



ELECTRICAL WORKERS REGISTRATION BOARD

SECOND DISCUSSION PAPER ON  
PROPOSED CATEGORIES OF REGISTRATION

Issued by NJJ Sickels  
Registrar  
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## **Introduction**

On 23 November 2006 the Electricity Act 1992 (the Act) was amended through the Electricity Amendment Act 2006 (the Amendment Act).

The Amendment Act makes a number of changes to the electrical registration regime and the Electrical Workers Registration Board (the Board) will play a critical role in the successful implementation of the amended legislation.

The Board has been delegated the responsibility for the registration and licensing of electrical workers.

The legislation includes a number of checks and balances to ensure these responsibilities are properly discharged. For example, the Board must act in accordance with clear principles guiding registration and licensing. Other accountability mechanisms are outlined as follows:

### Registration and licensing regime

The registration and licensing regime will be more flexible to allow for specialist registration categories and for competencies to be specified for the particular work authorised under each registration category.

### Accountability of the Board and clarity of roles

The legislation provides greater guidance to the Board on its role and on procedures to be followed, and establishes increased accountability of the Board to the Minister.

There is also greater clarity about the respective roles of the relevant Industry Training Organisations and the Board.

Specifically, the Amendment Act requires the Board to follow guiding principles set down, when determining registration and licensing matters. The Board is also required to consult with stakeholders on key matters such as registration classes, competence programmes, standards, and terms and conditions.

The Board will require the Minister's approval for notices relating to registration classes, standards, terms and conditions.

### Transition Arrangements

The Amendment Act provides that existing registrations and licences are carried forward.

The Amendment Act permits the Board to start work on defining new registration categories and standards, and the terms and conditions of

registration and licensing. In doing so, the Board must consider retaining the existing worker registration classes, and it must consult with stakeholders.

### **General comment**

In line with the above mentioned transition arrangements the Board has given consideration to the terms and conditions for registration as such matters become integral when the question of categorisation of registration is deliberated.

While this paper relates primarily to proposed categories of registration the Board believes that it would assist all interested parties if proposals on prerequisites relating to registration and proposed transitional arrangements were included in this paper.

As such the Board has considered the over riding principles of training, experience, examination assessment and capstoning and is of the view that the present system for registering electricians has worked successfully. That system has electrical registration competencies incorporated into a national certification qualification framework with Board examinations used as measurement tools for specific unit standards. Alternatively, electrician registration can be achieved through “time served” training and completion of the same Board examinations as used for the above mentioned measurement tools.

While the Board acknowledges that the majority of people obtaining electrician registration do so through competency based systems the Board considers it important to retain an optional system as outlined above, as this accommodates New Zealand trained electrical workers who “fall out” of competency based systems, “informal” training, and overseas trained electrical workers.

The Board is of the view that the type of optional system presently used for the electrician category of registration should be used for all proposed registration categories.

Proposals relating to transitional registration provisions are included at page 17 of this paper.

### **Submissions**

In April 2007 the Board released a discussion paper on proposed categories of registration and asked for comments on its proposals. Fifty five submissions were received.

The Board has considered all submissions received and proposes the following:

## **(a) Retain the category of electrical inspector registration**

### Reason

In the Ministry of Economic Development discussion paper titled “Proposed Electricity Safety Regulations” dated December 2007 (the Ministry’s discussion paper) it is stated that higher risk electrical work should be inspected by an inspector and that such inspections require a degree of competence beyond that necessary for most electrical work. The Ministry further states that new regulations will continue with the provision that an electrical worker cannot inspect their own work.

As the Ministry is proposing regulations directly relating to electrical inspections the Board considers that the electrical inspector category of registration should be retained as such a category will ensure the above mentioned degree of competence beyond that necessary for most electrical work.

### Registration requirements

The Board has considered the registration requirements for the proposed electrical inspector category of registration and is of the view that any person should be registered as an electrical inspector when that person has:

- passed the electrical inspector written examination; and
- passed the electrical inspector practical examination or assessment; an
- satisfactorily completed instruction in safe working practices, cardio-pulmonary resuscitation, basic first aid and testing as approved by the Board and;
- been registered as an electrician for not less than three years; or
- had the status of Qualified Engineer under the Electricity Act 1992 for not less than three years or
- been registered by the Board as an electrical engineer for not less than three years.

### Work limits

The Board has considered the work limits for the proposed electrical inspector category of registration and is of the view that an electrical inspector should be entitled to carry out all prescribed electrical work.

## **(b) Retain the category of electrician registration**

### Reason

The electrical work an electrician can carry out is well understood by the industry and the public. The Board therefore considers that the electrician category of registration should be retained.

### Registration requirements

The Board has considered the registration requirements for the proposed electrician category of registration and is of the view that any person should be registered as an electrician when that person has:

- passed the electrician theoretical written examination; and
- passed the electrician regulatory written examination; and
- passed the electrician practical examination or three stage assessments; and
- satisfactorily completed instruction in safe working practices, cardio-pulmonary resuscitation, basic first aid and testing as approved by the Board; and
- completed an electrician competency based training programme or has obtained four years practical training/experience in the work of an electrician.

### Work limits

The Board has considered the work limits for the proposed electrician category of registration and is of the view that an electrician should be entitled to carry out all prescribed electrical work with the exception of any prescribed electrical work that may be cited in the “Electricity Safety Regulations” and which is specifically required to be carried out by an electrical inspector.

## **(c) Introduce a category of electrical appliance serviceperson registration**

### Reason

The proposals contained in the Board’s April 2007 discussion paper received a mixed response from commentators and the Board is of the view that the question of electrical servicing registration is better addressed by separating the existing electrical service technician categories.

The proposed separation would clearly define the servicing of “230 volt plug in appliances” and transfer the other aspects of the present electrical service

technician registration to a proposed new category of electrical service technician.

Accordingly the Board considers that the servicing sector of the industry should have the registration category of electrical appliance serviceperson for servicing work up to and including 230 volt single phase appliances supplied by a plug and flexible cord applied to it.

#### Registration requirements

The Board has considered the registration requirements for the proposed electrical appliance serviceperson category of registration and is of the view that any person should be registered as an electrical appliance serviceperson when that person has:

- passed the electrical appliance serviceperson written theoretical examination; and
- passed the electrical appliance serviceperson practical examination or practical assessment; and
- satisfactorily completed instruction in safe working practices, cardio-pulmonary resuscitation, basic first aid and testing as approved by the Board; and
- completed an electrical appliance serviceperson competency based training programme or has obtained eighteen months practical training/experience in the work of an electrical appliance serviceperson.

#### Work limits

The Board has considered the work limits for the proposed electrical appliance serviceperson category of registration and is of the view that the limits should be for servicing work up to and including 230 volt single phase appliances supplied by a plug and flexible cord as stated above.

#### **(d) Retain the existing categories for line mechanic registration**

##### Reason

The present system of categorisation which is based on “work carried out” is considered to have worked well and while the Board acknowledges that the retention of such a system is contrary to the logic applied in (c) above the Board is of the view that any retention would be consistent with the specialist flexibility principle guiding registration and licensing. In addition the Board considers that imposing voltage limitations on registration categories in the electricity supply sector will create confusion as historic limits (i.e. 11kv for distribution) have been, or partly been, superseded.

The Board has noted the specialist skills required for high voltage cable jointing and is of the view that such cable jointing should continue to be recognised through a registration category.

Accordingly the Board considers that the electricity supply sector of the industry should have the following categories of registration applied to it:

- (i) Line mechanic – distribution; and
- (ii) Line mechanic – transmission; and
- (iii) Line mechanic – traction; and
- (iv) Line mechanic – cable jointing

#### Registration requirements

The Board has considered the registration requirements for the proposed categories of line mechanic registration and is of the view that any person should be registered as a line mechanic;

(i)(a) distribution, when that person has:

- passed the line mechanic (distribution) written examination; and
- passed the line mechanic (distribution) practical examination or assessment; and
- satisfactorily completed instruction in safe working practices, cardio-pulmonary resuscitation, basic first aid and testing as approved by the Board; and
- completed a line mechanic (distribution) competency based training programme or obtained two years training/experience in the work of a line mechanic (distribution).

(ii)(a) transmission, when that person has:

- passed the line mechanic (transmission) written examination; and
- passed the line mechanic (transmission) practical examination or assessment; and
- satisfactorily completed instruction in safe working practices, cardio-pulmonary resuscitation, basic first aid and testing as approved by the Board; and

- completed a line mechanic (transmission) competency based training programme or obtained two years training/experience in the work of a line mechanic (transmission).

(iii)(a) traction, when the person has:

- passed the line mechanic (traction) written examination; and
- passed the line mechanic (traction) practical examination or assessment; and
- satisfactorily completed instruction in safe working practices, cardio-pulmonary resuscitation, basic first aid and testing as approved by the Board; and
- completed a line mechanic (traction) competency based training programme or obtained two years training/experience in the work of a line mechanic (traction).

(iv)(a) cable joiner, when the person has:

- passed the line mechanic (cable joiner) written examination; and
- passed the line mechanic (cable joiner) practical examination or assessment; and
- satisfactorily completed instruction in safe working practices, cardio-pulmonary resuscitation, basic first aid and testing as approved by the Board; and
- completed a line mechanic (cable joiner) competency based training programme or obtained two years training/experience in the work of a cable joiner.

### Work limits

The Board has considered the work limits for the proposed distribution, transmission and traction line mechanic categories of registration and is of the view that the limits should correspond with the proposed categories of registration.

The Board has considered the work limits for the proposed line mechanic cable jointing category of registration and is of the view that the limits should be for cable jointing above 1kv ac and 1.5kv dc.

## **(e) Introduce a category of electrical engineer registration**

### Reason

Persons who have the status, under the Act, of “qualified engineer” have, by virtue of their qualifications in electrical engineering, fundamentally been entitled to carry out all the work of an electrician. As the “qualified engineer” provision has not been problematic the Board is of the view that provision should be made to register people who hold the status of “qualified engineer”.

The Board is of the further view that people who hold appropriate electrical engineering qualifications but not the status of “qualified engineer” should be accommodated.

### Registration requirements

The Board considered the registration requirements for the proposed category of electrical engineer registration and is of the view that any person should be registered as an electrical engineer;

- if, at the day prior to the promulgation of the “Electricity Safety Regulations”, that person was a qualified engineer under the Act and satisfactorily completed instruction in safe working practices, cardio-pulmonary resuscitation, basic first aid and testing as approved by the Board; or
- when that person has obtained a qualification in electrical engineering (i.e. Bachelor of Engineering (Electrical) or National Diploma in Engineering (Electrotechnology) (Level 6)), or New Zealand Certificate in Engineering (Electrical)) or equivalent; and

passed the electrician regulatory written examination; and

passed the electrical engineer practical examination or three stage assessments, and

satisfactorily completed instruction in safe working practices, cardio-pulmonary resuscitation, basic first aid and testing as approved by the Board.

### Work limits

The Board has considered the work limits for the proposed electrical engineer category of registration and is of the view that an electrical engineer should be entitled to carry out all prescribed electrical work with the exception of any prescribed electrical work that may be cited in the “Electricity Safety Regulations” and which is specifically required to be carried out by an electrical inspector.

**(f) Introduce a new category of electrical service technician registration**

Reason

The Board initially proposed the introduction of new categories of registration for areas such as the installation of security systems, restoration of supply, cable joining and electrical work associated with plumbing and gasfitting.

Commentary on the Board's initial proposal has been mixed and the Board is of the view that in order to achieve outcomes which cater for a cross section of the industry and recognise specialist skills required in specific areas a new category of electrical service technician registration should be introduced.

The Board is of the view that the proposed electrical service technician category of registration should accommodate people who;

- (i) carry out, in their own right, electrical servicing work on appliances/fittings up to 1,000 volts including the disconnection from and reconnection to fixed wiring of those appliances/fittings for servicing purposes, and the installation of wiring under the direction of a person who is authorised to carry out, test, certify and supervise the carrying out of such wiring; and
- (ii) specialist electrical work (railway systems, lifts/escalators, heating/ventilating/air conditioning, security systems, renewable energy systems); and

The Board is of the view that by introducing the above mentioned registration categories, work limits will be aligned and as such clarity for the industry and the public will be achieved.

Registration requirements

The Board has considered the registration requirements for the proposed electrical service technician category of registration and is of the view that any person should be registered as an electrical service technician when that person has:

- (i) passed the electrical service technician written examination; and  
passed the electrical service technician practical examination or assessment; and  
has either completed an electrician competency based training programme; or  
obtained one year of practical training/experience in servicing work on

fittings up to 1,000 volts including the disconnection from and reconnection to fixed wiring of those fittings for servicing purposes; and

obtained one year of practical training/experience in wiring work; and

satisfactorily completed instruction in safe working practices, cardio-pulmonary resuscitation, basic first aid and testing as approved by the Board; or

(ii) passed the electrical service technician written examination; and

passed the electrical service technician practical examination or assessment; and

has either completed a competency based training programme or obtained two years practical training/experience in specialist electrical work (i.e. railway systems, lifts/escalators, heating/ventilating/air conditioning, security systems, renewable energy systems); and

satisfactorily completed instruction in safe working practices, cardio-pulmonary resuscitation, basic first aid and testing as approved by the Board.

### Work limits

The Board has considered the work limits for the proposed electrical service technician category of registration and is of the view that:

(i)(a) any person who has either completed an electrician competency based training programme or obtained one year of practical training/experience in servicing work on fittings up to 1,000 volts including the disconnection from and reconnection to fixed wiring of those fittings for servicing purposes and one year of practical training/experience in wiring work should be entitled to carry out all servicing work on fittings up to 1,000 volts plus the disconnection from and reconnection to fixed wiring of those fittings for servicing purposes in their own right, and install fixed electrical wiring under the direction of a person who is authorised to carry out, test, certify and supervise the carrying out of such wiring. (The person referenced in this paragraph should not be entitled to complete/sign/furnish certificates of compliance, or carry out design work or supervise trainees who are assisting with the carrying out of wiring installation work); and

(ii)(a) any person who has either completed a competency based training programme in one of the named specialist electrical work areas or obtained four years practical training/experience in specialist electrical work (eg railway systems, lifts/escalators, heating/ventilating/air conditioning, security systems, renewable energy systems) should be entitled to do all the work associated with the specialist area in which

practical experience has been obtained with the exception of completing/signing/furnishing certificates of compliance.

**(g) Introduce a category of tradesperson registration**

Reason

The Board had initially proposed a registration category to accommodate plumbers and gasfitters to replace the present certification system provided by regulation 49 of the Electricity Regulations 1997.

The Board is of the view that the Board's initial proposal should be proceeded with, and expanded to include, tradespersons who carry out electrical work which is not the primary part of other occupations and are registered and/or licensed by a Statutory Board. The only known practitioners that satisfy the criteria at this juncture are those practitioners registered by the Plumbers Gasfitters and Drainlayers Board.

Registration requirements

The Board has considered the registration requirements for the proposed tradesperson category of registration and is of the view that any person should be registered as a tradesperson when that person has:

- (i) been registered by the Plumbers Gasfitters and Drainlayers Board as a plumber; and

has passed the relevant tradesperson written examination; and

has passed the relevant tradesperson practical examination or assessment; and

has satisfactorily completed instruction in safe working practices, cardio-pulmonary resuscitation, basic first aid and testing as approved by the Board; or

- (ii) been registered by the Plumbers Gasfitters and Drainlayers Board as a gasfitter; and

has passed the relevant tradesperson written examination; and

has passed the relevant tradesperson practical examination or assessment; and

has satisfactorily completed instruction in safe working practices, cardio-pulmonary resuscitation, basic first aid and testing as approved by the Board; or

(iii) been registered by the Plumbers Gasfitters and Drainlayers Board as a plumber/gasfitter; and

has passed the relevant tradespersons examination; and

has passed the relevant tradespersons practical examination or assessment; and

has satisfactorily completed instruction in safe working practices, cardio-pulmonary resuscitation, basic first aid and testing as approved by the Board.

### Work limits

The Board has considered the work limits for the proposed tradesperson category of registration and is of the view that;

(i)(a) a plumber who has been registered by the Plumbers Gasfitters and Drainlayers Board should be entitled to:

- replace storage water cylinder heater elements and thermostats with elements or thermostats that have an electrical rating of not more than 230 volts and 16 amperes; and
- disconnect from and reconnect to fixed wiring waste disposal units, dishwashing machines, electronic water control units, water pressure devices storage water heater thermostats and storage water heater elements provided the components have an electrical rating of not more than 230 volts and 16 amperes.

(ii)(a) a gasfitter who has been registered by the Plumbers Gasfitters and Drainlayers Board should be entitled to:

- replace fittings of gas fired equipment that have an electrical rating of not more than 230 volts and 16 amperes; and
- disconnect from and reconnect to fixed wiring fittings of gas fired equipment that have an electrical rating of not more than 230 volts and 16 amperes.

(iii)(a) a plumber/gasfitter who has been registered by the Plumbers Gasfitters and Drainlayers Board should be entitled to:

- replace storage water cylinder heater elements and thermostats with elements or thermostats that have an electrical rating of not more than 230 volts and 16 amperes; and
- disconnect from and reconnect to fixed wiring waste disposal units, dishwashing machines, electronic water control units, water pressure

devices storage water heater thermostats and storage water heater elements provided the components have an electrical rating of not more than 230 volts and 16 amperes; and

- replace fittings of gas fired equipment that have an electrical rating of not more than 230 volts and 16 amperes; and
- disconnect from and reconnect to fixed wiring fittings of gas fired equipment that have an electrical rating of not more than 230 volts and 16 amperes.

#### **(h) Introduce a category of electrical designer registration**

In the Ministry's discussion paper it is stated that the design of low voltage installations is proposed to be added to the prescribed electrical work requirements. It is further stated in the Ministry's discussion paper that complementing the provision will be exclusion for design work when a low voltage installation complies with Part 2 of AS/NZS 3000:2007.

The Board has considered the above mentioned and the question of electrical design work carried out, but not satisfying the AS/NZS 3000:2007 exclusion, in areas such as, but not limited to, engineering, architecture, draughting, kitchen design, shop fitting, building services and manufacturing and is of the view that a registration category of electrical designer should be introduced to cater for the design aspects of such work.

#### Registration requirements

The Board has considered the registration requirements for the proposed electrical designer category of registration and is of the view that any person should be registered as an electrical designer when that person has provided a statement from a suitably qualified third party which attests that the person has competently carried out electrical design work in a competent manner for not less than two years.

#### Work limits

The Board has considered the work limits for the proposed electrical designer category of registration and is of the view that an electrical designer should be entitled to carry out electrical design work in the area(s) to which the suitably qualified third party has attested that the electrical designer is competent.

#### **Other matters**

#### Proposed line mechanic - cable jointing limits of work

As stated in this paper the Board has proposed training/experience and work limits for the proposed line mechanic – cable jointing category of registration.

The Board would like the Board to give the industry/public specific opportunity to comment on those aspects.

#### “Restoration of supply” work

The Board has considered commentators observations on the question of “restoration of supply” work and is of the view that provision for such work should be accommodated within the proposed categories of registration cited in this paper.

#### Design work included in prescribed electrical work

The Board initially proposed a registration category of Qualified Engineer – Design.

Commentators have made considerable observations about the question of design work and, as referenced under section (h), the Board has noted the proposals contained in the Ministry’s discussion paper relating to design work.

The Board is of the view that by making provisions such as that detailed in this paper for the registration categories of electrician, electrical inspector electrical engineer and electrical designer the issues highlighted by commentators will be addressed from a registration/licensing perspective in an equitable manner.

Subject to any design work exemptions that may be cited in the “Electricity Safety Regulations” persons registered in the proposed electrical inspector category of registration would be entitled to carry out all prescribed electrical work (including design work) provided they are competent to do so.

Subject to any design work exemptions that may be cited in the “Electricity Safety Regulations” persons registered in the proposed electrician and electrical engineer categories of registration would be entitled to carry out all prescribed electrical work (including design work) with the exception of any prescribed electrical work that may be cited in regulation and which is specifically required to be carried out by an electrical inspector provided they are competent to do so.

Subject to any design work exemptions that may be cited in the “Electricity Safety Regulations” persons registered in the proposed electrical designer category of registration would be entitled to carry out electrical design work in the area to which a suitably qualified third party has attested that the electrical designer is competent.

#### Competency

The Board notes from the Ministry’s discussion paper that the present regulations 25 and 26 of the Electricity Regulations 1997 which relate to

competency are proposed to be deleted and the Board is of the view that competency requirements should be included in the rules of the Board.

### **Proposed transitional registration arrangements**

As stated in the introduction section of this paper the Amendment Act provides for existing registrations and licences to be carried forward.

#### Legislative provisions

Section 30 of the Amendment Act states:

- (1) “The Board must, as soon as practicable after the commencement of this section, consider whether it should designate, in relation to each of the following types of registration under the principal Act as in force immediately before the commencement of this section, 1 or more classes of registration under section 84 of the principal Act that, with or without modification, replace or correspond to, that type of registration:
  - (a) registered electrical service technician:
  - (b) registered electrician:
  - (c) registered line mechanic:
  - (d) registered electrical inspector.
- (2) The Board must .....
- (3) This section does not limit sections 84 to 90 of the principal Act.”

#### Present registration categories

There are at present four categories of registration and those are as follows:

- (a) electrical service technician:
- (b) electrician:
- (c) line mechanic:
- (d) electrical inspector.

The registration categories of electrical service technician, electrician and line mechanic are delineated further by the use of limitations as follows:

- (a) the registration category of electrical service technician is limited to:

- (i) the servicing of 230 volt fittings supplied by plug and flexible cord (Level “A”) and;
  - (ii) the servicing of fittings up to 460 volts and the disconnection and reconnection of those fittings from fixed wiring for servicing purposes (Level “B”); and
- (b) the registration category of electrician is limited to:
- (i) a grouping for people (from the transitional provisions of the Act) who can not be assisted by any unregistered person while wiring installation work is carried out and who can not test or certify wiring installation work unless such work is done under the supervision of a registered electrical inspector or an electrician who is entitled to test and certify wiring installation work; and
  - (ii) domestic electronic security installations; and
- (c) the registration category of line mechanic is limited to:
- (i) distribution; and
  - (ii) transmission; and
  - (iii) traction; and
  - (iv) cable joining

#### Other authorities to carry out prescribed electrical work

In addition to the above mentioned categories of registration “qualified engineers” are authorised to carry out prescribed electrical work while tradespersons are authorised to carry out limited such work. Trainees are also authorised to assist with the carrying out of prescribed electrical work however trainees are not referenced further in this paper as it is intended to address the question of trainees in a separate paper.

#### Proposed transitional arrangements

The Board is of the view that registration category transitional provisions should be aligned as shown in the table on the following page.

<b>Present category of registration or authorisation</b>	<b>Sub committee proposed registration categories</b>
Electrical service technician limited to the servicing of 230 volt fittings supplied by plug and flexible cord (Level "A")	Electrical appliance serviceperson for servicing work up to and including 230 volt appliances supplied by a plug and flexible cord
Electrical service technician limited to the servicing of fittings up to 460 volts and the disconnection and reconnection of those fittings from fixed wiring for servicing purposes (Level "B")	Electrical service technician
Electrical service technician unlimited	Electrical service technician
Electrician limited from the transitional provisions of the Act	Electrical service technician
Electrician limited to domestic security installations	Electrical service technician
Electrician unlimited	Electrician
Line mechanic limited to distribution	Line mechanic distribution
Line mechanic limited to transmission	Line mechanic transmission
Line mechanic limited to traction	Line mechanic traction
Line mechanic limited to cable joining	Line mechanic cable jointing
Qualified engineer	Electrical engineer
Tradesperson	Tradesperson

The Board is of the view that if the transitional provisions shown in the above table were adopted:

- (a) there would be minimal disruption or inconvenience to the industry as no registered person would be disadvantaged from a limits of work perspective; and
- (b) there would only be name changes to the registration categories of electrical service technician limited to the servicing of 230 volt fittings supplied by plug and flexible cord and electrician limited; and
- (c) the voltage limits for servicing work relating to the present electrical service technician limited to the servicing of fittings up to 460 volts and the disconnection and reconnection of those fittings from fixed wiring for servicing purposes registration would be increased to 1,000 volts.

## Comments sought on this discussion paper

- 1 The Board would appreciate any comments about the implications and impact of the proposals in this paper by 14 July 2008. Comments should be sent to:

The Registrar  
Electrical Workers Registration Board  
P O Box 10156  
WELLINGTON  
Or Fax (04) 473 2395  
Or by e-mail to: [trish.tchernegovski@dbh.govt.nz](mailto:trish.tchernegovski@dbh.govt.nz)

Please ensure that your submissions clearly identify your organisation (if any) and any other individuals or organisations represented in the submission.

The Board would prefer to receive your submission as a word document attachment to an e-mail, but fax or posted submissions are all welcome.

Also, the Board would appreciate receiving submissions in the following format:

Section No.	Issue/Proposed Change	Comment/Reason for comment
		I support/disagree with.... because....

## Official Information Act 1982

- 2 Please note that any submissions received by the Board will constitute 'official information' under the Official Information Act 1982. That Act is designed to give the people of New Zealand access to information, but with exceptions to preserve the public interest and personal privacy.
- 3 The Board will prepare a summary of submissions received, together with the Board's responses. This summary is intended for circulation to parties who have made submissions.
- 4 In providing your submission, please advise the Board if you have any objections to the release of your submission, and, if you do object, the parts of your submission that you want withheld, and the grounds, under the Official Information Act, for withholding them. The Board will carefully consider your reasons when preparing and releasing any summary, and in considering any formal Official Information Act requests that might be received in the future.

## Privacy Act 1993

- 4 Any personal information that you supply to the Board in the course of

making your submission will be used by the Board only in conjunction with the consideration of matters covered by this discussion paper.

- 5 Your name will be included in any summary unless you inform the Board that you do not wish your name to be included.

A handwritten signature in black ink, appearing to be 'John Doe'.

Registrar  
13 May 2008