

Minutes

NZRAB Board

16 March 2010

NZRAB offices, Wellington

The meeting commenced at 9.30 am.

1. Attendance, welcome, introductions & apologies

Board members attending: Ron Pynenburg (Chair), Kate Davenport (Vice Chair),Carolynn Bull (by phone for part of the meeting), Anna-Marie Chin, Marsh Cook, Gordon Holden, Callum McKenzie, Helen Tonkin
In attendance: Paul Jackman (CE), Andrew Symonds (EO)
Apologies: None

Note: Carolynn Bull attended by phone for Board papers 4.1, 4.2, 6.1, 6.2 and 8.1.

2. Potential Conflicts of interest

No potential conflicts of interest were declared.

3. Minutes from Previous Board Meetings/Matters arising

3.1 – Board Minutes 24 November 2009

3.2 – Board Minutes electronic 8 February 2010

3.3 – Board Minutes Conference Call 16 February 2010

The Board resolved that the minutes of the 24 November 2009, 8 February 2010 and 16 February 2010 Board meetings were true and accurate records.
Moved Ron Pynenburg, seconded Helen Tonkin. Carried.

There were no matters arising.

4. **Governance**

4.1 – Chair’s Report

The Chair reported on his recent meetings with the Department of Building and Housing and then the Minister to discussion Board succession planning during 2010.

The Chair said the Minister had been provided with a letter describing the Chair’s view on what should occur. The Chair said the Minister had responded sympathetically, but also indicated that cabinet and coalition requirements meant that final appointments were hard to predict and often minister’s wishes were not met.

Carolynn Bull advised the meeting that after five years she did not want her term to be renewed when it expires on 18 December 2010.

The meeting concurred that the Board would benefit if another academic is appointed when Professor Holden’s term expires on 30 June 2010.

The CE said the Department of Building and Housing had advised that the process of replacing the various outgoing Board members was currently waiting on the Minister’s decision as to whether he would renew the appointments of some Board members during 2010 or not.

Discussion then turned to the promulgation the week before of new Competence Review fees etc. The excessive time taken to achieve these fee changes was discussed and the NZRAB’s request to the Department for formal guidance on correct rule making procedures to avoid similar delays in the future. The Board determined that the Department be asked again to provide this advice. Then, if advice was not forthcoming, a protocol would be drafted by the secretariat and the Department would be asked to confirm its correctness. Following that, another fee change procedure would be initiated, this time to cover applications for initial registration by APEC Architects.

4.2 – CEO’s Report

The CE presented his report, noting that the organisation was in good heart and doing well in terms of its finances, though this was vulnerable to the costs of a challenging discipline case, should that occur. The CE advised that since the CEO’s Report had been written, the fee changes, about which the NZRAB consulted in June 2008, had been promulgated.

A Board member said he would like to see some information as to what sort of complaints are laid against architects in Australia.

Discussion also focused on recent advice received from the NZIA in regard to the establishment costs and the ongoing costs of administering the CPD framework. The meeting concluded that the figures provided by the NZIA in regard to the ongoing administrative costs seemed very high. It was agreed

that the Chair would discuss this directly with the President, and the incoming President of the NZIA.

The Board then resolved to note the CE's Report
Moved Callum McKenzie, seconded Ron Pynenburg. Carried.

5. **Strategy and Finance**

5.1 – NZRAB Finance Report 1 July 2009 to 31 December 2009

The Board resolved that the Board note the NZRAB Financial Report 1 July 2009 to 31 December 2009.

Moved Ron Pynenburg, seconded Helen Tonkin. Carried.

5.2 – NZRAB Forecast Finance Report 1 July 2009 to 30 June 2010

The Board resolved that the Board note the NZRAB Forecast Finance Report 1 July 2009 to 30 June 2010.

Moved Ron Pynenburg, seconded Gordon Holden. Carried.

Helen Tonkin asked that the minutes record her appreciation of the high quality of the financial reporting both quarterly to the Board and monthly to the Strategy and Finance Committee.

5.3 – Review of Occupational Licensing in the Building Sector

The Chair reported on the 1 March 2010 workshop on the upcoming review of occupational licensing in the building sector, organised by the Department of Building and Housing.

An extensive discussion took place about the current government's requirement that occupational licensing be reviewed in terms of its contribution to economic productivity. The Board agreed that more work was required regarding the value of occupational licensing in terms of improved provider performance in the long term.

The Board resolved to:

1. note Board paper 5.2 Review of Occupational Licensing in the Building Sector
2. confirm, as per its 26 January 2010 meeting, that the NZRAB shall advocate to the review that:
 - the NZRAB needs a set of institutional arrangements that are permissive rather than prescriptive
 - a mechanism is required to give clarity to the public about firms offering architectural services in terms of what services they provide and who does or supervises the work
 - the NZRAB's mandate be extended to include the registration of designers, subject to appropriate institutional arrangements being in place.

Moved Gordon Holden, seconded Callum McKenzie. Carried.

6. **Registration**

6.1 – Registration Report

The Registration Report was considered and, in particular, the Registration Committee's suggestion that the fee for initial registration should be halved for second attempts. The Chair asked that the Registration Committee look at the issue carefully and make a formal recommendation, if it felt change was warranted.

The question of whether language impediments or gender bias were factors in recent unsuccessful registration applications was discussed, the Registration Committee having advised that language difficulties or gender had not been issues in terms of those declined registration.

The Board resolved to note the Registration Report.
Moved Callum McKenzie, seconded Kate Davenport. Carried.

6.2 – Registrations Pathway 7

The Board resolved that the Board register Mr Guy Davies 2994, Mr Alastair Gaudin 1945 and Mr Christopher Hamill 2234.
Moved Callum McKenzie, seconded Anna-Marie Chin, abstained Marsh Cook. Carried.

7. **Continuing Registration**

7.1 – Continuing Registration Report

The meeting of the Continuing Registration Committee the day before (15 March 2010) was reported on. The Board was advised that good progress had been made in clarifying the policies and procedures that will apply when the first mandatory Competence Reviews take place in 2011. In particular, the committee had resolved how the minimum standard for registration will be applied for continuing registration and how the requirement will be dealt with that architects present evidence that they have taken reasonable steps to maintain their knowledge and skills.

The Board resolved that the Board note the Continuing Registration Report.
Moved Helen Tonkin, seconded Anna-Marie Chin. Carried.

8. **Public Protection**

8.1 – Public Protection Report

The meeting discussed whether or not the secretariat should keep records of inquiries received from the public about the performance of an architect, whether or not these inquiries lead to a complaint. The Board concluded that it wanted this information, and, in particular, it wanted to know of each inquiry:

- whether the inquiry was about an architect or a person who in fact was not an architect
- was the architect of concern retained by the caller or not
- what was the issue
- what did the inquirer want done.

It was agreed that this would be done as a trial for presentation to the last Board meeting of 2010.

The Board resolved that it note the Public Protection Report.
 Moved Helen Tonkin, seconded Carolynn Bull. Carried.

The meeting ended at 3.45 pm.

Action List from 16 March 2010 Board meeting

Source	Action	Who	Status
BP 4.1	Seek again the Department's advice as to the correct procedure for changing the Rules	CE	Pending
BP 4.1	Subject to the action above and a reasonable time to respond, draft own procedural note and seek departmental agreement	CE	Pending
BP 4.1	Subject to the actions above, initiate rule change procedures for the initial registration fee for APEC Architect applicants	CE	Pending
BP 4.1	Discuss admin costs of CPD framework with NZIA President	Chair	Pending
BP 4.2	Seek advise as to the patterns of complaints against architects in Australia	CE	Pending
BP 7.1	Raise with Registration Committee the need for the required standard for pathway 7 applications and competence reviews to align better	EO	Pending
BP 8.1	Initiate data collection from inquiries about architect's performance	EO/CE	Pending

MA = Matters arising, BP = Board Paper, Residual = From previous Board meeting