

15 October 2025

195 Lambton Quay
Private Bag 18-901
Wellington 6160
New Zealand

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F +64 4 472 9596

OIA 30366

Personal details removed for
proactive release

Thank you for your email of 20 August 2025 in which you request the following under the Official Information Act 1982 (OIA):

"...communications between MFAT and Trevor Mallard, regarding his position as Ambassador to Ireland, throughout his term.

Please also include all communications between the office of Minister Winston Peters, and the Office of Trevor Mallard.

Please also provide initial confirmation of when his term was due to end, and when his term will end, and details on why they are different - if they are."

On 17 September 2025, the timeframes for responding to your request were extended by an additional 20 working days. This is because responding to your request necessitated the review of a large quantity of information, and due to the consultations necessary to make a decision on your request (section 15A(1)(a) and (b) of the OIA refers).

We have interpreted your request to refer specifically to communications and other relevant information relating to Trevor Mallard's appointment as Ambassador to Ireland, and the subsequent decision that Trevor's term should be shorter than the three years specified in his Letter of Offer.

Some information is withheld under the following sections of the OIA:

- 6(a): to avoid prejudicing the security or defence of New Zealand or the international relations of the New Zealand Government;
- 9(2)(a): to protect individuals' privacy;
- 9(2)(g)(i): to protect the free and frank expression of opinions by departments and;
- 9(2)(g)(ii): to protect officers and employees from improper pressure or harassment.

Where the information has been withheld under section 9 of the OIA, no public interest in releasing the information has been identified that would override the reasons for withholding it.

In relation to your request *for all communications between the Office of the Minister of Foreign Affairs and Trevor Mallard*, this part of the request would ordinarily be transferred to the Minister of Foreign Affairs under section 14 of the OIA, as the information is held by the Minister's office. However, we are aware that you have already submitted the same request directly to the Minister's office, so no transfer has been made. I can confirm that the Ministry of Foreign Affairs and Trade does not hold any additional relevant information that is not already held by the office of the Minister of Foreign Affairs.

Regarding the third part of your request, Trevor Mallard assumed the role of Ambassador to Ireland in February 2023. His term was originally expected to conclude in January 2026. Ambassadorial appointments may be subject to review and change for a number of reasons.

Please note that it is our policy to proactively release our responses to official information requests where possible. Therefore, our response to your request (with your personal information removed) may be published on the Ministry website:
www.mfat.govt.nz/en/about-us/contact-us/official-information-act-responses/

If you have any questions about this decision, you can contact us by email at: DM-ESD@mfat.govt.nz. You have the right to seek an investigation and review by the Ombudsman of this decision by contacting www.ombudsman.parliament.nz or freephone 0800 802 602.

Nāku noa, nā

A handwritten signature in black ink, appearing to be 'SC' or similar, written in a cursive style.

Sarah Corbett
for Secretary of Foreign Affairs and Trade

From: [WILSON, Paula \(DS EMA\)](#)
To: [MALLARD, Trevor \(DUB\)](#)
Subject: RE: Timing [SEC=IN CONFIDENCE]
Date: Tuesday, 19 August 2025 2:49:00 pm
Attachments: [image001.png](#)

And I'm afraid the articles are out already. Sorry you are in dispatches for all the wrong reasons.

I appreciate it may be very tempting to respond, but - as I'm sure you know - you'd need our permission to do so, and from our perspective we think the less said s9(2)(g)(i) the better.

s9(2)(g)(i)

Paula

From: WILSON, Paula (DS EMA)
Sent: Tuesday, August 19, 2025 2:19 PM
To: MALLARD, Trevor (DUB) <Trevor.Mallard@mfat.govt.nz>
Subject: RE: Timing [SEC=IN CONFIDENCE]

Hi Trevor,

FYI the Minister announced Ange's appointment today so faced questions on the tiles about you. He responded in some detail, incl with his familiar lines around not being in favour of the appointment of politician. The questioning went on for a few minutes so there will likely be several stories about it tomorrow (it was several journos asking, so potentially in a few newspapers).

This prompts me to ask if you have made any progress in settling your timeline?

Sorry to keep asking you difficult questions while you are on leave.

Kind regards,
Paula

From: WILSON, Paula (DS EMA)
Sent: Friday, August 15, 2025 8:45 AM
To: MALLARD, Trevor (DUB) <Trevor.Mallard@mfat.govt.nz>
Subject: RE: Timing [SEC=IN CONFIDENCE]

I am so grateful for your pragmatism on this Trevor, bless you.

That is excellent news that you have made progress on the dog front. s9(2)(a)

Totally find to have told your staff and Ange in confidence. I will email Dana and Philip today so

that you can engage with them direct from here on in.

s9(2)(g)(i)

Paula

From: MALLARD, Trevor (DUB) <Trevor.Mallard@mfat.govt.nz>
Sent: Thursday, August 14, 2025 10:42 PM
To: WILSON, Paula (DS EMA) <Paula.Wilson@mfat.govt.nz>
Subject: RE: Timing [SEC=IN CONFIDENCE]

Kia ora Paula

Just to update you.

We have given tenants three months notice.

May have made some progress on dog front as well. s9(2)(a)

Because it will involve a lot of organisation here I've told the staff in the strictest confidence. Ange and I had one of our orientation sessions this morning and I told her on the basis that she says nothing to anyone in Wellington until you say so.

We are determined to treat it all professionally – will you tell me when it is ok to engage with Philip Anderson ?

I'm in Sligo tomorrow and then on leave in Donegal until Monday 25th. s9(2)(a)

Ngā mihi

Trevor

From: WILSON, Paula (DS EMA) <Paula.Wilson@mfat.govt.nz>
Sent: Wednesday, August 13, 2025 2:28 AM
To: MALLARD, Trevor (DUB) <Trevor.Mallard@mfat.govt.nz>
Subject: RE: Timing [SEC=IN CONFIDENCE]

Thanks Trevor.

I'm afraid I have yet more bad news. The Minister has been told about the need for your pup to stay offshore for 6 months from 22 July, but that has not changed his mind. He would like you to make arrangements to leave as soon as possible (which in practice would, we think, be ok provided the date of your departure was in about mid-November, i.e. in 3 months' time).

I'm very sorry, this is not news I wanted to give you, and I know this is not what you wanted to hear. s9(2)(g)(i)

Paula

From: MALLARD, Trevor (DUB) <Trevor.Mallard@mfat.govt.nz>
Sent: Tuesday, August 12, 2025 8:04 PM
To: WILSON, Paula (DS EMA) <Paula.Wilson@mfat.govt.nz>
Subject: RE: Timing [SEC=IN CONFIDENCE]

[IN CONFIDENCE]

Hi Paula

22 July.

Nga mihi

Trevor

Sent with BlackBerry Work
(www.blackberry.com)

X-MFAT-MOBILE

From: WILSON, Paula (DS EMA) <Paula.Wilson@mfat.govt.nz>
Date: Tuesday 12 Aug 2025 at 1:42 AM
To: MALLARD, Trevor (DUB) <Trevor.Mallard@mfat.govt.nz>
Subject: RE: Timing [SEC=IN CONFIDENCE]

[IN CONFIDENCE]

IN-CONFIDENCE

Hi Trevor,

Just so I know precisely, when did your dog have her vaccination? The MPI guidance talks about having it no more than 12 and no less than 6 months before returning home.

Many thanks,
Paula

IN-CONFIDENCE

From: WILSON, Paula (DS EMA)
Sent: Monday, August 11, 2025 5:58 PM
To: MALLARD, Trevor (DUB) <Trevor.Mallard@mfat.govt.nz>
Subject: Timing

Dear Trevor,

I'm afraid there has been a development at this end regarding your timing at post.

As part of normal business, the Minister was informed today that the Irish have given Agrément for your successor. The Minister has therefore turned his mind to the timing of this, as he's about to receive a draft press release announcing her appointment, and that of a few other Heads of Mission for whom we have also received Agrément.

Having been told, the Minister has indicated that he wishes the changeover in Dublin to happen as soon as possible. He is aware that this will mean us having to put in place interim arrangements at post in the form of one or two Chargé's (more below).

I'm afraid we will therefore now need you to consider how long realistically it will take for you and your loved ones to plan to depart Dublin. We recognise, of course, that this will involve some considerable logistics (organising the packing and the packers, other logistics, timelines for dog transport?). We also recognise that you should do your farewells around Dublin with dignity rather than undue speed, as you would have already been planning to do early next year.

Would it be possible for you to think about the timing and come back to us with a new plan? We will need to let the Minister know what it is, and get his agreement to it – given his "asap" comment today.

This will also necessitate Michael Gaskin acting as Chargé once you depart, through until Michael departs post (also in January?). Before then we will also devise another interim arrangement to fill the gap before Angela arrives 23 February. We will talk to Michael about that down the track, once we know your likely timing.

I'm sorry to continue to be the bearer of bad news for you.

Paula

Paula Wilson

Deputy Secretary Europe, Middle East and Africa, and Australia

Taiope-whenua-roa

Manatū Aorere | New Zealand Ministry of Foreign Affairs & Trade

M s9(2)(a) - E paula.wilson@mfat.govt.nz

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www.mfat.govt.nz | www.safetravel.govt.nz



Released under the Official Information Act



New Zealand Ministry of
Foreign Affairs and Trade
Manatū Aorere

16 December 2022

Rt Hon Trevor Mallard
Ambassador-designate
New Zealand Embassy
DUBLIN

195 Lambton Quay
Private Bag 18-901
Wellington 6160
New Zealand

T +64 4 439 8000
F +64 4 472 9596

Dear Trevor

Letter of Expectation

Congratulations on your appointment as New Zealand's Ambassador to the Republic of Ireland. You are responsible for conducting the New Zealand Government's official business with Ireland, and for achieving the goals outlined below.

Your overarching objective is to continue to strengthen our relationship with Ireland, one of our closest like-minded partners in the European Union (EU) - and to maximise the value of that relationship for progressing New Zealand's foreign and trade policy priorities. You will work closely with NZ Inc. agencies and other key stakeholders as appropriate, in progressing New Zealand's bilateral interests. THIs will include providing appropriate support to New Zealand businesses to expand trade links. You will also engage with Ireland on regional and multilateral issues, where we are aligned with Ireland on a range of issues.

As Ambassador you will play an important role, also, in advancing New Zealand's interests in the EU as a whole, including through your advocacy for early entry into force of our EU – New Zealand free trade agreement (FTA).

The opening of the New Zealand Embassy in Dublin in 2018 was part a strategy to deepen our relationship with Ireland and to maximise its value to New Zealand post-Brexit. Ireland is similarly keen to develop bilateral ties as part of a strategy to bolster its international influence (including in the Indo-Pacific). While we share a desire to boost the relationship, both sides acknowledge current resource constraints in doing as the global environment becomes more uncertain. In such an environment, prioritisation of our engagement priorities with Ireland will be important.

You will report, in the first instance, to the Divisional Manager, Europe.

TEAM-147-691

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Leadership of the post

Strong, effective and visible leadership of the New Zealand Embassy in Dublin is essential. While your Deputy Head of Mission will be responsible for much of the day-to-day post management and reporting, the performance of staff employed at post (SEAP), and post administration, you will have overall responsibility for ensuring the Embassy is operating effectively across the range of its responsibilities. You should take a close interest in the continuing development of your staff's professional and technical capability to deliver on the post's required outputs. Security of staff, as well as other assets, is also your responsibility as Head of Mission.

In addition, I expect you to show a general concern for the health, welfare and morale of your staff, and their families. It is important that you maintain an open and supportive environment, and model the Ministry's values as New Zealand's Head of Mission, and ensure that your team is aware of, and acts consistently with them.

From time to time, and as part of your role, you will be required to interact with current New Zealand Ministers and Members of Parliament. As I am accountable for all the Ministry's business, any matter concerning the Ministry must be first raised with me, through your Divisional Manager, before it is discussed with Ministers and Members of Parliament. In the rare circumstances where this might not be possible, I expect that you will report on these discussions to your Divisional Manager as soon as possible following their conclusion.

Key goals

- Ensure a constructive, open and engaged work environment, in which staff are supported and encouraged to reach their full potential.
- Model the Ministry's values at all times and regularly lead discussions with staff at post on the Ministry's values, supported by the materials provided by the Ministry.
- Actively promote the Ministry's organisational objectives and implement initiatives, particularly those related to staff at post.
- Exemplify high standards of conduct, as outlined in the Code of Conduct.
- Support staff in line with the provisions of the Speak Up Safely ecosystem.
- Manage the post's financial, property, information technology and other resources within required policy and other standards.
- Ensure security of staff, information and assets.
- Continue to seek ways to improve the efficiency of post operations.

Consolidate the bilateral political relationship and maximise its value

Ireland is among our most like-minded partners. It is a strong and effective advocate for the international rules-based order and a likeminded partner on multilateral, and international human rights issues. Its small size belies its influence – especially within the EU. Large and influential expatriate communities also give Ireland a strong voice in countries like the United Kingdom and the United States.

A key focus for you as Ambassador will be on deepening existing, and building new high-level relationships with Irish politicians, and decision-makers and other critical stakeholders. You are uniquely placed to do so given your political background, and it will be important to focus on this aspect of your role with new ministers and their teams, following Ireland's December 2022 leadership change, and the likely portfolio reshuffle that will occur as a result.

Building ties across the Irish political spectrum will be an important part of your role. Your objective in this work is to provide insights into policy thinking on issues that bear on New Zealand's interests, and to position us to maintain access and influence regardless of the Irish government of the day.

In this context you will play a key role in pitching New Zealand as a smart, agile and low-touch partner for Ireland – one that delivers practical relationship dividends quickly, with impact, with limited resource, and backed by senior-level engagement.

In doing so you will also build on work to shape the momentum and architecture of the overall bilateral relationship. Foreign ministry consultations in early 2023 will be a chance to take stock of progress on shared priorities and to agree shared bilateral priorities moving forward.

Key goals

- Consolidate Irish perceptions of New Zealand as high-value partner
- Identify opportunities to grow influence among Irish decision-makers, including through our expertise in the Indo-Pacific region
- Provide strategic direction as the bilateral relationship intensifies and formalises, building on existing architecture
- Build strong relationships with government decision-makers and political parties, and leverage these in New Zealand's interests.

Support NZ Inc. agencies to succeed in Ireland

A range of NZ Inc. agencies work with Irish counterparts. Some are formally accredited to Ireland, including the New Zealand Defence Force, Department of Internal Affairs, Immigration New Zealand, Tourism New Zealand and New Zealand Trade and Enterprise.

You will play an important role in supporting NZ Inc. agencies to achieve their objectives for Ireland. This will require close, constructive working relationships with accredited agencies in particular, to ensure that NZ Inc. resources are maximised in pursuit of New Zealand trade and foreign policy outcomes. These agencies are expected to keep you well-informed of their work, and to engage with you for guidance on any matters that could affect New Zealand's bilateral relations with Ireland.

Monitor Irish domestic and foreign policy

New Zealand continues to navigate the consequences of the UK's decision to leave the European Union. As the only remaining English-speaking EU member, and a largely likeminded one, Ireland's importance as an EU partner for New Zealand is likely to grow –

s6(a)

Your insights into Ireland's views on Brexit-related political and economic issues will of strong interest, particularly emerging risks in the post-Brexit Ireland-UK relationship (e.g. tensions over the Northern Ireland Protocol) that could affect our companies and our citizens and – in a worst case scenario – have security implications for Ireland and the UK.

More broadly, our relationship will offer opportunities engage and potentially cooperate on shared or similar domestic policy priorities. Ireland's current coalition government, for example, has committed to significant investment on housing, health sector reform, support for low-wage workers, and achieving net-zero carbon emissions by 2050. It will be important to prioritise the deployment of post resources in this context – and to engage with Wellington on where you assess that there may an appetite for reporting on specific issues.

The "Global Ireland" strategy in 2018 aims to double Ireland's impact and influence globally by 2025, and has driven a more visible and active diplomatic approach which has so far included the opening of 22 new diplomatic missions. Irish assessments on whether this investment has paid off, specific lessons that they have drawn from policy implementation, and to have early notice of any shifts in its approach (especially as regards the Indo-Pacific region, on which Ireland looks to us for insights).

Boost trade, economic, and investment ties

During the initial phase of your posting, your top priority will be on engaging Irish stakeholders to make the case for the NZ – EU FTA; assess levels of Irish political support for early ratification; identify any risks to FTA ratification, and – where appropriate – to engage with possible Irish FTA opponents. The deal's signature and ratification process still lie ahead.

One area where our perspectives may diverge during your posting is on agriculture, including in the context of the EU-NZ FTA. Some in the Irish agriculture sector see greater New Zealand agriculture access under the FTA as presenting a threat to Irish competitiveness.

s6(a)

Highlighting the potential win-win benefits of the FTA, our common interests in building more efficient agricultural sectors and, more broadly, the scope that exists for bilateral agricultural cooperation (e.g. on sustainability issues) will be helpful in making New Zealand's case, s6(a)

There are close and existing ties between our farmers and our technical bodies. You will play a strategic coordinating role

to help develop these ties further and to leverage them for New Zealand's, and Ireland's, benefit.

More broadly, Ireland's economic resilience combined with political stability, English language usage and EU membership make it an increasingly promising market for many New Zealand exporters. Our businesses are increasingly present physically, with many having opened offices post-Brexit to access the EU market. You will play an important role in supporting the business community, including by strengthening the New Zealand Business Network launched in June 2022. You will also work closely with NZ Inc. partners (especially NZTE) to help individual companies seize opportunities and manage market access issues.

Significant potential business opportunities for New Zealand businesses lie up the value chain in sectors like health and wellness products, software, and agritech. Working with NZTE, you and your NZ Inc. team will work also to engage Ireland, as appropriate, on addressing trade barriers faced by New Zealand businesses.

You will also engage with Ireland as required in the context of our shared membership of groups like the Small Advanced Economies Initiative and the D5 collective of digital economies.

Key goals

- Build Irish support for early ratification of the EU-NZ FTA, and identify and engage with potential opponents of this objective, as appropriate;
- Support and strengthen the New Zealand business community in Ireland through leadership of the New Zealand Business Network;
- Work with NZTE to support businesses to access new opportunities, particularly in the areas of agri-tech and broader technology-based industries;
- Support NZTE's market objectives and customer engagement model and work with the Trade Commissioner to identify where MFAT can deliver the most value to NZTE's Focus 700 customers to support their company growth;
- Identify and promote opportunities for cooperation between our respective agriculture sectors;
- Monitor and report on significant developments in Ireland's economy;
- Support New Zealand's interests in the Small Advanced Economies Initiative through engaging key interlocutors in the Irish system.

Facilitate disarmament and security cooperation

You will play a key role in promoting our shared interests in global security, leveraging our long history of working closely together on issues from the prohibition of nuclear weapons, and broader disarmament objectives. The insights you gain on Irish perspectives on these issues in Dublin will be received with interest by colleagues in Wellington and in multilateral embassies in New York and Geneva. You will also lead engagement with Irish agencies on discrete bilateral defence, security and intelligence matters as may be required.

Finally, there will be interest in reporting on any significant shifts in Ireland's defence and security policy settings, noting that its commitment to non-alignment has remained firm as others in Europe (e.g. Finland and Sweden) pursue membership of NATO in the wake of Russia's illegal invasion of Ukraine.

You and your team will provide support to the New Zealand Defence Force to engage with their Irish counterparts as appropriate. This will include working with the Australian ambassador to lead successful annual ANZAC Day commemorations in Dublin, a significant event attracting attention and attendance from senior ministers.

Key goals

- Engage as required to support cooperation on security issues in multilateral fora, and on bilateral defence, security and intelligence issues
- Monitor and report on significant shifts in Irish security and defence policies.
- Support the NZDF to engage with their counterparts, with a particular focus on ensuring the success of ANZAC Day commemorations

Consular

I look to you to take a close and ongoing interest in the post's consular work, through personal involvement in managing high profile or difficult cases, and through taking a lead role in responding to any emergency event in Ireland affecting New Zealand citizens. Expectations regarding the post's management of consular services are high, including from the minister, families and the media. Due to the 24/7 nature of consular work, the post operates an after-hours consular duty roster and you may be required to serve on that roster.

Key goals

- Provide high quality consular services to New Zealanders in Ireland, including an effective response to any consular emergencies.
- Ensure that the post maintains an effective 24/7 after hours consular duty system.
- Maintain contingency and crisis response planning to a high standard and to ensure a proactive and effective response is provided to any consular crisis involving New Zealand citizens.

Mātauranga Māori

As a post leader, you will lead your team to be confident in representing Aotearoa New Zealand and our unique Māori culture, and to engage with integrity and value for Te Ao Māori and the Ministry. I will look to you to build on what we have learnt and to create new opportunities to lift the Ministry's Māori engagement and Mātauranga Māori capability.

Health and safety

As Head of Mission you are required to demonstrate leadership of all health and safety matters for your areas of responsibility and to operate as if you have the responsibilities of an officer under the Health and Safety at Work Act 2015. This means carrying out due

diligence to ensure that the Ministry complies with its obligations under this Act and that workers are operating in an environment where health and safety hazards and risks are appropriately identified and mitigated, so far as is reasonably practicable.

You are responsible for ensuring that health and safety resources and processes are in place and are being appropriately utilised. You must engage with seconded staff, staff employed at post and contractors to enable proactive participation in matters related to health and safety. You are responsible for ensuring that health and safety hazards are identified, that controls are in place and that associated risks are being assessed. You must ensure that this is documented, along with decisions and actions planned, through the post hazard and risk register and that this is regularly updated. Other associated documentation including the post contingency plan must also be kept up to date.

You are responsible for ensuring that all health and safety incidents, injuries, and near misses are immediately reported through the HR Kiosk and followed-up. In addition to regular updates, significant hazards and risks and critical incidents must also be drawn to the immediate attention of your Divisional Manager.

Key goals

- Provide leadership on all health and safety matters.
- Fully comply with New Zealand and in country health and safety legislation.
- Ensure a safe and healthy working environment for all workers so far as is reasonably practicable.

Code of Conduct

The Ministry's Code of Conduct (the Code) is based on the Code of Conduct and the Standards of Integrity and Conduct for the State Services. The Code prescribes the standards required of representatives of the Ministry of Foreign Affairs and Trade, based on four key attributes — fairness, impartiality, responsibility and trustworthiness. The Code binds all employees of the Ministry of Foreign Affairs and Trade, whether working in New Zealand or overseas, and all persons assigned by other departments and agencies to New Zealand missions and posts overseas.

You must comply with the Ministry's Code of Conduct and, as Head of Mission, it is your responsibility to ensure your staff also comply with the Code.

Instruments of Delegation

Your delegations are as set out in the [Instrument of Delegation](#) for an LOA4 authority. The instrument details the decisions and responsibilities you have as a Head of Mission for the post's finances, human resources, property assets, information management, security and procurement. This includes your ability to conclude property transactions, such as signing approved leases, purchases, and sales and the levels of prior consultation required.

These "corporate" delegations should be exercised in accordance with policies and guidelines issued periodically, such as set out in the [Financial Management at Posts](#) Manual, and the [Overseas Property Manual](#).

I hope you find this a rewarding and challenging assignment. I wish you and Jane all the very best for a successful and enjoyable posting.

and best wishes - & enjoy the 'ride'!


Chris Seed

Secretary of Foreign Affairs and Trade

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Note No. 729/22

The Department of Foreign Affairs, Protocol, presents its compliments to the Embassy of New Zealand and has the honour to inform the Embassy that the Government of Ireland is pleased to grant *agrément* to the appointment of H.E. Mr. Trevor Mallard as resident Ambassador Extraordinary and Plenipotentiary of New Zealand to Ireland.

The Embassy may wish to note that the name of the State is **Ireland** and that the President, **Michael D. Higgins**, is referred to in Letters of Credence and Recall as **President of Ireland**.

The Department of Foreign Affairs, Protocol, avails itself of this opportunity to renew to the Embassy of New Zealand the assurances of its highest consideration.

Dublin, 15 July 2022

Embassy of New Zealand
Level 3, 2-4 Merrion Row
Dublin 2

MARTIN, Nicola (PRD)

From: MARTIN, Nicola (PRD)
Sent: Friday, 10 June 2022 6:04 pm
To: STOKES, Ernest (DUB)
Cc: TAYLOR, Rob (DS EMA); BURGESS, Brad (DUB)
Subject: URGENT - HOM Dublin Appointment
Attachments: Ireland - NZ HOM - TPN seeking agrément.docx; CV - Trevor Mallard.docx; Ireland - NZ HOM - TPN Seeking Agrément .pdf

Importance: High

Security Classification:
IN CONFIDENCE

Hi Ernest

Rob Taylor emailed Brad about this appointment yesterday but we see that Brad is away this week and, with the urgency for this, we are hoping you will be able to action this your Friday. Trevor Mallard is being appointed as the next Ambassador to Ireland and we would like you to now seek agrément from the Protocol Section of DFA for Mr Mallard.

I am attaching a draft TPN and Mr Mallard's CV for you to do this. I'm also attaching a finalised TPN from us in case you wanted to just add a covering TPN.

s6(a)

I will give you a ring Friday morning your time to talk to you about this in case you have any questions.

Thanks for your assistance with this Ernest and, obviously, this information needs to be held very tightly.

Kind regards

Nicola Martin
Senior Protocol Adviser
Protocol Division
New Zealand Ministry of Foreign Affairs & Trade | Manatū Aorere

s9(2)(a) E nicola.martin@mfat.govt.nz

NOTE NUMBER:

The New Zealand Embassy presents its compliments to the Department of Foreign Affairs of the Republic of Ireland and has the honour to inform the Department that the New Zealand Government wishes to nominate the Right Honourable Trevor Colin Mallard as Ambassador Extraordinary and Plenipotentiary of New Zealand to the Republic of Ireland, with residence in Dublin, and in succession to His Excellency Mr Bradley^{s9(2)(a)}Burgess.

The New Zealand Embassy accordingly requests the assistance of the Department in seeking the agrément of the Government of the Republic of Ireland to this appointment. A curriculum vitae for Mr Mallard is attached.

The New Zealand Embassy takes this opportunity to renew to the Department of Foreign Affairs of the Republic of Ireland the assurances of its highest consideration.

New Zealand Embassy
DUBLIN
10 June 2022



20 May 2022

Minister of Foreign Affairs

For approval by

20 June 2022

Head of Mission Appointments - May 2022

BRIEFING Decision Submission

PURPOSE

To seek your approval of the appointments of the next **Out of scope** and the next New Zealand Ambassador to Ireland, and to seek the Governor-General's formal approval of these appointments.

Taipitopito whakapā – Contact details

NAME	ROLE	DIVISION	WORK PHONE
Amy Laurenson	Chief of Staff	Office of the Chief Executive	s9(2)(a)

Mā te Tari Minita e whakakī – Minister's Office to complete

☐ Approved☐ Noted☐ Seen☐ Needs amendment☐ Declined☐ Withdrawn☐ Overtaken by events☐ See Minister's notes

Comments

Head of Mission Appointments - May 2022

Pito matua – Key points

- You have indicated you wish to appoint **Out of scope** Trevor Mallard to the role of Ambassador of New Zealand to the Republic of Ireland.
- If approved, attached for your signature are letters and submissions to the Governor-General seeking her formal approval of the appointments.
- The Commissions of Appointment will be sent to you for your counter-signature once approved by the Governor-General.
- Subject to your views on timing considerations, **Out of scope** Irish Governments seeking approval (Agrément) could be submitted through our posts in **Out of scope** Dublin as soon as you agree to the appointments.

Chris Seed
Secretary of Foreign Affairs and Trade

Tūtohu – Recommendations

It is recommended that you:

- Out of scope** (Yes / No)
- Agree** to the appointment of Trevor Colin Mallard as Ambassador of New Zealand to the Republic of Ireland. (Yes / No)
- Sign** the attached letters to the Governor-General and the formal submissions requesting Her Excellency's approval of the appointments. (Yes / No)

Hon Nanaia Mahuta
Minister of Foreign Affairs

Date: 08 / 06 / 2022

CURRICULUM VITAE

TREVOR COLIN MALLARD

Date of Birth	17 June 1954	
Citizenships	New Zealand	
Languages	English	
Education	Bachelor of Commerce and Administration, Victoria University, Wellington, 1974 Diploma in Teaching, Wellington College of Education, 1976 Diploma in Continuing Education, University of Waikato, 1984	

Current Roles	
2017 – present	Speaker of the New Zealand House of Representatives, Wellington List Member of Parliament
Feb 2021 – present	Chairperson of Parliamentary Service Commission
Feb 2021 – present	Chairperson of Select Committee on Officers of Parliament
Feb 2021 – present	Chairperson of Select Committee on Standing Orders
Nov 2020 – present	Chairperson of Select Committee on Business.

Previous Roles	
Oct 2014 – Oct 2017	Assistant Speaker of the House
2008 – 2017 (Fifth National Government)	Shadow Leader of the House Opposition spokesperson on Education, Labour, Sport and Recreation.
1999 – 2008 (Fifth Labour Government)	2007: Minister for the Environment, Minister of Labour, Minister of Broadcasting, Minister for State Owned Enterprises, and Associate Minister of Finance. 1999: Minister of Education, Minister of State Services, Minister for Sport and Recreation. Also became Minister Responsible for the Education Review Office, Minister for the America's Cup, Co-ordinating Minister for Race Relations, Minister of Energy.
1996 – 2017	Member of Parliament for Hutt South
1993 – 1996	Member of Parliament for Pencarrow
1984 – 1990	Member of Parliament for Hamilton West



Cindy Kiro

Governor-General

I, **THE RIGHT HONOURABLE DAME CINDY KIRO**, Chancellor and Principal Dame Grand Companion of the New Zealand Order of Merit, Principal Companion of The Queen's Service Order, Governor-General and Commander-in-Chief in and over the Realm of New Zealand, exercising powers assigned to me by Her Majesty The Queen of New Zealand, and all other powers me thereunto enabling, hereby appoint **TREVOR COLIN MALLARD** to be Ambassador of New Zealand to the Republic of Ireland.

Given under the Hand of Her Excellency The Governor-General of
New Zealand, and issued under the Seal of New Zealand

this 13 day of June 2022

By Her Excellency's Command,

Nanaia Mahuta

Hon Nanaia Mahuta

Minister of Foreign Affairs

STAFF IN CONFIDENCE



NEW ZEALAND
FOREIGN AFFAIRS & TRADE



New Zealand Ministry of
Foreign Affairs and Trade
Ministry of Foreign Affairs and Trade
Ministry of Foreign Affairs and Trade

9 June 2022

195 Lambton Quay
Private Bag 18-901
Wellington 5045
New Zealand

T +64 4 439 8000

Rt Hon Trevor Mallard
Speaker of Parliament

PEP/PF: MALLARD, TREVOR

Tēnā koe Trevor,

Letter of Offer: Ambassador to the Republic of Ireland, Dublin

I am pleased to provisionally offer you fixed-term employment in the position of Ambassador, Dublin, Ministry of Foreign Affairs and Trade (the Ministry). This letter confirms previous discussions you have had with the Hon Nanaia Mahuta.

This letter of appointment, the attached Individual Employment Agreement, and the Ministry of Foreign Affairs and Trade Code of Conduct, set out the terms and conditions applicable to this provisional offer of fixed-term employment.

The reason for the fixed-term is that you have been appointed as the Ambassador, Dublin for a period of three years. This appointment is made under the Foreign Affairs Act 1988.

Please note that while the Minister has approved the role, this offer of fixed-term employment is subject to formal approval of your appointment by the Governor-General and approval of the Government of the Republic of Ireland ("Agrément"). The Agrément process typically takes several months to complete.

The exact dates of the appointment will be confirmed following your acceptance of this offer and once formal approval dates are known, however your commencement date is expected to be **January 2023**.

This offer is subject to you receiving satisfactory security clearances and you and any accompanying family members receiving satisfactory medical clearances.

Details on pre-posting activities, including medical clearances for you and your family, will be organised by the Ministry following your acceptance of this offer. The Ministry will provide a contact point for you to schedule pre-posting appointments.

Once Agrément is received for your appointment, which as noted above could take several months, the Minister of Foreign Affairs would announce your appointment publicly. The Ministry will provide you with an opportunity to review the press release prior to its release.

As your appointment is still subject to the approval of the Government of the Republic of Ireland, please ensure that your appointment is not made public until formally announced by the Minister of Foreign Affairs. In this regard, we ask that you and your family refrain from sharing news of your appointment, including any social media posting, until it is announced by the Minister of Foreign Affairs.

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Head of Mission appointments

Head of Mission appointments (High Commissioner, Ambassador, Consul-General, and Permanent Representative) are subject to certain conditions and processes under the Foreign Affairs Act 1988. The Governor-General may appoint and remove people from office at her discretion and at any time. If you are withdrawn from your role, in accordance with section 5 of the Foreign Affairs Act 1988, your employment with the Ministry of Foreign Affairs and Trade ceases.

Your place of work for the period of your employment will be the Embassy in Dublin, Ireland. From time to time you may be required to travel/work both domestically and internationally.

Individual Employment Agreement

As the Ambassador, Dublin role is a senior leadership position, we offer you an Individual Employment Agreement (IEA) in which the terms and conditions of your employment are detailed. This is attached.

Under the IEA, the Ministry's Code of Conduct and the provisions of the HR Policy Portfolio form part of your terms and conditions of employment. A copy of the Code of Conduct is included with this letter.

Remuneration

Your Total Fixed Remuneration for the position of Ambassador, Dublin is detailed in the first schedule of this letter. Attached as the second schedule is an Indicative Pay Profile based on the allowances package offered by the Ministry which will be how you will be remunerated when offshore. Our Payroll Manager will meet with you as part of your pre-posting activities and finalise this with you.

Remuneration will be paid by direct credit into your bank account.

Letter of Expectation and Position Description

A letter of expectation from the Chief Executive and the position description for the position of Ambassador, Dublin will be given to you and discussed as part of your pre-posting programme. The Ministry expects you to understand and demonstrate some degree of flexibility if your duties change or are varied over time. However the Ministry will not formally change or vary your role profile without consulting with you first.

At the commencement of your employment and at the beginning of each performance year, you and the Divisional Manager, Europe Division MFAT (effectively your manager) will discuss and set specific tasks to be completed.

KiwiSaver

You will be automatically enrolled in KiwiSaver with effect from your commencement date in accordance with the KiwiSaver Act 2006. The Ministry will make an employer contribution in line with current legislation from your remuneration to your KiwiSaver account, provided you are not already a member of GSF, SSRSS or IRP, in which case the Ministry will make an employer contribution to the existing scheme.

You may elect to opt out of KiwiSaver provided you request to do so in the period between day 14 and before the end of day 56 of your employment with the Ministry.

For further information on KiwiSaver, please refer to the attached employee information pack.

Security Clearance

This appointment to the position of Ambassador, Dublin is provisional on you obtaining and maintaining the appropriate security clearance. If your security clearance is not approved prior to your start date, the Ministry will be entitled to delay the commencement of your employment until the appropriate security clearance has been received or withdraw the offer of employment, at its sole discretion. If you are unable to attain or to maintain an appropriate security clearance, this offer of employment may be withdrawn, in which case you will not commence employment with the Ministry or, if you have commenced employment, your employment with the Ministry may be terminated.

You will be contacted by email with information on completing the security clearance form.

Conflict of Interest

This appointment to the position of Ambassador, Dublin is provisional on a planned approach to any potential conflicts of interest being agreed between you and the Ministry's Divisional Manager Audit and Risk prior to your starting date.

Redundancy

The Restructuring and Surplus Staffing provisions in the Ministry's Collective Employment Agreement do not apply to this position and there is no such clause in your Individual Employment Agreement. Your employment may nonetheless be terminated prior to the end of the fixed-term, where your position becomes surplus to the Ministry's requirements.

In the event that your employment is terminated by reason of redundancy, you will receive notice or pay in lieu of notice but no redundancy compensation will be payable.

No notice or redundancy compensation shall be owed in the event of the sale, transfer, amalgamation, succession, reorganisation or restructuring of the whole or part of the Ministry where you are offered employment by the Ministry, the purchaser, transferee, lessee, amalgamated company, or successor, in the same or similar capacity (or any other capacity which you are willing to accept), on terms and conditions that are no less favourable overall.

If we propose to restructure (as defined in section 690I of the Employment Relations Act 2000), and the proposal may result in your work being performed for a new employer, we will:

- Discuss and negotiate with the new employer as to whether you may transfer to the new employer on terms and conditions of employment set out in employment agreement; or transfer to the new employer on different terms and conditions of employment; or not transfer to the new employer; and
- After such discussions and negotiations, communicate with you to convey the outcome of those discussions and negotiations; and outline your options and entitlements.

Additional terms and Conditions of Employment

Any further terms and conditions of employment applicable to you are set out in the first Schedule attached.

Please find enclosed a copy of the Ministry's Code of Conduct. Please read the Code very carefully and if you have any questions about the contents of the Code, please contact Rob Taylor, Deputy Secretary Europe, Middle East and Africa, and Australia Group. Upon commencement of your employment with the Ministry, you should familiarise yourself with the Ministry's Human Resources Policies and review them on a regular basis to ensure you are aware of any

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changes or amendments to them. You will receive advice during your pre-posting training on how to access these policies.

Also enclosed is an IR330 (Tax Code Declaration), Direct Credit Authority Form and a Personal Data Information Sheet. Please complete these forms and return them to the Human Resources Group in the envelope provided prior to your start date.

This provisional offer of fixed-term employment is subject to your acceptance of the terms and conditions set out in this letter of offer and the Individual Employment Agreement.

You are entitled to seek independent advice before accepting this provisional offer of fixed-term employment at the Ministry. This offer will remain open until 22 June 2022 to provide time for you to seek this independent advice. If you wish to discuss the terms and conditions of this offer, please contact me directly.

If you wish to accept this provisional offer of fixed-term employment, please sign both copies of this letter and return one of them to rob.taylor@mfat.govt.nz.

We look forward to hearing from you.

Nāku noa, nā



Rob Taylor
Deputy Secretary, Europe, Middle East and Africa, and Australia Group
Ministry of Foreign Affairs and Trade Wellington

Released under the Official Information Act

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ACCEPTANCE OF FIXED-TERM EMPLOYMENT ON SPECIFIC STATED TERMS AND CONDITIONS OUTLINED IN THIS LETTER

I, the Rt Hon Trevor Mallard

- Have read, understood, and accept the offer of fixed-term employment with the Ministry of Foreign Affairs and Trade on the terms and conditions set out in the Letter of Offer and the attached Individual Employment Agreement
- Accept that my employment is for a fixed-term and acknowledge that there is a genuine reason based on reasonable grounds for my employment being fixed-term and for my employment ending on the expiry date
- Understand that this offer of employment and my employment are conditional on attaining and maintaining the appropriate security clearance for my position, and having agreement on a planned approach to any potential conflicts of interest
- Do not have any physical and/or medical conditions which could affect my ability to carry out my duties and responsibilities under this agreement
- Confirm that the information provided by me is true and correct to the best of my knowledge and belief
- Understand that if I have supplied any false information or misled the Ministry in any way, my employment with the Ministry may be immediately terminated
- Acknowledge that I have been provided with the opportunity to seek independent advice prior to accepting this offer of employment.

Signed:


Rt Hon Trevor Mallard

Date:

10/ June 2022

PLEASE RETURN ONE COPY OF THE SIGNED LETTER OF OFFER AND
YOUR COMPLETED OTHER DOCUMENTATION TO ROB.TAYLOR@MFAT.GOV.NZ.

Enclosed

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Indicative Pay Profile for Dublin
Ministry of Foreign Affairs and Trade Individual Employment Agreement
Ministry of Foreign Affairs and Trade Code of Conduct
Code of Conduct Declaration for employees (to complete)
Direct Credit Authority Form (to complete)
Personal Details Form (to complete)
Tax Code Declaration – IR330 (to complete)
KiwiSaver deduction form (to complete if applicable)
KiwiSaver: New employee opt-out request

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FIRST SCHEDULE

INDIVIDUAL TERMS OF EMPLOYMENT

Position: Ambassador, Dublin (400152)

Commencement Date: Your fixed term employment will commence in January 2023 (exact dates will be agreed between us) and will end in January 2026. This includes a period of pre-posting in Wellington prior to your departure for post.

Reporting To: Divisional Manager, Europe Division

Work Location(s): Your place of work will be the Ministry's Embassy in Dublin. From time to time you may be required to travel for work both domestically and internationally.

Hours of Work: Your hours of work will not be less than 37.5 per week. You will be expected to work the hours necessary to fulfil the requirements of your position and from time to time it is expected that this will involve additional hours. Ministry Managers are unable to claim formal time in lieu (FTIL) for additional hours worked other than those occasions when a manager may be required to work (preapproved) on a public holiday.

Total Fixed Remuneration:

NB: If part time, these amounts will be pro-rated to reflect your part time hours.

Base Salary (gross)

s9(2)(a)

KiwiSaver Employer Contribution * (gross)

Total Fixed Remuneration

* Employer contributions will only be made to one scheme at any time.

Annual Holiday Entitlement: To accrue at 5 weeks annual leave each year from commencement in role.

Notice Period: Three calendar months. This time may be shortened by mutual agreement.

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SECOND SCHEDULE
INDICATIVE PAY PROFILE

- As attached:

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