

**CONFIRMED**

**Minutes of Board Committee Meeting # 321**

**PLUMBERS, GASFITTERS & DRAINLAYERS BOARD  
SOLNET HOUSE, THE TERRACE, WELLINGTON  
TUESDAY 7 MAY AT 10.05 AM**

**Present:** Peter Jackson (Chair)  
Barry Willcox  
Colleen Upton  
Craig O'Connell  
Deborah Cranko  
Diana Kuhtz-Covich  
Kenneth Douglas  
Nick Fleckney

**Apologies:** Nil

**In attendance:** Martin Sawyers (Chief Executive) *for all items*  
Amanda Smith (General Counsel) *for items 6 & 7*  
Jayson Thomas (Investigations Manager) *for items 8 & 9*  
José Gómez (Examinations & CPD Manager) *for items 10 & 11*  
Naomi Porter (Manager Registration & Licensing) *for item 12*  
Sam Wood (Trade Adviser) *for item 13*  
Janette Deed (Communications) *for item 14*  
Fraser Lyons (Accountant) *for item 15*  
Nina Androutsos (Manager Support Services) *for all items*

**1. BOARD ONLY SESSION**

The Board only session was held between 10.06 am – 10.30 am.

**2. REGISTER OF INTERESTS**

No changes were noted for the Register of Interests report.

**3. MINUTES OF BOARD MEETING 320**

**Resolved**

That the Board:

- 1. Agrees** that the minutes of meeting 320 held on 26 March 2019 be approved as a true and correct record.

### 3.1 Board Actions

#### Resolved

That the Board:

1. **Receives** and notes the contents of this report.

### 4. CHIEF EXECUTIVE'S REPORT

Due to a conflict of interest, Colleen Upton left the meeting at 11.45am as the Board discussed the Regulations Review Committee from the Federation, and re-joined at 12.08pm.

Discussion was held on gasfitting training for apprentices.

#### Resolved

That the Board:

1. **Receives** and notes the contents of this report.
2. **Adopts** the submission in relation to the Building System Legislative Reform Proposal.
3. **Agrees** to delegate to the Chief Executive the power under section 52 of the Plumbers Gasfitters and Drainlayers Act 2006 to grant exemptions from registration and licensing terms and conditions.
4. **Agrees** that in normal circumstances it expects the Chief Executive to refer section 52 applications to the Board if they involve technical assessments.
5. **Recommends** that the Chief Executive is required to report any exercise of the delegated power to act under section 52 to the Board.

### 5. REPORT AGAINST BUSINESS PLAN AS AT 31 MARCH 2019

#### Resolved

That the Board:

1. **Receives** this report.

### 6. H&S POLICY REVIEW

#### Resolved

That the Board:

1. **Receives** this report.
2. **Notes** the reviewed Health & Safety policy.

The Board adjourned the meeting at 12.30 pm and resumed again at 1.18 pm.

**7. GENERAL COUNSEL REPORT**

*Amanda Smith joined the meeting*

**Resolved**

That the Board:

1. **Receives** and notes the contents of this report.

*Amanda Smith left the meeting*

**8. Q4 INTELLIGENCE REPORT**

*Jayson Thomas joined the meeting*

**Resolved**

That the Board:

1. **Receives** and notes the contents of this report.

**9. COMPLAINTS REPORT**

**Resolved**

That the Board:

1. **Receives** this report.
2. **Notes** the report covers the period from 2 March 2019 to 17 April 2019.

*Jayson Thomas left the meeting.*

**10. UPDATE ON IT INFRASTRUCTURE IMPROVEMENT PROJECT**

*José Gómez joined the meeting.*

A report titled "2018/19 PGDB & Datacom IS/IT Project Risk Matrix" was tabled at the meeting.

**Resolved**

That the Board:

1. **Receives** this report.
2. **Notes** the information regarding the project.
3. **Agrees** to exclude information on Apprentice & Non Apprentice Limited Certificates prior to 2010 in the public register.

**11. EXAMINATIONS & CPD REPORT**

**Resolved**

That the Board:

1. **Receives** this report.
2. **Notes** the information regarding examinations.

3. **Notes** the information regarding CPD.

*José Gómez left the meeting*

## 12. REGISTRATION & LICENSING REPORT

*Naomi Porter joined the meeting*

### Resolved

That the Board:

1. **Receives** this report.
2. **Notes** the licensing figures for the 2018 and 2019 years.
3. **Notes** the registration figures for the 2018 and 2019 years.
4.  **Cancels** registrations under section 57(1)(b) and remove the following deceased from the register:
  - 
  - 
  -
5. **Issues** six Employer Licences for the following:
  - Advanced Boiler Services NZ Ltd
  - Aquaheat
  - ComMec Combustion / Mechanical Ltd
  - Jones Family Investments Ltd
  - Seetal Spraybooths Ltd
  - Tubman Heating Ltd

*Naomi Porter left the meeting*

## 13. SECTION 52 REPORT

*Sam Wood joined the meeting*

That the Board:			
1. <b>Receives</b> this report			
2. <b>Notes</b> the following new applications have been received:			
Auth. No.	Name	To be exempted from:	In order to register as a:
		National certificate in plumbing National certificate in gasfitting	Tradesman plumber and tradesman gasfitter
3. <b>Approves</b> the applications for:			
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*Sam Wood left the meeting*

**14. COMMUNICATIONS REPORT**

*Janette Deed joined the meeting*

The campaign analysis for "Sort the Pros from the Cons" was presented to the Board.

**Resolved**

That the Board:

- 1. **Receives** this report.

*Janette Deed left the meeting*

**15. FINANCIAL REPORT TO 31 MARCH 2019**

*Fraser Lyons joined the meeting*

The Doubtful Debtors report as at 31 March was tabled at the meeting.

**Resolved**

That the Board:

- 1. **Receives** this report.

*Fraser Lyons left the meeting*

**16. AUDIT & RISK COMMITTEE ITEMS**

**Resolved:**

That the Board:

- 1. **Receives and approves** the recommendations of the Audit & Risk Committee meeting on 7 May 2019 for the following reports:
  - o Risk Framework report to 31 March 2019
  - o Legal Compliance Report

**17. GENERAL BUSINESS**

There were no items for discussion under General Business.

The meeting closed at 3.50 pm.

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Signed

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Dated