



17 August 2021

## **Appointments Policy**

### **Purpose**

1. This policy sets out the principles and procedures by which persons are appointed to the NZRAB's committees, working parties and other specific roles, staff apart.

### **Principles and procedures**

2. Appointments required by the Registered Architects Act 2005 (the Act) and the Registered Architects Rules 2006 (the Rules) to be made by the Board shall be via a recommendation to the Board from the Chair of the appropriate oversight committee or the committee itself, as per the attached schedule.
3. Other appointments, where the Act and the Rules do NOT require otherwise, shall be made as per the attached schedule.
4. Chairs of oversight committees (Executive Committee apart), and chairs and members of working parties, shall be appointed by the Board Chair.
5. The Chair of the Executive Committee shall be the Board Chair.
6. Board members apart, appointments to committees shall be for three years, with optional additional appointments for three-year periods.
7. Appointments to working parties shall be for the duration of the working party as defined by their terms of reference, after which appointments shall end.
8. Appointments to individual roles shall be for three years, with optional additional appointments for three-year periods.
9. In general, appointments shall be for two terms, though appointees may undertake subsequent terms where appropriate.
10. These principles, procedures and delegations shall apply as in the attached schedule.

### Appointments Schedule

Appointment	Origin	Appointing authority	Delegation	Recommendation	Consultation	Membership requirements	Term in years	Comment
Board oversight committee Chairs (Executive Committee apart)	Appointments Policy, clause 4	Board Chair	NA	NA	Executive Committee	Board member	Indefinite	
Board oversight committees	The Act, section 55	Board	NA	Board Chair	Chair of Committee	At least 2 Board members (Act 56)	Indefinite for Board members, others 3 + 3 etc <sup>1</sup>	
Registration Convenors/Deputy Convenors	Initial Registration Policy, clause 37	Board Chair	NA	Registration Committee (Initial Reg Policy 30)	NA	Registration Assessor	3 + 3 etc <sup>2</sup>	
Assessors Training Coordinator	Registration Committee resolution and Board noted 2 9 08	Board	NA	Chair Registration Committee		Registered Architect	3 + 3 etc	

<sup>1</sup> "6 + 6 etc. (or 3)" means an appointment for six years, which can be renewed for one or more six year periods, or three year periods if required.

<sup>2</sup> "3 + 3 etc" means an appointment for three years, which can be renewed for one or more three year periods.

APAP ANZ Management Panel	APAP ANZ	Board	NA	Chair Registration Committee	Registration Committee	Registered Architect	3 + 3 etc	
APAP ANZ Management Panel	Initial Registration Policy, clause 7	Board	NA	Registration Committee	NA	Registered Architect/  academic or as set down in 4.3 of ANZ APAP	6 + 6 etc (or 3)	List to be confirmed by Board annually (ANZ APAP requirement)
NZ APAP ANZ NVP & panels	APAP ANZ	Board Chair & Registration Committee Chair	NA	NZ ANZ APAP Coordinator		Membership of NZ ANZ APAP Standing Panel	One off for each NVP & IRP visit	
Qualifications and Experience Assessment Panel (QEAP)	Initial Registration Policy	Board	NA	Registration Committee	NA	3 academic architects, 3 registration assessors	6 + 6 etc (or 3)	
Registration Assessors	Initial Registration Policy 28-32	Board	NA	Registration Committee	Registration Convenors	Registered Architect or appropriate qualifications or experience (Rules 83(2) and 85(2))	6 + 6 etc (or 3)  (adjusted nearest 31 March date)	Also derived from Rule 83

Initial Registration Assessment Panel	Act 55 & Rule 83	Board	Executive Officer		Registration Convenors	Registration Assessors	NA	Initial Registration Assessment Panels are created as one offs for each initial registration round
Continuing Registration Evaluation Panel	Act 55 & Rule 85	The Board	Executive Officer	NA	Registration Convenors	Registration Assessors	NA	Continuing Registration Evaluation Panels are created as one offs for each continuing registration round
Competency Assessment Reviewers	Act 55 & Rule 86	The Board	NA	Chair Registration Committee	NA	Registered Architect or other relevant qualifications or experience	6 + 6 etc (or 3)	
Investigating Committee	Act 55 & Rule 90	The Board	NA	Chair Public Protection Committee	NA	At least 2 Board members, 1 lay person	2 + 2 + 2 finite <sup>3</sup> or lesser period determined by the Board	

<sup>3</sup> "2 + 2 + 2 finite" means an appointment for two years which can be renewed twice but no more than twice, ie a total of six years.

Investigating Committee Chair & Alt	Act 55 & Rule 89	The Board	NA	Chair Public Protection Committee	NA	Relevant experience etc	2 + 2 + 2 finite (Rule 89(3)) or lesser period determined by the Board	
Disciplinary Committee	Act 55 & Rule 91	The Board	NA	Public Protection Committee	NA	At least 2 Board members, 1 Rule 88 list, 1 lay person	2 + 2 + 2 finite  (to mirror Rule 89(3))	
Disciplinary Committee Chair & Alt	Act 55 & Rule 89	The Board	NA	Chair Public Protection Committee	NA	Rule 88 list	2 + 2 + 2 finite (Rule 89(3)) or lesser period determined by the Board	
Working Party	Appointments Policy clause 4	Board Chair	NA	NA	Chair relevant committee	Relevant experience etc	Duration of Working Party's work	

**For information**

<b>Appointment</b>	<b>Origin</b>	<b>Appointing authority</b>	<b>Delegation</b>	<b>Recommendation</b>	<b>Consultation</b>	<b>Membership requirements</b>	<b>Term in years</b>	<b>Comment</b>
NZ APEC Architect Monitoring Committee	APEC Architect Operating Manual	Positions as of right, with Committee co-opting the member APEC Architect	NA	NA	Chair of Registration Committee	Board Chair, Te Kāhui Whaihanga NZIA President, Chair Registration Committee, CE NZRAB and an APEC Architect	6 + 6 etc (or 3)	Board Chair is Committee Chair