



30 November 2010, 28 May 2019

## Public Protection Committee Terms of Reference

### Background

1. The Public Protection Committee (the committee) is a Committee of the New Zealand Registered Architects Board (NZRAB), established under sections 55, 56 and 57 of the Registered Architects Act 2005.

### Underlying Philosophy

2. The NZRAB intends to have in place and to implement:
  - a. complaints and discipline procedures that accord with natural justice and assist the profession to perform better
  - b. a register that is fully compliant with the requirements of the Registered Architects Act 2005
  - c. effective protection of title.

### Objectives

3. The committee's tasks are to:
  - a. advise the NZRAB Board on the development and implementation of the Board's policies and procedures in regard to public protection, including complaints and discipline procedures and alternative dispute resolution options, the New Zealand Architects Register and protection of title
  - b. monitor and advise on the implementation of the Board's policies and procedures in regard to public protection, including complaints and discipline procedures and alternative dispute resolution options, the New Zealand Architects Register and protection of title
  - c. recommend appointments where required for the various stages of the NZRAB's complaints and discipline procedures.

### Membership

4. Committee members shall be appointed by the Board Chair. The Board Chair shall be an ex-officio member. As required by the Registered Architects Act 2005 Section 56, at least two committee members must be Board members. Other members may be appointed to provide an appropriate mix of skills and experience. A quorum shall be 50 per cent of the committee members, including at least 2 Board members.

**Procedures*****Meetings***

5. The committee shall meet as required.
6. The committee may “meet” via email where appropriate under the same rules as apply for electronic Board meetings.
7. Meetings may be called by the Chair of the committee, or at the request of the Board Chair.

***Attendance***

8. Board members who are not members of the committee shall have the right to attend committee meetings.
9. NZRAB Staff shall be invited to attend meetings of the committee where appropriate.

***Agendas and Minutes***

10. Agendas and supporting documentation shall be circulated prior to meetings.
11. Draft minutes shall be distributed to committee members for final approval and to other Board members for their information.
12. Minutes shall be accompanied by an ‘action plan’ based on the committee’s decisions.
13. Minutes shall be appended to the relevant Board papers.

***Publication of Terms of Reference***

14. The committee’s terms of reference shall be publicly available on the NZRAB web site.

***Secretariat***

15. The NZRAB staff shall provide the committee with secretariat services.