

# *annual report*

## ELECTRICAL WORKERS REGISTRATION BOARD

FOR THE YEAR ENDING 30 JUNE 1999



PROMOTING ELECTRICAL SAFETY FOR ALL NEW ZEALANDERS



**ELECTRICAL WORKERS  
REGISTRATION BOARD**

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*Safety • Competency*

# *about the ewrb*

## ABOUT THE **EWRB**

The Electrical Workers Registration Board is a statutory body that was established in 1992. Members are appointed by, and responsible to, the Minister for Enterprise and Commerce. There are seven members at any one time. Five are registered or entitled to be registered under the Electricity Act 1992 and two are not registered or entitled to be registered.

The Board's main functions are set out in section 149 of the Electricity Act 1992. Its primary focus is to register electrical workers and ensure the ongoing competency of those workers, thereby ensuring the public's safety.

In addition to its occupational licensing function, the Board audits electrical workers, holds disciplinary hearings and undertakes the promotion of electrical safety and competency.

The Board receives no income from Government. Income is entirely derived from fees and charges.

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PROMOTING ELECTRICAL SAFETY FOR ALL

NEW ZEALANDERS BY ENSURING THE ONGOING

COMPETENCY OF ELECTRICAL WORKERS.

# highlights

## HIGHLIGHTS OF 1999

The Board:

- completed its inaugural three-year strategic plan
- had significant input into the review of the safety regime for electrical and gas workers
- introduced a risk-based audit strategy
- implemented a comprehensive communications strategy
- reviewed fees and charges
- finalised its operating procedures
- implemented a strategy to emphasise pre-registration requirements in partnership with Industry Training Organisations
- completed the 30 June 1999 year with 32,005 registered workers - a net increase of 913 over the previous year, and
- worked within its operational budgets.



*In July 1999, the Board will launch a national advertising campaign aimed at increasing public awareness of the need to use licensed electrical workers to ensure work is carried out safely and competently.*

# members

## ABOUT THE EWRB MEMBERS

### JOHN CHURCHILL

#### **Presiding and Registered Member, Auckland**

John is a registered Electrical Service Technician (without limits) and was first appointed to the Board in 1995. He was elected Presiding Member for this calendar year. John has broad experience across the whole of the electrical and electronic industry. He has worked extensively in the consumer and industrial electronics fields and has also been closely involved with the educational and safety aspects of the industry.

His company specialises in the tracing and mitigation of electromagnetic interference in commercial, industrial and residential environments.

### BELINDA GREER

#### **Lay Member, Wellington**

Belinda is with law firm Bell Gully and also acts as legal advisor to the Nursing Council of New Zealand. She is also a registered nurse and has worked in Public Hospitals and for the Plunket Society. Belinda has held positions in the Office of the Privacy Commissioner and the Human Rights Commission.

### GORDON FORGIE

#### **Registered Member, Tauranga**

Gordon is a registered electrician with extensive experience in the generation, transmission and distribution sectors of the industry. He joined the then NZED as a technical trainee. Gordon moved up the ranks within the Ministry of Energy and Electricity Corporation to hold senior positions within PowerBuild and Powermark before taking up the position of General Manager of Powerlink Construction. Gordon is currently the HR manager of TrustPower in Tauranga.

### JOHN HOWARTH

#### **Deputy Presiding and Registered Member, Wanganui**

John is a registered Electrical Inspector and was elected Deputy Presiding Member for this calendar year. He is Managing Director of Wanganui Electrical Services; the Wanganui region's largest electrical contracting business. John is a past President of the Electrical Contractors Association of New Zealand.

### LAWRIE JEFFERSON

#### **Registered Member, Alexandra**

Lawrie is a registered Electrical Inspector employed as the Network Connections Inspector at Delta Utility Services Limited. He has a strong association with the regulatory and functional aspects of the industry. Lawrie is a former Chief Electrical Inspector of Otago Central Electric Power Board and has extensive knowledge of occupational safety.



*Barrie Mason, John Sickels (Registrar), Belinda Greer, Tony DellaBarca, John Churchill (Presiding Member), Lawrie Jefferson, John Howarth (Deputy Presiding Member), Gordon Forgie, Janine Anderson (Secretary).*

**TONY DELLABARCA**

**Registered Member, Lower Hutt**

Tony is a registered electrician and an electrical tutor at Hutt Valley Polytechnic. He has more than 20 years' experience in industry training. Tony has also been involved in the NZQA standards setting and other educational aspects of the industry.

**BARRIE MASON**

**Lay Member, Auckland**

Barrie is a business consultant and company director with a background in management, marketing and communications. For 20 years he was the New Zealand General Manager of Reader's Digest and chaired various advertising and publishing industry committees. Barrie, a former member of the Auckland Regional Authority, is a court experienced Justice of the Peace, a Registered Trustee and a member of the Institute of Directors.

# report

## PRESIDING MEMBER'S REPORT



The Electrical Workers Registration Board has pleasure in presenting its seventh Annual Report.

This year has seen significant progress through which many of the Board's initiatives and long-term strategies have moved much closer to fruition. It has always been the objective of the Board to become more independent of the Ministry of Commerce while at the same time ensuring greater input from industry into the policies of the Board. The past year has been one of steady migration toward that goal. As the year came to a close, a number of reviews and other management activities within the Ministry saw an increasing convergence by all parties toward that objective.

### REVIEW OF THE OSH, GAS AND ELECTRICITY ACTS

Although the Board's review of the Electricity Act was completed and forwarded to Hon Max Bradford, the then Minister of Energy, in October 1976, the Minister subsequently commissioned a broader review of the workplace safety regime. The final report from this review has been strongly endorsed by the Board.

The proposed approach contained in the report is based on regulating according to risk and recommends that changes are made to:

- Clarify that the HSE Act is the primary legislation governing safety when electrical and gas work is being carried out, and align other legislation and allocate resources in line with that principle.
- Clarify and make explicit, accountabilities for electrical and gas safety in legislation.
- Remove much of the prescriptiveness of worker licensing so that those organisations with alternative

means of delivering safety are not required to use only licensed workers.

- Ensure that aspects of safety not able to be dealt with effectively under the HSE Act are handled in a way that is consistent with the HSE Act.
- Improve the complaints and audit processes, and the accountability of the licensing Boards.
- Increase maximum penalties and broaden the scope and range of penalties and remedies available in the legislation.
- Make the Board (which currently operates as a unit of the Ministry of Commerce) an independent self-funding statutory body accountable to the relevant Minister for its performance.

### ENHANCED COMMUNICATIONS STRATEGY

The Board will begin a new communications and publicity programme with key features being the introduction of a web site ([ewrb.govt.nz](http://ewrb.govt.nz)), the development of a more distinctive brand image and a high profile billboard and magazine advertising campaign commencing in July 1999. This campaign will target women, who are often the key decision makers in the purchase of electrical or electronic repair services for the home. All classes of licence will be distinctively coloured in blue and yellow as an aid to consumer identification and recognition.

The Board's logo was re-designed to emphasise safety and competency. The logo has been introduced on Board stationery and products, including practising licences.

### ELECTRICAL WORKER COMPETENCY

The Board's risk management audit programme has

now been implemented with pilot operations completed in Auckland and Christchurch in late 1998 and early 1999. The results of these pilot operations were subsequently publicised in ElectroLink magazine and the Board has noted an increasing trend toward voluntary compliance among those anticipating that they may be next in line for an audit. The results of the pilot operation fully validated the risk management based approach to audit as adopted by the Board and the programme will be progressively implemented throughout the country.

Audit attention is strongly focused on electrical workers who do not hold a current practising licence or are not using certificates of compliance or electrical safety certificates. When this phase has been completed the net will be cast wider to bring under audit scrutiny, worker groups not readily identifiable by routine measures. This will inevitably involve a greater level of personal contact between auditors and registered workers.

### **SAFETY REFRESHER COURSES**

The refresher courses for practising licence renewal have been subject to criticism for quite some time due to lack of relevance in some instances and lack of consistency in others. To address these and other related problems the Board commissioned the preparation of a comprehensive set of guidelines for refresher courses. These are now being condensed into a compact document offering clear guidelines for the conduct of safety refresher courses. This document will consist of a primary section containing generic safety matters applicable to all classes of electrical worker. The remainder will be broken down into sections addressing

the specific needs of individual classes such as electrical service technicians. Using these guidelines, service providers will be able to deliver refresher training more relevant to the working environment of the individuals attending the course.

### **COMPLAINTS AND DISCIPLINE**

The Board continues to come under criticism from industry over the time taken for the disciplinary process to reach a conclusion. The majority of the time taken is in the Complaints Assessment (CAC) stages. These are investigative by nature and it is difficult to shorten the time scale by any significant amount due to the constraints imposed by the legal process. The Ministry has applied further resources to this aspect of the process and significant improvements have been achieved.

The Board cannot hold a hearing until the CAC process has produced a recommendation, however once this report is received the Board moves swiftly to hear the case. A number of special disciplinary-only meetings have been held throughout the country over the past year and as a result the Board has been able to hear 81 cases which is 57 more than the previous year.

Further enhancement of the Board's disciplinary procedures manual in conjunction with Standing Orders has meant most hearings can be completed within a shortened timeframe without compromising the rights of the respondent or denying them adequate time to speak in their own defence. The Board has worked hard to ensure that the process is as user friendly as possible.

## IMPOSITION OF HIGHER FINES AND COSTS

The Board is acutely aware that many of its activities and services contain a substantial "Public Good" element and that it is inappropriate for the industry to fund aspects of the regime for which the public is the major beneficiary. While it is the Board's view that public good activities should be funded by the public purse, this is not currently the case and to that end there have been substantial increases in the levels of fines being imposed when workers are found guilty of disciplinary offences. In particular, the Board is imposing significantly higher levels of costs as it considers that the industry should not be obliged to bear the full costs of the disciplinary process. Electrical workers who fail to meet their obligations under the Act are expected to make a substantial financial contribution to the costs of the disciplinary process set up to address their non-compliance.

## BOARD MEMBERSHIP

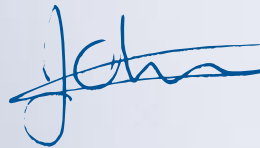
The year has seen a further change in the membership of the Board with Dame Elizabeth Hanan retiring in December 1998 after six years of service. Dame Elizabeth was a lay member of the Board and made an outstanding contribution in the early years of its existence when it sailed essentially uncharted waters. During her five years in the chair she ensured that the Board's profile within

the Ministry was always maintained. Following her retirement, the Board invited Dame Elizabeth to attend their March 1999 meeting in Dunedin at which a presentation was made of a silver salver to commemorate her service to the Board and the electrical industry.

The new member of the Board is Belinda Greer. Belinda is a lawyer and, amongst other demanding responsibilities, works with the law firm Bell Gully in Wellington. Belinda has extensive legal knowledge and experience which is proving to be of great assistance to the Board in many areas of its activities; especially those relating to privacy legislation and the ever increasing technicalities of the disciplinary hearing process.

Finally, the Board wishes to record its appreciation to the staff members of the Energy Inspection Group of the Ministry of Commerce for the services provided to the Board through our Service Level Agreement.

The Board also expresses its sincere appreciation for the dedicated and professional service it receives from the Registrar, Mr John Sickels and from the Board's secretary, Mrs Janine Anderson.



John Churchill

# review

## REGISTRAR'S REVIEW



### ADMINISTRATION

During the year:

- The independent review of the Board's administrative and operation systems was adopted and is expected to be implemented in the 2000/2001 financial year.
- The Board delegated to the Registrar responsibility for preparing, signing and serving of notices to people who are the subject of a disciplinary hearing.
- The Service Level Agreement was renewed between the Board and the Ministry.

### COMMUNICATIONS

#### Electrical Worker Communications

The Board's communication strategy will focus on providing the Board with a distinctive brand and image which includes the new "Safety • Competency" logo and changing the colour of all practising licences to blue and yellow.

ElectroLink Magazine continued to be the Board's primary communication channel for the circulation of information to electrical workers and will continue to be for the next 3 years.

Again this year, the Board participated in a number of industry shows:

- ECANZ - national and regional shows and annual conference.
- The Appliance and Electronic Industry Association conference and trade show.
- Public Services Expo - Auckland.
- International Science Festival - Dunedin.
- Electritech '99 - Auckland.

### Public Relations and Advertising

The Electrical Safety Week campaign was conducted in June/July 1998 and included the television advertising campaign "Don't get your wires crossed" plus editorial coverage in 47 community newspapers.

The Board's future promotion and publicity will be implemented through a 3-year communication strategy being developed for the Board by a public relations company. This company was appointed after an extensive public tendering and selection process.

An advertising campaign commencing in July 1999 will promote the need to use only electrical workers who hold a current practising licence. The campaign will involve billboard advertising and extensive advertising in selected magazines.

### Internet Access

The Board has established an internet website at [www.ewrb.govt.nz](http://www.ewrb.govt.nz). This site includes a Board profile, profiles of individual Board Members and all publicity material released over the past months. It will ultimately include documents such as the Policy and Procedure Manual for the Recognition of Overseas Qualifications and Experience and supervision guidelines.

### DISCIPLINARY HEARINGS

During the year, the Registrar received 115 Complaints Assessment Committee reports, 65 of which recommended that the Board conduct a disciplinary hearing and 50 which recommended that no further action be taken. The Board conducted 81 hearings which comprised the 65 disciplinary hearings, 9 adjourned

hearings and 7 hearings to consider interim suspensions. The 65 disciplinary hearings involved 59 electricians, 3 electrical inspectors and 3 line mechanics. Disciplinary action was taken against 35 electricians and 1 electrical inspector.

There were 57 new complaints received during the year. 84 Complaints Assessment Committee meetings were conducted and there were 8 complaints yet to be finalised. Since the inception of the disciplinary hearing regime in 1994, 286 complaints have been received of which 278 have been completed.

The Ministry of Commerce conducted a review of the operation of Complaints Assessment Committees. The Board had expressed concerns about the operation of the Committees, particularly with the time taken to complete this part of the disciplinary process. The Board was extensively involved in the review and was generally satisfied with the initial changes instigated as a result of the outcomes. An additional discussion paper was presented to the Ministry that outlines further changes that could be made to the Complaints Assessment Committee process to allow speedier resolution. This paper is the subject of on-going discussions with the Ministry and resolution is expected this year.

## **INDUSTRY TRAINING ORGANISATIONS**

The relationship between the Board and various Industry Training Organisations continues to develop. The electrician registration Memorandum of Understanding (MOU) with the Electrotechnology Industry Training Organisation (ETITO) was updated and redrafted and a new MOU regarding electrical service technician registration was drafted. Both Memoranda are expected to be implemented before the New Year. The MOU with the Electricity Supply Industry Training Organisation (ESITO) regarding line mechanic registration was signed. It is expected that agreement on the line mechanic unit standards will be reached in the New Year.

The Board is supporting a joint project between the ETITO, ESITO and the New Zealand Engineering, Food and Manufacturing Industry Training Organisation to develop a common unit standard training package

incorporating electrical service technician registration. It is intended that the training package will include a common core that supports specialised streams relevant to the training of each Industry Training Organisation. The Board is not directly involved in the development of the unit standards, but is liaising closely with the organisations concerned, to ensure appropriate registration requirements are included.

The Board is very appreciative of the assistance, advice and co-operation received from the Industry Training Organisations, their Chief Executives and staff.

## **POLICY DEVELOPMENT AND REVIEWS**

### **Legislative Environment**

The "Review of the Safety Regime for Electricity and Gas Work" being conducted jointly by the Ministry of Commerce and the Occupational Safety and Health Service of the Department of Labour is continuing. The Board has participated in a number of industry fora regarding the review and has also had discussions with officials managing the review. It is expected that the paper containing the proposed changes will be presented to Cabinet towards the end of 1999.

One of the major changes likely to be recommended is that the Board become a "stand-alone" entity with no formal links to the Ministry. However, while this change may be foreshadowed in the paper to the Cabinet, legislative changes required to allow this will take some time.

A Statutes Amendment Bill has been drafted and will be introduced into the House in the 2000 sitting year. The Bill proposes that the Registrar be able to reject frivolous or vexatious complaints, and a complaint can be processed against a person who has had his/her registration suspended. The Board withdrew the proposal regarding the granting of statutory powers of entry to conduct audits.

### **Review of Fees and Charges**

In August 1998, a discussion paper was circulated to industry regarding proposed changes to the Board's fees and charges. The paper was also circulated through

the August/September 1998 issue of ElectroLink magazine. The proposal to alter the fees and charges arose as a result of an independent analysis of the functions carried out by the Ministry on behalf of the Board. This analysis was extended to cover the fees and charges detailed in schedule 9 to the Electricity Regulations 1997. These fees and charges have not changed since 1990.

The paper proposed a fee structure that removed cross-subsidisation wherever possible, and ensured individual fees and charges reflected the actual cost of providing services. The removal of cross-subsidisation would mean that some fees and charges, particularly registration application fees, will increase. Ensuring the fees and charges reflect the cost of the service provided, means for example, that practising licence fees would be the same for all classes of registration, reflecting the fact that auditing now occurs across all classes.

In addition, the fee structure proposed that Certificate of Compliance charges would be rationalised to \$6 for both domestic and commercial/industrial certificates with the 6-monthly commercial/industrial certificates reducing to \$50. The rationale for this move is that the significance of Certificates of Compliance within the auditing process has reduced substantially, therefore it was inappropriate to continue with the price differential. The flat charge is also more reflective of the administration costs involved.

At the time of writing, practising licence fees had been adjusted (each licence will cost \$92) for the next financial year. The Board has the statutory authority to vary these fees. Changes to all other fees and charges must be by amendment to the Electricity Regulations 1997. It is considered unlikely that the new fees and charges structure will be approved before December, although it is hoped to gain approval for the rationalising of Certificate of Compliance charges prior to this.

### **Review of the Practising Licence Regulations**

In the May/July 1998 issue of ElectroLink magazine, industry was invited to comment on the practising licence regulations and suggest any changes that should be made. This review has been deferred until the outcome

of the review of the safety regime conducted by the Ministry and OSH is completed.

### **Review of Energy Inspection Group**

To ensure on-going efficiency, a review group is carrying out a project within the Ministry to define the role and structure the Energy Inspection Group (EIG), of which the EWRB Operations Group forms part.

The Board has had numerous discussions with the review team and has given approval, in principle, to an indicative structure that splits EIG into a licensing group and an energy safety and quality group. The Board functions would be within the licensing group.

### **Auditing Programme**

A risk-based auditing programme was implemented during the year. The main emphasis in the risk-based approach is to ensure compliance by those audited. Where workers are found to be non-compliant, all effort is made to advise them what is required and to assist them to become compliant.

The pilot audits targeted a selection of electrical workers that the programme deems "high risk".

### **Supervision**

In February a policy on supervision was adopted in principle. The main objective of the policy is to provide guidance on how to apply supervision, as defined in the Electricity Act 1992, in a practical environment and by ensuring the guidelines reflect current industry practice.

The Board considers it important that any guidelines issued reflect supervision practices used across the whole of the electrical industry and are undertaking a consultation process with the industry. A formal policy is expected to be completed toward the end of 1999.

### **ELECTRICAL SERVICE TECHNICIAN REGISTRATION**

Changes to the structure of this registration class will be implemented from 1 January 2000. From that date, electrical service technician registration with a 230 volt limitation (EST "A") will cease to be a prerequisite to the electrical service technician registration with a 460 volt limitation (EST "B").

The rationale behind this change stems from the development of unit standards for electrical service technicians currently being developed jointly by three Industry Training Organisations.

From 1 January 2000, people will be able to choose which course is appropriate to their personal circumstances. It must be noted that a person who only has experience relating to an EST "A" registration can complete the EST "B" course, examination and practical assessment requirements and gain an EST "A" registration. There will also be an 18-month transitional period to allow those people undertaking training or who hold and EST "A" registration, access to EST "B" courses, examinations and practical assessments as they are presently structured.

### **ELECTRICAL SAFETY CERTIFICATES**

The Electrical Safety Certificate scheme, introduced in 1997 to complement the Certificate of Compliance regime, has met with favourable reaction from industry, particularly those employing electrical service technicians. Use of certificates is expected to increase significantly next year once the July 1999 publicity campaign takes effect. This scheme will be reviewed in the coming year, which could result in a fee being charged for the certificates to cover printing and distribution costs.

The certificates are available only to those people who hold a current practising licence. While their use is voluntary, they are increasing in importance as they become more recognisable by the public. Certificates also form part of the audit process in the same manner as Certificates of Compliance. Electrical workers who use Electrical Safety Certificates (and continue to hold a current practising licence) are considered "low risk" and their only contact with the audit system will be through sample audits.

The Certificates can be used to certify any electrical work, other than that required to be certified on a Certificate of Compliance.

There were 3,096 books of certificates issued during the year. 5,491 books were sent to those people who applied for an electrical service technician practising licence in the 1998/99 year. A book comprises 50 Certificates.

### **YK2 READINESS**

The EWRB Operations Group and Information and Services Unit are jointly preparing a Business Continuity Plan (BCP) for preparedness in the event of failure of critical functions. The plan will cover building services, telecommunications; database access; computer records; banking services and computer services. The plan will require the two sections to be familiar with the building services, computer services and financial system components of the Ministry-wide Business Continuity Plan by 30 November 1999.

It is proposed that plans for the other functions be in place and tested by 30 November 1999. This will include alternative telecommunication arrangements; alternative manual processes documented and tested; and essential information determined and electronic and hard copy back-ups for the manual processes produced. By 10 December 1999 key personnel will be identified and fully briefed on the BCP requirements in time for the New Year.



John Sickels

# registrations

## REGISTRATIONS

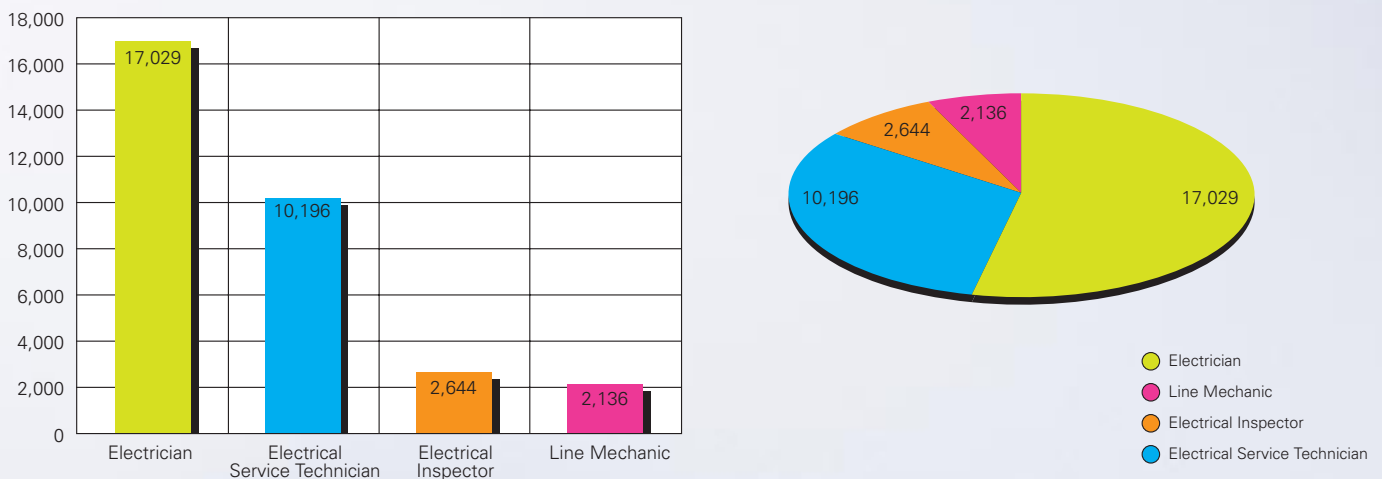
An electrical registration proves that the holder has completed a course of training (or equivalent) that included on-job practical experience, examinations and safety training.

The number of registrations at 30 June 1999 was 32,005 a net increase of 913 from the previous year. There were 1,359 new registrations issued during the year.

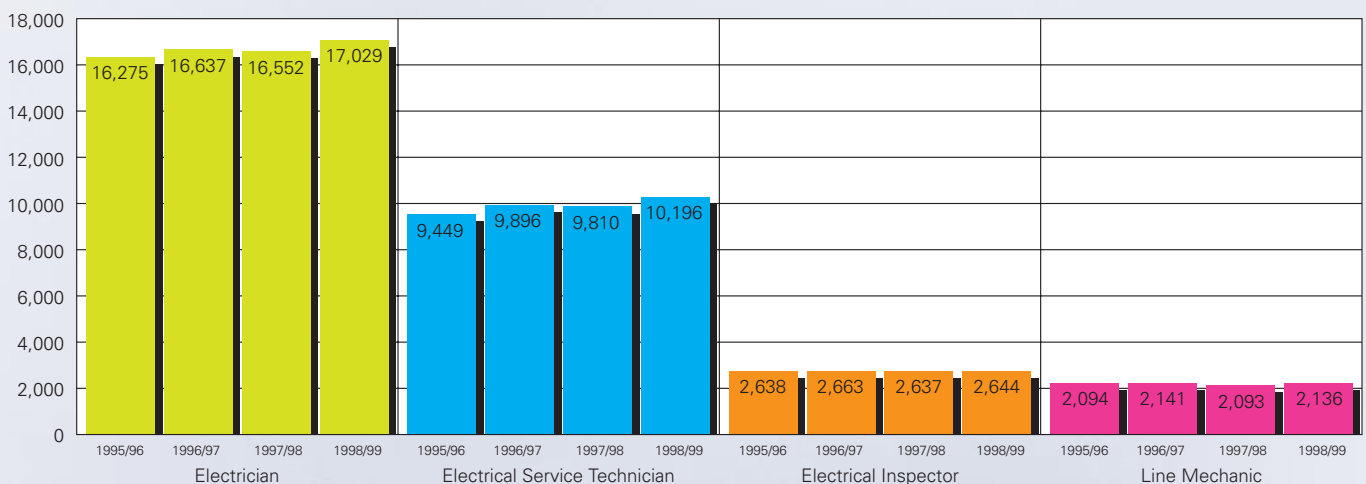
The number of individuals registered at 30 June 1999 was 31,640. There were 503 names removed from the register.

The number of names on the register is less than the number of registrations because some people hold two registrations.

**CHART A** NUMBER OF REGISTRATIONS IN EACH CATEGORY AS AT 30 JUNE 1999



**CHART B** FOUR-YEAR TREND OF REGISTRATIONS



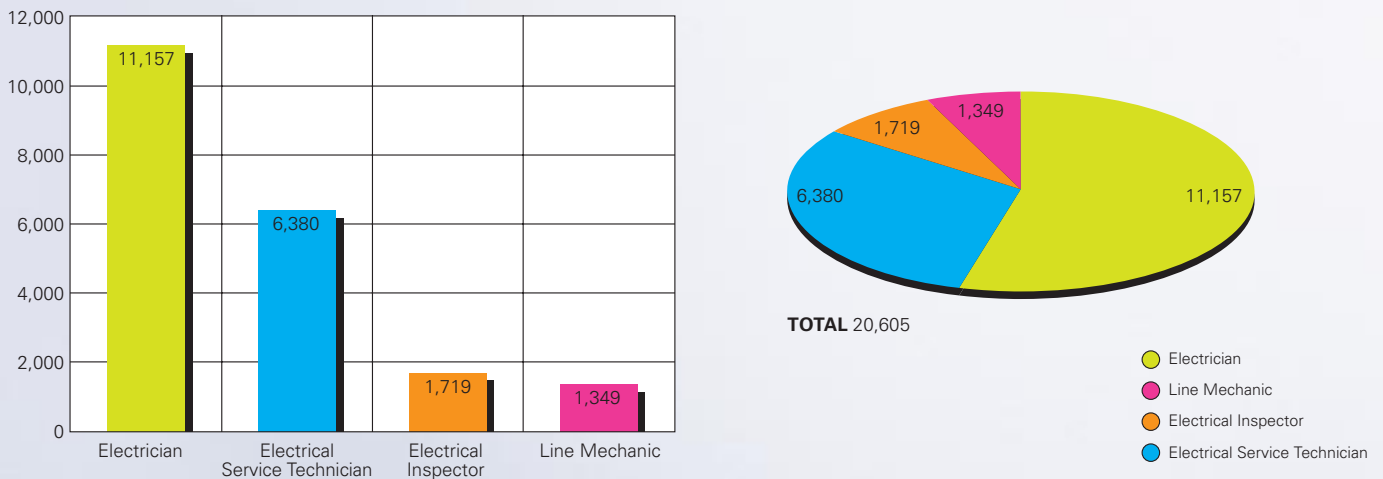
# Licensing

## PRACTISING LICENCES

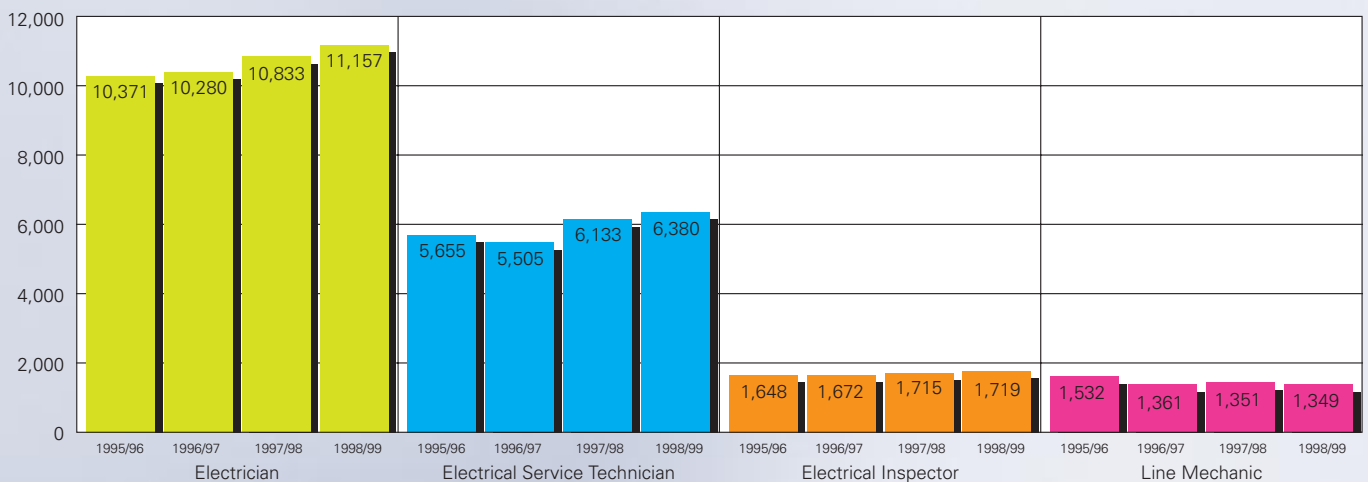
The Board recognises that a registered electrical worker is competent if they meet the requirements for the issuing of a practising licence. He or she must have a licence if working for payment or reward.

There were 20,605 practising licences issued for the 1998/1999 practising licence year (1 April 1998 to 30 June 1999). There were 20,032 issued the previous year, 18,818 in the 1996/97 year and 19,206 in the 1995/96 year.\*

**CHART C** NUMBER OF PRACTISING LICENCES ISSUED IN THE FINANCIAL YEAR ENDING 30 JUNE 1999



**CHART D** FOUR-YEAR TREND OF PRACTISING LICENCES ISSUED



\* This report shows the total number of licences issued for a practising licence year (regardless of when a licence was actually issued). The number of licences shown as being issued is consistent with the practising licence fee income stated in the Board's budget.

Previous reports showed the number of licences processed and issued during the year regardless of the year for which the licence was valid, (e.g. the numbers previously shown for the 1995/96 year included licences for the 1995/96 and 1996/97 years).

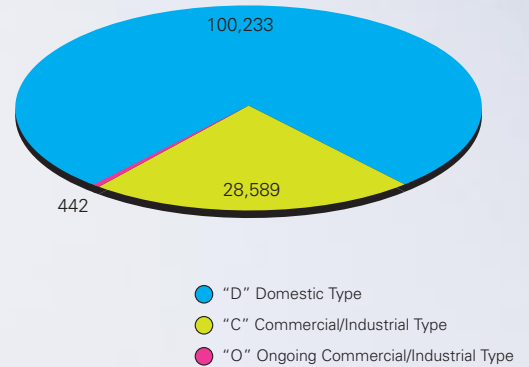
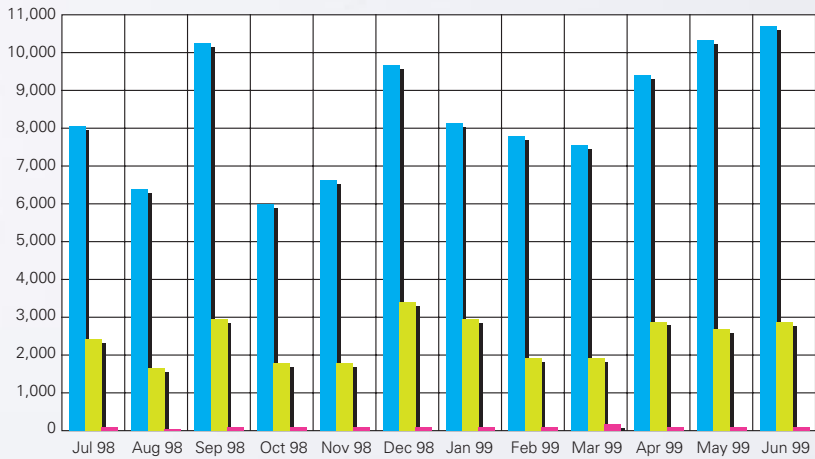
# compliance

## CERTIFICATES OF COMPLIANCE

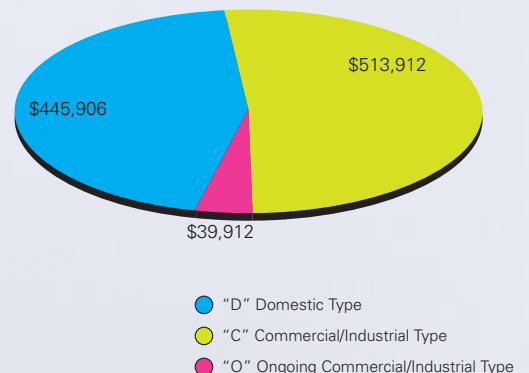
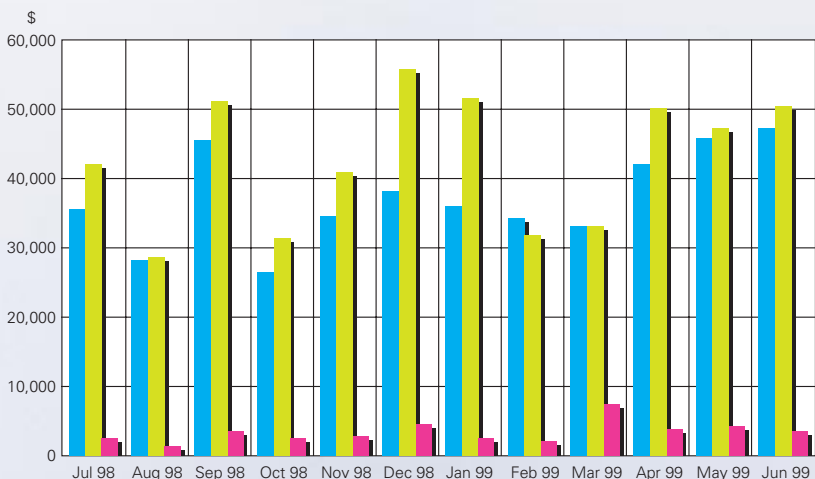
The law requires electrical workers to issue a Certificate of Compliance to their client when they have completed certain electrical wiring work. The Certificate is an assurance that the work is safe and complies with the Electricity Act 1992 and its associated regulations.

The Board and its network of 210 resellers (last year there were 221) sold 129,264 certificates that generated revenue of \$999,846 (including \$800 from the sale of 45 pads of certificate attachments). The net revenue (sales less refunds) was \$986,661.

**CHART E** NUMBER OF CERTIFICATES OF COMPLIANCE SOLD IN THE FINANCIAL YEAR ENDING 30 JUNE 1999



**CHART F** REVENUE FOR SALES OF CERTIFICATES OF COMPLIANCE SOLD IN THE FINANCIAL YEAR ENDING 30 JUNE 1999



All figures exclude GST

# examinations

## EXAMINATIONS AND PRACTICAL ASSESSMENTS

There were major developments in the examination area during the year. The New Zealand Qualifications Authority (NZQA) ceased conducting Trade Certificate examinations. However, they are now conducting and administering, on behalf of the Board, the electrician written examinations. The Board participates in the moderation of all examination papers and is keen to develop both papers so the emphasis is largely on the practical application of electrical theory and the electrical regulations and codes of practice.

The pass mark for the electrician theory examination is now 60%, which is consistent with all other written examinations. This may have a short-term negative effect on the pass rates.

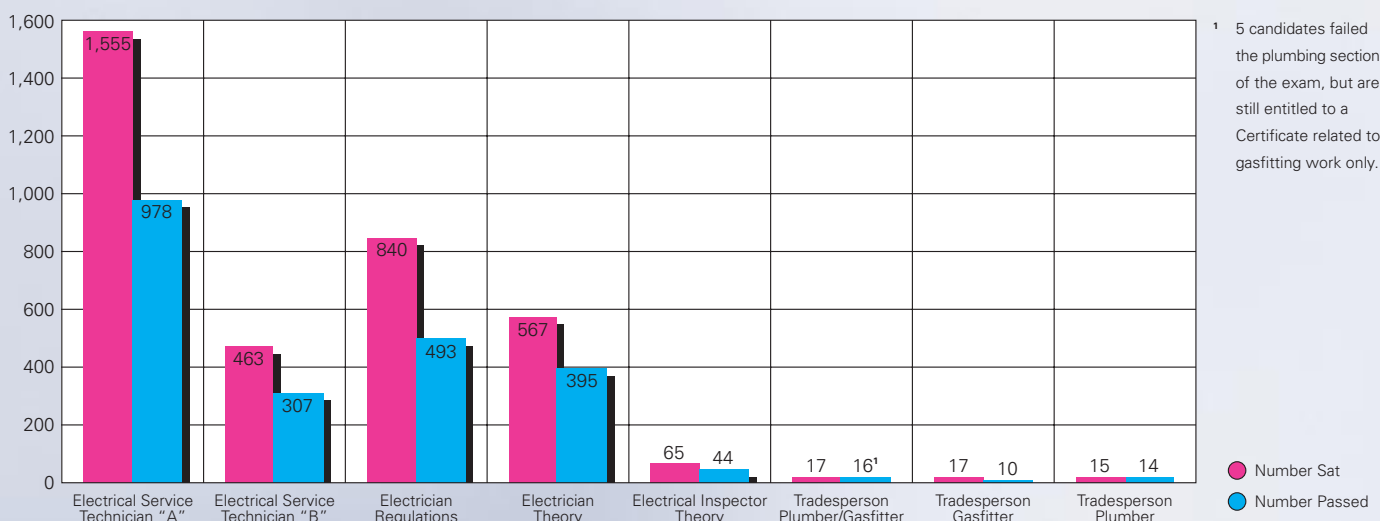
Examination candidates will be able to use NZS3000:1997 "Electrical Installations - Buildings, Structures and Premises (NZS Wiring Rules)" for the electrician regulation examinations from the year 2000.

Development work is continuing to ensure candidates experience no difficulty if they choose to use NZS3000. Candidates may be able to use this Standard in the November 1999 regulations examination, but no decision can be made until the moderation for that examination is completed in August.

The Board's medium term strategy in the examination area is to pass control and administration of electrical service technician and electrical inspector written examinations to NZQA, or training providers, or both. There are on-going discussions with NZQA and training providers with a view to implementing a system acceptable to all parties.

The Board continued to provide examinations and practical assessments on request during the year. The majority of the electrician written examinations were conducted and administered by NZQA.

**CHART G WRITTEN EXAMINATIONS**



### PRACTICAL ASSESSMENTS/EXAMINATIONS

2,154 candidates undertook practical assessments this year. Four candidates sat the electrician practical examination.

# financials

## FINANCIAL REPORTS

The following pages show comparisons of the 1998/99 year with the 1997/98 year and the forecast for the 1999/2000 year.

These accounts are GST exclusive and have not been audited. The information contained in these statements forms part of the Ministry of Commerce consolidated

statements audited by Audit New Zealand, and will be finalised by 30 September 1999.

Expenditure incurred directly by the Board (that is, payment for contractual work and that payable for services under the Service Level Agreement) is shown in the Board's budget.

### ACCUMULATED SURPLUSES

	ACTUAL 1997/1998 \$000's	ACTUAL 1998/1999 \$000's	ESTIMATES 1999/2000 \$000's
Opening Balance	775	700	231
Add Surplus (Deficit)	(75)	(469)	37
<b>Closing Balance</b>	<b>700</b>	<b>231</b>	<b>268</b>

### REVENUE FORECASTS

It is expected that revenue will be static for the next three years (to 30 June 2003). The annual revenue over these years is estimated to be \$2.6 million. Anticipated changes to fees and charges are not expected to have a significant effect on revenue as the changes will be, effectively, fiscally neutral.

### CONSOLIDATED BOARD BUDGET (OBU 4430)

	ACTUAL 1997/1998 \$000's	ESTIMATES 1998/1999 \$000's	ACTUAL 1998/1999 \$000's	ESTIMATES 1999/2000 \$000's
<b>Income</b>				
Practising Licences	1,392	1,222	1,278	1,800
Examination/registration fees	303	300	325	150
Sale of Publications	9	9	11	10
Miscellaneous revenue	35	15	25	37
Certificates of compliance	1,128	894	987	1,000
Transfer from accumulated surpluses	75	673	448	(37)
<b>Total Income</b>	<b>2,942</b>	<b>3,113</b>	<b>3,074</b>	<b>2,960</b>
<b>Expenditure</b>				
Personnel	63	63	60	117
Operating	1,175	1,240	1,214	1,142
Depreciation	2	2	2	1
Capital charge	1	3	3	3
Indirect charges	0	17	17	21
Support services	202	252	262	289
Transfer under Service Level Agreement	1,499	1,536	1,516	1,387
<b>Total Expenditure</b>	<b>2,942</b>	<b>3,113</b>	<b>3,074</b>	<b>2,960</b>

**GENERAL ADMINISTRATION BUDGET (OBU 4432)**

	ACTUAL 1997/1998 \$000's	ESTIMATES 1998/1999 \$000's	ACTUAL 1998/1999 \$000's	ESTIMATES 1999/2000 \$000's
<b>Income</b>				
Transfer from Board budget	1,051	1,086	1,063	999
<b>Total Income</b>	<b>1,051</b>	<b>1,086</b>	<b>1,063</b>	<b>999</b>
<b>Expenditure</b>				
Personnel	247	241	236	240
Operating	319	351	321	278
Depreciation	10	6	6	8
Capital charge	3	3	3	7
Indirect charges	0	40	40	67
Support services	472	445	457	399
<b>Total Expenditure</b>	<b>1,051</b>	<b>1,086</b>	<b>1,063</b>	<b>999</b>
<b>Surplus (Deficit)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note

This OBU is managed within the Ministry of Commerce in accordance with the Service Level Agreement and relates to functions such as granting registrations, issuing licences and conducting examinations.

**AUDIT ADMINISTRATION BUDGET (OBU 4434)**

	ACTUAL 1997/1998 \$000's	ESTIMATES 1998/1999 \$000's	ACTUAL 1998/1999 \$000's	ESTIMATES 1999/2000 \$000's
<b>Income</b>				
Transfer from Board budget	448	450	453	388
<b>Total Income</b>	<b>448</b>	<b>450</b>	<b>453</b>	<b>388</b>
<b>Expenditure</b>				
Personnel	150	111	109	141
Operating	124	150	152	98
Depreciation	1	3	3	2
Capital charge	4	2	1	1
Indirect charges	0	20	21	40
Support services	169	164	167	106
<b>Total Expenditure</b>	<b>448</b>	<b>450</b>	<b>453</b>	<b>388</b>
<b>Surplus (Deficit)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note

This OBU is managed within the Ministry of Commerce in accordance with the Service Level Agreement and relates to functions such as audit administration, certificate of compliance sales and distribution of electrical safety certificates.

# addresses

## ADDRESSES OF BOARD MEMBERS

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## **ELECTRICAL WORKERS REGISTRATION BOARD**

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