



On behalf of the Minister for Building and Construction, the Ministry for Business, Innovation and Employment is seeking applications from candidates interested in bringing their legal background and tribunal experience to the role of Chair of the Building Practitioners Board.

About the Board

The Building Practitioners Board (the Board) plays an important role in overseeing the Licensed Building Practitioners Scheme. The Board's functions are to:

- Approve rules for recommendation to the Minister relating to Licensed Building Practitioners (LBPs) that are prepared in accordance with Part 4 of the Building Act 2004 (the Act).
- Hear and decide complaints about, inquire into the conduct of, and discipline, LBPs in accordance with the Act.
- Hear appeals against certain decisions by the Registrar of the Board.
- Review and report to the Minister on the performance of the functions and duties, and the exercise of the powers of the Board in accordance with the Act.

The Board is not a governance board in the same way a Crown entity board provides strategic oversight for a Crown entity, instead it acts more like a tribunal. The Board is independent of MBIE but is supported in the performance of its role and functions.

The Board is committed to supporting the capability of New Zealand's building and construction industry and maintaining building practitioner standards. Further information on the Board can be found on their [website](#).

The Board is a statutory body

The Board is established under section 341 of the Act. The Minister for Building and Construction is the responsible Minister for the Board. Further provisions applying to the Board are contained in Schedule 3 of the Act. More information on the Act can be found [here](#).

Board member responsibilities

Role of members

The Act sets out the provisions for the governance, reporting, and accountability arrangements of the Board. The collective duties of members are to ensure that the Board acts consistently with its objectives, functions, Statement of Performance Expectations and Output Agreements and that the Board's functions are performed efficiently, effectively and in a manner consistent with the spirit of service to the public, in a financially responsible manner and in accordance with the rules of natural justice.

The individual duties of members are:

- To comply with their letter of appointment.
- To bring an objective and fair approach to disciplinary hearings.
- To be collaborative and an 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 in accordance with the principles of natural justice, and 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: <https://www.publicservice.govt.nz/guidance/guide-he-aratohu/standards-of-integrity-and-conduct/>

Membership of the Board

Members are appointed for terms of up to five years and may be reappointed on the expiry of their term. Members of the Board may resign by written notice to the responsible Minister. Members may be removed from office at any time, and for any reason, by written notice from the Minister.

Time commitment and remuneration

Members are entitled to receive remuneration at a rate determined by the shareholding Ministers in accordance with the Cabinet Fees Framework. The Board Chair is paid a daily fee of \$787 and in addition to this, members are entitled to be reimbursed for actual and reasonable expenses incurred while carrying out the duties of the Board.

The Board will meet as often as is necessary to carry out its role. Generally, the Chair time commitment is at least ten days per month (including preparation time and dependent on individual member availability) at Board meetings, hearings, and sub-committee meetings throughout New Zealand. The Board maintains a rolling complaints fixtures schedule (CFS) that captures member availability and assigns them to matters based on their availability. Board members are expected to regularly attend and participate and to commit to CFS allocations.

Person specifications

Specific skills required

At this time, the Minister of Building and Construction is seeking candidates for the position of Chair who have the following experience and expertise:

- Barrister or solicitor of at least five years standing.
- Tribunal or dispute resolution experience in a quasi-judicial setting.
- Expertise in one or more of the following areas:
 - Contract law.
 - Building and construction legislation.
 - Consumer protection law.
- A genuine interest in supporting effective regulation of licensed building practitioners.

Additional skills, experience, and attributes required

Ideally, candidates will have some or all of the following:

- Building industry knowledge.
- Board Chair experience.
- Experience working a member in a collegial decision-making environment.

Additional information

For enquiries about the position, email: board.appointments@mbie.govt.nz



Mr Grant Pearson

s 9(2)(a) [REDACTED]

[REDACTED]

[REDACTED]

Email: s 9(2)(a) [REDACTED]

14 MAY 2026

Dear Grant

Appointment as Chair to the Building Practitioners Board

I am pleased to appoint you as Chair of the Building Practitioners Board (the Board) for a term commencing on 1 July 2026 and expiring on 20 July 2028. A notice of your appointment will be published in the *New Zealand Gazette*.

Legislative framework

Your appointment is made under Schedule 3 clause 22(1) of the Building Act 2004 (the Act). 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, and
- disclose any matters of interest as outlined under Schedule 3 clauses 15-18 of the Act.

Term of office

A member continues in office despite the expiry of the member's term of office until a successor is appointed, the member is reappointed, or the member is advised that they will not be reappointed and no successor is to be appointed at that time. Although members may be reappointed, there should be no expectation on the part of new appointees or incumbent members that they will automatically be reappointed. You may resign at any time by written notice to me.

Remuneration

Fees are paid according to the Cabinet Fees Framework. As Chair, you will be paid \$787 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 appointment

I would be grateful if you could formally acknowledge this appointment by signing the attached acceptance letter and returning it to the Ministry of Business, Innovation and Employment, who will record it on my behalf (email to boardappointments@mbie.govt.nz).

I look forward to working with you as Chair, and wish you well for your term.

Yours sincerely



Hon Chris Penk
Minister for Building and Construction

Encl Acceptance Letter
 Position Description

cc Mel Orange
 Chair, Building Practitioners Board
 Email: [s 9\(2\)\(a\)](#)

Duncan Connor
Registrar, Electrical Workers Registration Board
Email: duncan.connor@mbie.govt.nz
Board Appointments and Governance
Ministry of Business, Innovation and Employment
Email: boardappointments@mbie.govt.nz



BUILDING PRACTITIONERS BOARD

Operations Manual

1.3 Payment of fees, expenses and allowances

Fees

Introduction	The authority for the payment of fees and expenses to the Board is the <i>Fees and Travelling Allowances Act 1951</i>.¹ Guidance on fees can be obtained from the Cabinet Fees Framework, Circular CO (22) 2 Note Board members are not employees of the Board or the Ministry. Appointment to the Board does not alter the individual Board member's employment status prior to the appointment (e.g. self-employed, employee, not employed).
Fees	The daily fees from 1 December 2024 are: a. \$787 per day for the Board Chairperson b. \$661 per day for the Board Deputy Chairperson c. \$530 per day for Board members A day is defined as at least 8 hours. Payment may be made for periods of less than 8 hours pro-rata (e.g. payment for a period of at least 4 hours at half the daily rate, or an hourly rate of 1/8 of the daily fee).
What does the daily fee cover?	The daily fee covers: a. attendance at meetings; b. work performed outside of meetings e.g. preparation for meetings, representing the Board at other forums; or administrative work. <i>Work outside of meeting attendances</i> For example, a member could spend 3 hours one evening preparing for a meeting the next day. If the preparation and meeting time combined were between 6 and 8 hours, then the daily fee would be paid for the combined preparation and meeting time.
Rates for chairing meetings & subcommittees	Where a member is required to chair a meeting or a subcommittee meeting, then, for that particular meeting, the member will be paid the same daily fee as the Chairperson. See Section 1.4 for appointment of subcommittees.
Rates for working groups	Where a working group has been set up to consider an issue and report to the Board, then the daily fee shall be the member's usual daily fee.

¹ See Schedule 3, Clause 21.

Payment of travel time

1. Board members may claim travel time where, in any one day:
 - a. **3 hours or more hours** travel is undertaken in the course of the normal business day and a part day fee is paid for meeting time. The maximum claimable is 1 day's fees (for combined meeting and travel time); or
 - b. **3 hours or more hours** travel is undertaken and the travel day is other than the day of the meeting; or
 - c. **11 hours or more** of combined meeting and travel time is undertaken; and **3 hours or more** of the 11 hours was spent in travel.
2. Travel time must be approved by the Board Deputy Chairperson, or in the case of the Deputy, the Chairperson, with agreement of the Ministry.
3. Members may apply for travel time outside of '1' above in extreme situations. A reason for the claim must be provided. Approval is at the Chairperson's discretion, or in the Chairperson's case the Deputy's discretion, with agreement of the Ministry.
4. Travel time is claimed on an hourly pro rata rate, rounded to the closest hour, or time at the discretion of the Chairperson if '3' above applies.
5. Travel time commences and ends as follows:
 - a. Commences upon arrival at the airport and ends at the start of the meeting; and
 - b. Commences again at the time the meeting finishes to the time a member arrives at the airport of their final destination.
 - c. If a situation does not fit with 'a' and 'b' above, alternative 'commence' and 'end' times may be approved at the discretion of the Chairperson
 - d. , with agreement of the Ministry.
6. If a member chooses to arrive significantly earlier to a meeting than is required, the additional time prior to the commencement of a meeting is not claimable as travel time.
7. A member cannot claim the same period of time as preparation time and travel time. If preparation for a meeting was undertaken during travel time, this should be claimed as preparation time.
8. Where practicable, meetings are to be arranged so that members can travel to the meeting venue on the day of the meeting and return home on the same day.

In considering payments for travelling time, the Chairperson and the Ministry need to consider issues of equity, the Government's intention for geographical representation, and ensure attendance at meetings does not result in undue personal hardship.

Payment for locum or business overheads

Locum fees or other overheads of running a business are not to be paid under any circumstances.

For example, if a Board member is self-employed, the cost of a locum to continue the business of the member while on Board business will not be paid.

The reason for this is that the Board is not responsible for funding members' own business costs. Issues such as the potential loss of income and maintenance of a professional practice (including business overheads) need to be considered by the individual prior to accepting appointment to the Board.

Payment of a fee for a cancelled meeting

Where a meeting or other activity of the Board is cancelled, or takes fewer days than planned, the Board may, in exceptional cases and in consultation with the Ministry, consider approving payment of the fee where:

- a. the cancellation was unforeseeable, and
- b. the member was unable to reschedule other work to take advantage of the time made available, and
- c. the member suffered real loss of income as a result of the cancellation.

The Board would need to consider each case on its merits, after the cancellation occurred.

An affected member will need to make a case to the Board on each separate occasion. The Board should not approve payment if it is believed the member had not tried to reschedule other work. Partial payment might be appropriate if rescheduled appointment fees do not fully compensate a member for the lost fee from the meeting.

If the Board does resolve to pay the fee for part or all of the time a meeting was cancelled, that resolution must be recorded in the minutes.

The Ministry's approval is required to make any payments under this section.

Expenses

Introduction Generally, Board members' travel (air, car rental and taxis), and meals will be organised by the member. Expenses are reimbursed on an 'actual and reasonable' basis.

Members travelling to meetings, or on Board business (where the members are required to be away from their residence) may however, incur 'out of pocket' expenses. These expenses are reimbursed **on the same basis as that paid to employees of the Ministry**,² on an 'actual and reasonable' basis.

Board members must exercise prudence and be mindful of the appropriateness of such expenditure.

Expense/fees claims Expense/fees claim forms are available to members through the Case Officer.

Members complete claim forms monthly and attach itemised receipts for expenses requiring reimbursement. Members must include on meal receipts the names of those whose meals for whom the member is seeking reimbursement.

Members forward signed claim forms, with receipts attached to the Deputy Chairperson (or Chairperson in the case of the Deputy), who approve and forward to the Case Officer for processing. The National Manager approves claims.

Members receive an email from the Ministry's Finance department confirming payment of each claim.

Meals The Ministry reimburses actual and reasonable expenses on production of **itemised** till receipts for 3 reasonable meals a day, tea, coffee, cold drinks and bottled water.

Catering may be provided for meetings and hearings. This is arranged on the request of the Chairperson or Deputy Chairperson to the Case Officer

A member may be obliged to buy a meal where they have to get a very early flight, or where they are delayed in their travel, or where they are driving a considerable distance.

Accommodation Generally, members' accommodation is booked by a Case Officer, using negotiated preferred suppliers.

Where this is not possible, or a member is obliged to arrange their own accommodation due to unforeseen circumstances, accommodation chosen should be 'reasonable', having regard to its proximity to the location being visited, availability and cost.

² See [Cabinet Office Circular CO \(22\) 2 – Fees framework for members appointed in which the Crown has an interest](#)

Private stay accommodation	Members may stay with friends or family while travelling and claim actual and reasonable expenses with supporting documentation.
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Air travel	Generally, members may book their own air travel and claim it as an expense. Air Travel can be booked by a Case Officer, on a case-by-case basis.
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Rental vehicles	Where a member has to organise a rental vehicle, in lieu of other agreed travel arrangements, the vehicle must, where possible, be booked through the Ministry's appointed agency, and charged back directly to the Ministry. The most economical vehicle for the length of the trip must be hired (generally up to a 2.0 litre vehicle). Where a member needs to fill the tank, a claim for reimbursement can be put to the Ministry.
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Board members will be covered under the Ministry's insurance policy for damage while using a rental vehicle for Ministry business, **so long as the rental company's offer of insurance has not been accepted.**

Under the Ministry insurance policy the applicable extension will provide insurance cover up to \$150,000 for any single vehicle. The standard excess (first amount payable in the event of a loss) is \$2,000 for loss or damage to the rental vehicle. This is payable by the Ministry.

Taxis	Taxis or rideshare services may be used where this is the most cost-effective option. Actual and reasonable costs are payable subject to production of receipts for travel to and from the airport, meeting venues and accommodation.
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Use of private vehicles

Reimbursement for the use of a private motor vehicle while on Board business will be at the Ministry standard rates defined by Inland Revenue³. They are as below.

The table of rates for the 2024-2025 income year

The Tier 1 rate is a combination of your vehicle's fixed and running costs. Use it for the business portion of the first 14,000 kilometres travelled by the vehicle in a year. This includes private use travel.

The Tier 2 rate is for running costs only. Use it for the business portion of any travel over 14,000 kilometres in a year.

Vehicle type	Tier 1 rate per km	Tier 2 rate per km
Petrol	\$1.17 cents	37 cents
Diesel	\$1.26 cents	35 cents
Petrol hybrid	86 cents	21 cents
Electric	\$1.08 cents	19 cents

The Ministry's insurance policy covers for loss or damage to a member's private vehicle while on Ministry business only if the member's vehicle is either not insured, or if their own vehicle insurance policy will not cover damage while used for business purposes. The Ministry's insurance policy conditions would apply (e.g. excess). The expectation is that this is a last resort.

Parking, internet data use and tolls

Parking fees are reimbursable.

Toll calls from a landline of a reasonable duration to the family home on the day of travel on Board business are reimbursable.

Toll calls from a landline made from the Board member's home, which relate to Board business only, are reimbursable.

Internet data use expenses incurred on Board business are only reimbursable in exceptional circumstances.

Entertainment and alcohol

Entertainment must be for building business relationships, reciprocating hospitality, or recognising a significant business achievement.

Entertainment expenses will only be paid if approval has been given by the Board.

The Ministry will not reimburse any purchase of alcohol.

Board members must adopt a prudent approach to the nature and cost of the entertainment to be provided. Expenditure must be 'sustainable under public scrutiny'.

³ Kilometre rates 2024-2025

Non-reimbursable expenses

Members are responsible for:

- a. their own alcoholic drinks
- b. mini-bar tabs
- c. in-house movies and videos
- d. traffic fines
- e. parking infringements

These expenses are not reimbursed by the Ministry.

1.4 Board Meetings

Introduction

Regulate its own procedures

The Board regulates its own procedures except where otherwise provided for in the Act (including Schedule 3). This section describes the procedures covered by the Act.

Additional procedures that may be used by the Board to help regulate meetings are provided below under "Meeting procedures".

The Board may develop protocols for when to invoke these additional procedures (to facilitate running a meeting).

Confidentiality of Board meetings

The Board adopts the approach its meetings and hearings may be conducted as an open forum.



Board Member iPad Acceptable Use Policy

Document Control

Policy Owner	Duncan Connor, National Manager Occupational Regulation
Review Frequency	Annually
Date of Last Review	Implemented 13 February 2026
Date Next Review Due	13 February 2027



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Purpose

This policy outlines the acceptable use of Ministry of Business Innovation and Employment (MBIE)-issued iPads by Board members to ensure responsible, secure, and appropriate use of MBIE technology and Board related information.

Scope

This policy applies to all members of the Electrical Workers Registration Board (EWRB) and the Building Practitioners Board (BPB) who are issued MBIE iPads for Board business. It also extends to any staff supporting these Boards within Occupational Regulation.

The policy governs the acceptable use, security, and management of MBIE-issued iPads to ensure responsible handling of technology and Board related information.

1. Context

MBIE provides iPads for Board member use to access Board related information in a timely and efficient manner. This approach reduces the need for hard copy versions of papers and the costs associated with printing and the physical delivery of documents.



2. Acceptable Use

iPads are issued to all Board members for use during their tenure on the Board. Board members may use MBIE iPads for:

- Accessing Board papers, emails, and official MBIE communications.
- Participating in virtual meetings and secure collaboration platforms.
- Incidental personal use, provided it:
 - Does not degrade device performance, speed, or availability of Board related information,
 - Does not involve media streaming unless directly related to Board business,
 - Does not incur additional costs to the Board,
 - Does not involve significant storage use or large volumes of personal content,
 - Does not include inappropriate, offensive, or unprofessional material,
 - Does not negatively affect the reputation of the Board or MBIE in any context.
 - Does not use personal email accounts or messaging apps to access, store, or share Board information

MBIE-issued iPads must not be taken overseas for travel that is unrelated to Board business. If overseas travel is required for Board business, members may take their MBIE-issued iPad when travelling to a Five Eyes country (Australia, Canada, the United Kingdom, or the United States). Members must ensure compliance with MBIE security and data protection requirements and notify a Case Officer prior to travel.

3. Data Protection

Board members must:

- Keep personal security login confidential and secure.
- Treat all Board information as confidential unless explicitly stated otherwise.
- Avoid storing sensitive Board data on unauthorised applications.
- Use only MBIE-approved platforms for sharing or storing documents.
- Ensure iPads are locked when unattended and not shared with others.
- Report any suspected data breaches or loss of information immediately to the National Manager, Occupational Regulation.
- Keep the operating system and any Board related applications up to date.

4. Security and Privacy

Board members must:

- Keep the device secure at all times (home, travelling, at Board meetings).
- Report any loss or theft immediately to Case Officer who will report to Service Desk/Cyber Security Operations.



- Use only MBIE-approved applications and services.
- Not insert personal USBs or SIM cards into the device.
- Not remove the MBIE SIM card without approval.
- Do not jailbreak or otherwise attempt to circumvent iOS protections.
- Disable AirDrop except when required for MBIE business; use “Contacts Only” when enabled.

5. Artificial Intelligence Tools

Use of AI or generative AI tools on MBIE iPads is not permitted without prior approval from the National Manager, Occupational Regulation.

6. Monitoring and Compliance

MBIE may monitor device usage to ensure compliance with this policy. Non-compliance may result in device retrieval, restricted access, or formal notification to MBIE governance. Serious misuse may lead to investigation and other actions per MBIE policies and applicable laws.

RELEASED UNDER THE
OFFICIAL INFORMATION ACT