

Hon Chris Penk

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



Sue Chetwin

s9(2)(a)

16 OCT 2024

Email: s9(2)(a)

Dear Ms Chetwin

Appointment to the Building Practitioners Board

I am pleased to appoint you as a member of the Building Practitioners Board (the Board) for a term commencing on 17 October 2024 and expiring on 16 October 2027.

Your appointment is made under clause 22(1) of Schedule 3 of the Building Act 2004 (the Act). A position description for the role can be found at the Ministry of Business, Innovation and Employment (MBIE) website: [Building Practitioners Board – Member](#)

In accepting this appointment, I expect all appointees to:

- perform their functions efficiently, effectively, consistently and ethically with the spirit of service to the public
- recognise their individual, and the Board's, accountability to the Minister for Building and Construction and the Parliament of New Zealand
- avoid disclosing information, except in accordance with the Board's functions as permitted or required by law
- notify my office of any potentially contentious issues of public interest that may have a significant impact on the Board
- disclose any matters of interest as outlined under clauses 15-18 of Schedule 3 of the Act.

Remuneration

Fees and expenses are paid according to the Cabinet Fees Framework. As a member, you will be paid \$505 per day for performing your role.

You are also entitled to be paid actual and reasonable costs incurred in travelling or other expenses in performing duties as a member of the Board. Allowances and expenses are paid in accordance with the Fees and Travelling Allowances Act 1951.

Acknowledgement of the appointment

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

I look forward to working with you and wish you well for your term as a member of the Building Practitioners Board.

Yours sincerely



Hon Chris Penk
Minister for Building and Construction

cc: Mel Orange – Chair, Building Practitioners Board
s9(2)(a)

Duncan Connor – Registrar, Building Practitioners Board
duncan.connor@mbie.govt.nz

Appointments and Governance, Ministry of Business, Innovation and Employment
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