

Appointments Policy

Version reference:	Version 3
Effective date:	10 June 2025
Review date:	As required
Date approved:	10 June 2025

Purpose

1. This policy sets out the principles and procedures governing the appointment of individuals to the committees, panels, working parties and other specific roles within the NZRAB, excluding staff.

Principles and procedures

2. Appointments mandated by the Registered Architects Act 2005 (the Act) and the Registered Architects Rules 2006 (the Rules), and requiring Board intervention, will be recommended to the Board by the Chair of the relevant oversight committee or the committee itself, as outlined in the attached Appointments Schedule.
3. For appointments not stipulated by the Act and the Rules, the attached Appointments Schedule will guide the process.
4. The Board will appoint Chairs of oversight committees, as well as Chairs and members of working parties.
5. Excluding Board members, committee appointments will generally be for three years, with the option of additional three-year terms.
6. Working party appointments will align with the defined duration in their terms of reference, concluding when the working party's objectives are met.
7. Appointments to individual roles will be generally for three years, with the option of additional three-year terms.
8. Generally, appointments will be limited to two terms, but appointees may undertake subsequent terms when deemed appropriate.
9. These principles and procedures, along with the assigned responsibilities, will apply as specified in the attached Appointments Schedule.
10. Appointments will be made in alignment with the [Finance Policy](#).

Document / version control

#	Date	Author position	Approval method	Detailed changes / description
0.1	Aug 2012	—	Board meeting	Policy first introduced
1	Sept 2019	—	Board meeting	Minor updates
2	Aug 2021	Chief Executive	Board meeting	Minor updates to remove references to NZIA
3	June 2025	Education Officer/Registration Manager	Board meeting	Updates to Policy statements and Schedule

Appointments Schedule

Appointment	Origin	Appointing authority	Delegation	Recommendation	Consultation	Membership requirements	Term	Comment
Board committee Chairs	Appointments Policy, clause 4	Board				Board member	Annual review	Includes Finance, Audit and Risk Committee and Registration Committee
Board committees	s55 Act	Board		Board	Board and Chief Executive Officer	At least two Board members (s56 Act)	Annual review for Board members, others 3 + 3 etc ¹	Includes Finance, Audit and Risk Committee and Registration Committee
Convenors	Initial Registration Policy, clauses 35-37	Board		Registration Committee	Executive Office, Registration Assessors	Registration Assessor	3 + 3 etc	Terms of Reference for the New Zealand Registered Architects Board's Registration Processes 2025
Head Convenor	Initial Registration Policy, clauses 35-37	Board		Registration Committee	Executive Office, Convenors	Convenor	3 + 3 etc	** new entry to Schedule ** Terms of Reference for the New Zealand Registered Architects

¹ 3 + 3 etc means an appointment for three years, which can be renewed for one or more three-year periods.

Appointment	Origin	Appointing authority	Delegation	Recommendation	Consultation	Membership requirements	Term	Comment
								Board's Registration Processes 2025
Assessor Training Advisers	By resolution and Board noted 2 Sept 2008	Board		Registration Committee	Executive Office, Convenors	Registration Assessor	3 + 3 etc	Terms of Reference for the New Zealand Registered Architects Board's Registration Processes 2025
Qualifications and Experience Assessment Panel (QEAP)	Initial Registration Policy, clause 11	Board		Registration Committee	Executive Office, Registration Assessors	Up to three academics teaching architectural education and up to three Registration Assessors	3 + 3 etc	With the expectation that the initial appointment will be extended by at least one term
Registration Assessors	Initial Registration Policy, clauses 32-33	Board		Registration Committee	Executive Office, Convenors	Registered Architect or appropriate qualifications or experience (Rule 83(2) and Rule 85(2))	3 + 3 etc (adjusted to nearest 31 March date)	Derived from Rule 83 With the expectation that the initial appointment will be extended by at least one term
Initial Registration	s55 Act & Rule 83	Board			Executive Office, Convenors	Registration Assessors	Duration of the initial registration	Initial Registration Assessment Panels are created as one-off panels

Appointment	Origin	Appointing authority	Delegation	Recommendation	Consultation	Membership requirements	Term	Comment
Assessment Panel							round for which the Panel is convened	for each initial registration round from the pool of appointed Registration Assessors
Continuing Registration Evaluation Panel	s55 Act & Rule 85	Board			Executive Office, Convenors	Registration Assessors	Duration of the competency assessment round for which the Panel is convened	Continuing Registration Evaluation Panels are created as one-off panels for each continuing registration round from the pool of appointed Registration Assessors
Competency Assessment Reviewers	s55 Act & Rule 86	Board			Executive Office, Convenors	Registration Assessors	Duration of the competency assessment round for which the Panel is convened	Competency Assessment Reviewers are convened from the Registration Assessors to evaluate the continued competency of registered architects
CPD Advisory Panel		Board		Registration Committee	Executive Office	Relevant experience, etc	3 + 3 etc	<p>** new entry to Schedule **</p> <p>CPD Advisory Panel's role is to agree and advise on topics and expectations of the core CPD curriculum</p>

Appointment	Origin	Appointing authority	Delegation	Recommendation	Consultation	Membership requirements	Term	Comment
								With the expectation that the initial appointment will be extended by at least one term
Accreditation Management Panel (AMP)	Initial Registration Policy, clause 7; APAP ANZ	Board			Executive Office	Up to two practising Registered Architects (for architectural practitioners) and up to two academics teaching architectural education	3 + 3 etc	List to be confirmed annually by Board (APAP ANZ requirement) With the expectation that the initial appointment will be extended by at least one term
Accreditation Review Panel (ARP)	APAP ANZ	Board		Accreditation Management Panel (AMP)	Executive Office	NZ Accreditation Standing Panel member	One-off for each ARP & Initial ARP & site visit	
Accreditation Standing Panel (ASP)	APAP ANZ	Board		Accreditation Management Panel (AMP)	Executive Office	Registered Architect (for architectural practitioners) or academic teaching architectural education	3 + 3 etc	** new entry to Schedule ** With the expectation that the initial appointment will be extended by at least one term

Appointment	Origin	Appointing authority	Delegation	Recommendation	Consultation	Membership requirements	Term	Comment
Investigating Panel (IP) Chair	s24(2)(b) Act & Rule 90	Board		Finance, Audit and Risk Committee	Executive Office, ASAP Chair	Contracted lay person with relevant experience	Indefinite or as contracted to the Board in the Agreement for Provision of Services	
Architectural Service Advisory Panel (ASAP)	Board resolution under clause 33 of Schedule to the Act Complaints and Discipline Policy 1 July 2022	Board		Finance, Audit and Risk Committee	Executive Office, ASAP Chair a & Deputy	Registered Architect	3 + 3 etc	** new entry to Schedule ** ASAP members investigate complaints and review Architectural Services Concerns (ASC)
ASAP Chair & Deputy Chair	Complaints and Discipline Policy 1 July 2022	Board		Finance, Audit and Risk Committee	Executive Office & ASAP Chair	Appointed from within the ASAP	As determined by Board	** new entry to Schedule **
Investigating Panel (IP)	s24(2)(b) Act & Rule 90	Board			Executive Office, ASAP Chair	For each investigation a panel is appointed, comprising two architect members from the ASAP and one lay person (Chair)	Duration of the complaint investigation for which the IP is convened	IPs are convened from the ASAP to investigate formal complaints about an architect While Rule 90 permits the appointment of Board members to an IP, this is not practised – adding an extra layer of

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								independence between the investigation process and decision-making of the Board (Complaints and Discipline Policy 1 July 2022)
Working Party	Appointments Policy, clause 4	Board		Finance, Audit and Risk Committee or Registration Committee	Chair of relevant committee and Executive office	Relevant experience, etc	Duration of activity for which working party is convened	
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NZ APEC Architect Monitoring Committee	APEC Architect Operating Manual	Positions as of right, with Committee co-opting the APEC Architect member			Registration Committee	Board Chair, Te Kāhui Whaihanga NZIA President, Registration Committee Chair, CE NZRAB and an APEC Architect	6 + 6 etc (or 3)	Board Chair is Committee Chair