sorry but I will have to tender my apologies for tomorrow. I have a small window of opportunity to gather information for COMJ for a report I am preparing for him and unfortunately that clashes with the VAB mtg.

Regards, Kate

CDR Kate Ayres

JSOI Continuous Improvement(J8) - HQJFNZ, Headquarters Joint Forces New Zealand
 Te Ope Kātua o Aotearoa | New Zealand Defence Force

Internal: s. 9(2)(a)

External:

www.nzdf.mil.nz

<< OLE Object: Picture (Device Independent Bitmap) >>

-----Original Appointment-----

From: Robinson, Sara
Sent: Tuesday, 12 December 2023 12:41 p.m.
To: Robinson, Sara; Ayres, Katherine, CDR; 'Baden Ewart'; 'BJ Clark'; 'Denise Hutchins'; 'Fiona Cassidy'; 'Glenis Philip-Barbara'; 'Leith Comer'; Mortiboy, Mark, WO1
Subject: Unclassified: Veterans' Advisory Board Meeting
When: Thursday, 25 January 2024 2:00 p.m.-4:00 p.m. (UTC+12:00) Auckland, Wellington.
Where: via Zoom

Good afternoon

Please find below the link to the first meeting of the VAB in 2024. The main purpose of this meeting will be to discuss what will be put to the Minister when Leith meets with him on Thursday 22 February 2024.

Veterans' Affairs 1 is inviting you to a scheduled Zoom meeting.

Topic: My Meeting

Time: Jan 25, 2024 02:00 PM Auckland, Wellington

Join Zoom Meeting

s. 9(2)(k)

Meeting ID: s. 9(2)(k)

Passcode:

If you have any queries, please do not hesitate to contact me.

Ngā Mihi

Sara

Sara Robinson

Senior Advisor (Boards)

Veterans' Affairs New Zealand--Te Tira Ahu Ika A Whiro

Phone s. 9(2)(a)

Email

-
www.nzdf.mil.nz

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Quest

Achive Manager

Export

From: s. 9(2)(k)
To: Kalolo, Joseph
Subject: Appointed as Contract Manager for Veterans' Advisory Board Report Writer - con_16778 on New Zealand Defence Force Smart Procure

Sent: Fri, 19 Jan 2024 00:58:06 GMT

Dear User,

This is to inform you that you have been appointed as Contract Manager for the following Contract on New Zealand Defence Force Smart Procure

Contract Code: con_16778
Contract Title: Veterans' Advisory Board Report Writer
Division: Division

Contract Start Date: 13 Jun, 2023
Contract End Date: 31 Dec, 2023
Contract Value: s. 9(2)(ba)(i); s. 9(2)(j)
Currency: NZD

To access the details, click the following link, enter your Username and Password and go to the Contracts area in Sourcing
<https://nzdf.bravosolution.com>

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For assistance please contact our Helpdesk contracts@nzdf.mil.nz

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From: Jahnke, David

Sent: Wed, 17 Jan 2024 21:33:34 GMT

To: BPNZ

Subject: FW: 2023-016 VAB Report - Principles of burial and memorialisation.pdf UNCLASSIFIED

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2023-016 VAB Report - Principles of burial and memorialisation.pdf (594Kb)

Hi Chris,

FYI only.

David Jahnke

Manager \ Business Services

Veterans' Affairs New Zealand--Te Tira Ahu Ika A Whiro

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From: Elworthy, Jo

Sent: Wednesday, 20 December 2023 2:43 p.m.

To: Jahnke, David

Cc: MacKenzie, Bernadine

Subject: 2023-016 VAB Report - Principles of burial and memorialisation.pdf

Hi David – grateful if you could go through this report, which has been written for the minister by the veterans' Advisory Board, and check it for accuracy.

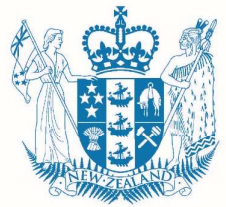
We would like to have a meeting to discuss in the week of 23 January.

Many thanks - Jo

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Hon Chris Penk

Minister for Building and Construction
Minister for Land Information
Minister for Veterans
Associate Minister of Defence
Associate Minister of Immigration



17 January 2024

s. 9(2)(a)

Dear s. 9(2)(a)

Thank you for your letter of 26 December 2023.

There are a number of very interesting issues in this portfolio. For the moment, I am unable to speak to what changes we may look to introduce, whether any proposed changes would require legislative amendment, or what recommendations from the Veterans' Advisory Board may be considered, but I am looking forward to becoming more familiar with these and other matters in the next few months.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'Chris Penk'.

Hon Chris Penk
Minister for Veterans


Achive Manager

Export

From: Beck, Darren
To: Robinson, Sara
CC: MacKenzie, Bernadine ; Woodman, Hamish
Subject: RE: 2022/23 Fees survey

Sent: Thu, 11 Jan 2024 01:59:21 GMT

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 ATT13993.jpg (3Kb)

Great, thanks Sara.
D

Darren Beck
Director Coordination - OCDF, Chief of Staff HQ NZDF
Te Ope Kātua o Aotearoa | New Zealand Defence Force
M: s. 9(2)(a) | Internal: s. 9(2)(a)
www.nzdf.mil.nz

From: Robinson, Sara
Sent: Thursday, 11 January 2024 12:40 p.m.
To: Beck, Darren s. 9(2)(a)
Cc: MacKenzie, Bernadine s. 9(2)(a); Woodman, Hamish
s. 9(2)(a)
Subject: RE: 2022/23 Fees survey

Kia Ora Darren

<u>Board</u>	<u>Paid External Members</u>	<u>Internal Members</u>
Veterans' Advisory Board	6	2
Veterans' Entitlements Appeal Board	4	0
Veterans' Health Advisory Board	7	2
Veterans' Service Review Panel	1	1

Please let me know if there is any further information you require or if there is a field that this information can be input into the Fees Survey.

Ngā Mihi
Sara

Sara Robinson
Senior Advisor (Boards)
Veterans' Affairs New Zealand--Te Tira Ahu Ika A Whiro

Phone s. 9(2)(a)
Email

-
www.nzdf.mil.nz
<< OLE Object: Picture (Device Independent Bitmap) >>

From: Woodman, Hamish
Sent: Thursday, 11 January 2024 12:08 p.m.
To: Beck, Darren s. 9(2)(a); Robinson, Sara s. 9(2)(a)
Cc: MacKenzie, Bernadine s. 9(2)(a)
Subject: RE: 2022/23 Fees survey

Always ready Darren.

Thanks - you too.

I believe this was prepared by our Senior Advisor (Boards), Sara - Sara can you please update the return per Darren's notes below? Happy to help if there's anything I can do.

Hamish

Hamish Woodman (he/him)
Policy Advisor
Veterans' Affairs New Zealand—Te Tira Ahu Ika A Whiro

Phone s. 9(2)(a)
Email s. 9(2)(a)

From: Beck, Darren
Sent: Thursday, 11 January 2024 11:49 a.m.
To: Woodman, Hamish <HAMISH.WOODMAN@nzdf.mil.nz>
Cc: MacKenzie, Bernadine <BERNADINE.MACKENZIE@nzdf.mil.nz>
Subject: RE: 2022/23 Fees survey

Hey there Hamish, hope you had a great break and are ready to do it all again in 2024!!

I'm just reviewing the complete return....can you just confirm for the:

Veterans' Advisory Board (VANZ)
Veterans' Entitlement Appeal Board (VANZ)
Veterans' Health Advisory Panel (VANZ)
Veterans' Service Review Panel (VANZ)

From the total number of members already supplied....
The number of 'internal' members:
The number of paid external members:

Looking at previous returns they do need this level of granularity.

Cheers.

D

Darren Beck

Director Coordination - OCDF, Chief of Staff HQ NZDF

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M: s. 9(2)(a) | Internal s. 9(2)(a)

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From: Robinson, Sara
To: VA Finance ; Elworthy, Jo
CC: Lin, Rhonda
Subject: RE: Allen & Clark Agreement 3200039120

Sent: Wed, 10 Jan 2024 22:02:05 GMT

Hi Chi

The Report has been finalised and sent to the Minister, who has released the report to VA, so the agreement is now completed. I am assuming that if we wish to engage them for further work in the future even though there is some dollars left from this budget, a new agreement will need to be drawn up.

Thanks
Sara

Sara Robinson
Senior Advisor (Boards)
Veterans' Affairs New Zealand--Te Tira Ahu Ika A Whiro

Phone s. 9(2)(a)
Email [REDACTED]

-
www.nzdf.mil.nz



From: VA Finance
Sent: Thursday, 11 January 2024 10:59 a.m.
To: Elworthy, Jo s. 9(2)(a); Robinson, Sara s. 9(2)(a)
Cc: Lin, Rhonda s. 9(2)(a)
Subject: Allen & Clark Agreement 3200039120

<< File: con_16778 Panel Direct Source SOW Veterans' Advisory Board Report Writer.docx >>
Hi Sara

Allen & Clark agreement is finished now. Does it need to be extended?

<< OLE Object: Picture (Device Independent Bitmap) >>

Thanks and Kind Regards
Chi Phi

Financial Support and Reporting \ VA Finance
Veterans' Affairs New Zealand---Te Tira Ahu Ika A Whiro

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Email [s. 9\(2\)\(a\)](#)

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