



Regulatory Standards Board Position Descriptions

Date:	27 November 2025	Priority:	Medium
Security classification:	In confidence	Tracking number:	MFR2025-323
Attachments:	Annex 1: Regulatory Standards Board Position Descriptions		

Action sought

Required from	Action	Deadline
Hon David Seymour Minister for Regulation	Agree to the position descriptions detailed in the attached Discuss with officials at your meeting on 2 December 2025	1 December 2025

Contact for telephone discussion (if required)

Name	Position	Phone number	1 st contact
Anshuman Chakraborty	Head of Legal	s 9(2)(a)	<input checked="" type="checkbox"/>

Minister's office to complete:

- | | |
|---|--|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Declined |
| <input type="checkbox"/> Noted | <input type="checkbox"/> Needs change |
| <input type="checkbox"/> Seen | <input type="checkbox"/> Overtaken by events |
| <input type="checkbox"/> See Minister's notes | <input type="checkbox"/> Withdrawn |

Comments



Purpose

Appointing the Regulatory Standards Board members requires position descriptions setting out the roles, responsibilities, and scope of the position of member, and Chair.

The Ministry for Regulation has drafted the attached position descriptions for your review and approval.

Recommended Action


The Ministry for Regulation recommends that you:

- a **agree** to the position descriptions for the position of Board Member and Board Chair for the Regulatory Standards Board. *Agree / Disagree*
- b **discuss** your feedback at an agency meeting on 2 December 2025 *Agree / Disagree*

Proactive release

- c **agree** that this briefing be released in full once you have considered it. *Agree / Disagree*

s 9(2)(a)



Anshuman Chakraborty
Head of Legal
Ministry for Regulation
Date: 27 November 2025

Hon David Seymour
Minister for Regulation
Date:



Regulatory Standards Board

Board Chair Position Description

Purpose of the Board

The Regulatory Standards Board is established by section 27 of the Regulatory Standards Act 2025.

The Board has the following functions, as set out in the Act:

- 1) Inquiries into existing legislation
 - a. Carrying out inquiries into whether Acts or secondary legislation are inconsistent with the principles of responsible regulation; and
 - b. Reporting on those inquiries to any complainant, the regulatory standards Minister, the relevant chief executive, and the responsible Minister for the legislation to which the inquiry relates
- 2) Considering consistency accountability statements (CASs) for Bills
 - a. Considering a consistency accountability statement for a government Bill that:
 - Has been introduced into the House of Representatives; and
 - Is being considered by a committee of the House of Representatives
 - b. Reporting on its consideration to that committee before the committee finally reports to the House of Representatives on the Bill.

Decisions on any next steps following findings will sit with the relevant minister/s or makers of other legislation.

The Board must act independently in relation to performing its functions.

Knowledge, skills and experience

The Chair of the Board should have the following skills and experience:

- Experience and expertise in one or more of the following:
 - Law
 - Regulatory design
 - Economics and the cost and benefits of regulating
 - Ability to bring the perspective of a regulated party (e.g. business experience or industry representation)

- At least 25 years' experience in their area/s of expertise
- Experience on a board preferably as a Chair, or in senior leader roles
- Experience creating and implementing board or committee ways of working
- Has a clear understanding of the Board's role, and where it fits within the wider system
- Strong political nous
- Ability to facilitate discussion and guide the Board to reach decisions
- Ability to draw on the different expertise and experience across the Board to encourage high quality debate
- Ability to demonstrate independent thinking
- Ability to contribute to high quality debate
- Be willing to hear and acknowledge new or different ideas

Term of Appointment

The Chair will be appointed for a term of up to 5 years which will be clearly stated in the notice of appointment.

The Chair may be reappointed for additional terms.

Remuneration and Meetings

Members are entitled to receive remuneration in accordance with the Cabinet Fees Framework. The Board Chair is paid a daily rate of \$1265 for each Board meeting. In addition, up to 12 hours of preparation time for each meeting will be paid in accordance with the hourly rate calculation within the Cabinet Fees Framework.

Members' travel expenses will be managed by the Ministry for Regulation in the first instance. Members are entitled to reimbursement for reasonable meeting expenses that are agreed with the Ministry for Regulation before the costs are incurred.

The Board will meet up to 11 times per year. During the establishment phase, these will take place in person but may move to online once the operation of the Board settles into a natural rhythm.

Disclosure of interests

Members, including the Chair, will be required to disclose interests and conflicts of interest on appointment, and on an ongoing basis as they arise. If there is any doubt the Chair will discuss their interests with the Chief Executive of the Ministry for Regulation. Management plans consistent with the Regulatory Standards Act may be required, and in extreme cases, the Minister may need to consider the ongoing suitability of the Chair.

Integrity and character

The Public Service Act 2020 requires all Board members to abide by the Public Service Code of Conduct.

Background checking will be conducted on shortlisted candidates to ensure suitability. Members are required to raise any issues that arise during their term to the Chair as soon as reasonably practicable. The Chair should raise their own issues, and any member issues of a serious nature to the Chief Executive of the Ministry for Regulation in the first instance.

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Regulatory Standards Board

Board Member Position Description

Purpose of the Board

The Regulatory Standards Board is established by section 27 of the Regulatory Standards Act 2025.

The Board has the following functions, as set out in the Act:

- 1) Inquiries into existing legislation
 - a. Carrying out inquiries into whether Acts or secondary legislation are inconsistent with the principles of responsible regulation; and
 - b. Reporting on those inquiries to any complainant, the regulatory standards Minister, the relevant chief executive, and the responsible Minister for the legislation to which the inquiry relates
- 2) Considering consistency accountability statements (CASs) for Bills
 - a. Considering a consistency accountability statement for a government Bill that:
 - Has been introduced into the House of Representatives; and
 - Is being considered by a committee of the House of Representatives
 - b. Reporting on its consideration to that committee before the committee finally reports to the House of Representatives on the Bill.

Decisions on any next steps following findings will sit with the relevant minister/s or makers of other legislation.

The Board must act independently in relation to performing its functions.

Knowledge, skills and experience

Board members should individually or collectively have the following skills, expertise and experience:

- Experience and expertise in one or more of the following:
 - Law
 - Regulatory design
 - Economics and the cost and benefits of regulating
 - Ability to bring the perspective of a regulated party (e.g. business experience or industry representation)

- At least 15 years' experience in their area/s of expertise
- Experience on a board or in senior leader roles
- Ability to demonstrate independent thinking
- Ability to contribute to high quality debate
- Be willing to hear and acknowledge new or different ideas

Term of Appointment

Board members will be appointed for a term of up to 5 years which will be clearly stated in the notice of appointment.

Members may be reappointed for additional terms.

Remuneration and Meetings

Members are entitled to receive remuneration in accordance with the Cabinet Fees Framework. Members are paid a daily rate of \$800 for each Board meeting. In addition, up to 8 hours of preparation time for each meeting will be paid in accordance with the hourly rate calculation within the Cabinet Fees Framework.

Members' travel expenses will be managed by the Ministry for Regulation in the first instance. Members are entitled to reimbursement for reasonable meeting expenses that are agreed with the Ministry for Regulation before the costs are incurred.

The Board will meet up to 11 times per year. During the establishment phase, these will take place in person but may move to online once the operation of the Board settles into a natural rhythm.

Disclosure of interests

Members will be required to disclose interests and conflicts of interest on appointment, and on an ongoing basis as they arise. If there is any doubt, Members will discuss their interests with the Chair. Management plans consistent with the Regulatory Standards Act may be required, and in extreme cases, the Minister may need to consider the ongoing suitability of members.

Integrity and character

The Public Service Act 2020 requires all Board members to abide by the Public Service Code of Conduct.

Background checking will be conducted on shortlisted candidates to ensure suitability. Members are required to raise any issues that arise during their term to the Chair as soon as reasonably practicable.