

Minutes

NZRAB Board

2 September 2008

NZRAB offices, Wellington

The meeting commenced at 9.25 am.

1. Attendance, welcome, introductions & apologies

Attendance

Board members	Ron Pynenburg (Chair), Kate Davenport (Vice Chair), Gordon Holden, Gordon Moller,Carolynn Bull, Marsh Cook
Guests	Beverley McRae CE & Joe Grayland Education Manager NZIA, Deborah Cranko
In attendance	Paul Jackman (CE), Andrew Symonds (EO)
Apologies	Brian Elliott, Helen Tonkin

2. Potential Conflicts of interest

Gordon Holden noted that he is Head of the School of Architecture, Victoria University of Wellington.

Carolynn Bull noted that she was a member of the Investigation Committee that considered the H v M case.

3. Minutes from Previous Board Meetings/Matters arising

The Board resolved that the minutes of the 13 May 2008, 9 July 2008 and 18 July 2008 were true and accurate records.

Moved Gordon Holden, seconded Gordon Moller, carried.

In matters arising, the Board confirmed its policy that the Board's confirmed minutes shall be displayed on the Board's website for a period ending 12 months after the meeting being reported on.

4. Governance

4.1 CEO's Report

The CE spoke to the CE's Report. In discussion that followed it was agreed that the Board would need to monitor the November 2008 intake of registration applicants to ascertain whether the low numbers of registration applicants in May was the beginning of a trend.

The Board noted the CE's report.

4.2 Board appointments and Committee structure (oral)

The Chair reported on recent developments in terms of Board appointments. He said that the NZIA had put forward the names of two possible appointments and these were currently being considered by the Minister. Until this matter was resolved the memberships of the Board's various Committees would be unchanged, he said.

4.3 Board Calendar

The Board resolved:

- That the Board agree to the 2008/2009 calendar.

Moved Gordon Holden, seconded Carolyn Bull, carried.

5. Strategy and Finance

5.1 NZRAB Performance Report 2007 – 2008

The Board resolved:

- That the Board note the NZRAB Performance Report 2007/08.

Moved Carolyn Bull, seconded Gordon Holden, carried.

5.2 NZRAB Financial Report 2007 – 2008

The Board resolved:

- That the Board note the NZRAB Financial Report 2007/08.

Moved Gordon Holden, carried Carolyn Bull, carried.

5.3 NZRAB Strategic Plan 2008 – 2011

The Board reviewed the proposed Strategic Plan and directed that during the year now underway training be provided to Board members in the principles of governance. A Board member suggested that until other resources are available for newly Registered Architects it would be useful to send them a copy of the Act and the Code of Ethics when they are first registered.

The Board directed that the Strategic Plan be amended in the following ways:

- That a reference be made to an overarching goal that Registered Architects should be competent and reputable so that the public can rely on them.
- That the registration goals be reordered to reflect their chronology
- That the words "to protect both the public interest and the reputation of the profession" be deleted from goal 13.

The Board then resolved:

- That the Board adopt the amended updated NZRAB Strategic Plan 2008 – 2011.

Moved Gordon Holden, seconded Kate Davenport, carried.

The Board also determined that training for Board members in the principles of governance should be arranged.

Beverley McRae CE & Joe Grayland Education Manager of the NZIA then joined the meeting and provided a briefing on the Institute's recent activities. Discussion included the issue of whether changes are occurring in the patterns of graduations and then applications for registration. It was agreed that both agencies would look at commissioning research into the subject.

5.4 NZRAB Budget and Financial projections 2008 – 2011

A proposed budget and projections for the next three years was considered. Discussion turned to the fairness of requiring second time applicants for registration to pay the full fee of \$2,036 (GST included). The question was raised of whether it is necessary for all second time applicant to apply "from scratch" as opposed to being some being reassessed only on those aspects in which they had been judged deficient. The Board agreed that the Registration Committee would be asked to investigate whether this was possible, thereby reducing the cost for some second time applicants. Board members also asked to be sent samples of registration reports from assessors, with names deleted.

The Board then resolved:

- That the Board approve the NZRAB 2008/09 budget and note the NZRAB projections for 2009/10 and 2010/11.

Moved Gordon Holden, seconded Kate Davenport, carried.

6. Registration

6.1 Registration Committee Report

The Board considered the Registration Committee Report and asked to be advised as to whether among registration applicants different success rates could be detected among graduates of each of the three New Zealand providers of recognized architectural qualifications.

The Board then resolved:

- That the Board note the report
- That the Board appoint Richard Carver, Paul Goldsmith, Marc Woodbury and Richard Middleton as assessors.

Moved Carolyyn Bull, seconded Gordon Holden, carried.

6.2 Assessors' Fees

The Board resolved:

- That the Board approve a fee increase for Assessors undertaking an assessment interview and attending moderation meetings from \$150 to \$200.

Moved Kate Davenport, seconded Gordon Moller, carried

The Board also directed that the Board's thanks be conveyed to the Assessors for the work that they do.

7. Continuing Registration

7.1 Continuing Registration Report

The Board resolved:

- That the Board note the Continuing Registration Report.

Moved Gordon Holden, seconded Carolyyn Bull, carried.

7.2 Continuing Registration Policy

The Board considered the proposed Continuing Registration Policy and asked that options be investigated for warning those Registered Architects who are not accumulating CPD points at a sufficient rate to achieve 1000 CPD points for their impending five yearly Competence Reviews.

The Board then resolved:

- That the Board adopt the attached Continuing Registration Policy.
- That the Board direct that the details of this policy and, from it, the Board's expectations as to how Architects can demonstrate that they continue to

meet the applicable minimum standards for registration shall be determined and communicated to Registered Architects.

Moved Gordon Holden, seconded Gordon Moller, carried.

8. Public Protection

8.1 Public Protection Report September 2008

The Board considered a recent attempt by the Board secretariat to arrange an informal mediation for a member of the public who had contacted the Board expressing concern about difficulties with her Architect. The Board concluded that the initiative was of value but that to be done again it needed to be incorporated into the Board's procedures. Board members asked for further advice as to how the case had developed or been resolved. The suggestion was also made that the Board's website might provide a link to third parties who could provide a mediation service.

Carolynn Bull cautioned the Board against taking cognisance of Board paper 8.1 in regard to the training value of a discipline procedure.

The Board then considered the resolutions before it and resolved:

- That the Board note the Public Protection Report.

Moved Ron Pynenburg, Seconded Kate Davenport, carried.

- That the Board consider [deleted]'s submission and the Investigating Committee's comments.

Moved Ron Pynenburg, Seconded Kate Davenport, abstained Carolynn Bull, carried.

- That the Board confirm its decision to send the [deleted] case to a Disciplinary Committee.

Moved Ron Pynenburg, Seconded Kate Davenport, abstained Carolynn Bull, carried.

- That the Board determine in principle that it intends to send the [deleted] complaint to a Disciplinary Committee.

Moved Ron Pynenburg, Seconded Carolynn Bull, carried.

The Board then discussed the need to appoint a Disciplinary Committee for the [deleted] case and noted that this would need to be arranged as soon as possible.

8.2 *Disciplinary Committee Operating Format*

The Board resolved:

- That the Board approves the use of the adversarial operating format for the Disciplinary Committee
- That the Board note in approving the adversarial format, this includes the full range of inquisitorial techniques being available to the Disciplinary Committee.

Moved Ron Pynenburg, seconded Carolynn Bull, carried.

9. International and Standards

9.1 *APEC Architect Project Report*

The Board resolved:

- That the Board determine that the NZRAB shall seek to increase the value of the APEC Architect project to New Zealand Architects by entering into bilateral or multilateral access arrangements with other APEC Architect economies.

Moved Ron Pynenburg, Seconded Kate Davenport, carried.

Deborah Cranko then joined the meeting. The Chair welcomed her and said she had been invited to attend the Board meeting so that the Board could formally express its thanks for the work that she had done for the Board over the last three years as Vice Chair.

The Chair noted that Ms Cranko had led the Board's development of its public protection procedures and they were her legacy to the Board. He also said that a personal level Ms Cranko had been of immense assistance to him during the difficulties that beset the Board during its set-up phase.

The Chair concluded his comments by making a presentation to Ms Cranko, which the Board as a whole endorsed by acclamation.

The meeting concluded at 5.35 pm.