

Hon Penny Simmonds

Minister for the Environment
Minister for Vocational Education
Associate Minister for Social Development and Employment



2 January 2026

PS-COR1803

David Howie

9(2)(a)

Dear David,

I am pleased to offer you a member role on the Waste Advisory Board under section 90 of the Waste Minimisation Act 2008 (the Act). Your appointment is for a term of three years commencing on 17 April 2025 and expiring 17 April 2028. This letter provides some information about the provisions of the Act that relate to your role. You can access an online copy of the Act here: <https://www.legislation.govt.nz/act/public/2008/0089/latest/DLM999802.html>

The Board is established under section 89 of the Act. The function of the Board is to provide advice to the Minister, upon request, including advice about matters listed in section 90 of the Act. The advice must relate to waste minimisation or the functions of the Secretary of the Ministry for the Environment or the Minister for the Environment. The Board must provide advice within the Terms of Reference set by the Minister. A copy of the Terms of Reference is available at: <https://environment.govt.nz/what-government-is-doing/areas-of-work/waste/work-programme-on-waste/waste-advisory-board/>

Under section 90(2) of the Act when a member's term comes to an end they continue on the Board until a successor is appointed or the Minister gives written notice that a replacement will not be appointed.

Section 94(3) of the Act provides that members may resign from office by giving written notice to the Minister. Section 95 of the Act enables the Minister to remove members of the Board at any time for just cause.

Payment is made for your attendance at meetings, preparatory work involved in the meetings and preparation of draft and final reports. The Ministry for the Environment will also meet the costs of travel, accommodation and any other meeting related expenses and provides administrative support to the Board.

As classified by the *Cabinet Office Circular CO (25) 2: Cabinet Fees Framework for members appointed to bodies in which the Crown has an interest*, the Waste Advisory Board is under Group 4 Level 2. A fee of \$535 (gross) per day (one day calculated as 8 hours) has been approved for members of the Board. As these fees are liable for the payment of tax, you will need to confirm your tax status with the Inland Revenue Department.

The fees framework can be found at: <https://www.dpmc.govt.nz/sites/default/files/2025-07/co-25-2-cabinet-fees-framework.pdf>

In accepting an appointment to the Board, you have agreed to raise any potential or actual conflicts of interest with the Board, abstain from voting on matters pertinent to the interest and not receive any information/data that could be used for personal gain. As soon as you become aware of a conflict of interest you must declare it in writing to the Secretariat of the Board. The Secretariat will maintain a conflict of interest register.

Congratulations again on your reappointment to the Board. Please email the Waste Advisory Board Secretariat Beth Sanderson [Beth.Sanderson@mfe.govt.nz] to confirm your acceptance of this position as soon as possible.

If you have any questions, please do not hesitate to contact the Waste Advisory Board Secretariat.

Yours sincerely,

Hon Penny Simmonds
Minister for the Environment