

## Minutes of Board Committee Meeting # 323

**PLUMBERS, GASFITTERS & DRAINLAYERS BOARD  
SOLNET HOUSE, THE TERRACE, WELLINGTON  
TUESDAY 30 JULY AT 10.03 AM**

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

**Apologies:** Colleen Upton  
Nick Fleckney

**In attendance:** Martin Sawyers (Chief Executive) *for all items*  
Amanda Smith (General Counsel) *for items 8 & 9*  
Jayson Thomas (Investigations Manager) *for item 10 & 11*  
José Gómez (Examinations & CPD Manager) *for items 12 & 13*  
Naomi Porter (Manager Registration & Licensing) *for item 15*  
Fraser Lyons (Accountant) *for item 17 & 18*  
Nina Androutsos (Manager Support Services) *for all items*

### **1. BOARD ONLY SESSION**

The Members agreed to hold an election in September to nominate a new Chair with effect from 17 September.

### **2. DECLARATION OF CONFLICTS OF INTEREST**

No conflicts of interest were declared by the Members.

### **3. REGISTER OF INTERESTS**

The following changes were noted for the Register of Interests report:

Peter Jackson – Appointment of Chair of ICE (3 year term)  
- Reappointed as Director of World Plumbing Council (3 year term)  
Craig O'Connell – Board member of Master Electricians

#### 4. MINUTES OF BOARD MEETING 322

##### **Resolved**

That the Board:

1. **Agrees** that the minutes of meeting 322 held on 18 June 2019 be approved as a true and correct record.

#### 4.1 Board Actions

##### **Resolved**

That the Board:

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

Ross Wakefield from MBIE joined the Board for morning tea at 10.30am. The meeting resumed at 11.10am.

#### 5. CHIEF EXECUTIVE'S REPORT

##### **Resolved**

That the Board:

1. **Receives** and notes the contents of this report.
2. **Approves** the 2020 Board & Hearing dates
3. **Approves** an increase of \$15,000 to the budget to cover the one off costs associated with the relocation of the server to an off-site location and an increase of \$16,000 per annum in operation costs for the management of the computer server.
4. **Agrees** to proceed with the transition pathway as outlined in the gap analysis.
5. **Notes and approves** the decision that the Board no longer holds digital records of historic Gas Certificates.

#### 6. STAKEHOLDER LIAISON GROUP

##### **Resolved**

That the Board:

1. **Receives** the report.
2. **Resolves** to no longer include the option of two people for the Federation
3. **Agrees** to include two extra lay people as requested by the SLG (i.e. someone from Auckland and a small practitioner)
4. **Resolves** to continue with the SLG as currently formed with a view to rotate membership in 18 months' time to include new members.

The Board adjourned the meeting for lunch at 12.30pm. John Whittal from Audit NZ arrived at 1pm to discuss the report to the Board on the Annual Audit.

## **7. Q1 REPORT AGAINST BUSINESS PLAN**

### **Resolved**

That the Board:

- 1. Receives** the report.

## **8. GOVERNANCE BOARD POLICY REVIEW & DRAFT PROTOCOL FOR DEALING WITH UNACCEPTABLE BEHAVIOUR DURING A DISCIPLINARY HEARING**

*Amanda Smith joined the meeting*

### **Resolved**

That the Board:

- 1. Receives** this report.
- 2. Notes** the additional changes to the policy
- 3. Approves** the policy
- 4. Approves** the draft protocol for dealing with unacceptable behaviour during a disciplinary hearing

## **9. GENERAL COUNSEL REPORT**

### **Resolved**

That the Board:

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

*Amanda Smith left the meeting*

## **10. QUARTERLY INTELLIGENCE REPORT – JULY**

*Jayson Thomas joined the meeting*

### **Resolved**

That the Board:

- 1. Receives this report**

## **11. COMPLAINTS REPORT**

### **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.*

## **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**

**Resolved**

That the Board:

- 1. Receives** this report

- 2. Notes** that there have been no new applications to be considered at this Board meeting.

- 3. Declines** the application for:

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- 4. Notes** the following application that were preliminarily declined at the last meeting and require a final decision to be made:

Authorisation number	Name	To be exempted from:	In order to register as a:
		9195 Certifying Plumber Exam	Certifying Plumber

## 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

### **Resolved**

That the Board:

1. **Receives** this report.

## 17. FINANCIAL REPORT TO 30 JUNE 2019

*Fraser Lyons joined the meeting*

### **Resolved**

That the Board:

1. **Receives** this report.

## 18. AUDIT & RISK COMMITTEE ITEMS

### **Resolved:**

That the Board:

1. **Receives and approves** the recommendations of the Audit & Risk Committee meeting on 30 July 2019 for the following reports:
  - Minutes of meeting #81 held on 7 May 2019
  - Auditors' Management Review letter
  - Risk Framework report to 30 June 2019

*Fraser Lyons left the meeting*

**19. GENERAL BUSINESS**

The following items were discussed under General Business:

- Preparation time for Board members
- Future options for venues of Board meetings

The meeting closed at 3.07pm.

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Signed

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Dated