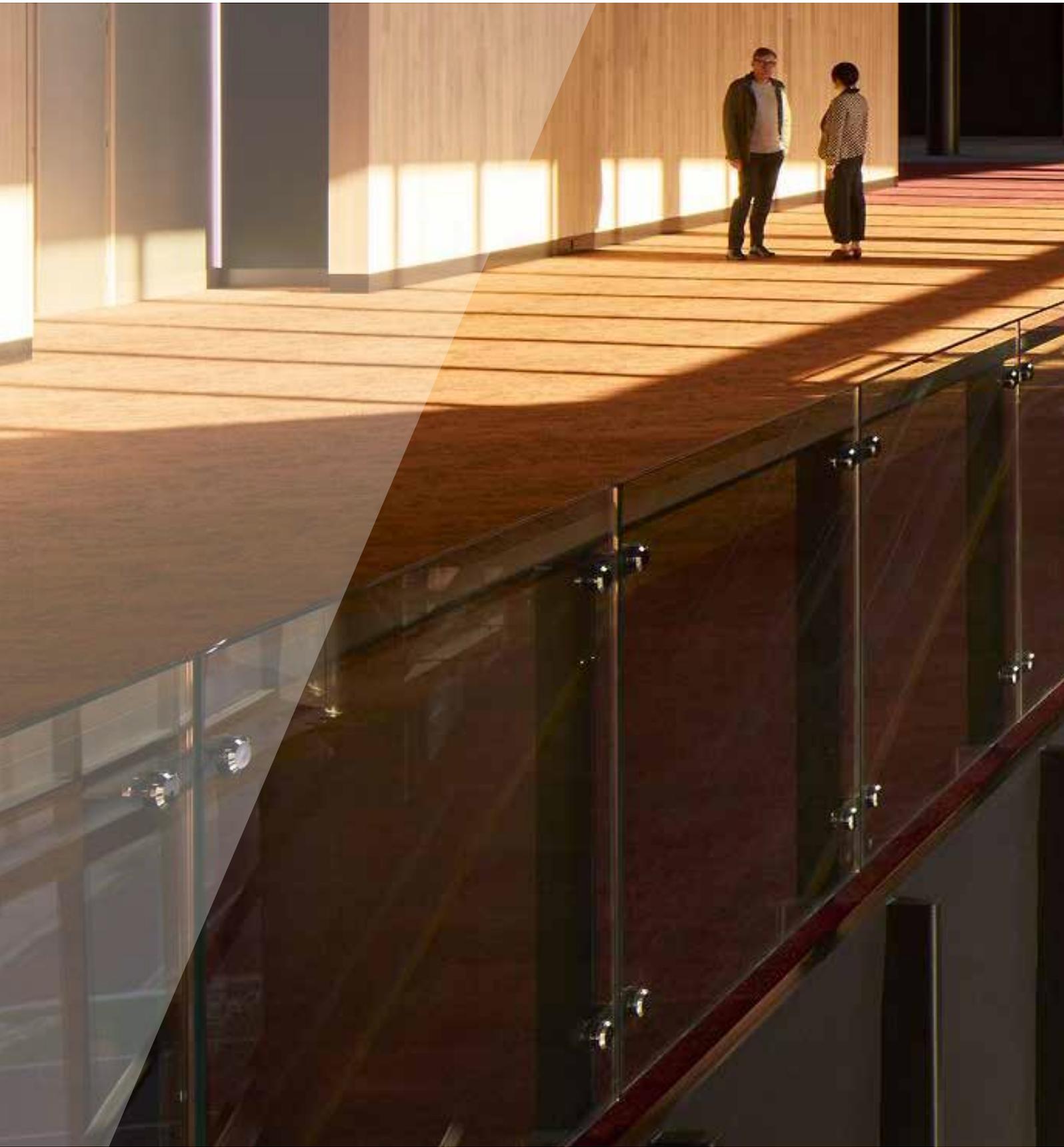




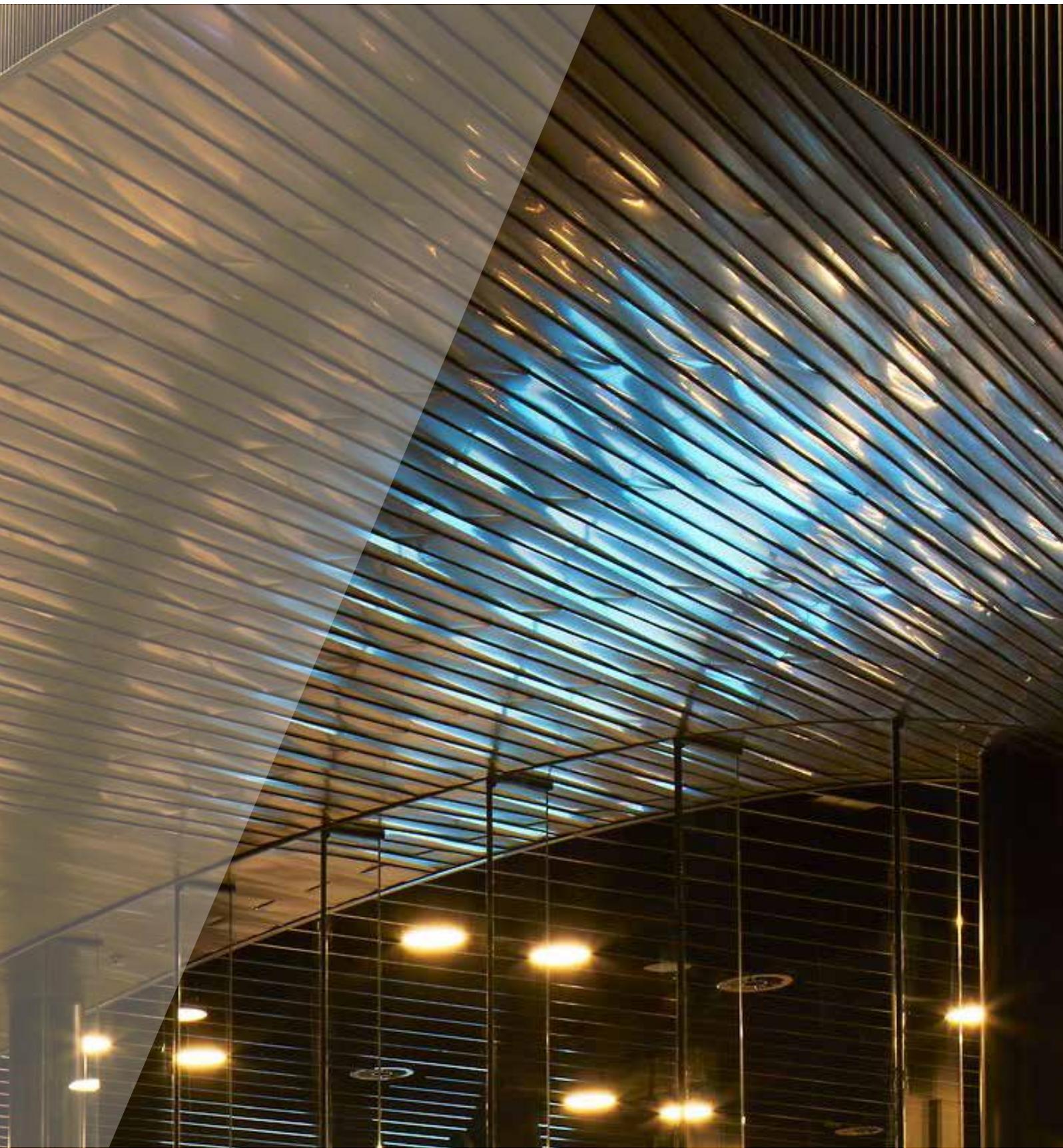
# ANNUAL REPORT 2023





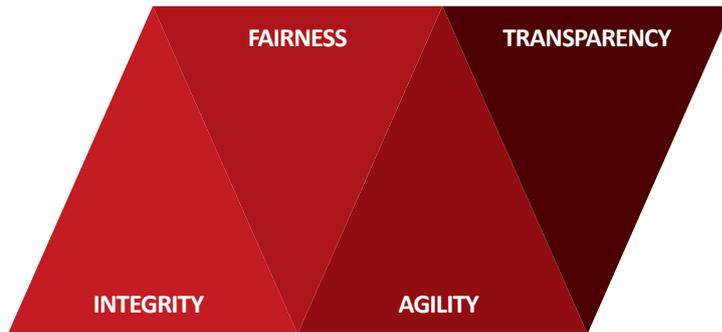
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# AT A GLANCE

## Our values



## Our vision

New Zealand architects equipped to make the best possible contribution to the built environment.

## Our role

The New Zealand Registered Architects Board registers, reviews and holds architects to account to protect the public.

## Key statistics

For the year ended 30 June 2023, we report the following key statistics:<sup>1</sup>

- 2,259 registered architects
- 118 people granted Initial Registration
- 34 people declined Initial Registration
- 351 architects granted 5-year continuing registration
- 7 new Service Concerns received
- 11 new Complaints received
- 30 new misuse of title inquiries.

1. The number of architects on the Register is as of 30 June. The other key statistics are the numbers that occurred during the 12 months from 1 July 2022 to 30 June 2023.



# STRATEGIC PLAN 2022-2025

GOAL	SUCCESS MEASURE	RESULT
Effective continuing registration	Only architects who meet the minimum standard gain continuing registration.	<p>We continued to manage the Continuing Professional Development (CPD) website and CPD Framework. There was ongoing engagement with the NZIA and other CPD providers throughout the year.</p> <p>Continuing registration processes were further refined.</p>
Agile Initial Registration for current practice and future generations	<p>Applicants apply for initial registration as soon as is appropriate.</p> <p>Procedures are agile and aligned to the current practice of architecture.</p>	<p>The Board continued to offer the option of conducting Initial Registration professional conversations in-person or virtually by Zoom.</p> <p>Registration Convenors continued to participate in the Te Kāhui Whaihanga New Zealand Institute of Architects (NZIA) graduate development days.</p> <p>The National Standard of Competency for Architects (NSCA) 2021 New Zealand Addendum project was formally commenced with a terms of reference approved and a steering group established. This work will get underway in earnest in FY 2023/24.</p> <p>In FY 2023/24 we will formally commence the Registration Reform project.</p>
Effective and efficient Complaints procedure	<p>A trusted and respected regulatory body.</p> <p>Stakeholders well informed.</p>	<p>The length of time for Complaints to be processed at the Investigation phase has been reduced for the historic average.</p> <p>Since the introduction of the Architectural Service Concern process, only 4 Concerns have been escalated to Complaints.</p>

GOAL <span>∨</span>	SUCCESS MEASURE <span>∨</span>	RESULT <span>∨</span>
<p>Strong relationships with key stakeholders</p>	<p>A trusted and respected regulatory body.</p> <p>Stakeholders well informed.</p>	<p>In conjunction with the Architects Accreditation Council of Australia (AACA), we signed a tripartite Mutual Recognition Agreement (MRA) with the UK in March 2023.</p> <p>The Hong Kong qualifications recognition agreement was also renewed in July 2022.</p> <p>Discussions have commenced with the US National Council of Architectural Registration Board (NCARB) about the renewal of our tripartite MRA with Australia.</p> <p>We have engaged with Ministry of Business Innovation and Employment (MBIE) on a range of issues, including Board appointments, the review of occupational regulation in the building and construction industry (including the review of the Registered Architects Act 2005) and the building consent system review.</p> <p>We meet periodically with Architectural Designers New Zealand (ADNZ) and continued regular 6-weekly meetings with the NZIA in addition to ad hoc engagement as issues arise.</p>
<p>Architects of the future</p>	<p>Protection of the environment for future generations.</p>	<p>This will be an important aspect of the NSCA 2021 New Zealand Addendum and Registration Reform projects specifically.</p> <p>This has been a recurring theme in our discussions with our international counterparts particularly in Australia, the UK, Canada and the US.</p>
<p>Greater understanding of the term registered architect</p>	<p>The public understands the difference and value between registered architects, architectural designers and Licensed Building Practitioners (LBPs).</p>	<p>Preliminary work to update our website and improve content to educate the public commenced in FY2022/23 and will be completed in FY 2023/24. The Board has advocated for a single and tiered registration system covering all professionals involved in building design to provide greater public protection and to lift public understanding.</p>



# FOCUS AREAS FOR 2023 TO 2025

- **Protection of Title** – ensuring only those who are entitled to do so use the title “architect” or “registered architect” or represent themselves as architects in the context of offering or providing building design services
- **Registration (Initial and Continuing)** – maintaining robust standards, policies and procedures to initially register architects and for architects to maintain their registration
- **Complaints and Disciplinary** – ensuring the integrity and standing of the profession through robust and fair complaints and disciplinary procedures
- **Stakeholder Relationships** – building and preserving strong relationships with our diverse stakeholders with integrity and transparency
- **Governance and Management** – our systems, processes and communications are of a high quality, and we operate in an appropriate, adaptive and responsive manner



# FROM THE BOARD

## He mihi from the Board

The Board acknowledges the many architects who had another challenging year as they continued to contribute their professional skills in an uncertain and COVID-19 disrupted environment. The review period, 1 July 2022 to 30 June 2023, continued as it had the previous year with a number of changes for the Board, both in personnel and processes against the backdrop of COVID-19.

## Building and construction sector regulatory reform

The Ministry of Business Innovation and Employment (MBIE) advised that a periodic review of our Registered Architects Act 2005 was on the work programme from 2022/23 as part of a broader programme of work on regulatory reform of the building and construction sector. The Board considers this work to be of the utmost importance and has actively engaged with MBIE and in the public consultation that has occurred during the year.

### The Board has continued to advocate for:

1. A single and tiered independent registration entity for architects, Licensed Building Practitioners (LBPs) (Design), architectural designers and architectural technicians that protects titles at each tier and sets professional standards, makes registration assessments and decisions, administers public registers and investigates Complaints.
2. A single building sector disciplinary tribunal to conduct hearings into serious complaints.
3. Restricted Building Work (RBW) being extended to cover all buildings, with this being delineated into permissible levels based on complexity, difficulty and risk.

These changes would bring consistency across all types of building construction (not just residential), consistency in disciplinary matters (particularly when there is more than one player in the Complaint, which is typical), and (importantly) transparency in public understanding about who the players are and what they can do.

An extension of RBW to cover all buildings (other than the ancillary buildings not for human habitation and minor storage facilities contained within Importance Level 1), regardless of their size or complexity, would ensure that they should all be built to a high standard to ensure they are safe and durable. It would ensure that all building work is designed by 'registered' professionals, and carried out or supervised by qualified LBPs who have the necessary skills and knowledge appropriate to the project to complete the work to a high standard. It would also help to improve the quality of all building work – both to new and existing buildings – and reduce the risk of defects and failures.

## International

After 6 years of preparatory work, we formally signed a tripartite Mutual Recognition Agreement (MRA) between the United Kingdom Architects Registration Board (ARB) and the Architects Accreditation Council of Australia (AACA).

The MRA recognises the equivalence of the Master-level qualifications of architects across the three jurisdictions. The agreement also reflects the confidence we have in the integrity of regulation and assurance of standards across Australia and the United Kingdom (UK). MRAs enhance opportunities for architects and will support greater mobility and collaboration amongst architects between our countries.

Other international highlights for the year include:

- Regular meetings with AACA who we share competencies with.
- Continued participation in the Asia Pacific Economic Cooperation (APEC) Forum Architect Project.
- Mapping our competencies with the United States (US), with a view to broadening eligibility for New Zealand architects to work there. This is currently going through a legal review, and after consultation with the various regulatory bodies in the US and Australia we expect a revised agreement to be signed in June 2024.
- With our Initial Registration review we are looking at ways to support New Zealand educated Pasifika graduates when they return to their homelands.

## Registration

The almost 200 applications for Initial Registration this year (most of whom applied under Pathway 1 – the usual route for graduates from New Zealand universities) represented one of the largest number of applications for registration in our history. The Board acknowledges the extra work and stresses that this had put on the Registration Assessors and the Executive Team and thanks them for their mahi. We have recently increased the assessor pool and are undertaking a review to ascertain whether there is a need for more assessors.

The Auckland University of Technology Masters of Architecture (Professional) programme was reviewed and granted initial accreditation for 3 years commencing from January 2023, bringing the number of accredited Schools of Architecture in New Zealand to four. The existing Masters of Architecture (Professional) programmes offered by the University of Auckland were re-accredited for 3 years commencing from January 2023.

Pathway 2 remains an important pathway for architectural designers and technicians, and those who do not have a recognised tertiary qualification but have completed the required work experience and/or supplementary education requirements determined by the Qualifications and Experience Assessment Panel (QEAP), to become an architect.

## Complaints and disciplinary

Since 2020 we have been offering an dispute resolution service, the Architectural Service Concern process. Resolving disputes in this manner avoids the additional time and cost of a formal Complaint. Of the 26 total processes completed since 2020/21, only 19% have been escalated into a formal Complaint.

The number of formal Complaints received this year is higher than the previous 2 years combined. We have been working to reduce the time it takes to resolve Complaints over the past few years. We operate a target of 4 months for the Pre-Investigation Panel and the Investigation Panel (IP) stages.

In November 2022, we started recording more detailed information about general inquiries. Of the 34 received around 70% were not about architects. This shows that there is a widespread lack of understanding about who the players are in the design side of the construction industry – and the inherent risks in this. This is one of the reasons we have proposed a single tiered independent registration entity for architects, LBPs (Design), architectural designers and architectural technicians – and for RBW to be extended to cover all buildings.

We typically find taking an educative, rather than litigious, approach to the misuse of title Complaints achieves a positive response and correction. However, we currently have one Protection of Title case before the courts where this approach did not work.

## Board

The Board was pleased to welcome architect Tony Orgias, who formally commenced his appointment in July 2022, and lay members David Ivory and Craig O'Connell who were appointed for 5-year terms from April 2023.

Judith Thompson, originally appointed in September 2020, was reappointed in November 2022 for a term of 3 years until 2025.

Kimberley Browne and Murali Bashkar completed their terms and left in April 2023. Their larger practice industry knowledge is being missed.

We have one current vacancy as at 30 June 2023, together with Rob Hall (term expired in January 2023) and Louise Wright (not seeking renewal) and Gina Jones (Board Chair) whose terms expired in August 2023. The Board continues to be concerned about the continued lack of certainty around appointments, Board continuity and the time it takes for vacancies to be filled. We continue to miss the knowledge and insights provided by an academic and members with large practice experience.

## In conclusion

The Board thanks our departing Board members, Registration Convenors and Assessors, members of the Architects Services Advisory Panel, the Accreditation Management Panel, contractors and our Executive Team for their efforts throughout another year of challenging conditions.



**Gina Jones**

Board Chair

10 April 2024

# THE BOARD

NZRAB is a statutory entity accountable to the Minister for Building and Construction (the Minister). The primary expression of that accountability is a Performance Agreement with the Minister and the NZRAB Annual Report.

The NZRAB Board can have six to eight members. Board members are appointed by the Minister for Building and Construction. Up to four Board members can be nominated to the Minister by Te Kāhui Whaihanga New Zealand Institute of Architects (NZIA).

Board members and other office holders are paid a modest honoraria, which is described in detail in NZRAB's Honoraria Policy.

At Board meetings, Board members declare any conflicts of interest about matters covered at the meeting. A Register of Board members' interests is also maintained.

The Board publishes minutes of its meetings on our website — [www.nzrab.nz](http://www.nzrab.nz).

The Board currently has one vacancy, together with one Board member whose term has expired. Two other terms expire at the end of August 2023.

The Registered Architects Act 2005 provides that a Board member continues in office despite the expiry of their term of appointment until they are reappointed, or their successor is appointed, or the Minister has advised that neither is to occur.

GOVERNANCE	2022/23	2021/22	2020/21	2019/20	2018/19
Board members as at 30 June	7	6	8	7	7
Board meetings	20 <sup>1</sup>	15	18	18	11

1. Counted as: 9 full and interim Board meetings, 1 Strategy Day; and 10 Written Resolutions.

## Board Members



**Gina Jones**

### Te Kāhui Whaihanga New Zealand Institute of Architects (NZIA) nominated

Gina Jones, FNZIA, FNZIOB, is a registered architect, with governance experience that is singularly construction focused. Her background includes: National President of the New Zealand Institute of Building (NZIOB), the inaugural National President of the National Association of Women in Construction (NAWIC) and Chair of the NZIOB Charitable Trust. Gina was a NZRAB/AERB assessor for over 25 years. Her industry accolades include the prestigious NZIOB Medal (2009). Gina founded Accent Architects and ran the practice for 22 years, with her earlier career spent at Ampersand Architects (Director) via TWIA Architects (Graduate/Associate). More recently, she has mainly been involved in mediation projects and remediation works. Gina has taught Professional Practice (postgraduate) at VUW's School of Architecture and has deepened her governance capability by completing several Institute of Directors (IoD) training courses.

Position: Chair | Appointed 23 January 2018 | Term expires 31 August 2023

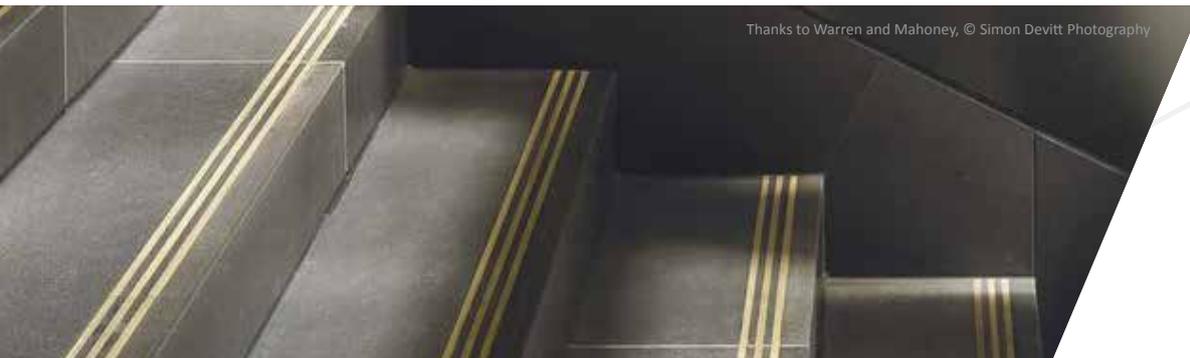


**Rob Hall**

Rob Hall is a Chartered Surveyor and a Fellow of the Royal Institution of Chartered Surveyors and previously of the Chartered Institution of Water and Environmental Management. He was the Chief Executive Officer of Development Christchurch Limited during the post-Canterbury earthquake regeneration phase in Christchurch and has extensive experience in development and programme management around the world. Rob is currently employed by Kāinga Ora, where he is proud of the opportunity to make a positive difference in Aotearoa New Zealand. He has an interest in sustainable urban redevelopment and how modern design impacts people and enhances our communities.

Appointed 22 January 2019 | Term expires 21 January 2023\*

Thanks to Warren and Mahoney, © Simon Devitt Photography



\* The Registered Architects Act provides that a Board member continues in office despite the expiry of their term of office until they are reappointed, or their successor is appointed, or the Minister has advised that neither is to occur.

Thanks to Studio Pacific Architecture, © Jason Mann Photography



**Judith Thompson**

**Appointed 1 September 2020** | Term expires 21 November 2025

Judith Thompson is an experienced director with expertise in design, innovation and organisational transformation. As former Director of Design for New Zealand Trade and Enterprise and Head of Better by Design, she has worked closely with both the business and design sectors. Judith currently works as a consultant and is a Chartered Member of the IOD.



**Louise Wright**

**Appointed 18 December 2014** | Term expires 31 August 2023

Te Kāhui Whaihanga New Zealand Institute of Architects (NZIA) nominated Te Arawa (Ngāti Whakaue, Ngāti Rangiwewehi), Ngāti Tūwharetoa (Rauhoto), Rongowhakaata, Te Aitanga ā Māhaki, Te Aitanga a Hauiti

Louise Wright, FNZIA, is a registered architect based in Arrowtown. Her practice, Assembly Architects Ltd, is a design-focused practice delivering mainly residential and boutique commercial projects in the Southern Lakes region. Prior to establishing Assembly with her husband Justin Wright, she was an Associate at Athfield Architects in Wellington. Louise is a member of the Jack's Point Design Review Board, is on the Arrowtown Planning Advisory Group, and on the NZIA Awards Advisory Panel. In 2017, she convened the NZIA National Awards Jury, and in 2020 was awarded the Architecture+Women Wirihana Leadership Award.

## New Board Members



**Tony Orgias**

Te Kāhui Whaihanga New Zealand Institute of Architects (NZIA) nominated

Tony Orgias, FNZIA, is a registered architect and Director of Orgias Architects Ltd based in Auckland. He has extensive experience in master planning, civic, community and cultural, educational and residential projects. He has been a NZRAB Assessor and Head Convenor, as well as an expert witness. Tony has chaired the Auckland Branch of the NZIA and served on the local Branch Awards Panel. He is also chair of De Paul House — a social housing and family support organisation.

**Appointed 11 July 2022 | Term expires 10 July 2025**



**Craig O'Connell**

Craig O'Connell is a lay member of the Board with an extensive business consulting and governance background. He has experience in the construction sector in both regulatory and membership organisations and has many years consulting to, setting up, managing and governing regulatory bodies. In his experience, the effectiveness of a regulatory body is dependent on taking the sector with you, along with open and regular dialogue with all stakeholders. He has completed Economics and Psychology degrees.

**Appointed 17 April 2023 | Term expires 17 April 2028**



**David Ivory**

Dr David Ivory has a background in commerce/law, governance and education. He works as a Commissioner alongside the Christchurch City Council. He chairs both national and regional boards in the education sector. David is a Trustee of the Rata Foundation and Sir Winston Churchill Memorial Trust, and a director of several companies. He also undertakes work in the regulatory space, as a member of both the Medical Council of New Zealand and Te Kaunihera Manapou (Paramedic Council). David holds degrees in Law, Management, Arts and Education. He enjoys climbing, mountain biking, design and art.

**Appointed 17 April 2023 | Term expires 17 April 2028**

## Departing Board members



**Murali Bhaskar**

Murali Bhaskar, FNZIA, is a registered architect, Principal and Design Director of BOON Ltd, as well as Director of Team Architects NZ Ltd, and is based in New Plymouth. Murali has over 25 years of project experience, specialising in master planning, civic, community and cultural, urban design, tourism and education projects. Murali has been a Trustee of the Taranaki Health Foundation since 2013 and is a Trustee of the New Plymouth Art in Public Places Trust. He was born and educated in Kerala, South India.

**Appointed 1 September 2020 | Term expires 21 January 2023\***



**Kimberly Browne**

### **NZIA nominated**

Kimberly Browne is an Australian-educated registered architect and a Project Director at Jasmx Limited. Since arriving in Auckland in 2000, Kimberly has gained experience in the education, commercial and residential sectors, much of it alongside NZIA gold medal-winning architect Marshall Cook. Kimberly returned to Jasmx in 2015 and has recently completed work on the new \$220 million Faculty of Engineering Building for the University of Auckland. She has been an NZRAB Registration Assessor since 2011.

**Appointed 3 October 2016 | Term expires 21 January 2023\***

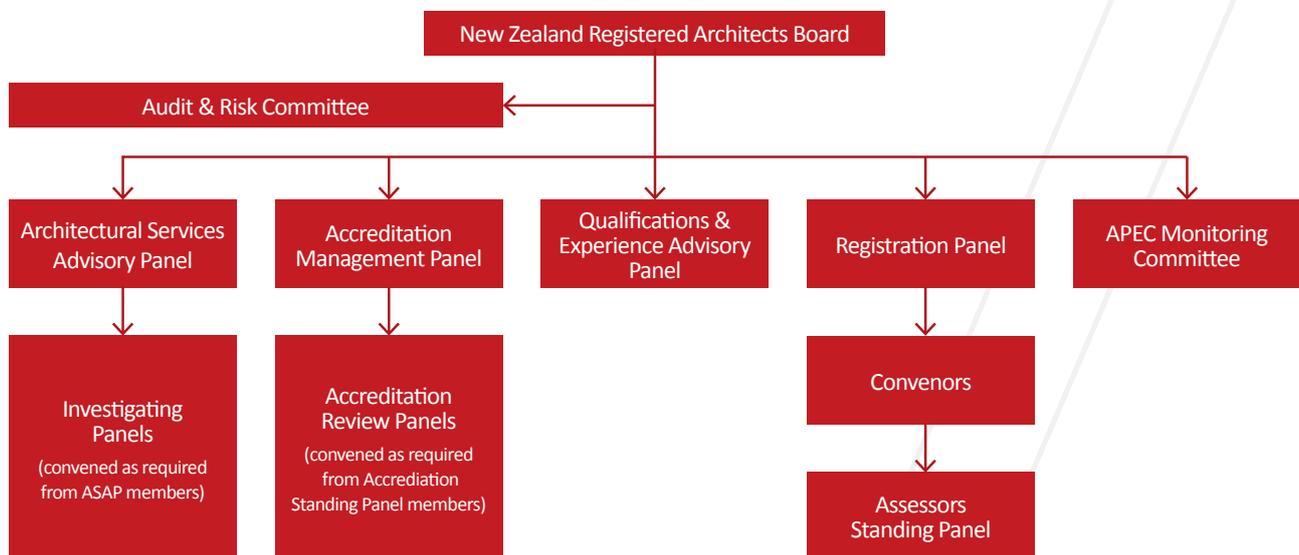




# THE EXECUTIVE

It has been a year full of activity with many achievements – as outlined throughout this report.

Aside from the Board itself, we operate a number of panels and groups to support our functions and to enable the Board to discharge its duties.



Collectively, these groups comprise around 100 senior experts, academics and architects from across the profession.

The Board and these panels and groups are supported by a small Executive Office comprising four full-time roles and three part-time roles. Of those two are for fixed terms focusing on short to medium term project work.

Achievement of the activity and milestones outlined in this annual report has required a degree of flexibility and pragmatism as we continue to adjust to the realities of the ongoing impacts of COVID-19, the changing economy, staff turnover, and sought to continually modernise and adapt our systems and processes.

We recognise and value the important work undertaken by all those with delegated authority and thank you all for your dedication and commitment to our work.

## The operating environment

Staff turnover remains an issue for the organisation. Other occupational regulators report similar challenges as workforce shortages and changes in the dynamics of the economy continue to have an impact.

In small organisations like ours even minor changes can have a significant impact on our operations. Together with the Board I have put in place a range of measures that seek to improve stability and staff retention.

## Strategic priorities

The Board reaffirmed the current strategic plan and set goals for the year in February 2023.

I have worked closely with the Board on efforts to strengthen the Executive Office team and to maintain focus on our strategic priorities. Those priorities are:

- effective and strategic input to and engagement with the review of the Registered Architects Act;
- ongoing focus on building strong and effective engagement with our stakeholders, and;
- maintain momentum on our strategic work plan.

With our finances on a more stable footing we have been able to initiate work on the following projects:

- updating the minimum standards of competency for architects to incorporate Treaty of Waitangi and Te Ao Māori perspectives, sustainability and climate change considerations that are unique to New Zealand;
- review and reform of our Initial Registration processes, and;
- updating our website to create a better user interface.

## Finances

Despite budgeting for a small operating surplus in 2022/23, the end result was a deficit of -\$1,033. This deficit is funded from the replenished financial reserves that have been built up as result of the reduced number of disciplinary hearings since our 2020 rule change, and recovering costs ordered and fines imposed resulting from complaints and disciplinary matters.

The general economic climate of inflationary pressures has been felt, particularly as we resumed aspects of our operations to pre-COVID 19 levels.

For the 2023/24 year, the Board has made a conscious decision to run a small deficit budget, which will enable us to continue to invest in several strategic projects and initiatives.

## Registration trends

We continue to see elevated numbers of applications for Initial Registration (from pre-2020 levels). Some of that can be attributed to the impact of COVID 19 and the dramatic reduction in applications in 2020 and 2021, however that does not appear to account fully for the increase.

As part of our registration reform project we will analyse the data and undertake some specific research to better understand the trends and the drivers behind them.

## Communications

One newsletter was issued to architects and stakeholders in June 2023.

We generally engage directly with stakeholder groups (usually via email), or more broadly through the news feed on our website or our LinkedIn page.

COMMUNICATION	2022/23	2021/22	2020/21	2019/20	2018/19
News feed updates	8	6	2	7	4
LinkedIn updates	7	5	- <sup>1</sup>	- <sup>1</sup>	- <sup>1</sup>
Newsletters	1	1	3	2	1
Consultations	0	0	0	1	2
Cautionary/Advisory Notes	1	1	4	1	0

<sup>1</sup> Numbers unavailable.

Again, let me record my thanks to you all for your support throughout the 2022/23 financial year. It has been greatly appreciated. I will continue to work with the Board to implement appropriate improvements in our organisation and to our operations.



**Dougal McKechnie**  
Chief Executive



# STATEMENT OF SERVICE PERFORMANCE 2022-2023

NZRAB's Performance Agreement with the Minister for Building and Construction includes agreed outcomes that NZRAB is required to achieve and sets out the key performance indicators for these outcomes. This represents our core operations.

The agreement was last revised in 2017.

EXPECTATIONS	MEASURE	RESULT 2021/22	RESULT 2022/23
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## Registration system

Ensure the registration of architects is efficient and fair.	Survey of registration applicants after their applications have been completed shows 90% of respondents perceive the Board's Initial Registration procedures are efficient and fair.	Not achieved.  Survey results show 76% of applicants said Initial Registration procedures are efficient, and 79% said they are fair.	Not achieved.  Survey results show 77% of applicants said Initial Registration procedures are efficient, and 77% said they are fair.
	Any reviews of registration assessment procedures find all assessments were carried out in accordance with the procedures set out in the Registered Architects Act or the Registered Architect Rules.	Not applicable.  No Rule 35 reviews were requested or undertaken during 2021/22.	One Rule 35 review was requested and completed by a Board appointed Competency Assessment Reviewer. It was found that the threshold under Rule 36(a) had not been met and was accordingly dismissed under Rule 36(b).

## Competency of architects

Registered architects maintain the skills and knowledge to be competent.	Recognised qualifications are regularly reviewed to ensure graduates have the required skills and knowledge to progress to registration.	The Unitec Institute of Technology Masters of Architecture (Professional) programme was reviewed and re-accredited for 5 years. This had been deferred due to COVID-19 restrictions.	The five existing Masters of Architecture (Professional) programmes offered by the University of Auckland were re-accredited for 3 years in September 2022.  The Auckland University of Technology Masters of Architecture (Professional) programme was reviewed and granted initial accreditation for 3 years in November 2022.
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EXPECTATIONS	MEASURE	RESULT 2021/22	RESULT 2022/23
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### Competency of architects (continued)

	Every 5 years, the Board quality assures all architects to make sure they meet the minimum standard for continued registration.	Achieved.  517 architects granted a further 5 years' registration and one declined following their continuing registration competency review.	Achieved.  334 architects were granted a further 5 years' registration. 20 architects' reviews remained in progress as at 30 June 2023.  One architect had their registration suspended following their competency review from the previous year.
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### Consumer accessibility and confidence

The public are able to reliably ascertain whether or not a person is a registered architect.	An accurate online register of architects is available for the public to access for at least 95% of the year.	Achieved.  The Register was available over 99% of the time. There was one planned outage to allow for a major database upgrade.	Achieved.  The Register was available 100% of the time. There were no planned or unplanned outages.
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### Protection of Title

The titles "registered architect" and "architect" are protected in terms of the Registered Architects Act.	The Board investigates all cases where persons knowingly misrepresent themselves as architects.	Achieved.  33 instances of misuse of title were reported and acted on.	Achieved.  30 instances of apparent misuse of title were reported and acted on.  A single instance was not resolved and has resulted in a prosecution being laid with the District Court. This matter remains active.
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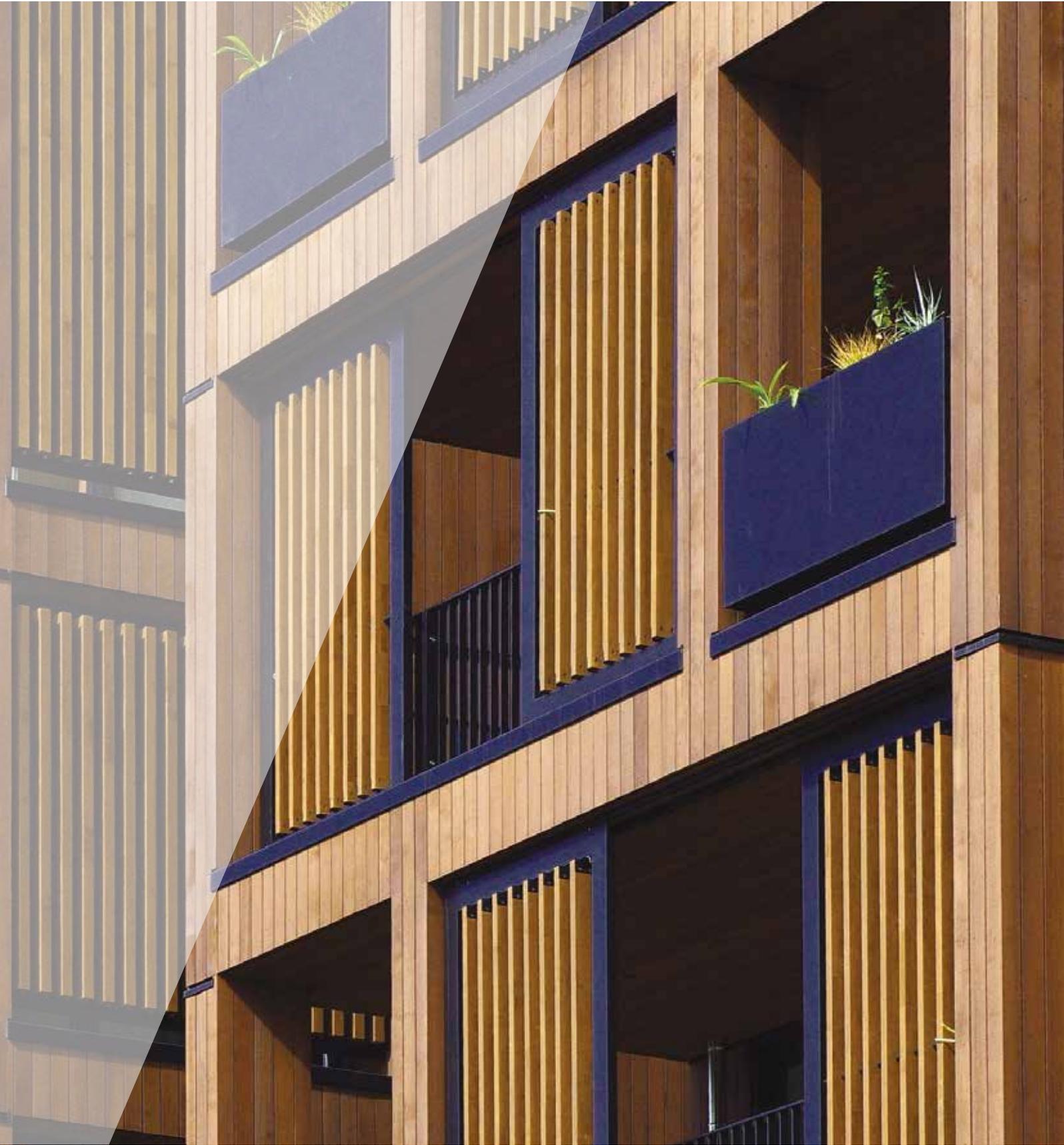
### Complaints and discipline

Ensure complaints regarding architects are resolved in accordance with the requirements of the Registered Architects Act and Registered Architects Rules.	No decisions are overturned on appeal due to a failure to follow the requirements of the Registered Architects Act and/or the Registered Architects Rules.	Achieved.  In the last financial year two appeals were heard in the District Court; one related to a registration decision and the other a disciplinary decision.  The Board won both appeals.	Achieved.  No decisions overturned and no appeals filed in 2022/23.
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EXPECTATIONS	MEASURE	RESULT 2021/22	RESULT 2022/23
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## Governance

The Board has robust strategic planning processes that identify strategies for improving the registration and licensing system.	The Board annually reviews its Strategic Plan and identifies risks and opportunities and strategies for achieving its goals.	Achieved.	Achieved.
	The Annual Report reports on the implementation of the Board's Strategic Plan.	Achieved. Reported in the Annual Report.	Achieved.
Undertake an annual self-appraisal of the Board's performance and provide a summary to MBIE.	The self-appraisal identifies areas which are working well areas for improvement, and is discussed by the Board.	Not achieved. The 2020/21 summary was provided to the Minister in August 2021. The 2021/22 summary will be completed later this calendar year.	Achieved. The summary was provided to MBIE in September 2023.
Provide MBIE with a view on membership and succession.	The Chair's advice shows the current skills and experience of Board members and identifies any gaps and proposals for the Minister to consider in future appointment rounds.	Achieved. The Chair and the Board supported MBIE with one appointment and provided advice on forthcoming vacancies.	Achieved. The Chair and the Board have had numerous communications about Board member terms expiring and the need for continuity. The role specifications for the Chair and Board members were reviewed and updated in 2022/23. Two new Board members were appointed in April 2023.
Meet all obligations under relevant legislation, including reporting under the Registered Architects Act.	All legislative obligations are met.	Achieved.	Achieved. The Board submitted draft financial statements for audit within the statutory time line, however the audit was not completed within statutory deadline due to late completion of the audit.



# YEAR IN REVIEW

## Overview

NZRAB is established under the Registered Architects Act 2005 (the Act). Section 50 of the Act establishes NZRAB's functions as:

- making rules relating to architects
- registering architects, issuing Certificates of Registration, and assessing whether architects meet the standard for continued registration
- maintaining a Register of architects
- investigating complaints and, if required, disciplining architects
- providing information to the public about the registration system for architects.

Under section 3, one of the purposes of the Act is “to protect the title of registered architect”. Section 7 of the Act defines how the title “registered architect” is to be protected. This means that:

- no person except a registered architect can use the title “registered architect”
- no person who designs buildings, prepares plans and specifications for buildings or supervises the construction of buildings may use the title “architect” unless they are a registered architect
- any person who breaches the above can be prosecuted and fined up to \$10,000.

## New Zealand Architects Register

NZRAB maintains an online New Zealand Architects Register. The Register's statutory purpose is to enable the public to:

- determine whether a person is a registered architect
- choose a suitable architect
- contact an architect, if they have consented to their contact details being made public
- know which architects, if any, have been disciplined within the last three years.

The Register was available 100% of the time.

## Demographics

ARCHITECTS BY GENDER <sup>1</sup>	2022/23	2021/22	2020/21	2019/20	2018/19
Registered architects as at 30 June	2,259	2,200	2,147	2,111	2,035
Percentage male registered architects on 30 June	69%	71%	73%	74%	75%
Percentage female registered architects on 30 June	31%	29%	27%	26%	25%

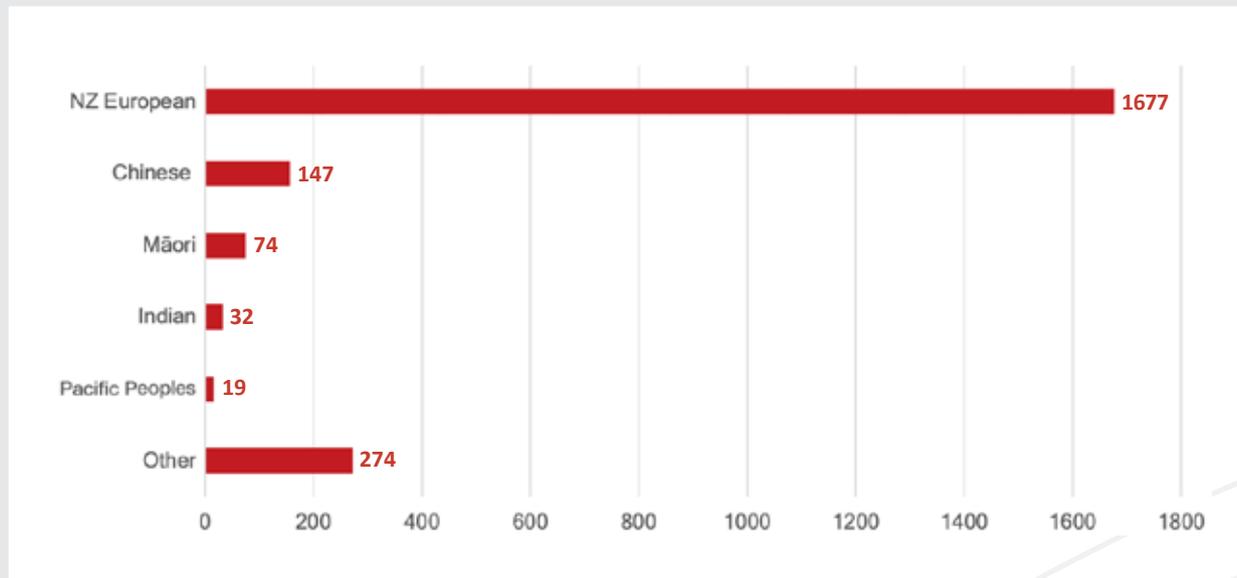
1. Two architects did not specify their gender.

The charts below provide a visual representation of the demographics of New Zealand's architects by ethnicity, and by gender and date of birth. Approximately 17% of the profession is 65 years of age or older, and 54% is 50 years of age or older.

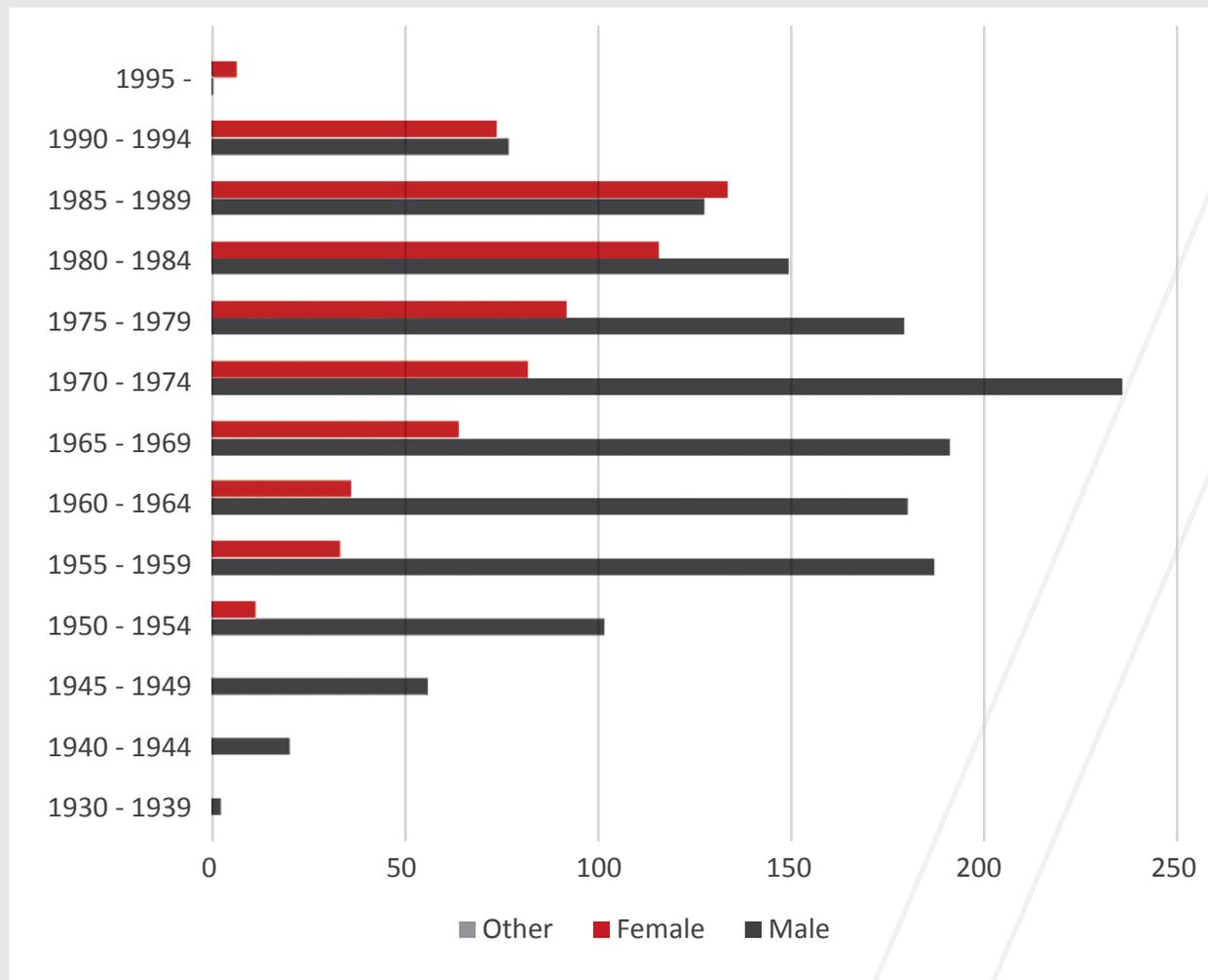
The oldest registered architect is **91** years old

The youngest registered architect is **27** years old

### Ethnicity (including multiple identifications)



### Architects by gender and date of birth



There are 56 architects who have not provided their date of birth. Two architects did not specify their gender.

# Registration

## Pathways to Initial Registration

To accommodate different types of applicants, NZRAB has eight different pathways to registration. Each pathway has specific criteria which must be met before an application for registration can be submitted. The majority of applications are through Pathway 1.

**Pathway 1** – For qualifying architectural graduates who have a recognised tertiary qualification from a recognised tertiary institute AND have completed one of the required work experience options.

**Pathway 2** – For architectural designers and technicians, and some overseas applicants, who do not have a recognised tertiary qualification but have completed the required work experience and/or supplementary education requirements determined by the Qualifications and Experience Assessment Panel (QEAP).

**Pathway 3** – For offshore architects with New Zealand experience applicants who have a 5-year architectural qualification from a tertiary institute AND have been/or are currently registered in an overseas jurisdiction AND have architectural work experience in New Zealand.

**Pathway 4** – For former New Zealand registered architects who were previously registered as an architect in New Zealand.

**Pathway 5** – For Australian registered architects who are currently registered in any one of the States or Territories in Australia.

**Pathway 6** – For APEC architects from Japan, Singapore or Canada who are currently registered as an APEC architect in either Japan, Singapore or Canada.

**Pathway 7** – For architects who are currently registered/licensed as an architect in any one of the States (jurisdictions) in the US who is a party to the MRA with Australia, New Zealand and the US and holds the appropriate education qualifications and experience.

**Pathway 8** – For architects who are currently registered in the UK and meet the eligibility criteria set out in the MRA between New Zealand, Australia and the UK.

## Recognised qualifications

There are now four Schools of Architecture in New Zealand that offer accredited degrees. Recognised New Zealand academic qualifications are reviewed and quality-assured every 3-5 years by NZRAB using the Architecture Programme Accreditation Procedure (APAP), which we license from the AACA. We have an Accreditation Standing Panel, who are a mix of independent expert academics and practitioners, to manage accreditation rounds.

The recognised New Zealand qualifications are:

- **University of Auckland** – MArch(Prof), MArch(Prof) and Urban Design, MArch(Prof) and Urban Planning (Prof), MArch(Prof) and Heritage Conservation, MArch(Prof) and Housing Studies (programme to be deleted from 1 January 2024 due to low enrolments), BArch (historic 5-year degree)
- **Unitec Institute of Technology** – MArch(Prof), BArch (historic 5-year degree)
- **Victoria University of Wellington** – MArch(Prof), BArch (historic 5-year degree)
- **Auckland University of Technology (AUT)** – MArch(Prof)
- **The Auckland University of Technology Masters of Architecture (Professional)** programme was reviewed and granted initial accreditation for 3 years commencing from January 2023. The Board also approved backdating the period of accreditation to 1 January 2020 in recognition of the unique circumstances of students recently graduated and currently enrolled in the Masters programme at AUT, and the accreditation recommendation for their programme of study.

During 2022/23, the five existing Masters of Architecture (Professional) programmes offered by the University of Auckland were re-accredited for 3 years commencing from January 2023.

The pipeline of new architects is via graduates who often join the NZIA's Emerge group. These are people who are working to obtain the post-graduation knowledge and experience required in order to become registered. The Emerge group has 1,011 members who have graduated, but not yet applied for registration.

The NZIA holds regular graduate development days that we participate in, and NZRAB periodically holds webinars on Initial Registration to explain the registration process.

ACCREDITED MASTER'S PROGRAMME GRADUATES		2021			2022		
		Male	Female	TOTAL	Male	Female	TOTAL
<b>Auckland University of Technology</b>	Domestic	-	-	-	5	4	9
	International	-	-	-	0	1	1
	<b>TOTAL</b>	-	-	-	5	5	10
<b>Unitec Institute of Technology</b>	Domestic	25	16	41	15	13	28
	International	5	3	8	5	0	5
	<b>TOTAL</b>	30	19	49	20	13	33
<b>University of Auckland</b>	Domestic	41	37	78	44	47	91
	International	4	4	8	7	8	15
	<b>TOTAL</b>	45	41	86	51	55	106
<b>Victoria University of Wellington</b>	Domestic	40	37	77	36	37	73
	International	0	0	0	5	2	7
	<b>TOTAL</b>	40	37	77	41	39	80
<b>ALL UNIVERSITIES COMBINED TOTAL</b>		<b>115</b>	<b>97</b>	<b>212</b>	<b>117</b>	<b>112</b>	<b>229</b>

Data from the Schools of Architecture shows an increasing number of Māori and Pasifika architecture students in the 2022 academic year compared to 2021. The numbers are still very low as a proportion of enrolments and completions (only 1.5% and 1.3%, respectively, of the completions in 2022). NZRAB are working with Schools of Architecture to improve the data they collect and report on.

### Initial Registration assessment

The Registration Assessors assess against the minimum standard for registration describing what architects must know and be able to do. These minimum standards are derived from the NSCA, which is a more detailed set of architects' competencies and is shared with Australia. The Board commenced a strategic project during the year to develop a New Zealand-specific addenda to the NSCA 2021 standard.

Most applicants for registration have a recognised 5-year degree in architecture and at least 3 years' experience in practice.

### Equivalency assessments

NZRAB offers a pathway to registration through qualifications and experience, which is assessed by QEAP. The Panel may determine the pathway to be taken for registration and may also require the applicant to:

- attend any specific courses of instruction; or
- spend a specified period of time working under the supervision of a registered architect in New Zealand; or
- attend any specific courses of instruction AND spend a specified period of time working under the supervision of a registered architect in New Zealand.

INITIAL REGISTRATION	2022/23	2020/21	2020/21	2019/20	2018/19
Registration applications accepted (excludes TTMRA <sup>1</sup> )	158	112	55	78	90
Registration applications declined	39	27	18	15	28
% declined applications	25%	24%	34%	19%	31%
Equivalency assessments (excludes TTMRA <sup>1</sup> )	15	16	20	19	19
Initial Registration process review applications received	1	0	0	1	0

1. Trans-Tasman Mutual Recognition Act.

## International

NZRAB's international relations have two main parts. As a result of the Trans-Tasman Mutual Recognition Act (TTMRA), Australian registered architects are entitled to registration in New Zealand and vice versa. For this reason, NZRAB works closely with AACA, which represents Australia's State and Territorial registration boards. Procedures for degree accreditation and competency requirements for architects are shared.

INITIAL REGISTRATION – AUSTRALIA	2022/23	2021/22	2020/21	2019/20	2018/19
TTMRA <sup>1</sup> registrations (Pathway 5)	14	15	18	17	21

1. Trans-Tasman Mutual Recognition Act.

New Zealand is a participant in the APEC Architect Project. The project's purpose is to facilitate the mobility of architects providing architectural services throughout the APEC economies. Under the APEC Architect Project and in conjunction with the AACA we have several tripartite MRAs to assist cross-border registrations with Singapore, Japan and Canada.

INITIAL REGISTRATION – APEC ARCHITECTS TO NZ	2022/23	2021/22	2020/21	2019/20	2018/19
APEC economies (Pathway 6):					
Singapore	0	0	0	0	0
Japan	0	0	0	0	0
Canada	0	0	1	0	0

New Zealand architects who wish to use the APEC Architect MRAs must (after meeting the criteria) be entered onto the New Zealand section of the APEC Architect Register as APEC architects.

APEC ARCHITECT	2022/23	2021/22	2020/21	2019/20	2018/19
NZ APEC architects as at 30 June	13	12	12	12	11

New Zealand has a tripartite agreement with the US National Council of Architectural Registration Boards (NCARB) and Australia. We will seek to renew and extend that agreement in 2024.

INITIAL REGISTRATION – UNITED STATES	2022/23	2021/22	2020/21	2019/20	2018/19
United States (Pathway 7)	2	3	6	4	1

We formally signed a trilateral MRA between the UK, Australia and New Zealand in March 2023. This was officially launched in Sydney and came into force in late May. Since it came in force on 25 May 2023 – but outside the period under review – we have issued a significant number of certificates of eligibility for New Zealand architects seeking registration in the UK and have registered 11 UK architects in this country. We expect this level of interest to continue.

We also have a Memorandum of Understanding on Mutual Recognition of Accreditation Systems of Architectural Programmes between NZRAB and the Hong Kong Institute of Architects. This was re-signed for a further 5-year period in July 2022.

### Continued registration

All registered architects are reviewed every 5 years to make sure they meet the applicable minimum standard for continued registration. This review is a holistic review and considers how each individual architect practices, together with how they have maintained their architectural knowledge and skills.

To assist with this review, NZRAB operates a Continuing Professional Development (CPD) Framework to assist architects record the CPD they have undertaken. NZRAB’s CPD website allows architects to record online their professional development activities, quantified via a points system. When architects have their 5-yearly competence reviews, their CPD records can be cited as evidence that they have “taken reasonable steps to maintain the currency of [their] architectural knowledge and skills.”

During 2022/23, 351 architects were reviewed and granted continuing registration.

CONTINUING REGISTRATION	2022/23	2021/22	2020/21	2019/20	2018/19
Registered architects as at 30 June	2,259	2,200	2,147	2,111	2,035
Architects granted a further 5-year continuing registration	351	517	327	172	177
Architects declined a further 5-year continuing registration	0	1 <sup>1</sup>	1 <sup>1</sup>	0	0

1. This suspension from the Register resulted from the previous year’s continuing registration process.

A decision was made to suspend an architects’ registration following the continuing registration competency review process. However, the decision did not come into effect until the end of the appeal period (in the 2023/24 financial year).

## Continuing Professional Development (CPD)

Some key statistics around CPD include:

- 2500 individuals have access the NZRAB CPD website
- there are currently 122 active CPD providers
- 302 scheduled CPD events took place in calendar year 2022, attended by 3673 individuals
- nearly 10,000 individual learning activities were added to the CPD website
- there are 200 active learning groups (either Practice Support Groups or In Office Training Groups)
- 177 online learning activities were completed in calendar year 2022

## Voluntary suspension

An architect may put their registration on hold for periods of between 0-5 years. Architects sometimes do this when they are overseas, raising a family, contemplating retirement or studying.

Architects in voluntary suspension are entitled to do and record CPD, which is encouraged.

In 2022/23, we began taking a more active role in managing voluntary suspensions, which explains the reduced numbers in the year under review.

VOLUNTARY SUSPENSION	2022/23	2021/22	2020/21	2019/20	2018/19
Total architects in voluntary suspension as at 30 June 2023	200	230	280	280	303
Architects in voluntary suspension for 5-10 years	51	109	58	- <sup>1</sup>	- <sup>1</sup>
Architects in voluntary suspension for more than 10 years	42	59	35	- <sup>1</sup>	- <sup>1</sup>

1. Data not available.

## Cancellations

An architect's registration is cancelled if: they pass away; request cancellation; fail to meet the minimum standards for registration; fail to pay their Annual Certificate of Registration; or in accordance with disciplinary penalties.

There were 108 architects who cancelled their registration in 2022/23, typically when they have retired.

## Public protection

There are three avenues for a member of the public to raise a complaint or concern about an architect:

1. An Architectural Service Concern.
2. A Complaint.
3. A Competence Concern.

The Board can also initiate its own inquiry or competence review in the following circumstances:

4. If it has reasonable grounds to suspect that the conduct of a registered architect or former registered architect may come within any of the grounds for discipline.
5. The Board may require an architect to have an assessment that they meet the minimum standard for continued registration at any time.

Many callers to NZRAB believe they have engaged the services of an architect, when in fact they have been using an LBP or some other (unregulated) building designer. Complaints about LBPs are referred to the LBP Board. Complaints about other unregulated building designers are unable to be addressed.

We began collecting detailed data in November 2022 on general inquiries received. These inquiries are wide ranging and included: conduct unrelated to the provision of architectural services (i.e. disputes with architect neighbours); disputes over fees and service delivery; dissatisfaction with project timeline and delays; Council-related concerns; and communication failings.

Since November 2022, of the 34 inquiries received, 14 related to registered architects, 10 to an LBP, and 10 were neither or undisclosed (i.e. almost 70% of inquiries are considered to be not about architects).

We do not track whether those inquiries relating to registered architects resulted in an Architectural Service Concern or a Complaint being filed. This is because initial inquiries to our office often will not provide details of the individuals involved.

### Architectural Service Concerns

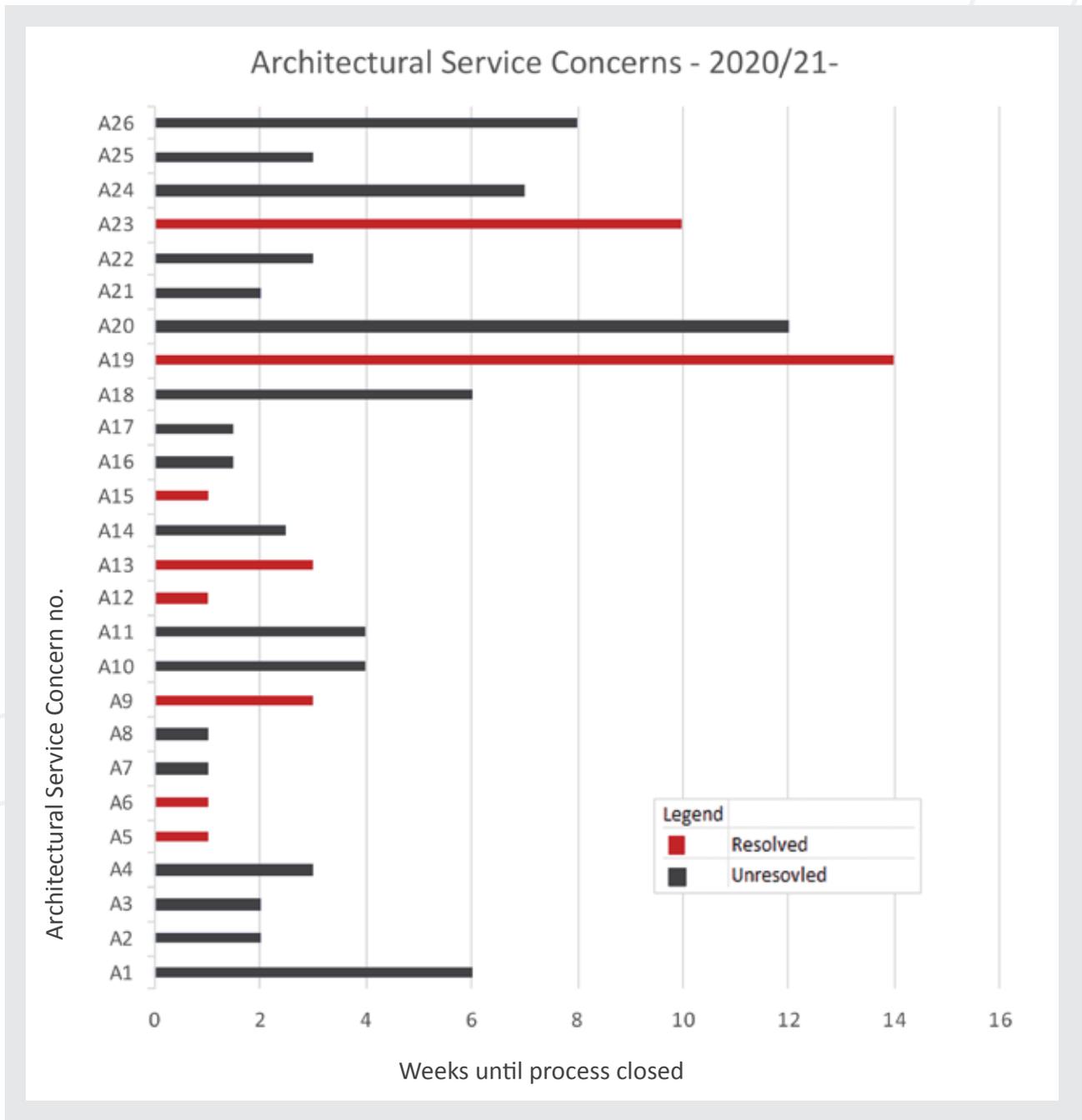
Since 2020 we have been offering offering a dispute resolution service, which we call the Architectural Service Concern process. This service provides an avenue for members of the public to receive assistance in resolving an issue with a registered architect without making a Complaint and, consequently, avoiding the time and cost. It provides an opportunity to prevent a concern escalating to a Complaint, mainly through facilitation of communication between the two parties.

Architectural Service Concerns are dealt with by the Architectural Services Advisory Panel (ASAP), a panel of nine senior architects who act as an informal facilitator to see if the parties can resolve the matter by agreement. Entering an architectural Service Concern process does not prevent a concerned person from making a Complaint or Competence Concern in the future.

The table below shows the Architectural Service Concerns received since the introduction of this service in 2020/21.

ARCHITECTURAL SERVICE CONCERNS	2022/23	2021/22	2020/21	2019/20	2018/19
Number received	7	4	15	-	-
Concerns resolved	1	3	6	-	-
Concerns unresolved	6 <sup>1</sup>	-	5	-	-
In abeyance	-	-	4	-	-
In progress	-	1	-	-	-

1. Four unresolved Architectural Service Concerns were escalated to Complaints.



Key themes include progress and performance of an architect, contract administration, financial matters, documentation and communication.

Of the 26 total processes completed since 2020/21, five – or 19% – have been escalated into a formal Complaint.

The Board considers that the measure of success of the process is not the number that reached a 'resolved' outcome for the parties, but the number of Concerns that do not get escalated into formal Complaints.

## Complaints

NZRAB is required to set and uphold professional standards, and to hold architects accountable if they have practised in a negligent or incompetent manner or have breached the code of ethics contained in the Rules.

The complaints and disciplinary process has two stages:

- **Stage 1** – Investigation, ending in a determination on whether or not there are grounds for discipline (or the dismissal of the Complaint).
- **Stage 2** – If there are grounds for discipline, the NZRAB Board will consider the matter and make a decision on penalty, costs and publication.

Investigating Panel's (IPs) comprise a layperson who chairs the panel and acts as a consumer representative, and is either a lawyer or arbitrator/mediator, and two experienced architects from the ASAP.

When the IP is satisfied that it has completed the investigation, it makes a report on the matter and a recommendation to the NZRAB Board. The Board then considers the IP's report and recommendation and, applying the combined experience and knowledge of the Board members, decides whether to accept the IP's recommendation, make a different decision or refer the matter back to the IP for a new investigation. The matter only goes to a disciplinary hearing if the architect under investigation disputes the findings of the IP and/or the Board and requests a hearing.

The disciplinary hearing process is as a matter of practice, adversarial and driven by the architect and the complainant, and consequently can be both lengthy and expensive.

Under the Rules implemented in 2020, there has only been one formal disciplinary hearing with most Complaints dealt with using a less expensive and more timely procedure.

There were **NO** disciplinary hearings in 2022/23

PUBLIC PROTECTION –DISCIPLINE – OLD RULES	2022/23	2021/22	2020/21	2019/20	2018/19
Complaints received	1	1	1	11	13
Complaints dismissed or withdrawn	-	-	-	22	11
Complaints upheld	-	-	3	2	0
Complaints active as at 30 June	-	-	1	5	18

1. New rules apply from 2020/21.

PUBLIC PROTECTION –DISCIPLINE – NEW RULES <sup>1</sup>	2022/23	2021/22	2020/21	2019/20	2018/19
Complaints received	11	6	4	-	-
Complaints upheld	0	1	-	-	-
Complaint not upheld	2	1	1	-	-
Complaints dismissed under a ground in Rule 69	1	0	2	-	-
Complaints active as at 30 June <sup>2</sup>	14	6	2	-	-

1. This table does not include Board-Initiated inquiries.

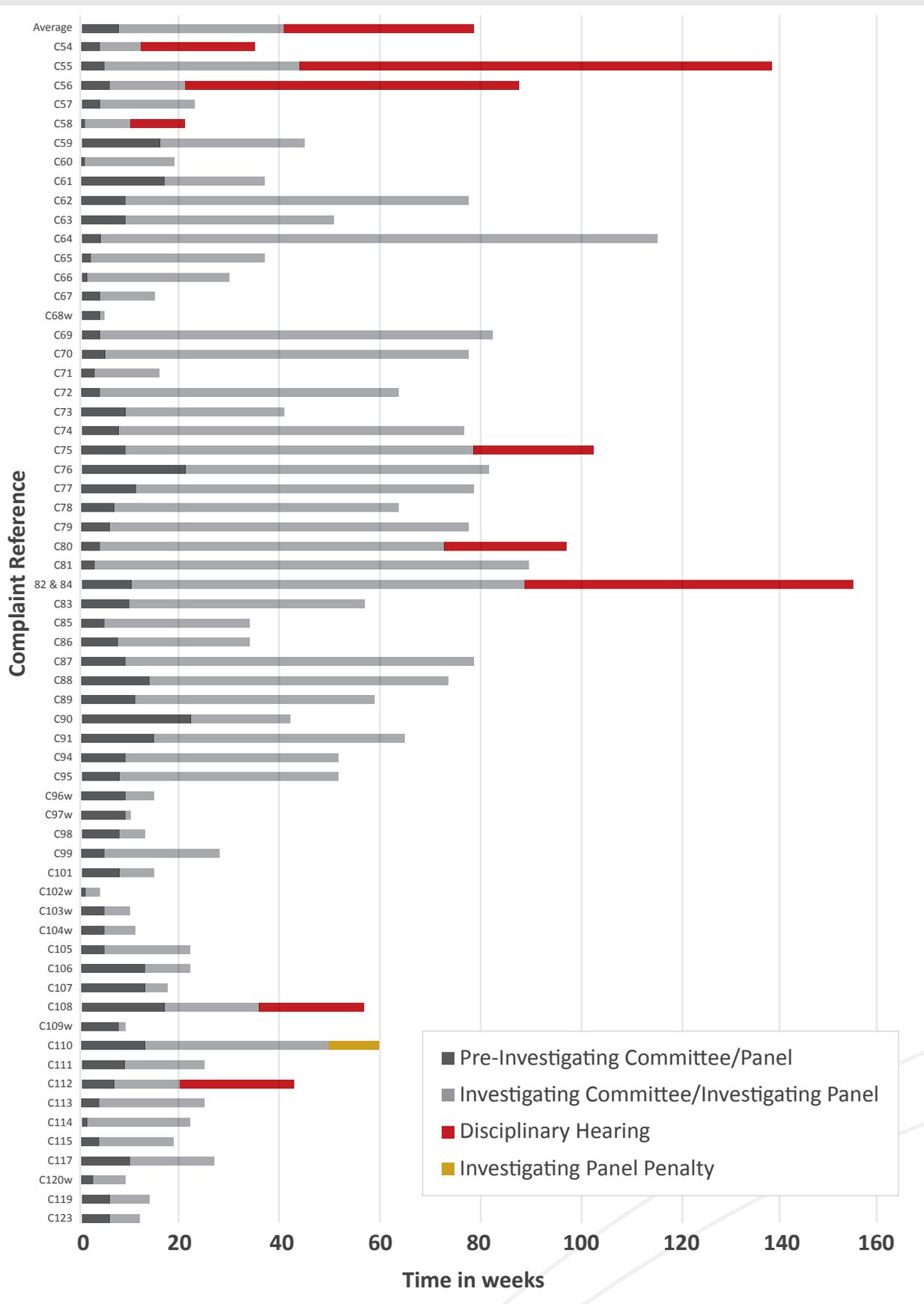
2. Includes cases where it has been determined there are grounds for discipline, but the penalty decision is in progress.

**NZRAB received 11 Complaints during 2022/23  
83% more than the previous year**

The number of Complaint cases under investigation has significantly increased since the previous financial year. There were six active Complaints on 30 June 2022, compared with 14 on 30 June 2023.

NZRAB have been working to reduce the time it takes to resolve Complaints. We operate a target of 4 months for the Pre-Investigation Panel and the IP stages.

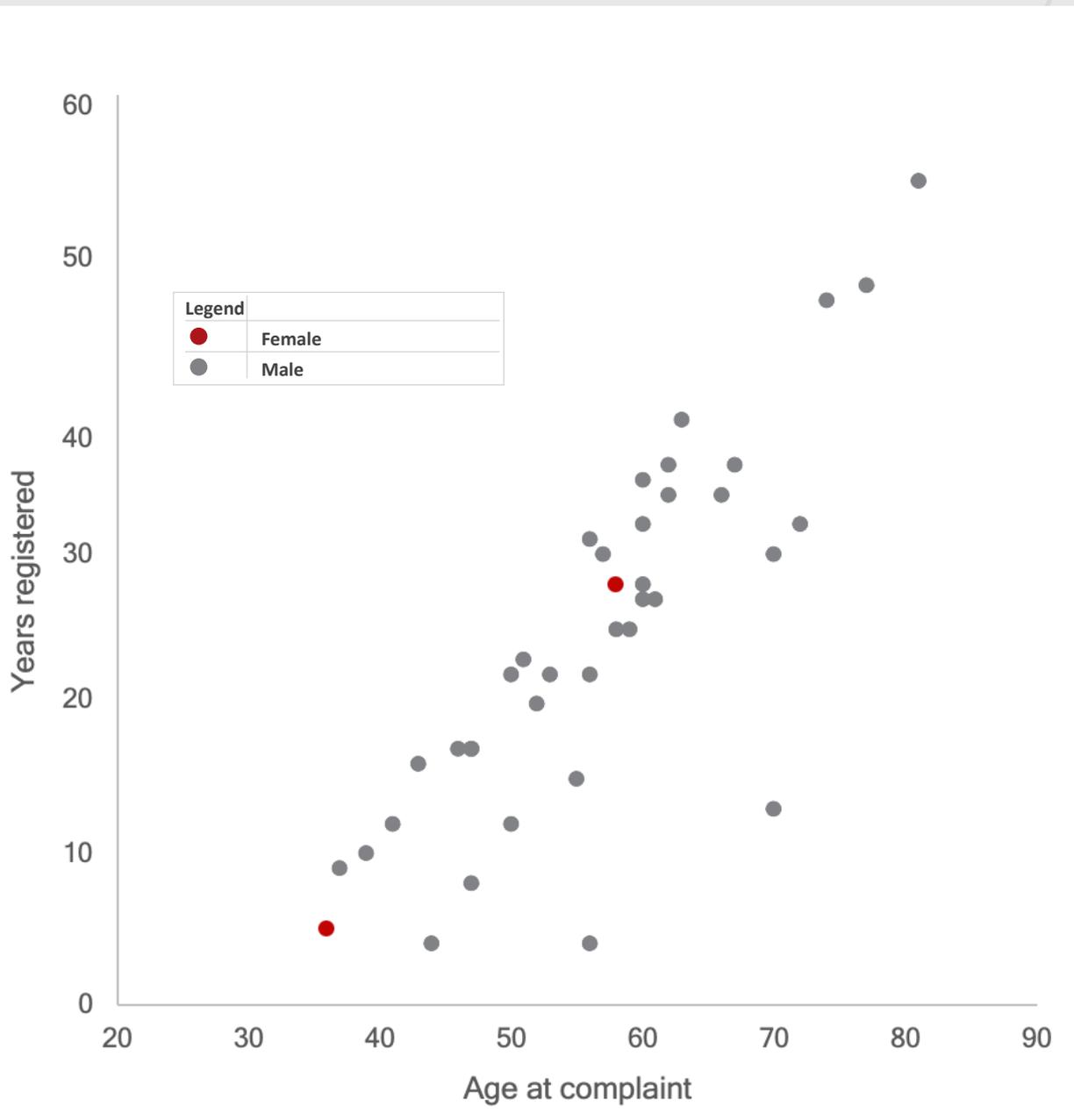
## Complaint Resolution Time



1. A new project management approach with a target maximum time of 40 weeks for the complaints process was introduced at complaint 96.
2. The new 2020 Rules were introduced at complaint 110.

The time taken to resolve Complaints is impacted by several factors. These include the complexity of the Complaint, the volume of material to be reviewed, extension requests from the architect to respond to the Complaint or to IP questions, or unsolicited 'additional information' submitted by a complainant during investigation. As already noted, natural justice requirements mean the other party has an opportunity to respond to all information, including additional material.

### Age of architects and years registered for complaints finalised since 2018



Includes withdrawn and matters where no grounds were found

The statistics and the substance of the Complaints show there is a very wide spread of the age of the architect at the time of the Complaint, and the number of years that they have been registered.

This reinforces the importance of ongoing CPD. The Rules currently require an architect to demonstrate they have “taken reasonable steps to maintain the currency of his or her architectural knowledge and skills since the last assessment.” The Board makes ongoing enhancements and modifications to the existing CPD policy.

### Appeals and judicial reviews

Decisions of the Board imposing a disciplinary penalty may be appealed to the District Court. A person affected by a Board decision may also apply for a judicial review in the High Court.

In 2022/23, no Board disciplinary decisions were appealed, nor were any judicial reviews sought.

### Competence review process

If a member of the public thinks an architect is generally not competent or no longer safe to practice, there is a review process NZRAB has available to investigate their competence. This could result in the architect having their registration suspended or cancelled or they could be found to be competent. The most recent Competence Concern process occurred in 2019.

### Board-Initiated (Rule 60) inquiries

The Board may initiate an inquiry into matters if it has reasonable cause to suspect that the conduct of a registered architect or former registered architect may come within any of the grounds for discipline. This would typically occur when there is media around an architect and a formal Complaint has not been received. The Board needs to have sufficient material in order to initiate an inquiry.

RULE 60 INQUIRIES	2022/23	2021/22	2020/21	2019/20	2005-2019
Inquiries initiated	0	0	3	1	1

## Protection of Title

In New Zealand, only a person who is a registered architect under the Registered Architects Act is allowed to describe themselves as a registered architect. In addition, only a person who is a registered architect is allowed to describe themselves as an architect in the context of offering or providing building design services.

A registered architect is a person who NZRAB has registered and who also holds a current Annual Certificate of Registration. Members of the public can find out if a person is currently registered by checking the online Register on the NZRAB website.

During the review period, 30 examples of the title “architect” being used incorrectly were identified, and these were all misuse of the title “architect” in media, web content, social media or advertising. These were all followed up, with contact made with the party concerned to educate them on the protected nature of the title “architect”. In most cases, changes were made to remove the misused title. We have found that taking an educative, rather than litigious, approach to the misuse of title Complaints achieves a positive response and correction.

**We currently have one Protection of Title prosecution before the courts where this educative approach did not work.**

PROTECTION OF TITLE – NUMBER OF INQUIRIES	2022/23	2021/22	2020/21	2019/20	2018/19
Misuse of the title reported and acted on	30	33	36	14	15

PROTECTION OF TITLE – OUTCOME	2022/23	2021/22	2020/21	2019/20	2018/19
No misuse of title found	6	.1	.1	.1	.1
Resolved with corrections made	21	.1	.1	.1	.1
Referred for prosecution	1	0	0	0	0
In progress as at 30 June 2023	2	.1	.1	.1	.1

1. Data not available.



# FINANCIAL STATEMENTS

## Finances at a glance

NZRAB receives no Crown funding. Our income is derived through:

- annual fees paid by registered architects
- service fees paid by registration applicants
- costs and penalties paid by disciplined architects
- bank interest.

At 30 June 2023, NZRAB's fees were as follows:

FEE	GST incl.
Annual Certificate of Registration fee	\$724.50
Application for initial registration, if it is the applicant's first application and there is an interactive assessment	\$1,200.60
Application for initial registration, if it is not the applicant's first application and there is an interactive assessment	\$600.30
Application for initial registration, if there is no interactive assessment or the applicant was previously a registered architect	\$632.50
Qualification equivalency assessment	\$517.50
Review of registration assessment procedures	\$500.20

FINANCE	2022/2023	2021/2022	2020/2021	2019/2020	2018/2019
Net surplus/(deficit)	<b>(\$1,033)</b>	\$447,308	\$34,332	(\$232,253)	(\$7,233)
Working capital	<b>\$632,095</b>	\$615,227	\$163,234	\$125,718	\$354,066
Equity	<b>\$722,847</b>	\$723,880	\$276,571	\$236,238	\$474,492

# Financial Statements for the Year ended 30 June 2023

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## Entity Information

Legal Name of Entity	New Zealand Registered Architects Board
Type of Entity and Legal Basis	Statutory Board
Entity's Purpose or Mission	To register and, if required, hold to account architects, in order to protect the public
Entity Structure	Six- to eight-person Board appointed by the responsible Minister
Main sources of the Entity's Cash and Resources	Fees paid by architects and registration applicants
Contact Details	New Zealand Registered Architects Board PO Box 11106, Wellington 6142, New Zealand +64 4 471 1336 www.nzrab.nz

## Statement of Responsibility

In terms of the Registered Architects Act 2005, the New Zealand Registered Architects Board accepts responsibility for the preparation of the New Zealand Registered Architects Board's financial statements and the judgements made in the process of producing those statements.

The Board has the responsibility of establishing and maintaining, and has established and maintained, a system of internal control procedures that provide reasonable assurance as to the integrity and reliability of financial reporting.

In the opinion of the Board, these financial statements fairly reflect the financial position and operations of the New Zealand Registered Architects Board for the year ended 30 June 2023.



**Gina Jones**  
Board Chair  
10 April 2024



**Rob Hall**  
Audit & Risk Committee Chair  
10 April 2024

## Statement of Financial Performance for the Year Ended 30 June 2023

	NOTE	2023	2023 Budget (unaudited)	2022
<b>Income</b>				
Application for Registration		132,135	114,598	152,496
Certificate of Registration		1,417,770	1,411,200	1,397,339
Qualification Equivalency Assessment		13,500	9,000	7,650
Other Income		-	16,800	16,802
Discipline Hearing Cost Recovery		58,952	-	114,078
Fines		-	-	1,500
Interest Received		25,987	2,500	7,690
<b>Total Income</b>		<b>1,648,344</b>	<b>1,554,098</b>	<b>1,697,555</b>
<b>Less Expenses</b>				
Administration		89,809	76,441	78,972
Audit Fees		9,998	9,998	9,279
Communication		9,501	28,200	2,234
Complaints and Discipline		160,299	97,390	57,020
Continuing Registration		50,979	58,642	68,409
Depreciation	6	14,103	12,063	17,213
Amortisation	6	6,577	-	467
Employee Related Costs	1	786,113	680,942	657,944
Governance		128,504	134,003	78,403
Occupancy Costs		67,806	68,900	66,705
Registration		325,688	384,416	213,601
<b>Total Expenses</b>		<b>1,649,377</b>	<b>1,550,995</b>	<b>1,250,247</b>
<b>Net Surplus / (Deficit)</b>		<b>(\$1,033)</b>	<b>\$3,103</b>	<b>\$447,3081</b>

The above must be read in conjunction with the accompanying Statement of Accounting Policies and Audit Report.

## Statement of Financial Position for the Year Ended 30 June 2023

	NOTE	2023	2023 Budget (unaudited)	2022
<b>Current Assets</b>				
Bank	2	1,453,058	1,039,167	1,631,339
Investments		550,000	600,000	600,000
Accrued Income	3	12,304	-	-
Accounts Receivable and Prepayments	3	47,589	129,508	20,397
<b>Total Current Assets</b>		<b>2,062,951</b>	<b>1,768,675</b>	<b>2,251,736</b>
<b>Current Liabilities</b>				
Creditors and Accrued Expenses	4	279,957	214,200	311,221
Payroll Costs Accrued	5	61,786	136,188	52,643
Income in Advance		1,089,114	809,359	1,272,645
<b>Total Current Liabilities</b>		<b>1,430,856</b>	<b>1,159,747</b>	<b>1,636,509</b>
<b>Working Capital</b>		<b>\$632,095</b>	<b>\$608,928</b>	<b>\$615,227</b>
<b>Fixed Assets</b>				
Property, Plant and Equipment		80,884	118,056	95,119
Intangible Assets		9,868	-	13,535
<b>Total Fixed Assets</b>	6	<b>90,752</b>	<b>118,056</b>	<b>108,654</b>
<b>NET ASSETS</b>		<b>\$722,847</b>	<b>\$726,984</b>	<b>\$723,881</b>
<b>Realised by:</b>				
<b>Equity</b>		<b>722,847</b>	<b>726,984</b>	<b>723,881</b>

**Gina Jones**  
Chairperson  
10 April 2024

**Rob Hall**  
Board member  
10 April 2024

The above must be read in conjunction with the accompanying Statement of Accounting Policies and Audit Report.



## Statement of Cash Flow for the Year Ended 30 June 2023

	2023	2023 Budget (unaudited)	2022
<b>Cash Fows from Operating Activities</b>			
Cash was provided from:			
Receipts	1,409,401	1,442,487	1,803,411
Interest Received	29,130	2,500	4,547
	<b>1,438,531</b>	<b>1,444,987</b>	<b>1,807,958</b>
Cash was disbursed to:			
Payments to suppliers and employees	1,596,227	1,933,257	1,105,333
Occupancy Costs	67,806	68,900	66,705
	<b>1,664,033</b>	<b>2,002,157</b>	<b>1,172,038</b>
<b>Net Cash Flows from Operating Activities</b>	<b>(225,502)</b>	<b>(557,170)</b>	<b>635,920</b>
<b>Cash Flows from Investing Activities</b>			
Purchase/Sale of Investments	50,000	-	(450,000)
Purchase of Fixed Assets	132	-	-
Purchase of Fixed Assets	(2,910)	(35,000)	(12,997)
<b>Net Cash Used in Investing Activities</b>	<b>47,222</b>	<b>(35,000)</b>	<b>(462,997)</b>
<b>Net Increase in Cash Flow</b>	<b>(\$178,280)</b>	<b>(\$592,170)</b>	<b>\$172,923</b>
Add Opening Bank Funds 01/07/2022	1,631,337	1,631,337	1,458,414
<b>Closing Bank Funds 30/06/2023</b>	<b>\$1,453,058</b>	<b>\$1,039,167</b>	<b>\$1,631,337</b>

The above must be read in conjunction with the accompanying Statement of Accounting Policies and Audit Report.



# NOTES TO THE ACCOUNTS

YEAR ENDED 30 JUNE 2023

## STATEMENT OF ACCOUNTING POLICIES

### A Basis of Preparation

The New Zealand Registered Architects Board has elected to apply PBE-SFR-A (PS) Public Benefit Entity Simple Format Reporting – Accrual (Public Sector) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

### B Revenue Recognition Policy

Application for Registration, Certificate of Registration, and Qualification Equivalency Assessment Income.

The fees are recognised in the year to which the fees relate. Amounts received in advance relating to future periods are recognised as a liability until such time that period covering the fees occurs.

#### Other Income

Other income includes standard setting fees and sundry income.

#### Discipline Hearing Cost Recovery

Discipline hearing cost recoveries represent costs awarded to the Board once the hearings are concluded.

#### Fines

Fine income is recognised when earned and reported in the financial period to which it relates.

#### Interest Received

Interest received is recognised as it accrues, using the effective interest method.

### C Goods and Services Tax (GST)

All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

## **D Bank Accounts and Cash**

Bank Accounts and Cash in the Statement of Cash Flows comprise cash balances and bank balances (including short-term deposits).

## **E Specific Accounting Policies**

The following specific accounting policies, which materially affect the measurement of the financial performance and financial position, have been applied:

### **Valuation of Assets**

Fixed assets are valued at cost less aggregate depreciation or amortisation.

### **Depreciation**

Depreciation is provided on a diminishing value basis on all tangible assets at rates calculated to allocate the assets' cost over their estimated useful lives.

Computers and Equipment 30%-60% D.V.

Furniture and Fittings 10%-30% D.V.

### **Amortisation**

Amortisation is provided on a straight-line basis on all intangible assets at rates calculated to allocate the assets' cost over their estimated useful lives.

NZRAB Website -Admin Module 2.5 years S.L.

### **Accounts Receivable**

Accounts receivable are stated at their estimated realisable value.

### **Employee Entitlements**

Provision is made in respect of the NZRAB's liability for any annual leave at balance date. Annual leave has been calculated on an actual entitlement basis at current rates of pay.

### **Financial Instruments**

There are no financial instruments that expose NZRAB to significant foreign exchange risk or off-balance-sheet risks. All financial instruments including bank accounts, short-term investments, accounts receivable and accounts payable are disclosed at their fair value. Revenue and expenses in relation to the financial instruments are recognised in the Statement of Financial Performance.

### **Taxation**

NZRAB is exempt from income tax as it is classified as a public authority in terms of the Income Tax Act 2007.

### **Changes in Accounting Policy**

There are no changes in accounting policy.

# NOTES TO THE FINANCIAL STATEMENTS

## 1 Employee-Related Costs

	2023	2022
Change to Provision for Holiday Pay	9,633	(3,568)
Gross Salaries	526,731	533,047
Contractors Cost (Temp Staff)	195,890	68,651
Employer's Superannuation	14,978	15,812
ACC Expenses	975	1,245
Recruitment Fees	8,283	34,657
Staff Amenities	3,236	3,816
Staff Training	15,981	1,010
Staff Travel	10,405	3,275
<b>Total Employee Related Costs</b>	<b>\$786,113</b>	<b>\$657,944</b>

## 2 Bank

	2023	2022
Bank	1,453,058	1,631,289
Cash on Hand	-	50
<b>Total Bank</b>	<b>\$1,453,058</b>	<b>\$1,631,339</b>

## 3 Accounts Receivable and Prepayments

	2023	2022
Prepayments	12,712	11,801
Trade Debtors	34,877	1,508
Sundry Debtors	-	7,089
Accrued Income	12,304	-
<b>Total Accounts Receivable and Prepayments</b>	<b>\$59,893</b>	<b>\$20,398</b>

#### 4 Creditors and Accrued Expenses

	2023	2022
Trade Creditors	69,992	76,660
Sundry Creditors	3,276	10,661
GST	145,309	192,598
Accrued Expenses	61,380	31,302
<b>Total Creditors and Accrued Expenses</b>	<b>\$279,957</b>	<b>\$311,221</b>

#### 5 Payroll Costs Accrued

	2023	2022
Holiday Pay Accrued	30,624	20,991
IRD Scheduling Payments	19,329	21,894
Kiwisaver	3,201	2,386
Salaries Accrued	8,631	7,372
<b>Total Payroll Costs Accrued</b>	<b>\$61,786</b>	<b>\$52,643</b>

## 6 Fixed Assets

	OPENING CARRYING AMOUNT	PURCHASES	DISPOSALS	CURRENT YEAR DEPRECIATION	CLOSING CARRYING AMOUNT
<b>2023</b>					
<b>Property, Plant and Equipment</b>					
Computers and Equipment	8,148	-	132	4,735	3,281
Office Furniture and Fittings	86,983	-	-	9,368	77,615
Total Property, Plant and Equipment	\$95,131	-	\$132	\$14,103	\$80,884
<b>Intangible Assets</b>					
Website	13,521	2,910	-	6,577	9,868
<b>Total Fixed Assets</b>	<b>\$108,652</b>	<b>\$2,910</b>	<b>\$132</b>	<b>\$20,680</b>	<b>\$90,752</b>
<b>2022</b>					
<b>Property, Plant and Equipment</b>					
Computers and Equipment	9,761	4,997	-	6,610	8,148
Office Furniture and Fittings	97,586	-	-	10,603	86,983
Total Property, Plant and Equipment	\$107,347	\$4,997	-	\$17,213	\$95,131
<b>Intangible Assets</b>					
Website	5,988	\$ 8,000	-	467	13,521
<b>Total Fixed Assets</b>	<b>\$113,335</b>	<b>\$ 12,997</b>	<b>-</b>	<b>\$17,680</b>	<b>\$108,652</b>

## 7 Accumulated Funds

	2023	2022
Opening Balance	723,879	276,572
Surplus/(Deficit)	(1,033)	447,308
<b>Closing Balance</b>	<b>722,847</b>	<b>723,880</b>

## 8 Statement of Commitments as at 30 June 2023

### Capital Commitments

There have been no capital commitments at the end of the financial year.

### Operating Commitments

	2023	2022
<b>Premises</b>		
Not later than one year	58,400	58,400
Later than one year and not later than five years	14,600	131,400
Later than five years	-	-
<b>Photocopier</b>		
Not later than one year	2,859	3,276
Later than one year and not later than five years	6,670	273
Later than five years	-	-

## 9 Contingent Liabilities

As at 30 June 2023, there were no contingent liabilities. (prior year: nil).

## 10 Related Parties Transactions with Board Members

During the 2023 year, the Board members received remuneration as follows:

FEES	2023	2022
Gina Jones	34,123	24,274
Robert Hall	11,761	10,393
Murali Bhaskar	6,281	1,327
Louise Wright	8,362	5,618
Kimberly Brown	8,160	4,645
Judith Thompson	5,895	5,558
Tony Orgias	9,002	6,501
David Ivory	1,251	-
Craig O'Connell	1,396	-
	<b>\$88,253</b>	<b>\$60,338</b>

Murali Bhaskar and Kimberly Browne terms came to an end in April 2023.

David Ivory and Craig O'Connell terms commenced in April 2023.

## 11 Post Balance Date Events

There have been no post balance date events that may materially affect these financial statements (prior year: nil).

## 12 Breach of statutory reporting deadline

The Registered Architects Board was required under the Registered Architects Act 2005 Section 61(2) to complete its audited financial information by 30 October 2023. This time frame was not met due to the late completion of the audit.

## INDEPENDENT AUDITOR'S REPORT

### TO THE READERS OF THE NEW ZEALAND REGISTERED ARCHITECTS BOARD'S FINANCIAL STATEMENTS AND PERFORMANCE INFORMATION FOR THE YEAR ENDED 30 JUNE 2023

The Auditor-General is the auditor of the New Zealand Registered Architects Board ('the Board'). The Auditor-General has appointed me, Chrissie Murray, using the staff and resources of Baker Tilly Staples Rodway Audit Limited, to carry out the audit of the financial statements and performance information of the Board on his behalf.

#### Opinion

We have audited:

- the financial statements of the Board on pages 48 to 59 that comprise the entity information and the statement of financial position as at 30 June 2023, the statement of financial performance, and statement of cash flows for the year ended on that date and the notes to the financial statements that include accounting policies and other explanatory information.
- the performance information of the Board on pages 25 to 27.

In our opinion:

- the financial statements of the Board:
  - presents fairly, in all material respects,
    - its entity information and financial position as at 30 June 2023; and
    - its financial performance and cash flows for the year then ended; and
  - complies with generally accepted accounting practice in New Zealand and have been prepared in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Public Sector); and
- the performance information:
  - presents fairly, in all material respects, the Board's performance for the year ended 30 June 2023.
  - complies with generally accepted accounting practice in New Zealand.

Our audit was completed on 10 April 2024. This is the date at which our opinion is expressed. We acknowledge that our audit was completed later than required by section 61 (2) of the Registered Architects Act 2005. This delay was due to the auditor shortage in New Zealand.

The basis of our opinion is explained below. In addition, we outline the responsibilities of the Board and our responsibilities relating to the financial statements and the performance information and we explain our independence.

## **Basis of opinion**

We carried out our audit in accordance with the Auditor-General's Auditing Standards, which incorporate the Professional and Ethical Standards and International Standards on Auditing (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board. Our responsibilities under those standards are further described in the Responsibilities of the Auditor section of our report.

We have fulfilled our responsibilities in accordance with the Auditor-General's Auditing Standards.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## **Responsibilities of the Board for the for the financial statements and performance information**

The Board is responsible for preparing financial statements and performance information that is fairly presented and that complies with generally accepted accounting practice in New Zealand.

The Board is responsible for such internal control as it determines is necessary to enable the it to prepare financial statements and performance information that is free from material misstatement, whether due to fraud or error.

In preparing the financial statements and performance information, the Board is responsible for assessing the Board's ability to continue as a going concern. The Board is also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless there is an intention to liquidate the Board or to cease operations, or there is no realistic alternative but to do so.

The Board's responsibilities arise from the Registered Architects Act 2005.

## **Responsibilities of the auditor for the audit of the financial statements and the performance information**

Our objectives are to obtain reasonable assurance about whether the financial statements and performance information, as a whole, is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance but is not a guarantee that an audit carried out in accordance with the Auditor-General's Auditing Standards will always detect a material misstatement when it exists. Misstatements are differences or omissions of amounts or disclosures and can arise from fraud or error. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of readers taken on the basis of these financial statements and performance information.

We did not evaluate the security and controls over the electronic publication of the financial statements and performance information.

As part of an audit in accordance with the Auditor-General's Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. Also:

- We identify and assess the risks of material misstatement of the financial statements and performance information, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is

higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- We obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board’s internal control.
- We evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the governing body.
- We conclude on the appropriateness of the use of the going concern basis of accounting by the governing body and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board’s ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor’s report to the related disclosures in the financial statements and performance information or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor’s report. However, future events or conditions may cause the Board to cease to continue as a going concern.
- We evaluate the overall presentation, structure and content of the financial statements and performance information, including the disclosures, and whether the financial statements and performance information represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Our responsibilities arise from the Public Audit Act 2001.

### **Other information**

The Board is responsible for the other information. The other information comprises the information included on pages 1 to 24 and 28 to 46 but does not include the financial statements and performance information, the entity’s information, and our auditor’s report thereon.

Our opinion on the financial statements and the performance information does not cover the other information and we do not express any form of audit opinion or assurance conclusion thereon.

In connection with our audit of the financial statements and the performance information, our responsibility is to read the other information. In doing so, we consider whether the other information is materially inconsistent with the financial statements and the performance information or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If, based on our work, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

## **Independence**

We are independent of the Board in accordance with the independence requirements of the Auditor-General's Auditing Standards, which incorporate the independence requirements of Professional and Ethical Standard 1(Revised): *Code of Ethics for Assurance Practitioners* issued by the New Zealand Auditing and Assurance Standards Board.

Other than the audit, we have no relationship with or interests in the Board.



Chrissie Murray  
Baker Tilly Staples Rodway Audit Limited

On behalf of the Auditor-General  
Wellington, New Zealand

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