

# Hon Andrew Bayly

Minister of Commerce and Consumer Affairs  
Minister for Small Business and Manufacturing  
Minister of Statistics



Pete Laurenson

s9(2)(a)

Email: s9(2)(a)

Dear Pete

Under clause 1 of Schedule 1 of the Standards and Accreditation Act 2015 (the Act), I am pleased to appoint you as a member of the New Zealand Standards Approval Board (the Board) for a term commencing on 16 September 2024 and expiring on 15 September 2027. A notice will also be published in the *New Zealand Gazette* shortly.

The Act sets out the Board's functions and responsibilities and duties of Board members, which are briefly summarised below.

## Functions of the Board

Section 12 of the Act sets out the functions of the Board. Section 13 of the Act sets out considerations the Board must have regard to in carrying out its approval and advisory functions. Under Schedule 1, clause 28 of the Act, the Board must act in a manner consistent with its objectives and functions, perform its functions efficiently and in a manner consistent with the spirit of service to the public, and not contravene the Act.

## Duties of Board members

Clauses 20–27 in Schedule 1 of the Act outline the individual duties of Board members, which are to:

- comply with the Act
- act with honesty and integrity
- act in good faith
- act with reasonable care, diligence and skill
- not disclose information
- disclose conflicts of interest

## Term of appointment

A member of the Board continues in office despite the expiry of their term of office until the member is reappointed, the member's successor is appointed, or I inform the member in writing that they are not to be reappointed and no successor is to be appointed at that time.

## Remuneration

The daily fee for a member of the Board is \$360. This fee reflects an element of public service and the intangible benefits to the individual and their industry. Members are entitled to be reimbursed for actual and reasonable expenses incurred in undertaking the functions and duties of the Board.

## Meetings

The Board is expected to meet every month for one day, excluding January. Each meeting usually involves one day of preparation time for members. Additional meetings may also be held outside these monthly meetings if Board work matters require it.

## Disclosure of interests

A member who is personally interested (defined in section 4(2) of the Act) in a matter relating to the Board must disclose details of the nature and extent of the interest to the Chair of the Board and in an interests register kept by the Board. A member who is personally interested in a matter relating to the Board must not vote or take part in any discussion or decision of the Board relating to the matter. The member must also be disregarded for the purpose of forming a quorum for that part of the meeting of the Board or committee during which a discussion or decision relating to the matter is made.

## Resignation and removal

You may resign by written notice to me (with a copy to the Board). I may, at any time and after properly considering the matter and complying with the principles of natural justice, remove a member of the Board by written notice.

## Acknowledgement of your appointment

I would be grateful if you could formally acknowledge your appointment by signing the attached letter and returning it to the Ministry of Business, Innovation and Employment, who will record it on my behalf.

I wish you well for your term on the Board.

Yours sincerely

Hon Andrew Bayly  
**Minister of Commerce and Consumer Affairs**

encl. Position description

cc: Victoria MacLennan – Chair, New Zealand Standards Approval Board  
s9(2)(a)

Malcolm MacMillan – National Manager, Standards New Zealand  
[Malcolm.macmillan@mbie.govt.nz](mailto:Malcolm.macmillan@mbie.govt.nz)

Ministry of Business, Innovation and Employment  
[boardappointments@mbie.govt.nz](mailto:boardappointments@mbie.govt.nz)

Hon Andrew Bayly  
Minister of Commerce and Consumer Affairs  
Parliament Buildings  
Wellington 6160

Dear Minister

I acknowledge the receipt of your letter advising me of my appointment as a member of the New Zealand Standards Approval Board. I note that it is for a term commencing on 16 September 2024 and expiring on 15 September 2027. I confirm my acceptance of this appointment.

I will ensure that I keep myself fully familiar with the obligations and responsibilities of the position. I am aware of the need to disclose and manage any conflicts of interest as they arise.

Signed:

Name: **Pete Laurensen**

Date:

Please return this acceptance form to [boardappointments@mbie.govt.nz](mailto:boardappointments@mbie.govt.nz)