

CONFIRMED

Minutes of Board Meeting # 328

**PLUMBERS, GASFITTERS & DRAINLAYERS BOARD
SOLNET HOUSE, THE TERRACE, WELLINGTON
VIA ZOOM TELECONFERENCE
TUESDAY 24 MARCH 2020 AT 9 AM**

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

Apologies: Sue Simons

In attendance: Martin Sawyers (Chief Executive) *for all items*
Nina Androutsos (Manager Support Services) *for all items*

1. BOARD ONLY SESSION

The Board only session was held between 9.05am and 9.22am.

2. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interested were declared.

3. REGISTER OF INTERESTS

No changes were noted for the Register of Interests report.

4. MINUTES OF BOARD MEETING 327

Resolved

That the Board:

- a. **Agrees** that the minutes of meeting 327 held on 11 February 2020 be approved as a true and correct record.

4.1 Board Actions

Resolved

That the Board:

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

5. CHIEF EXECUTIVE'S REPORT

The Board discussed the definition of essential services as advised by MBIE.

Resolved

That the Board:

- 1. Agrees** in relation to Transition Pathway Certifying Plumber to Certifying Drainlayer that a blanket section 52 approval is given to anyone who obtains a Recommendation for Registration Category C letter as a result of undertaking the Skills Recommendation for Registration process; waiving the following Certifying Drainlayer registration requirements:
 - (a) That they have passed examination 9198.
 - (b) That they have held a licence as a licensed or tradesman drainlayer for an aggregate period of not less than 24 months under the supervision of a certifying drainlayer.
- 2. Receives** and notes the contents of the Chief Executive's report.

6. MANAGEMENT REPORTS

Resolved

That the Board:

- 1. Receives** and notes the following Management Reports as a bundle:
 - a. Q4 Health & Safety Report
 - b. Communications Report
 - c. Complaints Report
 - d. IT Infrastructure Improvement Project
 - e. Examinations & CPD Report
 - f. Registration & Licencing Report

7. GENERAL COUNSEL REPORT

Resolved

That the Board:

- 1. Receives** and notes the General Counsel report.
- 2. Agrees** to establish a disciplinary administration committee of the Board consisting of the Chairperson, Deputy Chair, and the Hearings Manager
- 3. Agrees** that the quorum for meetings of the disciplinary administration committee is two members; one to be the Hearing Manager
- 4. Delegates** to the disciplinary administration committee the power to make decisions in relation to the administration of disciplinary hearings.

8. SECTION 52 REPORT

That the Board:			
1. Receives this report			
2. Notes the following new application has been received:			
Auth. No.	Name	To be exempted from:	In order to register as a:
		24 months as a tradesman plumber; and 24 months as a tradesman gasfitter.	Certifying plumber and certifying gasfitter.
3. Preliminarily declines the application for:			
•			
4. Declines the application for the following tradesperson:			
•			
5. Notes the following application that were preliminarily declined at the 3 December 2019 meeting and require a final decision to be made:			
Authorisation number	Name	To be exempted from:	In order to register as a:
		National certificate in drainlaying; and 9197 tradesman drainlayer exam; and 24 months as a tradesman drainlayer; and 9198 certifying drainlayer exam.	Certifying drainlayer

9. FINANCIAL REPORT TO 29 FEBRUARY 2020

Resolved

That the Board:

- 1. Receives** and notes the Financial report to 29 February 2020.

10. BUSINESS PLAN AND BUDGET 2020-21

Resolved

That the Board:

- 1. Adopts** the Business Plan for 1 April 2020 – 31 March 2021
- 2. Approves** the Budget as presented noting that the revenue will need to be closely monitored and a new budget approved should there be a loss of revenue as a result of the Covid-19 pandemic.

3. **Agrees** with management’s recommendation to retain all staff if possible guided always by the underlying principles of ensuring the solvency of the Board and making sensible cost reductions where possible.
4. **Recommends** that staff update the Board once the April revenue figures are known.

11. GENERAL BUSINESS

The following items were discussed under General Business:

- a. Zoom video conferences for Board meetings
- b. Tutors at Polytech
- c. Essential Services – keeping the industry informed

The meeting closed at 11.40am.

.....
Signed

.....
Dated