

Position description: **New Zealand Registered Architects Board - member**



MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
HĀKINA WHAKATUTUKI

July 2025

On behalf of the Minister for Building and Construction, the Ministry is seeking candidates who wish to be considered for appointment to the New Zealand Registered Architects Board.

About the Board

About the Board

The New Zealand Registered Architects Board (the Board) is a body corporate, established under section 47 of the Registered Architects Act 2005 (the Act), to carry out three main regulatory functions: registration, continued registration (i.e. ensuring registered architects maintain competence and professionalism in their career) and complaints and discipline.

The Act provides a registration framework and protects the title of 'registered architect' for those who meet the minimum standards to be registered. Registered architects are bound by a code of ethics and are accountable for their work through a complaints and disciplinary process, administered by the Board.

The Board comprises six to eight members, four of which are nominated by Te Kāhui Whaihanga New Zealand Institute of Architects and four other persons recommended by the responsible Minister. All members are appointed by the responsible Minister. Members can serve terms of up to five years.

Objectives and functions

The Board's role is to decide who can be, and who can continue to be a Registered Architect. The Board is responsible for the development and administration of rules about competency standards, ethics, and complaints and discipline of members of the profession.

The Board's functions are to:

- make rules relating to registered architects that are prepared and approved in accordance with the Act
- register architects who have been assessed as competent to practice independently
- maintain an online register, so the public can confirm that an architect is registered
- review the competence of architects every five years
- receive, investigate, and hear complaints and, if need be, discipline architects
- provide information to the public about the registration system for registered architects.

The Board's website (www.nzrab.org.nz) has further information about the Board and its activities.

Board membership

Collective and individual duties of Board members

The Board must:

- ensure the registration of architects is efficient and fair, and ensure Registered Architects maintain the skills and knowledge to remain competent
- ensure the titles 'Registered Architect' and 'Architect' are protected in terms of the Registered Architects Act 2005
- ensure the Board has a robust strategic planning process that plans and identifies opportunities for improving the registration and licensing system and disciplinary process
- appoints and manages the performance of the Chief Executive and monitors the performance of the organisation
- set the culture and tone of the organisation



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- ensure complaints regarding architects are resolved in accordance with the requirements of the Registered Architects Act 2005 and the Registered Architects Rules 2006
- meet all obligations under relevant legislation, including reporting under the Registered Architects Act 2005.

Disciplinary Hearings

On occasion Board members are required to attend disciplinary proceedings. Attendance is shared by Board members, with a board quorum required per hearing. The time requirements for such proceedings are dependent on the nature of the charges, the required days set aside for the hearing, and the preparatory meetings and papers. Recent Disciplinary Hearings have ranged from 1-5 days, including report writing.

Remuneration and time commitment

The Board is expected to meet on average eight to fifteen times a year, including six full day Board meetings, short video conference meetings when required between formal meetings, one to two strategic planning days, some telephone conferences and disciplinary hearings. Members are paid an annual rate of \$12,127, in accordance with Board classification as a Group 3a Level 5 entity under the Cabinet Fees Framework.

Person specifications

Specific skills

At this time, the Minister for Building and Construction is seeking candidates for a member role on the New Zealand Registered Architects Board, whose skills and experience align with the following:

- › strong governance experience, including having previously served on Crown or private boards
- › understanding of good regulatory practice, and experience with the duties and responsibilities associated with regulatory or disciplinary bodies
- › proven ability to support the development and implementation of long-term organisational strategy
- › developed relationship and stakeholder management experience
- › ability to build and maintain a strong relationship with, and to gain the trust and confidence of, the profession
- › financial acumen, including the ability to evaluate spending in Crown organisations and assess value for money
- › knowledge of public accountability, machinery of government and New Zealand's wider building and construction sector, including an appreciation of New Zealand's architecture industry

Additional skills, experience and attributes

In addition to skills outlined for each role, the following would be advantageous to applicants:

- › experience dealing with complex issues
- › strong communication skills
- › the ability to work effectively in a collegial environment
- › experience recognising and managing conflicts of interest
- › demonstrated leadership skills

Applicants must have the legal right to work in New Zealand.

Additional information

For enquiries about the position, email: boardappointments@mbie.govt.nz



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Person specifications

Specific skills

At this time, the Minister for Building and Construction is seeking candidates for a member role on the New Zealand Registered Architects Board, whose skills and experience align with the following:

- › a member of the architecture profession with connections to large practices, a developed portfolio of commercial projects and clients, and a strong track record of achievement in the industry
- › developed governance experience
- › appreciation of, or experience in, the duties and responsibilities associated with regulatory or disciplinary bodies
- › knowledge of the Registered Architects Act 2005
- › ability to build and maintain a strong relationship with, and to gain the trust and confidence of the profession

Additional skills, experience and attributes

In addition to skills outlined for each role, the following would be advantageous to applicants:

- › knowledge of public accountability, machinery of government and New Zealand's wider building and construction industry
- › experience dealing with complex issues
- › strong communication skills
- › developed relationship and stakeholder management experience
- › the ability to work effectively in a collegial environment
- › experience recognising and managing conflicts of interest
- › demonstrated leadership skills and strategic agility

Applicants must have the legal right to work in New Zealand.

Additional information

For enquiries about the position, email: boardappointments@mbie.govt.nz

Hon Chris Penk

Minister of Defence
Minister for Building and Construction
Minister for Veterans
Minister Responsible for the GCSB and NZSIS
Minister for Space
Associate Minister for Emergency Management and Recovery



s 9(2)(a)

Email: s 9(2)(a)

Dear Richard

Appointment to the New Zealand Registered Architects Board

I am pleased to appoint you as a nominated member of the New Zealand Registered Architects Board (the Board) for a four-year term commencing on 25 May 2026 and expiring on 24 May 2030. A notice of your appointment will be published in the *New Zealand Gazette*.

Legislative framework

Your appointment is made under section 53 of the Registered Architects Act 2005 (the Act). In accepting this appointment, I expect all appointees to:

- perform their functions efficiently, effectively, consistently, and ethically within the spirit of service to the public,
- recognise their individual, and the Board's, accountability to me as the Minister for Building and Construction,
- avoid disclosing information, except in accordance with the Board's functions as permitted or required by law,
- notify my office of any potentially contentious issues of public interest that may have a significant impact on the Board, and
- disclose any potential conflicts of interest.

Term of office

A member continues in office despite the expiry of the member's term of office until a successor is appointed, the member is reappointed, or the member is advised that they will not be reappointed and no successor is to be appointed at that time. Although members may be reappointed, there should be no expectation on the part of new appointees or incumbent members that they will automatically be reappointed. You may resign at any time by written notice to me.

Remuneration

Fees are paid in accordance with the Cabinet Fees Framework, and the current fee for a member is \$27,100 per year.

You are also entitled to be paid actual and reasonable costs incurred in travelling or other expenses in performing duties as a member of the Board. Allowances and expenses are paid in accordance with the Fees and Travelling Allowances Act 1951.

Acknowledgement of the appointment

I would be grateful if you could formally acknowledge your appointment by signing the attached acceptance letter and returning it to the Ministry of Business, Innovation and Employment, who will record it on my behalf (email to boardappointments@mbie.govt.nz).

I am look forward to working with you, and wish you well for your term as a member of the Board.

Yours sincerely

Hon Chris Penk
Minister for Building and Construction

Encl Acceptance Letter
 Position Description

cc Craig O'Connell
 Chair, New Zealand Registered Architects Board
 Email: craig@rap.net.nz

Judith Taylor
Chief Executive, New Zealand Registered Architects
Email: judith@nzrab.org.nz

Board Appointments and Governance
Ministry of Business, Innovation and Employment
Email: boardappointments@mbie.govt.nz

Acknowledgement of appointment

Hon Chris Penk

Minister for Building and Construction

Dear Minister

I acknowledge receipt of your letter advising me of my appointment as a member of the New Zealand Registered Architects Board, commencing on 25 May 2026 and expiring on 25 May 2030. I confirm my acceptance of this appointment.

I will ensure that I continue to keep myself fully familiar with the obligations and responsibilities of the position.

I am aware of the need to disclose and manage any conflicts of interest as they arise. I undertake to advise you, via the Ministry of Business, Innovation and Employment, of any change in my circumstances which may have an impact on my ability to serve on the New Zealand Registered Architects Board.

Signed:

Name: **Richard Goldie**

Date:/...../.....

Please return via email to: boardappointments@mbie.govt.nz

Hon Chris Penk

Minister of Defence
Minister for Building and Construction
Minister for Veterans
Minister Responsible for the GCSB and NZSIS
Minister for Space
Associate Minister for Emergency Management and Recovery



s 9(2)(a)

Email: s 9(2)(a)

Dear Philip

Appointment to the New Zealand Registered Architects Board

I am pleased to appoint you as a layperson member of the New Zealand Registered Architects Board (the Board) for a five-year term commencing on 25 May 2026 and expiring on 24 May 2031. A notice of your appointment will be published in the *New Zealand Gazette*.

Legislative framework

Your appointment is made under section 53 of the Registered Architects Act 2005 (the Act). In accepting this appointment, I expect all appointees to:

- perform their functions efficiently, effectively, consistently, and ethically within the spirit of service to the public,
- recognise their individual, and the Board's, accountability to me as the Minister for Building and Construction,
- avoid disclosing information, except in accordance with the Board's functions as permitted or required by law,
- notify my office of any potentially contentious issues of public interest that may have a significant impact on the Board, and
- disclose any potential conflicts of interest.

Term of office

A member continues in office despite the expiry of the member's term of office until a successor is appointed, the member is reappointed, or the member is advised that they will not be reappointed and no successor is to be appointed at that time. Although members may be reappointed, there should be no expectation on the part of new appointees or incumbent members that they will automatically be reappointed. You may resign at any time by written notice to me.

Remuneration

Fees are paid in accordance with the Cabinet Fees Framework, and the current fee for a member is \$27,100 per year.

You are also entitled to be paid actual and reasonable costs incurred in travelling or other expenses in performing duties as a member of the Board. Allowances and expenses are paid in accordance with the Fees and Travelling Allowances Act 1951.

Acknowledgement of the appointment

I would be grateful if you could formally acknowledge your appointment by signing the attached acceptance letter and returning it to the Ministry of Business, Innovation and Employment, who will record it on my behalf (email to boardappointments@mbie.govt.nz).

I am look forward to working with you, and wish you well for your term as a member of the Board.

Yours sincerely

Hon Chris Penk

Minister for Building and Construction

Encl Acceptance Letter
 Position Description

cc Craig O'Connell
 Chair, New Zealand Registered Architects Board
 Email: craig@rap.net.nz

Judith Taylor
 Chief Executive, New Zealand Registered Architects
 Email: judith@nzrab.org.nz

Board Appointments and Governance
 Ministry of Business, Innovation and Employment
 Email: boardappointments@mbie.govt.nz

Acknowledgement of appointment

Hon Chris Penk

Minister for Building and Construction

Dear Minister

I acknowledge receipt of your letter advising me of my appointment as a member of the New Zealand Registered Architects Board, commencing on 25 May 2026 and expiring on 25 May 2031. I confirm my acceptance of this appointment.

I will ensure that I continue to keep myself fully familiar with the obligations and responsibilities of the position.

I am aware of the need to disclose and manage any conflicts of interest as they arise. I undertake to advise you, via the Ministry of Business, Innovation and Employment, of any change in my circumstances which may have an impact on my ability to serve on the New Zealand Registered Architects Board.

Signed:

Name: **Philip Aldridge**

Date:/...../.....

Please return via email to: boardappointments@mbie.govt.nz