

On behalf of the Minister of Commerce and Consumer Affairs, the Ministry for Business, Innovation and Employment is seeking applications from candidates who wish to be considered for appointment as Chair of the New Zealand Standards Approval Board.

About the Board

The Board is an advisory committee

The New Zealand Standards Approval Board (the Board) is an advisory committee established under the Standards and Accreditation Act 2015 (the Act). The Board supports Standards New Zealand in its development process, providing independent decision making and checks and balances. The Minister of Commerce and Consumer Affairs is the responsible Minister for the Board. More information on the Act can be found [here](#).

Key functions of the Board are to:

- approve or decline proposals for persons to be chairpersons and members of standards development committees of standards organisations
- approve or decline proposed new New Zealand Standards, adopt or decline to adopt other standards organisation's standards as New Zealand Standards, approve or decline modifications to New Zealand Standards, and archive or revoke New Zealand Standards
- provide the New Zealand Standards Executive with reasons in writing for its decision if the Board declines to approve members, standards, or modifications of standards as per subsection (1)(a) to (f) of the Act
- advise the Minister on any matter referred to the Board by the Minister, provide the Minister with advice on the currency of New Zealand Standards, and on priority areas for the development and review of New Zealand Standards, and on any other matter that the Board considers necessary or advisable.

Further information on the Board can be found [here](#).

Board Member Responsibilities

Role of Members

The individual duties of Board members are:

- to comply with their letter of appointment
- to bring an objective and fair approach to Board proceedings
- to be a collaborative and effective communicator, and be willing and available to devote time and energy to the role
- to act with honesty and integrity, in good faith and not at the expense of the entity's interests, with reasonable care, diligence and skills
- not to disclose or make use of information that otherwise would not be available to them.

Members are expected to adhere to the Public Service Commission code of conduct. Further information can be found [here](#).

Membership of the Panel

The Board comprises of five to seven members appointed by the Minister of Commerce and Consumer Affairs. Members are appointed for terms of up to three years and may be reappointed on the expiry of their term. Members of the Board may resign by written notice to the Minister of Commerce and Consumer Affairs. Members may be removed from office at any time, and for any reason, by written notice from the Minister of Commerce and Consumer Affairs.

Time Commitment and Remuneration

The Chair is entitled to receive remuneration at a rate determined by the Cabinet Fees Framework. The Board Chair is paid a daily fee of \$560 (under review). 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 time commitment for the Board is typically 25 days per year, including monthly board meetings, meeting preparation time, strategy related sessions, and occasional conferences or events. The Board meets in Wellington on a regular basis. Board materials are distributed to members in sufficient advance of the meetings to allow members to be thoroughly prepared.

Person Specifications

Skills, Experience, and Attributes Required

At this time, the Minister of Commerce and Consumer Affairs is seeking candidates for the Chair position with the following skills and experience:

- previous Chair or long-term board experience
- understanding of public sector accountability
- an active interest in developing standards across a diverse range of subject matter committees
- prior involvement in the development or setting of standards.

A background in one or more of the following industries would be helpful – IT, engineering, digital, small business, or manufacturing.

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

Additional Information – email: boardappointments@mbie.govt.nz

On behalf of the Minister of Commerce and Consumer Affairs, the Ministry for Business, Innovation and Employment is seeking applications for two Board members from candidates who wish to be considered for appointment as a member of the New Zealand Standards Approval Board.

About the Board

The Board is an advisory committee

The New Zealand Standards Approval Board (the Board) is an advisory committee established under the Standards and Accreditation Act 2015 (the Act). The Board supports Standards New Zealand in its development process, providing independent decision making and checks and balances. The Minister of Commerce and Consumer Affairs is the responsible Minister for the Board. More information on the Act can be found [here](#).

Key functions of the Board are to:

- approve or decline proposals for persons to be chairpersons and members of standards development committees of standards organisations
- approve or decline proposed new New Zealand Standards, adopt or decline to adopt other standards organisation's standards as New Zealand Standards, approve or decline modifications to New Zealand Standards, and archive or revoke New Zealand Standards
- provide the New Zealand Standards Executive with reasons in writing for its decision the if the Board declines to approve members, standards, or modifications of standards as per subsection (1)(a) to (f) of the Act
- advise the Minister on any matter referred to the Board by the Minister, provide the Minister with advice on the currency of New Zealand Standards, and on priority areas for the development and review of New Zealand Standards, and on any other matter that the Board considers necessary or advisable.

Further information on the Board can be found [here](#).

Board Member Responsibilities

Role of Members

The individual duties of Board members are:

- to comply with their letter of appointment
- to bring an objective and fair approach to Board proceedings
- to be a collaborative and effective communicator, and be willing and available to devote time and energy to the role
- to act with honesty and integrity, in good faith and not at the expense of the entity's interests, with reasonable care, diligence and skills
- not to disclose or make use of information that otherwise would not be available to them.

Members are expected to adhere to the Public Service Commission code of conduct. Further information can be found [here](#).

Membership of the Panel

The Board comprises of five to seven members appointed by the Minister of Commerce and Consumer Affairs. Members are appointed for terms of up to three years and may be reappointed on the expiry of their term. Members of the Board may resign by written notice to the Minister of Commerce and Consumer Affairs. Members may be removed from office at any time, and for any reason, by written notice from the Minister of Commerce and Consumer Affairs.

Time Commitment and Remuneration

Members are entitled to receive remuneration at a rate determined by the Cabinet Fees Framework. Board members are paid a daily fee of \$360 (under review). 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 time commitment for the Board is typically 25 days per year, including monthly board meetings, meeting preparation time, strategy related sessions, and occasional conferences or events. The Board meets in Wellington on a regular basis. Board materials are distributed to members in sufficient advance of the meetings to allow members to be thoroughly prepared.

Person Specifications

Industry Expertise Required

At this time, the Minister of Commerce and Consumer Affairs is seeking candidates for two positions with expert knowledge of one or more of the following:

- IT
- Engineering (mechanical, electrical, geotechnical)
- Digital (trade, intellectual property)
- Small business (utilisation of standards, consumer advocacy)
- Manufacturing (logistics, supply chain).

Additional Skills, Experience, and Attributes Required

Ideally candidates will have some or all of the following:

- extensive business networks and connections
- an active interest in developing standards across a diverse range of subject matter committees
- a clear understanding of the the sectors that use standards
- prior involvement in the development or setting of standards
- a fair and balanced approach
- experience to perform the functions of the Board
- attention to detail.

Applicants for member positions should have the necessary skills and experience to enable them to meet the requirements in terms of 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 – email: boardappointments@mbie.govt.nz



Mr Peter Harris

s 9(2)(a)

Email: s 9(2)(a)

Dear Peter

APPOINTMENT TO THE NEW ZEALAND STANDARDS APPROVAL BOARD

Under schedule 1(9) of the Standards and Accreditation Act 2015 (the Act), I am pleased to appoint you as a member and Chair of the New Zealand Standards Approval Board (the Board), for a term of three years commencing on 27 April 2026 and expiring on 26 April 2029. A notice will be published in the *New Zealand Gazette* should you accept this appointment.

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(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

Schedule 1(20-27) of the Act outlines 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 can continue in office despite the expiry of their term of office until the member is reappointed, or the member's successor is appointed, or the Minister informs the member by written notice (with a copy to the Board) that the member is not to be reappointed, and no successor is to be appointed at that time.

Remuneration

The daily fee for the Chair is \$770. 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. Schedule 1(16-18) of the Act describe how Board meetings are conducted.

Disclosure of Interests

Schedule 1(25) of the Act states 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 (including any monetary value of the interest), and record in the 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.

Removal from the Board

Under schedule 1(7) of the Act, the Minister may at any time remove a member of the Board from office. The removal must be made by written notice to the member (with a copy to the Board). To avoid doubt, the Minister may not remove a member unless the Minister has properly considered the matter and complied with the principles of natural justice. Under schedule 1(12) of the Act, the Minister may, after consultation, remove a Chair of the Board from that office with or without also removing that person as a member of the Board.

Resignation from the Board

Under schedule 1(8) of the Act, a member of the Board may resign from office by written notice to the Minister (with a copy to the Board) signed by the member. The resignation is effective on receipt by the Minister of the notice or at any later time specified in the notice. Under schedule 1(11) a Chair may also resign from the office of Chair, without resigning as a member. The notice of resignation must state the date on which the resignation takes effect.

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 Board Appointments and Governance Team (boardappointments@mbie.govt.nz) at the Ministry of Business, Innovation and Employment, who will record it on my behalf.

A copy of this letter has also been provided to the current interim Board Chair and the Manager of Standards New Zealand.

I look forward to the valuable contribution you will make to the work of the New Zealand Standards Approval Board.

Yours sincerely

Hon Scott Simpson
Minister of Commerce and Consumer Affairs

encl Acknowledgement of appointment
Position description (Chair)

cc Pete Laurenson
Interim Chair, NZ Standards Approval Board
Email: **s 9(2)(a)**

Malcolm MacMillan
National Manager, Standards New Zealand
Email: Malcolm.macmillan@mbie.govt.nz

Appointments and Governance
Ministry of Business, Innovation and Employment
Email: boardappointments@mbie.govt.nz

Hon Scott Simpson
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 and Chair of the New Zealand Standards Approval Board. I confirm my acceptance of this appointment, and I note that it is for a three-year term commencing on 27 April 2026 and expiring on 26 April 2029.

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: **Peter Harris**

Date:

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



Ms Samantha Gray

s 9(2)(a)

Email: s 9(2)(a)

Dear Samantha

APPOINTMENT TO THE NEW ZEALAND STANDARDS APPROVAL BOARD

Under section 11(2) and schedule 1(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 of three years commencing on 27 April 2026 and expiring on 26 April 2029. A notice will be published in the *New Zealand Gazette* should you accept this appointment.

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(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

Schedule 1(20-27) of the Act outlines the individual duties of Board members, which are to:

- comply with the Act
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- act with reasonable care, diligence and skill
- not disclose information
- disclose conflicts of interest

Term of Appointment

A member of the Board can continue in office despite the expiry of their term of office until the member is reappointed, or the member's successor is appointed, or the Minister informs the member by written notice (with a copy to the Board) that the member is not to be reappointed, and no successor is to be appointed at that time.

Remuneration

The daily fee for a member is \$580. 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. Schedule 1(16-18) of the Act describe how Board meetings are conducted.

Disclosure of Interests

Schedule 1(25) of the Act states 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 (including any monetary value 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.

Removal from the Board

Under schedule 1(7) of the Act, the Minister may at any time remove a member of the Board from office. The removal must be made by written notice to the member (with a copy to the Board). To avoid doubt, the Minister may not remove a member unless the Minister has properly considered the matter and complied with the principles of natural justice.

Resignation from the Board

Under schedule 1(8) of the Act, a member of the Board may resign from office by written notice to the Minister (with a copy to the Board) signed by the member. The resignation is effective on receipt by the Minister of the notice or at any later time specified in the 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 Board Appointments and Governance Team (boardappointments@mbie.govt.nz) at the Ministry of Business, Innovation and Employment, who will record it on my behalf.

A copy of this letter has also been provided to the interim Board Chair and the Manager of Standards New Zealand.

I look forward to the valuable contribution you will make to the work of the New Zealand Standards Approval Board.

Yours sincerely

Hon Scott Simpson
Minister of Commerce and Consumer Affairs

encl Acknowledgement of appointment
Position description

cc Pete Laurenson
Interim Chair, NZ Standards Approval Board
Email: **s 9(2)(a)**

Malcolm MacMillan
National Manager, Standards New Zealand
Email: Malcolm.macmillan@mbie.govt.nz

Appointments and Governance
Ministry of Business, Innovation and Employment
Email: boardappointments@mbie.govt.nz

Hon Scott Simpson
Minister of Commerce and Consumer Affairs
Parliament Buildings
Wellington 6160

Dear Minister

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Signed:

Name: **Samantha Gray**

Date:

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



Ms Katja Feldtmann

s 9(2)(a)

Email: s 9(2)(a)

Dear Katja

APPOINTMENT TO THE NEW ZEALAND STANDARDS APPROVAL BOARD

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Yours sincerely

Hon Scott Simpson
Minister of Commerce and Consumer Affairs

encl Acknowledgement of appointment
Position description

cc Pete Laurenson
Interim Chair, NZ Standards Approval Board
Email: **s 9(2)(a)**

Malcolm MacMillan
National Manager, Standards New Zealand
Email: Malcolm.macmillan@mbie.govt.nz

Appointments and Governance
Ministry of Business, Innovation and Employment
Email: boardappointments@mbie.govt.nz

Hon Scott Simpson
Minister of Commerce and Consumer Affairs
Parliament Buildings
Wellington 6160

Dear Minister

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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: **Katja Feldtmann**

Date:

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