

**CONFIRMED**

**Minutes of Board Committee Meeting # 322**

**PLUMBERS, GASFITTERS & DRAINLAYERS BOARD  
SOLNET HOUSE, THE TERRACE, WELLINGTON  
TUESDAY 18 JUNE AT 9.00 AM**

**Present:** Peter Jackson (Chair)  
Barry Willcox  
Colleen Upton  
Craig O'Connell  
Deborah Cranko  
Diana Kuhtz-Covich  
Kenneth Douglas (arrived at 9.20am)  
Nick Fleckney

**Apologies:** Nil

**In attendance:** Martin Sawyers (Chief Executive) *for all items*  
Amanda Smith (General Counsel) *for items 9 & 10*  
Jayson Thomas (Investigations Manager) *for item 11*  
José Gómez (Examinations & CPD Manager) *for items 12 & 13*  
Sam Wood (Trade Adviser) *for item 14*  
Naomi Porter (Manager Registration & Licensing) *for item 15*  
Janette Deed (Communications) *for item 16*  
Fraser Lyons (Accountant) *for items 7 & 17*  
Nina Androutsos (Manager Support Services) *for all items*

**1. BOARD ONLY SESSION**

The Board only session was held between 9.00 - 9.30am.

**2. DECLARATION OF CONFLICTS OF INTEREST**

Colleen Upton declared an interest in the discussion of the Federation submission to the Regulatory Review Committee.

**3. REGISTER OF INTERESTS**

Colleen Upton declared two items for removal in the Register of Interests report:

- Member Skills Advisory Forum
- Level 5 Skills Resource Development working group for Plumbing, Gasfitting and Drainlaying

#### 4. MINUTES OF BOARD MEETING 321

##### **Resolved**

That the Board:

1. **Agrees** that the minutes of meeting 321 held on 7 May 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.

#### 5. CHIEF EXECUTIVE'S REPORT

Martin Sawyers gave feedback on the recent Master Plumbers conference.

Colleen Upton left the meeting at 10.22am as the Board discussed the submission by the Federation to the Regulation Review Committee, and re-joined at 10.30am.

##### **Resolved**

That the Board:

1. **Receives** and notes the contents of this report.
2. **Notes and records** the electronic resolution regarding the annual license payable to Diligent for Boardbooks.

#### 6. STAKEHOLDER LIAISON GROUP REPORT

Martin Sawyers spoke to the Board on the SLG meeting held on 17 June.

#### 7. ANNUAL REPORT

*Fraser Lyons joined the meeting*

A draft version of the Annual Report was tabled at the meeting.

##### **Resolved**

That the Board:

3. **Receives** the report.
4. **Approves** the Annual Report.

*Fraser Lyons left the meeting*

**8. Q1 HEALTH & SAFETY COMMITTEE REPORT**

**Resolved**

That the Board:

1. **Receives** this report.

**9. GOVERNANCE BOARD POLICY REVIEW**

*Amanda Smith joined the meeting*

The Governance Policy is to be presented at the 30 July meeting incorporating the agreed changes.

**Resolved**

That the Board:

1. **Receives** this report.
2. **Reviews** the policy.

**10. GENERAL COUNSEL REPORT**

**Resolved**

That the Board:

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

**10.1 COMPLAINT**

Martin Sawyers left the meeting at 11.40am as the Board discussed the complaint, and re-joined at 12.08pm.

**Resolved**

That the Board:

1. **Receives** this report
2. **Declines** to accept the complaint.

*Amanda Smith left the meeting*

**11. COMPLAINTS REPORT**

*Jayson Thomas joined the meeting*

**Resolved**

That the Board:

1. **Receives** this report.
2. **Notes** the report covers the period from 18 April 2019 to 31 May 2019.

*Jayson Thomas left the meeting.*

The Board adjourned the meeting for lunch at 12.25 pm and resumed again at 1.08 pm.

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

*José Gómez joined the meeting.*

**Resolved**

That the Board:

- 1. **Receives** this report.
- 2. **Notes** the information regarding the project.

**13. 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*

**14. SECTION 52 REPORT**

*Sam Wood joined the meeting*

<b>Resolved</b>			
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:
		24 Months as a Tradesman Drainalayer	Certifying Drianlayer
		National Certificate in Gasfitting	Tradesman Gasfitter
		9195 Certifying Plumber Exam	Certifying Plumber
3. <b>Preliminarily declines</b> the applications for:			
•			
4. <b>Approves</b> the applications for:			
•			
•			

*Sam Wood left the meeting*

**15. REGISTRATION & LICENSING REPORT**

*Naomi Porter joined the meeting*

**Resolved**

That the Board:

1. **Receives** this report.
2. **Notes** the licensing figures for the 2019 year.
3. **Notes** the registration figures for the 2019 year.
4. **Cancels** registrations under section 57(1)(b) and remove the following deceased from the register:

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- 
- 
- 

*Naomi Porter left the meeting*

**16. COMMUNICATIONS REPORT**

*Janette Deed joined the meeting*

**Resolved**

That the Board:

1. **Receives** this report.

*Janette Deed left the meeting*

**17. FINANCIAL REPORT TO 30 APRIL 2019**

*Fraser Lyons joined the meeting*

**Resolved**

That the Board:

1. **Receives** this report.

*Fraser Lyons left the meeting*

**18. GENERAL BUSINESS**

The following item was discussed under General Business:

- Floor Waste Gully

The meeting closed at 2.04pm.