

Minutes of the meeting of the New Zealand Registered Architects Board
held in the offices Quay Business Centre, Level 13,,Forsyth Barr House,
Johnston street, Wellington 9.30am Tuesday 26 July 2005 and 9.00am
Wednesday 27 July 2005

Present Mr R Pynenburg Chairman
Mr Gordon Moller
Prof Gordon Holden
Mr Don McRae
Mr Brian Elliott
Ms Deborah Cranko
Ms Jane Aimer
Ms Carolynn Bull (Tuesday only)

Present by invitation Mr Alan Purdie Change Manager AERB
Mr Ruma Karaitiana Project Manager Third Bearing Ltd
Mr David Gibbs
Ms Jo Fitzpatrick
Mr Boyd Dunlop Registrar AERB as Minute Secretary
Ms Rebecca Colledge Dept.of Building & Housing
Mr Lawrence Poi Dept.of Building & Housing

Welcome The Chairman welcomed all present to the first meeting of the New Zealand Registered Architects Board (NZRAB) noting that the agenda for the meeting was in the main focussed, on the Transition Planning Document prepared by the AERB. A lot of work had been done in anticipation of the 1 July 2007 commencement date for new rules and it was now the task of the NZRAB to take over the task and see the process through the consultation and approval processes. Following on would be the ongoing governance role as a Board. Comment was also made as to the public perception of architects and their activities. It was interesting that very seldom did one hear architects refer to themselves as registered architects. Usually ' I am an architect.'

The Chairman asked members to put forward their views clearly and to participate fully in discussions. It was hoped that issues would be resolved by consensus rather than being put to a vote.

Those present introduced themselves

Agenda Ms Jane Aimer (Chairman AERB) introduced the Transition Planning Document, commenting on the background to its preparation. The AERB had become concerned that delays with the progress of the proposed legislation (now RA Act 2005) meant that there was no way any new Board was going to be able to meet the deadlines being imposed for the commencement date for the revised rules. With the AERB operating with one employee (Mr Alan Purdie as Registrar) it was decided to run the transition work under a contract and this was awarded to Third Bearing Ltd of Palmerston North (Mr Ruma Karaitiana) as Project Manager. Mr Purdie retired as Registrar and continued on contract as Change Manager. AERB Board members and invitees assisted on work groups to review/agree/amend/reject /oversee the project. One major focus for

the project was a desire not to put in place a layer of bureaucracy that was completely out of proportion to the number on the register.

Mr Ruma Karaitiana was invited to take members through a summary presentation

Attached as a ACTION NOTE?/APPENDIX?

When received from Ruma

Ms Jo Fitzpatrick AERB Board Member addressed the meeting. As the "consumer representative" on the AERB she was concerned that the new RA Act 2005 made no mention of consumer protection and additionally had noted that in the discipline/code of conduct portions of the new rules there were no links to the competencies to help in the formulation of any complaint. It was suggested that there should be competency based penalties if a failure to meet a competency resulted in a substantiated complaint. This may be more successful than imposition of some penalties that may be considered out of proportion to the 'offence'

Note from BD the RA Act 2005 does provide for the Board to deal with penalties as it thinks fit Clause 26.

Mr David Gibbs Deputy Chairman AERB and Convener of the Task Group Minimum Standards for Continuing Registration, commented on the background discussions and related proposals. His group were keen to see the AACA Competencies adopted as they would connect easily into the CPD programme. As well the group were keen to see the "elective" element introduced say 50/50 with the "compulsory" parts.

Chairman expressed thanks to the visitors for their input to the Transition Document noting that the NZRAB was particularly grateful for all the effort by many others in achieving the result now before the NZRAB.

Meeting adjourned for lunch 1.00pm to 1.45pm.

Following the lunch break the meeting commenced addressing the various recommendations contained in the Transition Planning document.

Competency Standards.

That the NZRAB adopts in principle the AACA National Competency Standards in Architecture and the Australian Architecture Program Accreditation and Recognition Procedure.

Pynenburg/Elliott Agreed

That the Chairman of the NZRAB sign the agreement that reflects the use of the Australian documents noting that the costs are up to a 50% share of \$7500 over five years, subject to a positive recommendation from the Joint Task group (comprising??) .

Elliott/Aimer Agreed

**BD note 2 signatures required on a contract..Is the agreement a contract??
Para35 of the Schedule**

Continuing Professional Development

(1) That the NZIA will provide to the NZRAB services to support continuing registration including recording, administration and accreditation as part of the NZRAB obligation under section 12 of the RA Act 2005

(2) That these services will be provided until July 2014

(3) That the costs of these services will be \$205 plus GST per annum per **active/registered/qualifying** architect reviewable each two years from the date of a Heads of Agreement .

(4) That the draft Heads of Agreement as in the Transition Planning document and tabled for discussion be referred for review by a joint NZRAB/NZIA Task Group(members each) to be convened by Mr Gordon Moller.

Meeting adjourned for afternoon tea 3.00—3.30pm

Following the tea break the Chairman welcomed Ms Rebecca Colledge, Appointments and Governance Adviser, and Mr Lawrence Poi, Regulation Advisor: Department of Building and Housing. They made a presentation to members regarding duties of board members and other related issues. Members received a copy of the papers referred to in the presentation. Matters of concern were raised and answered. Of note was a query regarding the 'loan' of \$270000 plus GST and its repayment. It was considered likely that it would be possible to extend the repayment period without going back to Cabinet . The NZRAB would need to present a case for the DBH to consider. The visitors also outlined the monitoring role to be carried out by DBH on the NZRAB. There was a short discussion on assistance with communications, with the visitors of the view that the DBH may be able to help out on a temporary basis.

Following the departure of the visitors at approx 4.15pm the meeting continued.

Members discussed without resolution, future offices/location/likely staffing wants/needs, communications and advertising along with the necessary consultation on the new rules. This activity was in danger of slowing down due to NZRAB having no staff and with only the efforts of the members to move things forward it was felt that Third Bearing should be engaged to get the new rules into a for a near as final state for consultation and approval of the Minister of Building Issues and then to Parliamentary Counsel for final drafting.

Meeting adjourned at 5.20pm to reconvene at 9.00am on Wednesday 27 July 2005

An apology from Ms Carolynn Bull for Wednesday was noted

Meeting reconvened 9.00am Wednesday 27 July 2005

Communications

Following on from the previous discussions members were of the view that the Chairman AERB and Chairman NZRAB should put out a joint bulletin/newsletter to all architects on the register. A item in Cross Section was also suggested as well as some overseas publications to catch those working outside of NZ.

Assistance for NZRAB

It was agreed that the Chairman write to AERB to seek agreement over the management of NZRAB affairs until 31/3/06

Elliott/Cranko

NZRAB Identity

It was agreed that Mr R Pynenburg and Ms Deb Cranko seek advice on branding and identity matters and report to the next meeting on 11-12 August 2005

Elliott/Aimer

Preparation of Rules

It was agreed that Third Bearing Ltd ,Palmerston North be engaged to

- (a) provide a project plan for the delivery of the completed draft new Rules to the Minister and Parliamentary Counsel,
- (b) provide Project management services to see the plan completed.
- (c) provide the plan to the next meeting of the NZRAB and, that the Chairman be authorized to agree to the terms and scope of work

Elliott/McRae

Financial

It was agreed that,

- (a) the NZRAB establish a bank account with Westpac and that the signatories be R Pynenburg D Cranko,G.Holden,and B Dunlop (Registrar AERB); any two of the four signatories to sign.
- (b) the NZRAB agree to seek a transfer of \$80,000 from the AERB as per clause 81 RA Act 2005

McRae/Aimer

Business Plan

It was agreed that Mr. R. Pynenburg and Mr. B. Elliott prepare a NZRAB business plan through to 31 March 2006 for presentation to the next meeting.

It was also agreed that Mr R Pynenburg and Mr B Elliott review the Financial Models prepared by Third Bearing Ltd, the review to take into account different payback scenarios for the \$270,000 plus GST funding from DBH which will be required

Cranko/Moller

Competencies –Initial Registration

It was agreed that the commencement date for the new competencies for initial registration be 1 July 2007

Elliott/Aimer

With this in mind Prof Holden offered to prepare a note to go to the three Schools outlining the decision and the implications of the resulting transition period and process

Existing Recognised Certificates

It was agreed that the NZRAB confirms the New Zealand academic recognised certificates as currently listed in AERB Ordinance 1.1

Elliott/Cranko

It was agreed that the NZRAB discontinue the AERB document Appendix 1-List of Recognised Degrees and Diplomas Granted Overseas

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Aimer/Moller

Overseas Accreditation Regimes

It was agreed that the NZRAB adopt overseas recognised academic certificates recognised by:

- (a) Commonwealth Association of Architects (CAA)
- (b) Royal Institute of British Architects (RIBA)
- (c) National Council of Architectural Registration Boards of USA (NCARB)
- (d) Architects Accreditation Council of Australia (ACA)

Elliott/Aimer

It was agreed that the Chairman be authorized to conclude a contract with the ACA for the assessment of all non recognised overseas qualifications.

Elliott/Aimer

It was agreed that the NZRAB adopts the AERB document Appendix 2-List of Recognised Registrations Granted by Registration Authorities Overseas.

Aimer/Moller

AERB Special Certificate

It was agreed ;

- (1) that the certificate is to be known as the NZRAB Equivalency Certificate
- (2) to omit the reference to the age of the applicant,
- (3) to increase the required architectural experience in New Zealand from 10 years to 15 years

McRae/Cranko

Practical Experience Requirement

It was agreed that the NZRAB maintains the present AERB requirements of 140 weeks practical experience as referenced in AERB Ord 2.1

Aimer/Pynenburg

DOES THIS INCLUDE THE IFS AND BUTS IN ORD 2.2 ETC ??

Case Studies

It was agreed that the NZRAB would maintain the Case Study Requirements as set out in the AERB Ordinances and in AERB Appendix 5 Case Study Requirements.

McRae/Cranko

Reciprocity Agreement-Australia

It was agreed that the Chairman be authorized to negotiate and sign a new reciprocity agreement under the Trans-Tasman Mutual Recognition arrangements with the AACA

Elliott/McRae

Board Remuneration and Process

The Chairman outlined his thoughts as to the interpretation as to the appropriate way to deal with the issue. It was considered that for each day of a meeting there was a day of preparation so as an example ,this meeting of 1.5 days equaled 3 days fees at the rate indicated in the letters of appointment. The same would apply to identified task group activities and meetings. Members were not able to expect any remuneration for Board related activities unless there was a clear decision from a prior Board meeting.

Thanks

Ms Deb Cranko expressed thanks to the AERB for the thoroughness of planning and work that had been put into the Transition Planning document. It was obvious that the NZRAB would have been unable to meet the deadlines without that work.

Closure

There being no further business the Chairman declared the meeting closed at 12.10pm.

Next meeting

1.00pm Thursday 11 August 2005 Thursday Evening and continuing on Friday 12 August 2005. The venue is Quay Business Centre, Level 13, Forsyth Barr House, Johnston Street, Wellington.

ACTION NOTE

Letter re AERB assistance in interim	Pynenburg
Branding/Identity issues	Pynenburg/Cranko
Scope/terms etc Third Bearing..for Rule writing	Pynenburg
Comments on D McRae notes on rules	All
Business Plan etc DBH funds	Pynenburg/Elliott
Bank Account/s- tax registration- accounts-accountant	
Australian Architecture Program Accreditation and Recognition Procedure Comments on technical content to B Elliott	D McRae
New Competencies..note on adoption etc for the Schools	G Holden

Items for 11-12 August

Matters from above list

Mentorship #10 in Minimum Stds For Registration

CPD process etc #1 Minimum Stds for Continuing Registration
#3 Minimum Stds for Continuing Registration

Ethics/Rules/Discipline #1-3 Ethical Stds and Conduct