

CONFIRMED

Minutes of Board Committee Meeting # 325

**PLUMBERS, GASFITTERS & DRAINLAYERS BOARD
SOLNET HOUSE, THE TERRACE, WELLINGTON
TUESDAY 15 OCTOBER 2019 AT 9.45 AM**

Present: Craig O'Connell (Chair)
Barry Willcox (via teleconference)
Colleen Upton
Deborah Cranko (left at 12.30pm)
Kenneth Douglas
Nick Fleckney
Sue Simons

Apologies: Diana Kuhtz-Covich
Martin de Gouw

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

1. BOARD ONLY SESSION

The Board only session was held between 9.45 am – 10.15 am.

2. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest were declared.

3. REGISTER OF INTERESTS

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

Ken Douglas – Registered Contracted Workplace Assessor for Skills

Diana Kuhtz-Covich - Expert witness for Utilities Disputes New Zealand

4. MINUTES OF BOARD MEETING 324

Resolved

That the Board:

1. **Agrees** that the minutes of meeting 324 held on 3 September 2019 be approved as a true and correct record, noting the removal of "fees &" in second paragraph under General Business.

4.1 Board Actions

Resolved

That the Board:

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

5. CHIEF EXECUTIVE'S REPORT

Resolved

That the Board:

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

6. SECTION 52 EXEMPTIONS

Resolved

That the Board:

1. **Receives** and notes the contents of this report.
2. **Approves** the four Section 52 exemptions

7. Q2 BUSINESS PLAN REPORT

Resolved

That the Board:

1. **Receives** this report.

8. COMMUNICATIONS REPORT

Janette Deed joined the meeting

Resolved

That the Board:

1. **Receives** this report.
2. **Notes** the changes to media reporting.

Janette Deed left the meeting

9. GENERAL COUNSEL REPORT

Amanda Smith joined the meeting

Resolved

That the Board:

1. **Receives** and notes the contents of this report.
2. **Agrees** to delegate its power under S26 to the Chief Executive

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 17 August 2019 to 27 September 2019.

11. QUARTERLY INTELLIGENCE REPORT

Resolved

That the Board:

1. **Receives** this report.

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.
3. **Approves** an increase in the budget by \$60k

The Board adjourned the meeting for lunch at 12.25 pm and the meeting resumed at 1.00 pm.

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

Naomi Porter joined the meeting

Actions sought			
That the Board:			
4. Receives this report			
5. Notes the following new applications have been received:			
Auth. No.	Name	To be exempted from:	In order to register as a:
		National certificate in plumbing and gasfitting.	Tradesman plumber and tradesman gasfitter.
6. Approves the applications for:			
•			
7. Notes the following application that were preliminarily declined at the last meeting and require a final decision to be made in the 3 December Board meeting:			
Authorisation number	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

15. REGISTRATION & LICENSING REPORT

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:
 - 00178 David W Gillespie
 - 02324 John A Seamer
 - 05699 Michael J E Hewson
 - 06191 Stuart R Chapman
 - 06382 Brian John Lynn
 - 07743 Kerry Dixon
 - 09041 David John Skeet
 - 10069 Anthony Charles Walker
 - 11198 Colin W White
 - 13623 Troy David Thomson

Naomi Porter 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 15 October 2019 for the following reports:
 - Minutes of meeting #82 held on 30 July 2019
 - Risk Framework report to 30 September 2019 be reviewed at the Strategic Planning session.
 - Financial Report to 31 August 2019.

17. GENERAL BUSINESS

The following items were discussed under General Business:

- Limitations of supervisors
- Proposed attendance at CPD for 2020
- Draft 2020 hearing panel

The meeting closed at 2.00 pm.