

## CONFIRMED

### Minutes of Board Meeting # 331

**PLUMBERS, GASFITTERS & DRAINLAYERS BOARD  
SOLNET HOUSE, 70 THE TERRACE, WELLINGTON  
Held on Tuesday 28 July 2020 at 9.00am**

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

**Apologies:** Nil

**In attendance:** Martin Sawyers (Chief Executive) *for all items*  
Nina Androutsos (Manager Support Services) *for all items*  
Amanda Smith (General Counsel) *for item 9*  
Jayson Thomas (Manager Investigations) *for items 10 & 11*  
Julie Sharp (Manager Communications & Registration & Licencing)  
*for items 12, 13 & 14*  
Sam Wood (Technical Advisor) *for item 15*  
Janette Deed (Communications) *for item 17*

#### 1. BOARD ELECTIONS FOR CHAIR

To take effect on 15 August 2020, when the current Chair's term expires on 14 August. The Chief Executive assumed the Chair's role during the election for incoming Chair.

##### **Election of the Board Chair:**

**Nominated:** Nick Fleckney

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

##### **Election of the Deputy Chair:**

**Nominated:** Diana Kuhtz-Covich

**Nominated:** Deborah Cranko

Following voting by members of the Board, Diana Kuhtz-Covich was declared to be elected.

Nick Fleckney 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:** Diana Kuhtz-Covich

There being no other nominations, Diana Kuhtz-Covich was declared to be elected.

**2. BOARD ONLY SESSION**

The Board only session was held between 9.40am – 10.00am.

**3. DECLARATION OF CONFLICTS OF INTEREST**

No conflicts of interested were declared.

**4. REGISTER OF INTERESTS**

No new items were noted for the Register of Interests.

**5. MINUTES OF BOARD MEETING 330**

**Resolved**

That the Board:

- a. **Agrees** that the minutes of meeting 330 held on 16 June 2020 be approved as a true and correct record

**5.1 Board Actions**

**Resolved**

That the Board:

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

**6. CHIEF EXECUTIVE'S REPORT**

It was agreed that the Stakeholder Liaison Group would resume meeting again in September.

**Resolved**

That the Board:

- 1. Receives** and notes the contents of the Chief Executive's report.

**7. Q1 BUSINESS PLAN REPORT**

**Resolved**

That the Board:

- 1. Receives** and notes the Q1 Business Plan Report.

## **8. HISTORICAL COMPLAINT –**

### **Resolved**

That the Board:

- 1. Receives** and notes the contents of the historical complaint for
- 2. Resolves** that the Board grant a section 52 Exemption to Mr allowing him to register as a Certifying Plumber provided he successfully passes a practical test to be administered by . In doing so the Board will be waiving the requirement that Mr complete two years as a Tradesman Plumber and the requirement that he successfully passes the Certifying registration exam.

## **9. GENERAL COUNSEL REPORT**

### **Resolved**

That the Board:

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

Michael Hodge and Dale La Hood of Meredith Connell, and Katrina Kellie (Manager Disciplinary Hearings) attended the meeting at 11am to discuss the use of technology in disciplinary hearings.

## **10. Q1 INTELLIGENCE REPORT**

### **Resolved**

That the Board:

- 1. Receives** and notes the contents of the Q1 Intelligence report.

## **11. INVESTIGATIONS REPORT**

### **Resolved**

That the Board:

- 1. Receives** the Complaints Report.
- 2. Notes** the report covers the period from 23 May 2020 – 3 July 2020.

## **12. COMPLAINTS REPORT**

### **Resolved**

That the Board:

- 1. Receives** the Complaints Report.
- 2. Notes** the report covers the period from 23 May 2020 – 3 July 2020.

## **13. EXAMINATIONS & CPD REPORT**

### **Resolved**

That the Board:

- 1. Receives** the Examinations & CPD Report.
- 2. Notes** the information regarding examinations.

## 14. REGISTRATION & LICENSING REPORT

### Resolved:

That the Board:

1. **Receives** the Registration & Licensing report.
2. **Notes** the licensing figures for the 2020 year.
3. **Notes** the registration figures for the 2020 year.
4.  **Cancels** registrations under section 51(1)(b) and removes the deceased from the register.
5. **Issues** three Employer Licenses.

## 15. SECTION 52 REPORT

<b>Resolved</b>			
That the Board:			
1. <b>Receives</b> the Section 52 report			
2. <b>Notes</b> the following new applications have been received:			
Auth. No.	Name	To be exempted from:	In order to register as a:
		24 months as a tradesman plumber	Certifying Plumber
		24 months as a tradesman plumber	Certifying plumber
3. <b>Preliminarily declines</b> the application for:			
•			
4. <b>Approves</b> the application for:			
•			

The Board adjourned the meeting for lunch at 12.30pm and the meeting resumed at 1.10pm.

## 16. – SECTION 26 APPLICATION

attended the meeting at 1.15pm and left the meeting at 1.40pm

### Resolved

That the Board:

1. **Receives** this report
2. **Considers** the legal advice provided in the memorandum from the General Counsel
3. **Agrees** to exercise its power under section 26 to cancel the application of sections 19, 21 and 25 of the Plumbers Gasfitters and Drainlayers Act 2006 to
4. **Agrees** to write to Mr \_\_\_\_\_ with the Board's decision.

**17. COMMUNICATIONS REPORT**

**Resolved**

That the Board:

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

**18. AUDIT & RISK COMMITTEE ITEMS**

**Resolved:**

That the Board:

**1. Receives and approves** the recommendations of the Audit & Risk Committee meeting on 28 July 2020 for the following reports:

- Minutes of meeting #85 held on 5 May 2020
- Risk Framework report to 30 June 2020
- Fraud Policy review noting no new changes.
- Financial Report to 30 June 2020

from Audit NZ attended the meeting at 3.15pm to present the Management Review report.

**19. ANNUAL REPORT**

**Resolved**

That the Board:

- 1. **Receives** the Annual Report;
- 2. **Adopts** the annual report for the year ended 31 March 2020;
- 3. **Authorises** the Board Chair and Deputy Chair to sign the annual report on behalf of the Board.

**20. GENERAL BUSINESS**

The following items were discussed under General Business:

- a. departure
- b. BoardPro trial
- c. Board hotel accommodation
- d. September SLG & Board meeting
- e. Merit Awards

The meeting closed at 3.50pm.

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Signed

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Dated