

CONFIRMED

Minutes of Board Committee Meeting # 324

**PLUMBERS, GASFITTERS & DRAINLAYERS BOARD
SOLNET HOUSE, THE TERRACE, WELLINGTON
TUESDAY 3 SEPTEMBER 2019 AT 9.05 AM**

Present: Peter Jackson (Chair)
Barry Willcox (attended from 9.06am to 9.25am)
Colleen Upton
Craig O'Connell
Deborah Cranko
Diana Kuhtz-Covich
Kenneth Douglas
Martin de Gouw
Nick Fleckney
Sue Simons

Apologies:

In attendance: Martin Sawyers (Chief Executive) *for all items*
Amanda Smith (General Counsel) *for items 8 & 9*
Jayson Thomas (Investigations Manager) *for item 10*
José Gómez (Examinations & CPD Manager) *for items 11 & 12*
Sam Wood (Technical Advisor) *for item 13*
Naomi Porter (Manager Registration & Licensing) *for item 14*
Janette Deed (Communications) *for item 15*
Fraser Lyons (Accountant) *for item 16*
Nina Androutsos (Manager Support Services) *for all items*

The Chair opened the meeting by welcoming the two new Board members Sue Simons and Martin de Gouw.

1. BOARD ONLY SESSION

It was agreed to discuss the items of Board Fees and Board Evaluation under General Business.

2. BOARD ELECTIONS FOR CHAIR

To take effect on 17 September 2019, when the current term expires on 16 September. The Chief Executive assumed the Chair's role during the election for incoming Chair.

Election of the Board Chair:

Nominated: Craig O'Connell

Nominated: Nick Fleckney

Following voting by members of the Board, Craig O'Connell was declared to be elected.

Craig O'Connell indicated that as a result of his election he was vacating his position as Chair of the Audit & Risk Committee.

Election of Chair of the Audit & Risk Committee:

Nominated: Nick Fleckney

There being no other nominations, Nick Fleckney was declared to be elected.

3. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest were declared.

4. REGISTER OF INTERESTS

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

Diana Kuhtz-Covich – expert witness for Utilities Disputes New Zealand.

5. MINUTES OF BOARD MEETING 323

Resolved

That the Board:

1. **Agrees** that the minutes of meeting 323 held on 30 July 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.

6. CHIEF EXECUTIVE'S REPORT

Martin Sawyers gave an update on the Stakeholder Liaison Group meeting held on 2 September. Three new members were noted as having joined the group. They are:

- Ross Wakefield
- Graeme Garchow
- Mark Barrett

Resolved

That the Board:

1. **Receives** and notes the contents of this report.
2. **Declines** the request from the NZ Plumbers, Drainlayers and Gasfitters Association to nominate a person to attend the Stakeholder Liaison Group.

7. Q2 HEALTH & SAFETY COMMITTEE REPORT

Resolved

That the Board:

1. **Receives** the report.

8. CHANGE TO GOVERNANCE POLICY REPORT

Amanda Smith joined the meeting

Resolved

That the Board:

1. **Receives** this report.
2. **Notes** the proposed change to the policy
3. **Approves** the change.

9. GENERAL COUNSEL REPORT

Resolved

That the Board:

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

Amanda Smith left the meeting

10. COMPLAINTS REPORT

Jayson Thomas joined the meeting

Resolved

That the Board:

- 1. **Receives** this report.
- 2. **Notes** the report covers the period from 19 July 2019 to 16 August 2019.

Jayson Thomas left the meeting.

11. 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.

12. 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

The Board adjourned the meeting for lunch at 12.20 pm for the Merit Award presentations and the meeting resumed at 1.40 pm.

13. SECTION 52 REPORT

Resolved

That the Board:

- 1. **Receives** this report

2. Notes the following new applications have been received:

Auth. No.	Name	To be exempted from:	In order to register as a:
		National certificate in drainlaying. 9197 tradesman drainlayer exam. 24 months as a tradesman drainlayer. 9198 certifying drainlayer exam.	Certifying drainlayer

3. Preliminarily declines the application for:

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14. 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:
 - 02989 Alan J Park
 - 04443 Manuel De Farias
 - 07661 Frederick A Tasker
 - 07011 Trevor R McKee
 - 14858 Shane Thomas Pullar
 - 02017 Bruce F Hamilton- Irvine
 - 00949 Leonard R Stringer
 - 04386 Bruce Neil Rutherford

Naomi Porter left the meeting

15. COMMUNICATIONS REPORT

Resolved

That the Board:

1. **Receives** this report.

16. FINANCIAL REPORT TO 31 JULY 2019

Fraser Lyons joined the meeting

Resolved

That the Board:

1. **Receives** this report.
2. **Records** its approval for the Board to obtain an overdraft facility if required for cash flow purposes while long-term term deposits mature.

Fraser Lyons left the meeting

The meeting adjourned at 3.22pm and restarted at 3.30pm.

17. GENERAL BUSINESS

The following items were discussed under General Business:

- Board fees review
- Board Evaluation

The Board agreed to readdress the discussion on Board Fees & Evaluation in six months' time.

As this was his last Board meeting, Peter Jackson thanked the Board and Executive for the support he received during his time on the Board.

The meeting closed at 4.10 pm.

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Signed

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Dated