
Industry Advisory Groups (IAGs) Terms of Reference

Date 04 October 2023



Introduction

1. The Real Estate Authority (**REA**) was established under the Real Estate Agents Act 2008 (the Act) and became operational in November 2009.
2. REA's purpose is to promote and protect the interests of consumers in respect of transactions that relate to real estate and to promote public confidence in the performance of real estate agency work. REA is responsible for regulating agents, branch managers and salespersons and does this through licensing, developing rules and regulations with respect to industry standards, and providing accountability through a complaints process that is independent, transparent and effective.
3. REA's strategic priorities are set out in its Statement of Intent and Statement of Performance expectations.
4. REA actively engages with the real estate sector and other stakeholders to support the delivery of our strategic priorities, functions and intended impacts. We specifically seek to engage with our diverse licensee population and to use sector engagement to strengthen regulatory settings to support high standards of conduct, protect against harm to consumers and support an effective and responsive regulatory system.
5. The Board and Chief Executive of REA consider that engagement with the sector on issues of regulatory importance is critical to delivering effective regulation. Since 2012, REA has provided a framework for this engagement through the Industry Advisory Groups (**IAGs**).
6. The IAGs are being refreshed in 2023 to ensure greater alignment with delivering against REA's six strategic priorities. The four new groups are:
 - a. New licensees (less than 3 years' experience in the sector)
 - b. Supervisors and/or compliance officers
 - c. Rural, commercial and business broking
 - d. Residential

Purpose of the Terms of Reference

7. These Terms of Reference set out the purpose, attendance criteria and operations of the Real Estate Authority's (REA) Industry Advisory Groups (IAGs).
8. These terms of reference replace all previous terms of reference adopted by REA. The terms of reference may be reviewed and amended from time to time by the REA Board.

Appointment and participation

9. Members of the REA Senior Leadership Team will be appointed by the REA Chief Executive to Chair each of the IAGs.
10. The IAGs will be attended by a member of REA's Regulatory Policy team. Other REA Senior Leaders and staff may join as required depending on agenda items.
11. Other attendees may be invited to join as required for agenda items.
12. IAG members will be appointed by REA following a nomination and selection process. REA will advertise through its sector Pānui newsletter the nomination process. Members will be selected by REA from the nominations received. REA reserves the right to directly approach and appoint members outside of the nomination process.

13. Ensuring representation of diverse perspectives of the real estate sector within the IAGs is paramount. The following criteria will be considered when selecting members for each of the four IAGs:
 - a. Demonstrated knowledge and experience in real estate agency work and/or management;
 - b. Representation from across New Zealand;
 - c. Representation of different ability, ethnicity, age, gender and other relevant factors;
 - d. Representation from one of the four sub-sectors: residential, rural, commercial and industrial, and business broking; and
 - e. Representation from across different agency models and sizes in the sector.
14. Members are appointed for a 2-year period. REA reserves the right to ask a member to stay on for a longer period of time. IAG members may resign at any time by giving written notice to REA.
15. REA will maintain a list of current IAG participants on its website. The member consents to the publishing of their name on the REA website.
16. Each group will have a minimum of six and maximum of ten members.
17. Where members are unable to attend a meeting, the member is encouraged to send a suitable delegate.
18. Members are expected to come prepared and to actively engage in discussion by asking questions and providing feedback and insights on agenda items.
19. All members are expected to engage in the IAGs in good faith, respectfully, actively and constructively and contribute effectively through regular attendance. REA may revoke the right to participate in the IAG at any time.
20. As individuals within the real estate sector, members may express personal views about matters related to the real estate sector. IAG members do not represent REA and do not speak on REA's behalf.
21. Any views expressed will be taken as those of the individual only. Members do not through the IAGs represent the views of their agency, but they must:
 - a. Be willing to provide impartial advice
 - b. Have high integrity and a sense of public duty
 - c. Have a high level of credibility within the real estate sector.
22. IAG members are encouraged to talk about the matters discussed in meetings with colleagues and peers before and afterwards and to share information that has been provided by REA, unless expressly instructed otherwise.

Function, Purpose and Operation

23. The IAGs are a real estate sector engagement forum.
24. The purpose of the IAGs is to:
- a. Enable the regular sharing and discussion of information about significant issues and risks in the real estate sector that may impact licensed real estate professionals' ability to meet their regulatory obligations
 - b. Provide insights and advice to REA, representing key views of the sector on important regulatory and sector risks and issues,
 - c. Provide practical knowledge and insights to REA to support the development of relevant and timely guidance, information and resources
 - d. To support a constructive relationship between REA and the real estate sector.
 - e. Provide an avenue for consultation by REA with sector representatives on regulatory matters.
25. The Forum will meet a minimum of twice per calendar year, in person or online with at least one meeting held in person, where possible. From time to time, REA may request additional meetings or seek member feedback via email to discuss specific initiatives.
26. The agenda for a meeting of the IAG members will be set by REA and will reflect regulatory issues and priorities impacting the sector and REA's scope of work. Members may propose agenda items for discussion. Where time in the agenda allows, members will be invited to share their views on their local market and the risks and issues they are observing.
27. Key discussion themes from the IAGs will be communicated to the real estate sector through REA's Sector Pānui newsletter and other communication channels. No comments or themes will be publicly attributed to individual members.
28. Meetings will take place with online or in-person in Auckland or Wellington, but on occasion may be held in other locations. REA will determine the location and dates for meetings.
29. IAG members recognise that REA may take other, separate, consultation processes and final decisions are REA's to make. The IAGs are not a decision-making body.

Costs

30. REA will provide administrative support to enable the IAGs to carry out their functions.
31. Members are not remunerated for their time. REA will cover any reasonable expenses incurred by a member to participate in an IAG meeting. Any travel requirements will be arranged by REA unless otherwise agreed with the member.

Approval of Terms of Reference

32. The Board at its meeting of 23 August 2023 approved a delegation to the Chief Executive to approve the IAGs Terms of Reference.