

CONFIRMED MINUTES

NZRAB BOARD MEETING (FULL)



At the **NZRAB Board Meeting (full)** on **10 Jun 2025** these minutes were **confirmed as presented**.

Name:	New Zealand Registered Architects Board	
Date:	Tuesday, 8 April 2025	
Time:	9:00 am to 3:19 pm (NZST)	
Location:	Boardroom, Warren and Mahoney Wellington Office, NZX Centre, Level 4, 11 Cable Street, Wellington Central 6011	
Board Members:	Judith Corbelletto-Thompson, Bruce Curtain, David Ivory, Craig O'Connell, Tony Orgias, Katherine Skipper	
Attendees:	[REDACTED]	Judith Taylor, [REDACTED]
Guests:	[REDACTED] from BPSL was the Minute-Taker.	
	[REDACTED] retiring NZRAB Registration Assessor, had been invited to morning tea with the Board to acknowledge and thank him for his long service and be presented with a certificate.	
Notes:	The NZRAB Strategy Framing Playback and Framing 2.0 documents from the 10 February Board Strategy Day have been uploaded to the Governance —> Key Docs folder on BoardPro.	

1. Open meeting

1.1 Opening karakia

The Acting Board Chair welcomed the attendees to the meeting.

JCT opened the New Zealand Registered Architects Board (NZRAB) meeting with a Karakia at 9.11am.

1.2 Apologies

There were no apologies. The NZRAB meeting had a quorum.

1.3 Interests Register

It was noted that the Interests Register had been updated. There were no new conflicts of interests declared.

2. Board only time

2.1 Board discussion

The Board met for a Board only discussion from 9.13am to 11.08am.

3. Strategic matters

3.1 Board strategy updates

The Board received:

- NZRAB Strategy Framing Playback
- 2025 NZRAB Framing document dated 10 February 2025

The Acting Deputy Board Chair referred to the Strategy Framing workshop held to set a data-driven strategic direction for NZRAB grounded in Te Tiriti o Waitangi and statutory obligations, discussion around:

- The Board needs to decide what NZRAB's strategic direction is in the short term to inform the 2025-26 financial budget and operational planning until a permanent Board Chair is appointed.
- NZRAB Strategy 2025-2030-2075 sets out the Purpose and Strategic Priorities for the next twelve months for Board discussion.

The NZRAB Purpose is:

'The purpose of NZRAB is through ensuring safe, high-quality, and sustainable architectural practices that enhance environments and maintain public integrity.'

Feedback on the Purpose:

- From a regulatory perspective, some wording could be added at the end of the Purpose to give assurance that NZRAB differentiates from New Zealand Institute of Architects (NZIA).
- The word 'sustainable' has different meanings. What does 'sustainable' mean in NZRAB's Purpose? The Chief Executive (CE) said the reference to 'sustainable' is in the context that Architects will have the knowledge and skills to provide sustainable and culturally appropriate outcomes. It is appropriate to reference sustainability in the Strategic Priorities.
- 'Enhance environments' is broad and covers the cultural aspect.

The four Strategic Priorities were discussed:

- Strategic Priority 1: Registration Resolution

The Board discussed acting with integrity in terms of decision-making and operations to build public trust. The Board to confirm if acting with integrity will be a strategic priority or a value, integrity is setting a benchmark. The Board agreed to rename priority 1 to 'Registration, Accreditation and Public Protection'.

- Strategic Priority 2: Digital Strategy

The Board discussed if 'Digital Strategy' was the correct name noting that digital technology is the tool that will enable NZRAB to operate efficiently and be more customer-focused. The CE will send the Board an AI report and IT is to be reviewed regularly. The Board agreed to rename priority 2 to 'Digital Implementation.'

- Strategic Priority 3: Review of Registered Architects Act 2005 (the Act).

The Board discussed the timing of the review of the Act and whether it needed to be a Strategic Priority for the 2025-26 financial year. The CE highlighted the importance of government updates. Creating an alignment with NZIA came out of the Strategy meeting

discussion, NZIA wants to keep the Act but NZRAB's position is that the Act should be reviewed. In summary NZRAB would need to do wider consultation with its stakeholders on the review of the Act. It would then develop future scenarios and understand the associated risk to inform any review of the Act.

- Strategic Priority 4: Communication

Listening to stakeholders and communicating NZRAB's story.

The Acting Deputy Chair has tried to capture under different headings the huge list of considerations and scenarios which would refine the ecosystems map. The Board can consider these prior to the next Board meeting.

A Board member said Specialisation can progress at the Committee level to look at how practice is changing. It is essential that NZRAB stays in touch with practice and the critical aspects of competencies.

The Board to consider NZRAB's commitment to Te Tiriti o Waitangi and how the Board wants to articulate it.



Strategy: Purpose and Strategic Priorities

The Acting Deputy Chair to update the Purpose and Strategic Priorities and send a further version to the Board for consideration.

Due Date: 2 May 2025

Owner: Judith Corbelletto-Thompson

3.2 Board structure update and discussion

The Acting Board Chair read out an email from MBIE which states that they are not in a position to provide any further comment on the NZRAB's Board structure. The Board roles can be extended. Discussion around:

- MBIE informed the Minister for Building and Construction of the position at the beginning of February 2025.
- NZRAB still have two vacant Board positions. It was suggested that the Acting Board Chair writes to the Minister for Building and Construction to progress filling the vacant positions. Concerns that it might undermine the relationship with the Minister and MBIE if NZRAB proceeds with writing to the Minister. There is no immediate urgency as the Board has a quorum
- Four of the eight Board positions are nominated by NZIA. A fourth nomination could be submitted by NZIA which might help progress one vacancy.
- Board term expiry dates are advertised on the website. Judith Corbelletto-Thompson is due to retire this year.
- The Acting Board Chair would update the Board if anything is heard from MBIE prior to 30 April 2025.

4. Morning tea

4.1 Morning tea break

5. Chief Executive

5.1 CE's report

The Board received the Chief Executive's Report, which was taken as read.

The CE provided the following updates:

- Office relocation - communications with the building owner will be through NZRAB's lawyers. NZRAB will not return to its normal office premises until the seismic strengthening work had been completed.
- Health and Safety
 - Item 7 - the staff member did not need a medical report as she was okay.
 - Item 8 - this is looking at whether NZRAB have adequate health and safety policies in place around the hire of rental cars.
- Staff are doing well and will join the Board for lunch at 12.40pm. The Registration Administrator is settling in well.

The Board received and noted the Chief Executive's Report.

5.2 Key dates for NZRAB Board and work plan 2025

The Board received the Board and Committee meeting dates for 2025.

It was noted:

- The in-person Board meeting on 4 June should be 10 June 2025.
- The interim Board meeting on 6 May will be scheduled for 1.5 hours to discuss the draft Budget and the IT Project Plan.
- The Board would like to set the Board meeting and Committee meeting dates for 2026 early. Board meetings are confirmed to be held on the second Tuesday of the month.



Board Meeting Dates 2025 and 2026

The Executive Office Education to:

- Double check the Board meeting dates for 2025, cancel redundant meetings and send correct meeting invites to the Board.
- Propose the Board meeting schedule for 2026 based on holding the Board meeting the second Tuesday of the month.

To be presented at the June Board meeting.

Due Date: 6 Jun 2025

Owner: [REDACTED]

5.3 Digital roadmap update

The Executive Officer, Public Protection, and the Registration Manager were in attendance.

The Board received:

- The Digital Road Map Update on progress for the replacement database and Customer Relationship Management (CRM) software.
- Customer Relationship Management RFP Procurement and Probity Support Report prepared by CORUM.

The CE said a deep dive has been undertaken to look at NZRAB's digital needs to identify software requirements. CORUM have obtained competitive tenders from three qualified suppliers to replace NZRAB's current digital environment to rebuild the database, website development and CPD portal. The Board noted that the EOPP and RM had worked closely with CORUM to review the tenders. The three quotes were within budget.

The Board noted the suppliers evaluated were:

- Ocular

- OlaTech
- WalkerScott

The Board requires more detail and has asked for a high-level project plan to include the project timeframes and costs to consider at its interim meeting on 6 May 2025. It was initially proposed that staff recommendations would go to the Finance, Audit and Risk Committee on 20 May 2025 and then to the Board meeting on 10 June 2025. The EOPP said it was possible to meet at the 6 May 2025 Board meeting but staff were waiting to hear back from the providers about CRM options. All tenders have said they can provide the CRM system, but have not fully demonstrated it, and this would be a determining factor to identify preference.

A Board member asked how CORUM's fees were tracking against budget? The CE advised that CORUM's expenditure was being closely monitored and that statements of work and costs were being recorded. It was acknowledged that the Board had not approved the expenditure, but staff needed to employ CORUM to investigate and recommend digital solutions for the organisation. The CE confirmed the work undertaken by CORUM was within budget, given the vacant Project Manager and Operations Manager positions.

The Board noted the Operations Manager role had been vacant for a long time. The CE provided an overview as to why the role had not been filled. She confirmed the role had been budgeted for and was part of the existing organisational structure. A change to the role would be if the Board were to disestablish the role. It was noted that the reference to 'Office Manager' in the Digital Road Map Update was an error and should be 'Operations Manager'. It was acknowledged the role of the Operations Manager is very important and should be filled if there is an existing budget. The Acting Deputy Chair said the Operations Manager role needs to be considered as part of the wider discussion on 6 May 2025.

The Board required a clear understanding of the costs to engage consultants, an internal Project Manager, an Operations Manager and CORUM to undertake project management activities. The Board needed clarification of the investment being made.

The Board received and noted:

- CORUM's report on the outcome of the CRM tenders. The Board acknowledged the material received was very thorough.
- A recommendation on acceptance of the CRM tender, together with a high-level project plan at its interim Board meeting on 6 May 2025.
- The CE would provide a position description to the Board for the Operations Manager role, prior to undertaking recruitment at its interim meeting on 6 May 2025.



Digital Road Map Update

The CE to provide for the interim Board meeting on 6 May 2025:

- A high-level Digital Road Map project plan to include the project timeframes and costs.
- The financial spreadsheet recording the Statement of Work for CORUM and costs to date.
- The position description for the proposed Operations Manager role.

Due Date: 30 Apr 2025
Owner: Judith Taylor

6. Registration

6.1 Initial registration report

The Board received the Initial Registration Report for the Board to approve or decline applications for registration.

The RM was in attendance.

The RM tabled item h) for the Board to agree that Australian Architect, Robert Peck (6593), who has applied for and met the requirements for registration under Pathway 5 in accordance with Australia Mutual Recognition Arrangement 2024.

A Board member referred to item 14. [REDACTED] a New Zealand qualified, USA-registered architect became eligible to apply via Pathway 7 and queried what process was in place for a New Zealand assessment? The CE said NZRAB does have a process in place, but it does not include an assessment of knowledge of the New Zealand rules and regulations. A process is being prepared to take to the Board but staff needed to review what was being done in the United Kingdom and Australia.

The RM clarified that [REDACTED] application was declined last year as it did not meet requirements. [REDACTED] has now reapplied and provided everything needed. The risk is that he practises and does not understand New Zealand requirements to practise safely.

The CE referred to the Mutual Recognition Agreement and said the Board could request a Professional Conversation is undertaken.

The Board requested a Professional Conversation is undertaken as outlined in the Mutual Recognition Agreement, because previous applications have been declined. The CE will use the specific wording from the Mutual Recognition Agreement. It was noted that the assessors will prepare a report with a recommendation after the Professional Conversation for the Board to consider if it wishes to accept the application or not.



Initial Registration Report

The Board:

- Confirmed there were no conflicts of interest identified.
- Noted the receipt of forty Pathway 1 applications.
- Noted the receipt of five Pathway 2 Stage 2 applications.
- Noted the receipt of four, including one deferred, Pathway 3 applications and that three Professional Conversations are being held in early April.
- Noted the receipt of four, including one incomplete, Pathway 4 applications and that three Professional Conversations are being held in early April.
- Noted the receipt of the USA Registered Architect who has applied for and met the requirements for registration under Pathway 7 in accordance with Australia, United States of America, New Zealand Mutual Recognition Arrangement 2024 to enter the New Zealand Architects Register will undertake a Professional Conversation prior to Board approval.
- Agreed that the following United Kingdom Registered Architects have applied for and met the requirements for registration under Pathway 8 UK to NZ Mutual Recognition Agreement 2023 for UK Registered Architects:
 - Harvey Male (6915);
 - Yusnidar Yusof (6918)
- Agreed that Australian Registered Architect, Robert Peck (6593) has applied for and met the requirements for registration under Pathway 5 in accordance with Australia Mutual Recognition Arrangement 2024.

Decision Date: 8 Apr 2025
Outcome: Approved

6.2 Continuing registration report

The Board received the Continuing Registration Report to note the recommendations of the CRCR Evaluation Panels.

The RM was in attendance.

KS - Anna Synge, Divya Purushotham, Graeme Findley, Daniel Thompson, Peter Marshall

JCT - Christina van Bohemen

A Board member suggested NZRAB should obtain some legal advice in terms of Continuing Registration Competence Reviews. The Acting Board Chair agreed to get a legal opinion.

The RM said [REDACTED] was not approved last year but has completed the competency at that time time.

The Board discussed:

- No. 12 - the Interactive Assessment Final for [REDACTED] and noted the Assessor's concerns.
- No. 13 - the thirteen members of the cohort who have not submitted any forms is now twelve members. One member phoned the RM yesterday.
- No. 14 - the report references Cohort 15 for [REDACTED] but should be changed to reference Cohort 14.
- The Board noted 311 Architects have met the applicable minimum standard for continued registration under Cohort 15 as listed in the Continuing Registration Report.

The Acting Board Chair said the process was a lot more efficient and went so smoothly that he questioned the need for a compulsory Continuing Professional Development requirement. The economic savings made from having only one assessor instead of two assessors were noted.



Continuing Registration Report

The Board:

- Noted the conflicts of interest recorded.
- Noted the recommendation of the Evaluation Panel that 1 cohort 14 Architect has been assessed as meeting the applicable minimum standard for continued registration.
- Confirmed to grant continued registration to the 1 cohort 14 Architect identified from 1 July 2025 to 30 June 2030 in accordance with Rule 27 of the Rules. *Philip Porrit (1425)*
- Noted the recommendations of the Evaluation Panels that 311 Architects have been assessed as meeting the applicable minimum standard for continued registration.
- Confirmed to grant continued registration to the 311 Architects identified from 1 July 2025 to 30 June 2030 in accordance with Rule 27 of the Rules.
 - Agneesh Brahmbhatt 3576, Aishwarya Basrur 5631, Alan Minty 1380, Alan Stringer 6032, Alana Smith 5183, Alastair Kay 1656, Alexander Christos 6045, Amanda Coats 2527, Amy Hendry 4229, Andrew Bluck 4214, Andrew Irving 2675, Andrew Sexton 3409, Aneela Jeram 5396, Angela Foster 3004, Ann Galloway 1769, Anna Synge 5217, Anna Windsor 3490, Anne Kelly 3290, Anthony Davis 2138, Anthony Orgias 1676, Anthony Sephton 6057, Antony Matthews 2245, Antony Bartley 1549, Ari Stevens 5048, Arthur Joe 2513, Arturo Chan Mow 5445, Barry Condon 3325, Benjamin Jagersma 5228, Benjamin Lowe 3028, Biljana Pesun 5385, Bradley Wynn 2711, Brent Hulena 1993, Brent Scott 2504, Bruce Curtain 2588, Brunilda Brookes 5508, Camden Cummings 4935, Camden Pyke 5634, Carinnya Feaunati 6081, Carla Blitvich 6112, Carolyn Gundy 3071, Carolyn Savage 3442, Catherine Creemers 5516, Cecil Street

2185, Charissa Snijders 2602, Chi Ho Jeffrey Chow 5956, Chloe Coles 6004, Chris Jack 2991, Christina van Bohemen 2791, Christopher Hamill 2234, Christopher Hume 1891, Christopher Myers 2787, Christopher Norman 2530, Christopher Wilson 2432, Chun-te Su 6072, Claire Furlong 6049, Claire Gesterkamp 5511, Claire Natusch 5226, Craig Bradford 3061, Craig Henderson 1803, Craig South 5021, Daniel Eves 4216, Daniel Thompson 4233, Darrell Rapata 2729, Darryl Sang 2640, David Cook 6153, David Eqbal 5642, Davor Popadich 3623, Deborah Graham 6024, Dennis Chippindale 2104, Devo Staples 6058, Diana Shang 5006, Divya Purushotham 5178, Dolores Guirao Sanchez 5733, Dominic Buckell 2841, Donald Jamieson 2193, Duane Coad 5957, Dulcima Brown 6005, Duyeon Oh 6054, Edward Hosken 5160, Elaine Wong 2769, Elizabeth Muir 6157, Elizabeth Needham 6115, Elizabeth Weijing Cheng 3252, Ellen Paterson 6016, Emily Batchelor 6077, Eric Buhrs 3193, Ethan Hunter 6021, Ewan Brown 2204, Ezra Kelly 2834, Fiona Christie 3101, Gabrielle Bell 3150, Garry Cullen 1939, Gary Lawson 3026, George Kool 6030, Gerald Cogan 2958, Glenn Kevey 5542, Gordon Moller 1238, Graeme Finlay 3210, Graham Johnstone 2667, Graham Linwood 2676, Grant Bannatyne 2868, Gregory Shadbolt 3031, Gus Watt 1284, Guy Shaw 6025, Hamish Boyd 2229, Hamish Cameron 1988, Hamish Davies 2696, Hamish Shaw 4213, Hannah Sharp 4361, Harvey Duncan 3258, Heather Hocken 3307, Helen Law 5239, Henry Lin 3222, Henry Read 6028, Hew Kenn Chew 6033, Hilary Finn 5210, Hou-Sheng Huang 4351, Ian Bowman 2095, Ian Cumberpatch 2564, Ian Hopkins 6076, Ian Macdiarmid 3316, Ian Maclean 5284, Ida Ibrahim 5963, Illia Ovsiiko 4280, Jack McKinney 2930, James Craig 4212, James Elliott 2330, James Mitchell 6026, James Solari 2961, Jarrod Midgley 4246, Jason Gibson 3046, Jeanette Cooke 6037, Jen Nung Hong 5784, Jennifer Myers 2803, Jennifer Walling 4223, Jeremy Craig 2822, Jessica Glen 5441, John Bennett 1822, John Dymond 5446, John Leonard 5211, John Melhuish 2255, Jonathan Gibb 4209, Joon Park 3430, Jorgen Andersen 3511, Jorle Wiesen 5657, Judith Eden 2643, Judith Keith-Brown 2963, Juli Grey 6104, Julian Mitchell 3162, Julian O'Neale 5235, Jun Tsujimoto 5225, Karl Barker 4874, Kate Carr 5236, Kathryn Ginders 4293, Kelly Read 6047, Kenneth Collins 1973, Kenneth Crosson 2108, Kenneth Robinson 2197, Kerry Avery 1617, Keryn Wear 3016, Kevin Sanderson 2810, Kirsten Jones 6082, Lachlan Munro 5564, Lance Adolph 5220, Laura Cooke 5287, Leon Browning 2698, Lianne Cox 2710, Lily Lo 6022, Louise Booth 6027, Mahendra Daji 2797, Malcolm Bowes 2036, Malcolm McClurg 1736, Malcolm Taylor 2242, Malcolm Walker 1733, Manuel Morel 4160, Marc Warrington 5942, Marc Woodbury 2830, Marianna Morgan 3303, Mark Bates 2821, Mark Green 3213, Mark Morrison 3476, Mark Schmidt 5648, Mark Vryenhoek 2308, Martin Swann 2114, Matthew Mitchell 4320, Matthew Roberts 5435, Maurice Leone 5155, Methin Wongcharupan 5305, Michael Brewerton 2773, Michael Evans 2777, Michael Hartley 3454, Michael McKay 5272, Michael O'Brien 3001, Michael Russo 5428, Michael Zaragoza 5628, Michelle Cooper 3302, Milena Micic 5837, Mitchell Holden 5936, Monika Puri 3355, Moshin Mussa 5504, Murali Bhaskar 2362, Murine Lai 5161, Ngaio Hart 2828, Nicholas Barratt-Boyes 2058, Nicholas Strachan 4206, Nicholas van der Nol 5337, Nicholas Sewell 4228, Ning Wei 6074, Oliver Markham 4207, Pamela Dziwulski 5374, Patrick Clifford 1806,

Patrick de Pont 2236, Patrick Hampton 5227, Patrick Loo 5234, Paul Dougan 2051, Paul Hudson 5339, Paul Jurasovich 5219, Paul Rolfe 4278, Paul Wilkins 2157, Pauline Ching 2503, Peggy Russell 5910, Petar Milivojevic 2999, Peter Chibnall 1947, Peter Hawker 2688, Peter Marshall 1826, Peter Mitchell 2913, Peter Shaw 4231, Philip Redmond 5008, Pieter Viljoen 5925, Pui-Sin Chung 5273, Rachel Mayer 4234, Raymond Chung 5282, Reem Paul 3597, Regan Hall 4237, Renee Woods 5495, Richard Ainsworth 5240, Richard Bos 2680, Richard Kaye 2425, Richard Ormsby 2826, Richard Voss 4204, Robert Crawford 3520, Robert Strez 2391, Rochelle Mahon 2411, Roger McClean, 2907 Ronald Fox 4205, Rory Keegan 6152, Rosalie Stanley 2614, Roxanne Kirkpatrick 5816, Russell Allen 5237, Ruth Fyfe 6050, Sally Aphorp 6014, Sarah Bertie 4870, Sarah Delamore 6003, Sarah Gibbons 5280, Scott Ferguson 5209, Scott McKenzie 5497, Shaneil Narsey 6023, Shaun Anderson 5513, Shaun Murphy 5218, Simon Blencowe 4235, Simon Hall 4227, Simon Harrison 5279, Simon McRae 4274, Simon Parker 2672, Stanley Kingma 2536, Stefano Zappia 6073, Stephen Geuze 5241, Stephen McDonald 4232, Stephen McDougall 2094, Stephen Poulopoulos 1932, Stephen Smith 2727, Stephen Wong 3396, Steven Cropp 2659, Su Chew Tang 4225, Swee Ngee Low 3383, Szymon Gozdzikowski 5281, Terence St George 2073, Teresa Munro 5189, Terrence Dykes 1724, Tess Fenwick 5494, Thanh Nguyen 3463, Thomas Hopwood 5999, Thomas Ibbotson 5278, Thomas Nisbet 5699, Timothy Dorrington 2924, Timothy Hogan 2361, Timothy Melville 2444, Timothy Merkens 5193, Timothy Stephens 5260, Tonja Schimmelpfennig 5342, Tracey Thompson-Gray 2573, Trevor Millen 2646, Tzu-Chia Sui 4238, Vaughan Shepherd 5983, Virgil Kan 2127, Vladimir Cekus 2789, Warusahennedige Ashan Soysa 5140, Weerehennedige Fernando 5815, Weijia Song 6098, Weng Kong Hooi 4949, William Dodds 1884, William Noordanus 2392, William Samuels 6071, Wulf Borrmeister 3196, Xiaoqing Wu 6015, Yi-Jan Lien 5295, Yu Jin Lee 5421, Yvette Overdyck 3508, Yvonne Forrest 2583, Zachary Vermeulen 5515, Zhimin Feng 5233

Decision Date: 8 Apr 2025
Outcome: Approved

6.3 Reappointment review

The RM was in attendance.

The Board received and noted:

- The Reappointment Review Request to review the Board's decision made on 11 February 2025 regarding the non-reappointment of [REDACTED] as an NZRAB Assessor.
- A letter from [REDACTED] dated 29 March 2025 requesting the Board reconsiders its decision.
- NZRAB Informal Convenor Issues Process Arising out of Survey Responses dated 27 August 2020.

The Acting Board Chair noted the Board has decided to undertake an independent review around the decision to reappoint [REDACTED] as an Assessor. The Board decision is pending until the independent review is undertaken. The Board will write to [REDACTED] and update him accordingly.



Reappointment Review - Brendan Rawson

The Acting Board Chair to write to [REDACTED] to inform him that an independent review will be undertaken of the request to be reappointed as an Assessor and the decision is pending.

Due Date: 30 Apr 2025
Owner: Tony Orgias

6.4 Appointments Policy and NZRAB Registration Committee and Terms of Reference

The RM was in attendance.

The Board papers included the following:

- The revised Appointment Policy and Schedule (marked up and clean copy) for Board approval.
- The revised Terms of Reference for the New Zealand Registered Architects Board's Registration Committee and Registration process.

The Acting Board Chair stated that the incorrect version of the Terms of Reference for the New Zealand Registered Architects Board's Registration Committee and Registration processes had been included in the Board papers. The key difference is that the registration panel has been included instead of the Convenor panel which was not agreed at the registration workshop on the 31st of January 2025.

The Board agreed:

- To redact item 6.4 - Appointments Policy and Schedule from the 8 April 2025 NZRAB Board Agenda.
- The Acting Board Chair, the Registrations Manager and a Convenor will meet to review the Appointments Policy and Schedule to bring back a final draft Appointments Policy and Schedule to the 10 June 2025 Board meeting.

The RM left the Board meeting at 2.26pm.

7. Lunch

7.1 Lunch break

The Board meeting convened for lunch at 12.50pm and reconvened at 1.20pm.

8. Finance, audit and risk

8.1 Finance report

The Financial Controller was in attendance.

The Board received the Profit and Loss Statement with the comparison to the approved Budget and Balance Sheet for the period ending 28 February 2025, which was taken as read.

The Financial Controller addressed the following key points :

- There are no major concerns with the expenses.
- The EEA adjustments will come through in June.
- The CRCR assessment costs are awaiting and will be in the next Finance report.
- A debtor's instalment payment of \$500 has been received since the Finance report was published.

- Cash in Bank is being monitored.
- The KiwiBank term deposit will be withdrawn next week on the maturity date.
- The draft Budget is currently being prepared. A forecast for quarter four, April—June 2025, will be done to assess if other term deposits need to be broken. A term deposit is maturing in May and it will currently be reinvested.
- There will be zero income for May but there will likely be some income for June, July and August.

The FAR Committee Chair said the Board would review the first draft Budget at the interim Board meeting on 6 May 2025 and then the final budget would be adopted at the 10 June Board meeting.

- ACR invoices would be sent at the end of April 2025 to NZ-Registered Architects.
- The forecasted end of year result would be presented against the 2024-25 Budget.
- Budget projections needs to include two additional Board members. These would be Government-mandated Board fees.

The areas of concern are:

- Cash on hand needs to keep growing. It would pay regular creditors and salaries.
- CORUM invoices - caution needs to be applied in terms of expenditure which is being monitored.

The CE said the draft Budget had some assumptions made against items for the Board's consideration and input. The modelling would be based on figures for this financial year. Assumptions could be reached collectively.

The Board discussed:

- The conservative modelling for Pathway 1 was to go high because every application costed the organisation \$4,000 - \$5,000, which was collected over time.
- There would be expenses or projects not identified in the Budget e.g. NSCA Assessor Training alignment was coming up in August which would need to be added.
- No. 8 - the Board noted that the Convenor's time claimed was higher than expected. Was there an increasing trend?

The Acting Board Chair said there had been a double up between the Convenors and Registration Panel. They were spending more time than required and charging more hours than expected. The Convenor role had now been defined.

A Board member asked for the Convenor meetings to be included in the Budget to understand what the costs would look like in the new financial year.

- The CE said the Board might need to make decisions about how much working capital it wanted to invest into priority projects versus investment.
- [REDACTED] had the monopoly in legal services for NZRAB. The Board needed to have more diversity. There was a risk with contestability of fee-charging. NZRAB needed to engage another legal professional so that NZRAB was not reliant on just one legal professional.

The FAR Committee Chair said he had done some work to identify a Public Law professional. He was obtaining some advice and recommendations.

- Concerns were raised regarding the need to manage the financials carefully for the next three months until the end of the financial year. The Finance Controller said the end of year deficit is expected to be lower than budgeted.
- Office relocation - there is nothing in the budget for office refurbishment. The CE said \$5,000 had been paid for laying the flooring. There would be some cost incurred to paint the entrance wall and lift lobby. Some costings for office refurbishment would need to be

modelled into the budget for the interim Board meeting on 6 May 2025. It was not clear if the office would be ready for the NZRAB team before 30 June 2025.

- If the CRM went ahead, depreciation was a significant cost. The Board would need to come to a view how it depreciates the software in conjunction with Inland Revenue.
- The IT project plan needed to identify the expenditure to expense and capitalise items, then identify the depreciation periods. The expenditure needed to be capitalised to spread the cost over four or five years in line with the Accounting rules.

The Financial Controller left the meeting at 1.52pm.



Finance Report

The Board received and noted the Profit and Loss Statement for the period 1 July 2024 to 28 February 2025.

Decision Date: 8 Apr 2025
Outcome: Approved

8.2 Risks register

The Board received and accepted the Risks Register.

The FAR Committee Chair said a review would be undertaken of the Risks Register to identify the top six risks which needed to be monitored on a regular basis.

8.3 FAR Committee minutes

The Board received, for its information, the Finance, Audit and Risk Committee minutes of the meeting held on 25 March 2025.

9. Public protection

9.1 Public protection report

The Executive Officer Public Protection was in attendance.

The Board received the Public Protection Report dated 8 April 2025 which was taken as read.

The Board noted that the public protection workload increase trend is across every area except for Architectural Services Concerns.

The FAR Committee Chair said it would be useful to observe some trends over time with the Public Protection matters to discuss at the process / principle level.

The Board noted there are three complaints for the Board to discuss.



Public Protection Report

The Board noted:

- Three separate papers are presented to the Board in respect of the complaint investigation matters:
 - C141 [REDACTED] (BP 9.2a)
 - C144 [REDACTED] (BP 9.2c)
 - C138 [REDACTED] (BP 9.2e)
- The EOPP is currently managing eleven complaint cases.
- One architectural service concern has been resolved and closed.
- Ten enquiries regarding potential misuse of title have been received since the previous Board meeting.

- Twelve general enquiries around public protection matters have been received since the previous Board meeting.

Decision Date: 8 Apr 2025
Outcome: Approved

9.2 Complaint investigations

The Executive Officer Public Protection was in attendance.

The Board received the:

- Complaint Investigation - C141 [REDACTED]
- Final Investigating Panel (IP) Report dated February 2025

The reports were taken as read.

The EOPP gave an overview of the complaint between an Auckland Council official and an NZRAB Architect which was received in September 2024.

The CE recommended a review of NZRAB's Code of Ethics.

The Board noted the IP's report and recommendation is:

The IP report details the complaint allegations, the evidence presented, and the panel's findings. In conclusion, the IP recommends that the Board dismiss the complaint, finding no grounds for disciplining the architect under section 25 of the Act.

The Board discussed sending a letter that acknowledges that whilst the rules have not been breached, the Board do not condone the behaviour and to include paragraph 5.7 of the IP report in the response which reads:

However, that does not in any way excuse abusive and unprofessional emails or communications from a Registered Architect to a fellow professional (at a BCA) or to anyone else in the course of seeking a building consent.



C141 [REDACTED]

The EOPP to prepare a draft letter from the Board to the Registered Architect confirming the outcome of the investigation which needs to include paragraph 5.7, IP Report item 9.2b, confirming that the Board does not condone the behaviour.

The draft letter to be reviewed for the Chief Executive.

Due Date: 24 Apr 2025
Owner: [REDACTED]

The Board received:

- Complaint Investigation C144 [REDACTED]
- Final IP Report CI144 25 March 2025

The EOPP provided an overview of the complaint.

The Board noted the IP's report and recommendation is:

The IP report details the complaint allegations, the evidence presented, and the panel's findings. In conclusion, the IP recommends that the Board dismiss the complaint, finding no grounds for disciplining the architect under section 25 of the Act.

The Board accepted the IP's recommendation.

The Board received:

- C138 - [REDACTED]

- Final IP Report C138 28 March 2025

The EOPP provided an overview of the complaint.

The Board noted the IP's report and recommendation is:

The IP report details the complaint allegations, the evidence presented, and the panel's findings. In conclusion, the IP recommends to the Board of NZRAB that it should find that there are grounds for disciplining [REDACTED] under section 25(1)(b) of the Act in relation to a breach of Rule 49(1) (skill, care and diligence) and also section 25(1)(c) of the Act for falling below the standard that would be expected of a reasonably competent architect. The IP recommends that the Board should dismiss the other complaints made by [REDACTED].

The Board accepted the IP's recommendation.

The EOPP left the meeting at 2.53pm.

10. Education

10.1 Education report

The Executive Officer Education (EOE) joined the meeting online at 2.55pm.

The Board received:

- The Education Report was taken as read.
- Accreditation Management Panel Terms of Reference (marked up and clean version) for Board approval (not discussed and deferred to 10 June meeting).

The EOE provided an update on engagement with Ngā Aho on the project timeline for the development of the NSCA performance criteria:

- An online meeting will be held on 28 April 2025 to brief attendees on what the project was aiming to achieve and to obtain feedback from stakeholders.
- A series of in-person meetings held on 7 May in Auckland, 4 June in Wellington and 10 July in Christchurch. Facilitators from Ngā Aho had been assigned to each meeting as well as representation from local mana whenua.
- A wrap-up online hui would be held on 30 July. At this session, a summary of the feedback gathered and an outline on the next steps would be mapped out.
- The rōpū are working towards a 15 August deadline by which to have a draft explanatory notes ready to be presented at the Assessors' Training Day.

A Board member recommended Ngā Aho's time was acknowledged by way of a koha. The EOE said compensation for Ngā Aho's mahi had been forecasted and budgeted for.

The Board thanked the EOE for the progress made and a record of who had engaged in the project should be made to form part of the legacy.

- All registered architects, graduates and current students and academics of architecture would be able to participate.
- Practitioners who work in the field of Māori art would also be invited to give feedback at the consultation stage.
- There may be fifty people at a meeting, but would plan appropriately with contingency measures in place.
- Stakeholders would need to register so the EOE could send follow-up as required.

The Acting Board Chair said it will be key for the Assessors to engage with the NSCA and explanatory notes at their training workshop in August.

The FAR Committee Chair said the Board approved \$15,000 when it revised the Budget. He proposed the Board reforecast the approved budget up to \$25,000 to provide staff with guidance and flexibility.

The Board discussed:

- Ngā Aho is to be invited to attend the NSCA training.
- Board members could attend the Auckland, Wellington and Christchurch hui to engage further with Ngā Aho. The EOE would send meeting details to Board members.

The Board thanked the EOE for his mahi on the NSCA project.



NSCA Performance Criteria Project Budget

The NZRAB Board approved to increase the Budget from \$15,000 to \$25,000 for the development of the NSCA performance criteria project.

The motion was carried unanimously.

Decision Date: 8 Apr 2025
Mover: Craig O'Connell
Seconder: Bruce Curtain
Outcome: Approved

Continuing Professional Development

The EOE asked for the Board to approve a minor amendment to Schedule A of the CPD Points Allocation Policy.

The EOE said there had been a discrepancy in terms of the points allocation for forum activities. Points would be aligned with those applied for webinars and podcast activities worth between 10-20 points each, subject to duration.

The Board discussed the proposal and noted it was an incentive for member's to extend their learning.



Schedule A CPD Points Allocation Policy

The Board received and approved the minor amendment to Schedule A of the CPD Points Allocation Policy.

Decision Date: 8 Apr 2025
Outcome: Approved

The EOE provided an update on the new CPD provider, EBOSS. He said EBOSS:

- Had 34,000 subscribers.
- Was a supplier to the building industry and assisted designers.
- Offers technical education sessions on training of products.
- Offers movie nights and quiz nights.

The EOE also gave an update on the API, Teulo (another CPD provider) had recently started using.

The Board noted that the cost to implement the API was paid for in the previous financial year.



Roadmap to make CPD compulsory

At the 10 June Board meeting, the NZRAB Board asked for the matter concerning making CPD mandatory to be deferred for discussion with the newly established Registration Committee.

Due Date: 26 Sept 2025
Owner: [REDACTED]

11. Previous meeting

11.1 Confirm minutes

The Board received the New Zealand Registered Architects Board Minutes of Meeting held on 11 February 2025 to confirm they represented a true and correct record.

The Acting Board Chair said he would review the Assessor Panel Reappointments item and then circulate the Minutes to the Board.

11.2 Matters arising

There were no matters arising.

11.3 Action list

Due Date	Action Title	Owner(s)
20 Dec 2024	Pathway 3 changes Status: On Hold	[REDACTED]
11 Feb 2025	Proposed Registration Committee Status: Completed on 2 Jul 2025	Tony Orgias
8 Apr 2025	110225-3: Voluntary Suspension Policy amendment Status: On Hold	[REDACTED]
30 May 2025	Make CPD compulsory Status: Completed on 23 Apr 2025	[REDACTED]
30 May 2025	110225-07: Compulsory CPD roadmap Status: Completed on 23 Apr 2025	[REDACTED]

The CE would circulate an updated Action List to the Board. There are currently six actions which are work in progress.

12. General business

12.1 Other business

There was no General Business.

12.2 Board meeting self-review

The Acting Board Chair thanked the Board for having healthy and robust discussions. The Board would continue to work closely together and act with integrity. The time spent together at the Strategy meeting had improved the communication around the Board table which would continue to improve.

It was noted that the Acting Board Chair could review the draft Board pack and remove any papers which were not ready for the Board prior to distribution of the final Board pack.

13. Close meeting

13.1 Closing karakia

The Acting Deputy Chair closed the NZRAB Board meeting with a karakia at 3.19pm.

David Ivory volunteered to do the next karakia.

13.2 Close meeting

14. Next meeting

14.1 NZRAB Board Meeting

Next meeting: NZRAB Board Meeting - 6 May 2025, 11:00 am

Signature: _____



Date: 22 August 2025