

Information for Potential Members

Valuers Registration Board

Strategy, Policy and Design

Updated March 2023

20 June 2022



Valuers Registration Board

About the Board

The Valuers Registration Board (the Board) is established by the Valuers Act 1948 (the Act).

Functions of the Board

Registration of Valuers

The primary function of the Board is consumer protection through the registration of valuers of land. The Board sets the criteria against which valuers are assessed for registration purposes, this includes setting and running an examination process to test the applicants' competency for registration. If a candidate is unsuccessful they will receive information about areas for improvement and be offered a re-examination at a later date.

The Board maintains a register of those valuers who meet the required standard, and issues practising certificates to those who want to value land for members of the public.

Complaints process

Complaints are initially investigated by either the Valuer-General or the NZ Institute of Valuers who provide a detailed report for the Board's consideration. The Board reviews all complaint investigations and exercises disciplinary powers where a registered valuer is charged with incompetent, improper or unethical conduct.

The Board has the authority to reprimand, fine, suspend registration, or deregister valuers where any such professional misconduct is proved.

Board membership

The Board consists of the Valuer-General, who is the Chairperson, and the following members appointed by the Minister for Land Information:

- a) two registered valuer members on the recommendation of the New Zealand Institute of Valuers; and
- b) two other members who are registered valuers.

The Board members appoint a Deputy Chairperson from among themselves.

Support and administrative services

A Registrar of the Board is appointed as an officer of the Public Service to assist the Board. The Registrar, as instructed by the Board, maintains a register of those valuers who meet the required standard, and issues practising certificates to those who wish to

carry out valuations of land for members of the public. The Registrar is also appointed as Secretary of the Board.

Land Information New Zealand, through the Secretary, will provide induction material to members of the Board and facilitate the first meeting after the appointment of new members.

Information for potential members

Term of appointment

Appointments to the Board will be for a term not exceeding three years, specified in each notice of appointment. Members may be reappointed to the Board. Even though a member's term of appointment may have expired, the member continues in office until his or her successor is appointed.

Payment

The payments which members of the Board will receive are set out below. They are in accordance with the framework determined by the Government for paying members of statutory and other bodies ([CO \(22\) 2 : Fees Framework for members appointed to bodies in which the Crown has an interest | Department of the Prime Minister and Cabinet \(DPMC\)](#)).

- Chairperson - \$720 per day¹
- Members - \$518 per day

Time commitment

The Board meets approximately monthly, and mostly in Wellington, for its ordinary business. Two full days per month will generally be required to consider disciplinary matters, applications for registration and related matters, reciprocity inquiries, education, approval of payments, financial reports and budget. Telephone conference meetings may also be held for urgent business; these may take up to 90 minutes. A full meeting by teleconference may take several hours with appropriate breaks for meals etc.

Position description

1. Must be a registered valuer under the Valuers Act 1948;

¹ The VRB is not government funded and LINZ recovers all associated costs. As Chairman, the Valuer General's charge out rate is \$170.00 per hour for all Board business. The Valuer General does not receive an additional income over and above his LINZ salary. The four appointed members receive the standard daily rate except when conducting disciplinary hearings when one member is nominated as Chair for which they are entitled to the higher daily rate of \$720.

2. The following are preferred skills or experience for prospective members, ideally obtained while working within a body the functions of which are subject to a statutory framework:
 - practical knowledge and application of quasi-judicial processes;
 - making decisions in a quasi-judicial process;
 - monitoring compliance with standards of competence;
 - assessing standards for entry into a profession; and,
 - managing conflicts of interest.
3. Should have the following skills or experience in any context:
 - analytical writing;
 - public speaking/oral presentation;
 - risk management;
 - financial management; and
 - experience in formal meeting procedures.

Other considerations

Conflicts of interest

To maintain the confidence of the Government and the public, boards and other bodies must conduct their affairs impartially and be seen to be doing so. An interest arises where a person has a financial, familial or other personal interest in a matter that could give rise to bias or the appearance of bias in the work of an agency.

A conflict of interest will not necessarily bar an appointment. New Zealand's comparatively small population, and the limited number of people who possess particular combinations of skills and experience, mean it is always possible that the question of interests will arise. This will tend to put a focus on identifying and managing interests, rather than disqualifying all those who have interests.

Candidates for Crown entity boards are required to identify whether they (or a partner, child or other close family member or friend) have or are likely to have any financial, personal or professional interests that might create a conflict if they were to be appointed.

The key points in respect of conflicts of interest are:

1. Perception: If it can be perceived there is a conflict then there will be a conflict regardless of whether the conflict is real or actual.
2. Financial Interests: Are always a conflict of interest and must be declared. A decision will then be made on whether the conflict is of a nature that it can be managed.
3. Recording: Any conflicts financial or other must be declared to the Chairperson of the Board as soon as possible in advance of Board discussion on the issue which gives rise to the conflict. The conflict should be recorded in the Boards minutes.

4. Managed: The Board must agree the process for managing the declared conflict of interest.

As part of the appointment process, the Minister should be confident that every actual or potential conflict of interest that can reasonably be identified has been identified, and where a conflict of interest has been identified, an acceptable mechanism or system has been proposed or established to deal with the conflict appropriately. Applicants will be asked to disclose any conflicts of interest and propose mechanisms to deal with them as part of the application process.

Additionally, interests held by a member's family as well as the member personally may change over time. The issues with which a board or body deals with will also change. Throughout a member's term of office, actual and perceived conflicts of interest must be borne in mind as interests, conflicts, and contexts change. All boards are expected to have a register where interests are recorded. All board members need to review their interests regularly and add or remove them from the register as soon as the circumstances require it.

Further guidance on the management of interests and conflicts can be found on the Office of the Auditor-General website [Managing conflicts of interest: A guide for the public sector — Office of the Auditor-General New Zealand \(oag.parliament.nz\)](https://www.oag.parliament.nz/publications/managing-conflicts-of-interest-a-guide-for-the-public-sector)

Probity

People who seek to be appointed to the Board will also be asked to consider whether there is anything in their personal background which could embarrass the government or the Board if it became public in the future. They will be asked to either:

- provide an assurance that there are no such elements in their background; or
- if there are, to provide details for consideration in the appointment process.

Public servants

It is a general Cabinet policy that public servants are not appointed to statutory boards in which the Crown has an interest. However, appointments of public servants may be made under special circumstances. Further details can be found in the Cabinet Office circular [CO \(02\) 5: Appointment of Public Servants to Statutory Boards | Department of the Prime Minister and Cabinet \(DPMC\)](#)