

About the Accreditation Council

The Accreditation Council (the Council) is an autonomous Crown entity established under the Testing Laboratory Registration Act 1972 and continues to fulfil its statutory functions today under the Standards and Accreditation Act 2015.

The Council's activities contribute to the safeguarding of the health and well-being of New Zealanders, and helping to ensure that New Zealand products and services meet domestic and overseas regulatory and customer requirements. The Council develops and maintains internationally recognised accreditation programmes for testing and calibration laboratories, radiology services, and inspection bodies under the brand International Accreditation New Zealand (IANZ). Further information on the Council and IANZ can be found at [the IANZ website](#).

Functions of the Council

The functions of the Council are:

- to promote the development and maintenance of good practice in conformity assessment
- to establish and maintain accreditation schemes for conformity assessment bodies engaged in testing and inspection activities
- to develop and maintain international recognition and acceptance of the Council's accreditation scheme
- to maintain appropriate international relationships consistent with the Council's functions under this section
- to act as New Zealand's good laboratory practice compliance monitoring authority
- if the Council chooses, to provide certification services; and
- to perform any other functions that the Minister directs the Council to perform in accordance with section 112 of the Crown Entities Act 2004.

The Council's accreditation programmes – functions (a) to (e) above - operate as International Accreditation New Zealand (IANZ). The Council provides certification services – function (f) above - through a subsidiary, Telarc Limited, wholly owned by the Council. The Council also provides training in international standards through its training division, the New Zealand Quality College.

Council member responsibilities

Role of Members

Accreditation Council members' responsibilities include:

- ensure effective governance of IANZ
- maintaining financial oversight of the organisation
- provide effective leadership and direction to the organisation, consistent with the purpose of the Board and the Minister's expectations
- utilise relationship management skills, including working effectively with peers and developing valuable strategic connections with industry, consumers and other stakeholders
- participate in the appointment of the chief executive, and provide direction and ongoing support for them

- supporting fellow Council members to be effective in their roles
- setting strategic direction and developing operational policy, consistent with the legislative and policy framework within which the Council is established and the broader interests of the Crown
- managing the Council's investment in Telarc Ltd through the appointment of appropriately qualified directors and through regular monitoring of the company's performance
- ensuring compliance with the Council's legislative obligations and Ministerial expectations, and developing the Council's accountability documents accordingly
- maintaining appropriate relationships with the Minister, Parliament, MBIE, and the public.

Collective and individual duties

Council members are subject to the collective and individual duties of members set out in sections 53-57 of the Crown Entities Act. Members are expected to adhere to the Public Service Commission [code of conduct](#).

Further information on how the relationships between Crown entities, Ministers, and departments work in practice can be found on the [Public Service Commission's website](#).

Membership of the Council

The Council consists of up to seven members including the Chair, appointed by the Minister of Commerce and Consumer Affairs. The appointments must ensure broad industry coverage and the appropriate expertise necessary for the Council's activities.

Members are appointed for terms of up to three years and may be reappointed on the expiry of their term. Members may resign by written notice to the responsible Minister.

Time commitment and remuneration

Members are entitled to receive remuneration at a rate determined in accordance with Cabinet Fees Framework. Council members are paid a fee of \$16,960 per annum. In addition to fees, members are entitled to be reimbursed for actual and reasonable expenses incurred while carrying out the duties of the Board.

The Council will meet as often as is necessary to carry out its role. Members are expected to attend and participate regularly in meetings consistent with the governance standards under the Crown Entities Act.

Meetings are generally held in Wellington. Materials are distributed to members in advance of the Council meetings to allow members to be thoroughly prepared.

Person specifications – Member

Specific skills required

At this time, the Minister of Commerce and Consumer Affairs is seeking candidates who wish to be considered for appointment as a member of the Accreditation Council, who can provide the following skills and experience:

- well-developed and proven governance experience
- an understanding of regulatory functions and powers, including experience in a regulated industry or regulatory agency

Additional skills, experience and attributes required

Members of the Council are expected to collectively possess knowledge and experience of and capability in:

- sector knowledge or skills in laboratory work, information technology or engineering
- strategic leadership

Accreditation Council – Member position description

- a clear sense of public accountability and understanding of the relationships between Government and Crown entities
- experience in areas such as accountancy, law, risk management and commerce
- strong relationship management skills, including working effectively with peers and developing valuable strategic connections with industry, consumers and other stakeholders
- strong communication skills, including the ability to reason objectively and convey ideas clearly and accurately.

Council members are appointed as individuals to deliver on their collective responsibilities and not as representatives of particular sectors or interest groups. Diversity of experience and the perceptions of members across the Council will be a consideration.

Applicants for a member role should have the necessary skills and experience to enable them to meet the requirements of a member in terms of the relevant legislation and have the demonstrated skills to contribute to board level decision-making. Applicants must have the legal right to work in New Zealand.

Additional information

For further enquiries about the position, email: boardappointments@mbie.govt.nz

RELEASED UNDER THE OFFICIAL INFORMATION ACT



11 September 2024

Sir Neville Jordan KNZM CNZM

s 9(2)(a)

Email: s 9(2)(a)

Dear Sir Neville

It is my pleasure to inform you that I have appointed you as a member of the Accreditation Council (the Council) for a term commencing on 16 September 2024 and expiring on 15 September 2027. A notice of your appointment will be published in the *New Zealand Gazette* shortly.

Legislative framework of the appointment

Your appointment is made under the Standards and Accreditation Act 2015 and the Crown Entities Act 2004. I refer to certain key provisions of these Acts which apply to your role as a member of the Council.

Function of the Accreditation Council

Section 35 of the Standards and Accreditation Act sets out the functions of the Council, which are:

- to promote the development and maintenance of good practice in conformity assessment
- to establish and maintain accreditation schemes for conformity assessment bodies engaged in testing and inspection activities
- to develop and maintain international recognition and acceptance of the Council's accreditation scheme
- to maintain appropriate international relationships consistent with the Council's functions
- to act as New Zealand's good laboratory practice compliance monitoring authority
- if the Council chooses, to provide certification services
- to perform any other functions that the Minister directs the Council to perform in accordance with section 112 of the Crown Entities Act.

Term of office

Section 32(3) of the Crown Entities Act relates to the term of office of members of a statutory entity. Under this section you may continue as a member despite the expiry of your term until you are reappointed, your successor is appointed, or you are informed in writing that you are

not to be reappointed and that no successor is to be appointed at that time.

Resignation

Section 34(4) of the Standards and Accreditation Act states a member of the Council may, at any time, resign from office by written notice to the Minister (with a copy to the Council) signed by the member.

Removal

Under section 34(3) of the Standards and Accreditation Act, the Minister may, at any time, remove a member of the Accreditation Council from office by written notice to the member (with a copy to the Council).

Collective and individual duties

As a member of the Council, you are required to comply with the collective duties of the board, and individual duties of members, as set out in the Crown Entities Act.

The collective duties of the board of a statutory entity are to ensure that the entity acts consistently with its objectives, functions, current statement of intent and current statement of performance expectations (section 49); that the statutory entity performs its functions efficiently and effectively, in a manner consistent with the spirit of service to the public, and in collaboration with other public entities where practicable (section 50); that the entity operates in a financially responsible manner (section 51); and ensure the entity complies with sections 96–101 of the Crown Entities Act relating to any subsidiaries (section 52).

The individual duties of a member of a statutory entity are to comply with the Crown Entities Act 2004 and the entity's Act (section 53); when acting as a member to act with honesty and integrity (section 54), and to act in good faith and not pursue their own interests at the expense of the entity's interests (section 55); to exercise care, diligence and skill that a reasonable person would exercise in the same circumstances (section 56); and not to disclose or make use of, or act on information that would not otherwise be available to them, except in certain circumstances (section 57).

Disclosure of interests

In accordance with the disclosure of interest rules under sections 62–72 of the Crown Entities Act, I encourage you to continually disclose your interests in matters relating to the Council to ensure that any perceived, potential or actual conflicts are managed appropriately.

Remuneration and meetings

The remuneration for a member of the Council is \$17,808 per year. The Council meets at least five times a year, and meetings are normally held at the International Accreditation New Zealand (IANZ) office in Auckland. There may also be additional meetings called by the Chairperson to discuss specific issues. The reading time for materials and papers for each meeting is approximately 3–4 hours. These meetings will normally include at least one annual strategic planning meeting.

Acknowledgment of the 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 (email: boardappointments@mbie.govt.nz) who will record it on my behalf.

A copy of this letter has been provided to the Chair and the Chief Executive of the Council.

I wish you well for your term on the Council.

Yours sincerely



Hon Andrew Bayly
Minister of Commerce and Consumer Affairs

encl: Position description

cc: Nicole Anderson – Chair, Accreditation Council
nicole@andersoninc.nz

Brian Young –Chief Executive, International Accreditation New Zealand
BYoung@ianz.govt.nz

Ministry of Business, Innovation and Employment
boardappointments@mbie.govt.nz

RELEASED UNDER THE
OFFICIAL INFORMATION ACT

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

Dear Minister

I acknowledge receipt of your letter advising me of my appointment as a member of the Accreditation Council. I note 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: **Sir Neville Jordan KNZM CNZM**

Date:

Please return this acceptance form to boardappointments@mbie.govt.nz