



## **Licensing Manual 2006**

Section 9

### **Interviews**

---

## Index

---

<b><u>Index</u></b> .....	2
<b><u>Summary</u></b> .....	3
<b><u>Interviews and Assessments - Detail</u></b> .....	4
<b><u>INT 1</u></b> <b><u>Grounds for an interview or assessment</u></b> .....	4
<b><u>INT 2</u></b> <b><u>Form of interview or assessment</u></b> .....	4
<b><u>INT 3</u></b> <b><u>Location and venue for interviews and assessments</u></b> .....	6
<b><u>INT 4</u></b> <b><u>Duration of interview</u></b> .....	6
<b><u>INT 5</u></b> <b><u>Control over an interview or assessment</u></b> .....	7
<b><u>INT 6</u></b> <b><u>Notice to an interviewee or assessee</u></b> .....	7
<b><u>INT 7</u></b> <b><u>Declining an interview or assessment</u></b> .....	8
<b><u>INT 8</u></b> <b><u>Extension of an interview or assessment</u></b> .....	8
<b><u>INT 9</u></b> <b><u>Personal appearance</u></b> .....	9
<b><u>INT 10</u></b> <b><u>Objections</u></b> .....	9
<b><u>INT 11</u></b> <b><u>Recording oral interviews</u></b> .....	9
<b><u>INT 12</u></b> <b><u>Rejection of written representations</u></b> .....	10
<b><u>INT 13</u></b> <b><u>Audit, examination of records</u></b> .....	10
<b><u>INT 14</u></b> <b><u>Interview or assessment postponement</u></b> .....	10
<b><u>INT 15</u></b> <b><u>Written assessments</u></b> .....	10
<b><u>INT 16</u></b> <b><u>Oral interviews</u></b> .....	10
<b><u>INT 17</u></b> <b><u>Post findings</u></b> .....	11
<b><u>INT 18</u></b> <b><u>Conduct of panels</u></b> .....	11
<b><u>INT 19</u></b> <b><u>Additions and amendments</u></b> .....	12
<b><u>INT 20</u></b> <b><u>Board delegation</u></b> .....	12
<b><u>APPENDIX 1 – Guidelines for conduct of interviews and assessments</u></b> .....	13
<b><u>INT – G1</u></b> <b><u>Introduction</u></b> .....	13
<b><u>INT – G 2</u></b> <b><u>Extension of an interview or assessment</u></b> .....	13
<b><u>INT – G 3</u></b> <b><u>Questions and answers</u></b> .....	14
<b><u>INT – G 4</u></b> <b><u>Scoring an interview or assessment</u></b> .....	14
<b><u>INT – G 5</u></b> <b><u>Evidence for inspection</u></b> .....	15
<b><u>INT – G 6</u></b> <b><u>Interview or assessment postponement</u></b> .....	15
<b><u>INT – G 7</u></b> <b><u>Written Assessments</u></b> .....	16
<b><u>INT – G 8</u></b> <b><u>Oral interviews</u></b> .....	17
<b><u>INT – G 9</u></b> <b><u>Deliberations</u></b> .....	18
<b><u>INT – G 10</u></b> <b><u>Post interview or assessment submissions</u></b> .....	18

---

**Summary**

---

1. All interviews and assessments are to be approved by the Board or its delegate(s);
2. The Board or its delegate(s) may conduct an interview or assessment in the manner it considers appropriate given the circumstances;
3. Interviews of applicants for licensing or re-licensing and assessment of documentation submitted by applicants may be conducted for the circumstances outlined in Section INT 1.2 of this document;
4. Interviews and assessments may be undertaken in the following ways:
  - 4.1. Written form (read and assess) by a multi-person assessment panel;
  - 4.2. Written form (read and assess) by an officer authorised by the Board or its delegate(s);
  - 4.3. Oral interview by a multi-person interview panel;
5. Interview/assessment panels may be comprised of persons internal or external to the Institute. The Board or its delegate(s) shall determine their composition;
6. Interviews or assessments shall be held at reasonable times and places, and be conducted in a fair and impartial manner and without discrimination as to the parties involved. Conflict of interest provisions specified within this Manual shall be adhered to;
7. A person is not required to personally appear at an oral interview. On approval by the Board or its delegate(s), a barrister or solicitor may appear and participate on a person's behalf except for appearances requiring the provision of technical information;
8. Any party to an interview or assessment may file a written response accepting, rejecting, or seeking a modification of the interview or assessment terms.

---

## **Interviews and Assessments - Detail**

---

Due to the wide variety of circumstance specific interviews that may be performed, the following provisions shall be read generally. Where paragraphs do not apply to the circumstances of the interview, they may be applied in spirit or omitted. Refer also to the *Guidelines for the conduct of an interview or assessments* in Appendix 1 of this document.

### **INT 1 Grounds for an interview or assessment**

- 1.1 All interviews and assessments are to be approved by the Board or its delegate(s);
- 1.2 Instances where an interview or assessment may be conducted *include*:
  - 1.2.1 When an applicant or Licensed Building Control Official fails to comply with the licensing provisions within the Licensing and Specialist Designations section;
  - 1.2.2 When an applicant fails to achieve the necessary CPD points required by the BOINZ CPD Programme;
  - 1.2.3 When an applicant does not satisfy the direct and proper experience criteria specified in ACC 18;
  - 1.2.4 Where an applicant is seeking licensing by Recognition of Current Competencies;
  - 1.2.5 As part of an assessment (see subparagraph (1.1.11) of paragraph AST 1 “General nature of assessments”;
  - 1.2.6 Any circumstances deemed appropriate by the Board or its delegate(s);
- 1.3 Parties to an interview or assessment may include applicants for licensing, Building Control Officials, CPD Participants, Approved CPD Providers, representatives (for the previous groups), and representatives from statutory authorities and licensing agencies.

### **INT 2 Form of interview or assessment**

- 2.1 The Board or its delegate(s) may conduct an interview or assessment in the manner it considers appropriate given the circumstances;
- 2.2 Interviews and assessments may be undertaken in the following way

- 2.2.1 Written form (read and assess) by a multi-person assessment panel;
  - 2.2.2 Written form (read and assess) by an officer authorised by the Board or its delegate(s);
  - 2.2.3 Oral interview by a multi-person interview panel;
- Both authorised officer and multi-person interview/assessment panels shall be referred to from here on as the “panel”;
- 2.3 Interview/assessment panels may be comprised of persons internal or external to the Institute. The Board or its delegate(s) shall determine their composition;
  - 2.4 Where an authorised officer or a member of a multi-person interview or assessment panel wishes to change the method of interview or assessment originally assigned:
    - 2.4.1 In the case of a multi-person panel, he or she shall recommend the change to the panel (the decision to change will be decided by majority vote);
    - 2.4.2 If a change is voted, then a recommendation shall be put to the Board or its delegate(s) for adjudication;
    - 2.4.3 In the case of an authorised officer panel, a recommendation shall be put to the Board or its delegate(s) for adjudication;
  - 2.5 In the interests of interview efficiency and effectiveness, oral interviews shall be conducted face to face, unless otherwise impractical. In such circumstances, telephone or other remote electronic means such as email may be organised;
  - 2.6 In relation to an application, where the assessment is set for an authorised officer panel, the officer shall:
    - 2.6.1 Assess the application (and submissions received in relation to paragraph AST 1 “General nature of assessments”);
    - 2.6.2 Request additional information or substantiating documentation where deemed necessary;
    - 2.6.3 Formulate recommendations to the Board or its delegate(s);
  - 2.7 Where an interview or assessment is set for a multi-person panel, a delegate of the panel shall:

- 2.7.1 Forward the application and documentation received in relation to subparagraph (2.6) above, to each panel member, or convene the panel to assess the application;
- 2.7.2 Once members have assessed an application (and submissions) they shall offer their recommendations to the delegate for collation;
- 2.7.3 Recommendations shall be formulated (in accordance with the “Assessments” section) by simple majority vote;

**INT 3 Location and venue for interviews and assessments**

- 3.1 Interviews or assessments shall be held at reasonable times and places, and be conducted in a fair and impartial manner and without discrimination as to the parties involved. Conflict of interest provisions specified within this Manual shall be adhered to. In fixing the time and place for an interview or assessment, due regard shall be had to the convenience and needs (personal and professional) of the parties involved;
- 3.2 Applicants to an interview that have particular needs due to a disability or work location that consider a nominated venue and/or location inappropriate, may provide a written change request to the Board or its delegate(s) within seven (7) working days or any period deemed relevant by the Board or its delegate(s) after receiving an interview or assessment notice (see INT 6 “Notice to an interviewee or assessee”). Requests shall only be granted subject to Board or its delegate(s) approval. Requests shall be assessed by the panel (in accordance with the “Assessments” section) and recommendations formulated. The decision process shall follow paragraph GP 11 “Location and venue for proceedings”;

**INT 4 Duration of interview**

- 4.1 Interviews shall be limited to one (1) hour unless an extension is deemed necessary:
  - 4.1.1 For a fair examination;
  - 4.1.2 For the purposes of contributing to the provisions set forth in paragraph GI 1 “Purposes of licensing”;
  - 4.1.3 Due to impediments or delays in the interview;
  - 4.1.4 For any other purposes deemed relevant by the panel.

**INT 5 Control over an interview or assessment**

- 5.1 Panels shall exercise reasonable control over the mode of interview or assessment so as to ensure its effectiveness and for the ascertainment of sufficient, relevant and reliable evidence in order to enable reasonable conclusions to be logically drawn;
- 5.2 Where the Board or its delegate(s) wishes to conduct an oral interview, it may undertake a written assessment first in order to ascertain sufficient, relevant and reliable evidence, or even to establish whether an oral interview is appropriate.

**INT 6 Notice to an interviewee or assessee**

- 6.1 Reasonable notice (as per paragraph GP 12 “Time allocated for proceedings”) of an interview or assessment (as defined by the provisions set forth in the “Time allocated for proceedings” section) in writing (by email or post) shall be given to the applicant. The notice shall state the:
  - 6.1.1 Time and place for the interview (if it is an oral interview);
  - 6.1.2 The form of interview or assessment;
  - 6.1.3 A reasonable description of the areas the panel shall focus on;
  - 6.1.4 Whether supporting evidence for a particular area can/should be provided. The notice shall set forth, either by individual item or category, the areas to be inspected, and each described with reasonable particularity;
  - 6.1.5 The outcome(s) sought;
- 6.2 Any party to an interview or assessment given such notice may file within seven (7) working days or any period deemed relevant by the Board or its delegate(s) after the service or mailing of such notice a written response (by email or post) accepting, rejecting, or seeking a modification of the interview or assessment terms;
- 6.3 Interview or assessment modification shall only be considered on the grounds of:
  - 6.3.1 Conflict of interest (see the “Conflict of Interest” section);
  - 6.3.2 Extensions of time (see paragraph INT 8 “Extensions of time”);

- 6.3.3 Inappropriate interview location and venue (see paragraph INT 3 “Location and venue for interview or assessment”);
- 6.3.4 Any other circumstances deemed relevant by the Board or its delegate(s);
- 6.4 Applications shall where required:
  - 6.4.1 Include sufficient, relevant and reliable supporting evidence in accordance with the provisions set forth within the “Evidence” section;
  - 6.4.2 Set forth the outcome sought;
  - 6.4.3 Be filed by the party as a statutory declaration (see paragraph EV 10 “Written representation” of the “Evidence” section);
  - 6.4.4 Be filed with the Board or its delegate(s) fourteen (14) working days or any period deemed relevant by the Board or its delegate(s) prior to the interview or assessment in accordance with paragraph GP 10 “Filing documents”;
- 6.5 Applications submitted with less that fourteen (14) working days or any period deemed relevant by the Board or its delegate(s) prior to the interview or assessment shall not be considered unless extenuating circumstances are deemed to prevail by the Board or its delegate(s);

On receipt of an application, the Board or its delegate(s) shall send a notice of receipt within two (2) working days or any period deemed relevant by the Board or its delegate(s) to the sender broadly indicating the due process.

**INT 7 Declining an interview or assessment**

- 7.1 Persons declining to be interviewed or assessed or to respond to requests made by the Board or its delegate(s) without good cause shall have their application assessed on the information provided which may lead to an adverse finding.

**INT 8 Extension of an interview or assessment**

- 8.1 The Board or its delegate(s) may extend an interview session, or extend the time available to an applicant to respond to questions in an assessment. To seek an extension, the applicant shall show there is good cause for the extension.

- 8.2 The Board or its delegate(s) has no obligation to allow an extension;
- 8.3 Regardless of the cause(s) shown for an extension and the time requested by an applicant, the Board or its delegate(s) may specify the time for extension;

**INT 9 Personal appearance**

- 9.1 A person is not required to personally appear at an oral interview where mitigating circumstances apply. On approval by the Board or its delegate(s), a barrister or solicitor may appear and participate on a person's behalf except for appearances requiring the provision of technical information. The person subject to the interview shall file a declaration with the Board or its delegate(s) stating that a barrister or solicitor is authorised to appear. Appearances by a barrister or solicitor approved by the Board or its delegate(s) are to be at the expense of the person subject to the interview.

**INT 10 Objections**

- 10.1 All objections made at the time of interview or assessment in relation to the manner of execution, the questions asked, to the conduct of any party, or to any other aspect of the proceedings shall be noted, but the interview or assessment shall proceed, unless otherwise determined by the panel;
- 10.2 An applicant to an interview or assessment that registers an objection may within seven (7) working days or any period deemed relevant by the Board or its delegate(s) after the interview or assessment file with the Board or its delegate(s) a written verified statement requesting that the objection be assessed. Applications shall set forth the reasons for the objection and include sufficient, relevant and reliable supporting evidence where applicable. Objections submitted greater than seven (7) working days or any period deemed relevant by the Board or its delegate(s) after an interview or assessment shall not be considered unless extenuating circumstances are deemed to prevail by the Board or its delegate(s);
- 10.3 The Board or its delegate(s) shall assess issues (in accordance with the "Decision of the Institute" section) raised and take appropriate actions if necessary.

**INT 11 Recording oral interviews**

- 11.1 Oral interview proceedings and subsequent deliberations by a panel shall be recorded in accordance with the provisions set forth in paragraph GP 4

“Proceedings and deliberations to be recorded”. The Board or its delegate(s) shall follow the process specified within the “Decisions of the Institute” section;

11.2 Transcripts of interview panel deliberations are not available;

**INT 12 Rejection of written representations**

12.1 The Board or its delegate(s) may reject written representations provided in the form specified by EV 10 “Written representations” if there are substantial reservations as to the competency of the individual that completed the statutory declaration;

**INT 13 Audit, examination of records**

13.1 Where an answer to a question may be derived or ascertained from business records, including a compilation, abstract or summary thereof, a panel may take whatever steps necessary to audit, verify and/or examine the records prior to accepting written representations (as per EV 10 “Written representations”).

**INT 14 Interview or assessment postponement**

14.1 Any party may submit a written request for the postponement of an interview or assessment to the Board or its delegate(s). Postponement requests made greater than seven (7) working days or any period deemed relevant by the Board or its delegate(s) prior to the interview or assessment subject to paragraph GP 12 “Time allocated for proceedings”, by the applicant shall not attract a fee. The interview or assessment shall only be postponed if the Board or its delegate(s) for the circumstances specified in APP 7.4. If the postponement request by an applicant occurs less than seven (7) working days or any period deemed relevant by the Board or its delegate(s) and the interview or assessment is postponed, an appropriate fee may be charged unless good cause can be shown for the postponement;

14.2 Postponements shall be considered as a modification, and hence shall follow the processes specified within INT 6 “Notice to an interviewee assessee”.

**INT 15 Written assessments General**

15.1 Written assessments shall have due regard to INT 5 to INT 8, INT 10 to INT 14, INT 16 to INT 19 and the “General Provisions” section;

15.2 A read and assess assessment involves consideration of the assessment subject matter by means of an assessment of documentation, and any further information presented to a panel in accordance with the “Assessment” section;

**INT 16 Oral interviews General**

16.1 Oral interviews shall have due regard to paragraphs INT 3 to INT 19, and the “General Provisions” section;

- 16.2 If an applicant does not appear for an interview, a panel shall remain in the interview room for thirty (30) minutes after the scheduled time of hearing. If an applicant appears during this time, the interview shall proceed. If an applicant appears after that time, the panel may proceed with the interview depending on the availability of member's, and whether parties to the delayed interview have left;
- 16.3 Where the interviewee fails to appear, the panel notes this fact on the Applicant's file. The Applicant is invited by written response (post or email) to provide reasons for the failure to attend the interview, and informed that, if no reasons or insufficient reasons are provided, the panel shall assess the application on the information provided which may lead to an adverse finding;
- 16.4 Where only an applicant's representative appears, but has no instructions to proceed in the party's absence, the above procedure applies;
- 16.5 An adjournment is a discontinuation of an interview, which is in progress. Generally, an interview which is not concluded at the time set for the next interview shall be adjourned to a later date;
- 16.6 Where a submission or other supporting documentation is received by a panel before the date of hearing, the material should be sent to all participating panel members;

#### **Issues arising at an interview**

- 16.6.1 Occasionally an applicant to an interview may argue issues at an oral interview relating to an issue which has no relevance to the matter on hand. Panels are not obliged to hear new issues;
- 16.6.2 In deciding whether to entertain the issue or hear evidence relating to it, a panel should consider the relationship of the new issue to the one already underway; and the extra time required for hearing evidence relating to the new issue.

#### **INT 17 Post findings**

- 17.1 Post findings shall be dealt with in the spirit of paragraph APP 17 "Post findings". References to "appeals" shall be replaced with "interview."

#### **INT 18 Conduct of panels**

- 18.1 Panel members shall not divulge or allow to be divulged, except in the performance of their duties or under the authority of the Board or its delegate(s), information obtained by them or which has come to their knowledge in connection with an interview or assessment and in respect to all internal matters of the Institute;

18.2 Panels shall comply with the “Conflict of Interest” section;

**INT 19 Additions and amendments**

19.1 The Board or its delegate(s) maintains a systematic program of review of its standards, policies and procedures (refer to the “Review of Standards, Policies and Procedures” section) in order to ensure that it contributes to:

19.1.1 Community safety, health, amenity, and the preservation of community confidence in the building control;

19.1.2 The development and protection of the building control profession;

19.1.3 The achievement of the objectives of various building acts and regulations around New Zealand;

19.2 However, where Licensed Building Control Officials or interested parties believe that all or parts of this section requires addition or amendment, they are encouraged to do so by filing a submission with the Board or its delegate(s).

**INT 20 Board delegation**

20.1 The Board may choose to delegate its authority wholly or partly under this section.

---

## **APPENDIX 1 – Guidelines for conduct of interviews and assessments**

---

### **INT - G1 Introduction**

- 1.1 The purpose of these Guidelines is to provide an outline of the procedures that may be undertaken for the purposes of an interview or an assessment referred to in Section INT 1.2.
- 1.2 The Guidelines are a representative process only and may be followed in spirit and not to the letter

### **INT - G 2 Extension of an interview or assessment**

- 2.1 The Board or its delegate(s) may extend an interview session, or extend the time available to an applicant to respond to questions in an assessment.
- 2.2 To seek an extension, the applicant should apply to the Board or its delegate(s) in written form within seven (7) working days or any period deemed relevant by the Board or its delegate(s) of receiving an interview or assessment notice or within three (3) working days or any period deemed relevant by the Board or its delegate(s) of a response deadline, and show there is good cause for the extension.
- 2.3 Recommendations on the granting of an extension should be based on the evidence and circumstances of the particular interview or assessment, and the type and weight of the factors offered;
- 2.4 The factors which may give rise to an extension include:
  - 2.4.1 Length of the postponement or extension required by an applicant;
  - 2.4.2 A limiting medical condition;
  - 2.4.3 Distance;
  - 2.4.4 Career movements;
  - 2.4.5 Circumstances beyond the control of an applicant which prevents him or her from complying;
  - 2.4.6 Any other factor deemed relevant by the Board or its delegate(s);
- 2.5 The weight given to each factor provided by an applicant should depend on the circumstances of the case. The Board or its delegate(s) may rely upon factors not listed above. None of the factors, either alone or together, is necessarily determinative;
- 2.6 Regardless of the cause(s) shown for an extension and the time requested by

an applicant, the Board or its delegate(s) may specify the time for extension;

- 2.7 Applications for an extension should be dealt with in accordance with paragraph INT 6 "Notice to interviewee or assessee"

### **INT - G 3 Questions and answers**

- 3.1 Interview or assessment questions are to be relevant, that is they should focus on the purpose of the interview or assessment;
- 3.2 Except under special circumstances where the interests of interview or assessment efficiency and effectiveness is required:
  - 3.2.1 A leading question should not be asked;
  - 3.2.2 Errors or irregularities in responses which might be obviated, removed, or cured if promptly presented are not to be raised;
  - 3.2.3 An evasive or incomplete response is to be treated as a failure to answer;
  - 3.2.4 A failure to respond should be prompted twice. Continued failure to respond, even after the interview or assessment panel has in good faith attempted to secure the information should be noted;
- 3.3 The Board or its delegate(s) should maintain a register of interview or assessment questions in order to promote consistency of questions both in form and content;
- 3.4 Interview or assessment questions are to be developed, with reference to the register of interview or assessment questions, in advance, and in the case of a multi-person panel, agreed to by a majority vote. Interview or assessment questions developed should be approved by the Board or its delegate(s);
- 3.5 All questions asked should be answered separately and fully, unless it is objected to, in which event the objecting party should state the reasons for the objection. A panel should assess issues raised and take appropriate actions if necessary. All grounds for an objection should be stated with specificity;

### **INT - G 4 Scoring an interview or assessment**

- 4.1 Where the nature of an interview or assessment allows:
  - 4.1.1 Answers should be scored according to the following scale – Very poor (carrying a value of 0), poor (carrying a value of 2.5), average (carrying a value of 5), above average (carrying a value of 7.5), and excellent (carrying a value of 10);
  - 4.1.2 Questions should be weighted. Weighting should take account of, for example:

4.1.2.1 The importance of an area of building control to the profession;

4.1.2.2 The amount and significance of change in an area of building control;

4.1.3 The score attained for each answer should be calculated by averaging the weighted score (weight x score) for each panel member.

#### **INT - G 5 Evidence for inspection**

- 5.1 Evidence produced for inspection during an interview or assessment must be available for inspection by the panel and may be copied;
- 5.2 Evidence should be in the form set forth in the provisions of the "Evidence" section. Evidence not in the form specified should be rejected;
- 5.3 An applicant upon whom a request for evidence is served should serve a written response within seven (7) working days or any period deemed relevant by the Board or its delegate(s) after the service of the interview or assessment notice stating with respect to each item or category, that inspection should be permitted as requested, unless the request is objected to, in which event the reasons for the objection should be stated. If objection is made to part of any item or category, the part should be specified and inspection permitted of the remaining parts;
- 5.4 An applicant who produces documents for inspection should produce them as they are kept in the usual course of business or should organise and label them to correspond with the categories in the request;
- 5.5 An applicant that without substantial justification fails to provide information in a form required under this section, is not, unless such failure is harmless, permitted to use it as evidence at an interview or assessment;
- 5.6 Objections should be considered as an application for modification, and hence should follow the processes specified within paragraph INT 6 "Notice to an interviewee or assessee";

#### **INT - G 6 Interview or assessment postponement**

- 6.1 Any party may submit a written request for the postponement of an interview or assessment to the Board or its delegate(s) should show good cause for the postponement.
- 6.2 "Good cause" may include the following:
  - 6.2.1 The scheduled date conflicts with an applicant's or representative's fixed holiday dates or work commitments established prior to setting the interview or assessment;

- 6.2.2 Unavailability of the representative due to unavoidable schedule changes occurring after the setting of the interview or assessment date;
- 6.2.3 Unwillingness of a representative to proceed due to inadequate time to prepare the case. This ground should not result in postponement where the problem arises due to unreasonable delay by the party in seeking representation;
- 6.2.4 Bereavement, family crisis, etc. These requests are usually received at the last minute and are decided on humanitarian and common sense grounds;
- 6.2.5 A Licensed Building Control Official has just obtained work and does not want to jeopardise it by taking time off;
- 6.2.6 Any other circumstances deemed relevant by the Board or its delegate(s);

#### **INT - G 7 Written assessments General**

- 7.1 Assessments may be considered by an authorised officer or a multi-person panel;
- 7.2 The Board or its delegate(s) should determine the form of assessment;
- 7.3 For a multi-person (read and assessment) assessment, the panel should allow twenty one (21) working days or any period deemed relevant by the Board or its delegate(s) from the date questions are received by the applicant to file submissions and evidence;
- 7.4 For an authorised officer (read and assessment) assessment, applicants are allowed fourteen (14) working days or any period deemed relevant by the Board or its delegate(s) to file submissions and evidence;
- 7.5 An applicant may request an extension of time in accordance with paragraph INT 8 “Extension of an interview or assessment”;

#### **Adjudication of an assessment**

- 7.6 In the case of a multi-person panel, submissions for assessments are assessed (in accordance with the “Assessments” section) by each panel member, in turn, and then passed to the Chair. Any member may call a meeting of the panel to discuss any issue of the assessment, including the need for further assessment where the panel needs to meet more than once.
- 7.7 A multi-person panel should prepare an assessment report in accordance with paragraph AST 2 “Assessment report”, of the “Assessment” section so as to ensure compliance with paragraph GP 8 “Proceeding documentation”;
- 7.8 Multi-person panels act by simple majority vote. Any panel member may

dissent from the majority recommendation. If there is no majority, the finding of the person presiding over the panel is a finding of the panel;

- 7.9 In the case of an authorised officer panel, the officer should assess submissions in accordance with the “Assessment” section and formulate a preliminary recommendation. The preliminary recommendation, written by the officer, should be signed.

## **INT - G 8 Oral interviews**

### **Responsibilities of the Chair**

- 8.1 Although the degree of formality of an interview may vary depending on the panel and the applicant, the following format should generally be followed:
- 8.1.1 The Chair (being an authorised officer in a one (1) person panel, or a designated member of a multi-person panel) should:
- 8.1.1.1 Begin the interview by introducing the panel and establishing the independence of the panel, and inviting representatives to introduce themselves. The role of all the representatives should be ascertained at that time;
- 8.1.2 The Chair should identify the subject matter of the interview, and, where necessary, clarify with the applicant the precise issues sought to be addressed by the interview;
- 8.1.3 An applicant or party’s representative should present their case, including a brief statement of the outcome sought, followed by any evidence;
- 8.1.4 The panel should question the interviewee or interviewee’s representative on any relevant matter;
- 8.1.5 An applicant’s representative should make submissions based on the evidence before the panel;
- 8.1.6 Once all questions are asked, the Chair should offer the applicant and panel members the opportunity to table any further matters or make closing remarks. Once this is completed, the Chair should close the interview;
- 8.1.7 Deliberations should occur immediately after an interview is closed, unless there are extenuating circumstances. In the case of a multi-person panel, each answer provided by the interviewee or his or her representative, should be assessed by each member in turn. Each response should be assessed and/or scored, if appropriate to the nature of the interview (as per paragraph INT G4 “Scoring an interview”) and then handed to the Chair for the determination of a majority recommendation (being a preliminary recommendation);

- 8.1.8 Multi-person panels act by simple majority vote. Any panel member may dissent from the majority recommendation. If there is no majority vote, the finding of the Chair is a finding of the panel;
- 8.1.9 A preliminary recommendation should be prepared, reviewed and signed by the Chair;
- 8.1.10 A panel should prepare an assessment report in accordance with paragraph AST 2 "Assessment report", of the "Assessment" section so as to ensure compliance with paragraph GP 9 "Licensing proceeding documentation";
- 8.1.11 In the case of authorised officer panel, the officer should assess submissions in accordance with the "Assessment" section and formulate a preliminary recommendation. The preliminary recommendation, written by the officer, should be signed. The process required to reach a final recommendation is specified within paragraph INT 25 "Preliminary recommendation finalisation";

#### **INT - G 9 Deliberations**

- 9.1 Deliberations should be undertaken immediately after an interview or assessment is closed or all submissions are received;
- 9.2 Deliberations should be conducted with due regard for "General Provisions" section of this Manual;
- 9.3 Upon deliberation, a panel may retain all documents which have been received as evidence, except confidential documents that ought not be taken from the person having them in possession.
- 9.4 The chair of the panel shall then send to the Board or its delegate/s their finding and documentation for filing and advising of the applicant of their decision.

#### **INT - G 10 Post interview or assessment submissions**

- 10.1 Post interview submissions should be dealt with in the spirit of subparagraphs (15.26) to (15.30) of paragraph APP 15 "Oral hearings". References to "appeal" and "hearings" should be replaced with "interview".