

CONFIRMED

Minutes of Board Committee Meeting # 326

**PLUMBERS, GASFITTERS & DRAINLAYERS BOARD
SOLNET HOUSE, THE TERRACE, WELLINGTON
TUESDAY 3 DECEMBER 2019 AT 9.20 AM**

Present: Craig O'Connell (Chair)
Barry Willcox
Colleen Upton
Deborah Cranko
Diana Kuhtz-Covich
Kenneth Douglas (via teleconference)
Martin de Gouw (via teleconference)
Nick Fleckney

Apologies: Sue Simons

In attendance: Martin Sawyers (Chief Executive) *for all items*
Janette Deed (Communications) *for item 10*
Amanda Smith (General Counsel) *for item 11*
Jayson Thomas (Investigations Manager) *for item 12*
José Gómez (Examinations & CPD Manager) *for items 13 - 16*
Sam Wood (Technical Advisor) *for item 17*
Naomi Porter (Manager Registration & Licensing) *for item 18*
Fraser Lyons (Accountant) *for item 19*
Nina Androutsos (Manager Support Services) *for all items*

1. BOARD ONLY SESSION

The Board only session was held between 9.20 am – 9.30 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:

- a. Barry Willcox – move Registered Contracted Workplace Assessor for Skills to Ken Douglas.
- b. Martin de Gouw - Correct spelling error
- c. Colleen Upton – add Weltec Advisory Board for Plumbing, Gasfitting & Drainlaying

4. MINUTES OF BOARD MEETING 325

Resolved

That the Board:

- 2. Agrees** that the minutes of meeting 325 held on 15 October 2019 be approved as a true and correct record noting the following amendment under Registrar of Interests:
 - a. Change Registered Contracted Workplace Assessor to Ken Douglas from Barry Willcox.

4.1 Board Actions

Resolved

That the Board:

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

5. CHIEF EXECUTIVE'S REPORT

Resolved

That the Board:

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

6. STAKEHOLDER LIAISON GROUP

Martin Sawyers gave a verbal report on the SLG meeting held on 2 December.

7. RISK FRAMEWORK REPORT

The Board suggested adding an appendix with a list of next tier risks as reference.

Resolved

That the Board:

- 1. Receives** the report and approves the revised Risk Management framework.

8. FINAL STRATEGIC DOCUMENTS

Resolved

That the Board:

- 1. Receives** the report;
- 2. Adopts** the Business Strategy 2020-23 as tabled;
- 3. Adopts** the 2020-23 Communications Strategic Plan as tabled;
- 4. Adopts** the 2020-23 Public Awareness Strategic Plan as tabled;
- 5. Requests** staff to notify the Minister and stakeholders.

9. Q3 H&S COMMITTEE REPORT

Resolved

That the Board:

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

10. COMMUNICATIONS REPORT

Janette Deed joined the meeting

The Stakeholder Engagement presentation was shared with the Board.

Resolved

That the Board:

- 1. Receives** and notes the report.

Janette Deed left the meeting

11. GENERAL COUNSEL REPORT

Amanda Smith joined the meeting

Resolved

That the Board:

- 1. Receives** and notes the report.

Amanda Smith left the meeting

12. COMPLAINTS REPORT

Jayson Thomas joined the meeting

Resolved

That the Board:

- 1. Receives** and notes the report.

Jayson Thomas left the meeting

13. IT SUPPORT AGREEMENT PROPOSAL

José Gómez joined the meeting

Resolved

That the Board:

- 1. Receives** the report.
- 2. Approves** the engagement of Datacom for the provision of IT support services.
- 3. Approves** in principle the inclusion of \$101,000 in the 2020-2021 operational budget for IT support services.
- 4. Approves** in principle the inclusion of \$72,000 in the 2020-2021 capital budget for feature enhancements to the Board's mobile app and website.

14. EXAM MANAGEMENT PROPOSAL

Resolved:

That the Board:

- 1. **Receives** the report.
- 2. **Approves** the engagement of Aspeq Ltd for the management of tradesman and certifying examinations.

15. UPDATE ON IT INFRASTRUCTURE IMPROVEMENT PROJECT

Resolved

That the Board:

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

16. EXAMINATIONS & CPD REPORT

Resolved

That the Board:

- 1. **Receives** and notes the report.

José Gómez left the meeting

The Board adjourned the meeting for lunch at 1.10 pm and the meeting resumed at 1.30 pm.

17. SECTION 52 REPORT

Sam Wood & Naomi Porter joined the meeting

Resolved			
That the Board:			
1. Receives the report			
2. Notes the following 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:			
•			
4. Approves the application for:			
•*			
5. Notes the following application was preliminarily declined at the 3 September meeting and requires a final decision to be made:			
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

* NOTE: In relation to Item 4 Barry Willcox and Nick Fleckney recorded their vote against and Deborah Cranko abstained.

Sam Wood left the meeting

18. REGISTRATION & LICENSING REPORT

Resolved

That the Board:

1. Receives the report.

2. Cancels registrations under section 57(1)(b) and removes the following deceased from the register:

- 00768 Ivor D Griffiths
- 00941 Robert William Stokes
- 00974 Kenrick Kusabs
- 01104 Basil J Kane
- 01164 George A Getley
- 01620 David Arthur Smith
- 01933 Robert L Heinz
- 02373 Jim Robert Thomas Sutherland
- 02625 Ferdinand Winder
- 02778 Ian G Benton
- 03076 Graeme G Robinson
- 03480 Terrance J Bradshaw
- 04918 Royce A Hall
- 06266 John Butcher
- 06772 Eildert Boekholt
- 07331 Noel Podmore
- 07466 Harry F Newman

- 07649 Roger I Schofield
- 07665 Dean Charles Titter
- 07986 Peter Slattery
- 08464 Raymond J Shaw
- 10064 Kenneth Robert Stephens
- 10466 Denis Joseph Mulcahy
- 10767 Geoffrey Daniel Millar
- 11226 Patrick Steven Somers
- 11813 David Wayne Bennet

Naomi Porter left the meeting

19. FINANCIAL REPORT TO 31 OCTOBER 2019

Fraser Lyons joined the meeting

Resolved

That the Board:

- 1. Receives** the report.

Fraser Lyons left the meeting

20. GENERAL BUSINESS

The following items were discussed under General Business:

- Board travel reimbursement
- Pending court case
- Board minutes
- Tablet security
- Diversity

The meeting closed at 3.15 pm.

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Signed

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Dated