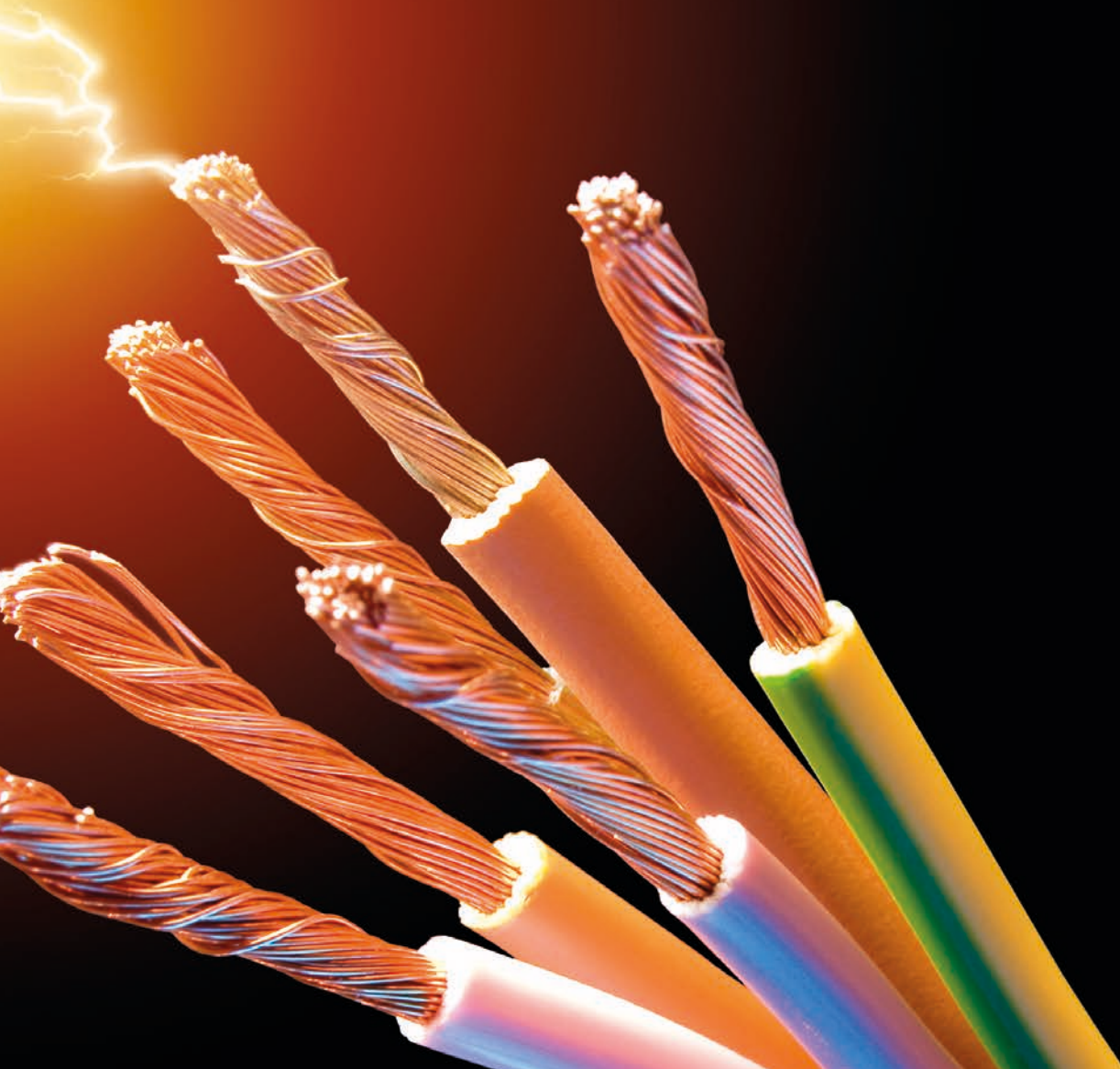


ANNUAL REPORT 2012/13

ELECTRICAL WORKERS REGISTRATION BOARD



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Presiding Member's Report

This is the eighteenth annual report of the Electrical Workers Registration Board.

The Board is tasked, in general, with providing for the regulation of electrical workers and protecting the safety of members of the public in connection with electrical work carried out. The Board has an output agreement with the Minister for Building and Construction. This output agreement is reviewed annually and the Board's performance is monitored against this agreement.

The Board mostly met in Auckland, Wellington, and Christchurch for its regular Board meetings and disciplinary hearings. The Board also made visits to the regions of New Plymouth and Whangarei and held meetings with local electrical workers. The Board considered it important that electrical workers who are not in the main centres also have the opportunity to meet Board members.

The number of registered electrical workers in each class is detailed further in the report. From 1 July 2013 practising licences will be able to be issued for two years instead of one year and the process can be completed online.

The Board's examinations were conducted throughout the year with the largest number of candidates being in the electrician class. Examinations were also held for other classes of electrical work. These examinations ensure that the minimum entry standards for electrical workers are maintained.

There was an increase in complaints received by the Registrar, from 68 last year to 87 this year. Of those, 80 were referred to the Board for a disciplinary hearing and 38 complaints resulted in the practitioner being found guilty of disciplinary offence under the Electricity Act 1992. The Board also made a number of successful prosecutions against non-registered persons for carrying out prescribed electrical work when not authorised to do so.

During the year the Board undertook to replace the existing website with a new EWRB website to provide easier access to information for use by both electrical workers and the public. It proposed that the new website would provide greater transparency of the Board and the activities the Board undertakes. This work was ongoing during the year.

The Board participated in consultation with Energy Safety on the amendments to the Electrical (Safety) Regulation 2010. These came into effect on 1 July 2013. Anticipating that one of the changes was that electrical workers were no longer required to use the Certificates of Compliance form the Board had been providing over a number of years, and as a result of enquiry by the electrical industry, the Board developed a default certificate form which would be available to be downloaded from the EWRB website or in print format.

During the year Mr Eddie Eeles stepped down from the board after serving two terms and Mr David Bradshaw completed his term on the Board. We wish to thank both Mr Eeles and Mr Bradshaw for their contributions. Both Mr Eeles and Mr Bradshaw provided valuable input into the Board. The vacancies created by Messrs Eeles and Bradshaw leaving the board were filled by Mr William Waterworth of Auckland and Mr Melbourne Orange of Christchurch.

I extend my appreciation to Board members for their diligence and commitment to the work of the Board and my special thanks to Mr Neil McLeod who was made Deputy Presiding Member during the year.

Finally the Board wishes to thank the Registrar Mr John Sickels for his continued service to the Board and the industry. Also, thanks to the Board's Secretaries Mrs Trish Tchernegovski and Miss Joanna Owen.



Penny Mudford

Presiding Member



Output Agreement

The Minister for Building and Construction has an Output Agreement with the Board and that Agreement establishes Board performance and service delivery measures.

The Agreement also enables the Minister to monitor the Board, and hold the Board responsible for its performance. The Agreement is split into two sections being governance and service delivery.

Governance

During the year the Board reviewed and reaffirmed its delegations to the Registrar. The delegations ensure the effective and efficient operations of the Board with the Registrar providing the Board with an operational report on a monthly basis. A Board self review along with an induction programme were carried out during the year. The Board's conflict of interest register was maintained and updated.



Registrar's Review

Service delivery

Expectations	Performance Measure	Output
To register and licence electrical workers in the classes of registration under the Board Gazette Notice of 1 April 2010.	To register 95% of eligible applicants within 10 business days of receipt of correctly completed applications for; <ul style="list-style-type: none"> • Electrician • Electrical inspector • Electrical engineer • Electrical installer • Electrical service technician • Electrical appliance service person • Electrical appliance service person (endorsed) • Associated tradesperson • Line mechanic • Cable jointer 	A total of 1,362 new registrations were issued in accordance with the Measure as follows; <ul style="list-style-type: none"> • 810 electrician • 77 electrical inspector • 33 electrical engineer • 3 electrical installer • 200 electrical service technician • 87 electrical appliance serviceperson • 27 electrical appliance serviceperson (endorsed) • 18 associated tradesperson • 86 line mechanic • 21 cable jointer
To ensure that registered persons maintain an adequate level of competency.	Board to set and implement policy for ongoing auditing of electrical workers in conjunction with new certification regime.	The Board has set high level policy in relation to ongoing audit to ensure worker competency. That policy includes the determination of risk areas, profiles and sample sizes.
To set licensed electrical worker competency standards which achieve maximum public and worker safety with least impediment to industry.	Conduct examinations in May, June, September and November and review the examination results after each examination round.	Examination rounds were conducted in each of the months cited in the Measure and the Board considered reports on each round. A total of 3,320 candidates attempted examinations. All 22 of training providers who offer tuition and examinations/assessments for Board examinations were visited during the year.
To encourage a positive behaviour change among non compliant electrical workers.	Raise profile of the registration and licensing regime through communications such as ELECTRON and publicity as well as appropriate disciplinary sanctions. To prosecute non registered persons who undertake prescribed electrical work in breach of the Electricity Act 1992.	Six issues of ELECTRON newsletter were issued to in excess of 48,000 people during the year and disciplinary sanctions taken by the Board were included in the newsletter. Reports on all examination rounds were sent to stakeholders. Stakeholders were also sent discussion papers on the Board's classes of registration and revised criteria for competence programmes.

Strategy and Capability

Expectations	Performance Measure	Output
<p>Clear measurable strategic plan for 2009/2012.</p>	<p>Strategic plan updated by 30 December 2011 to include a detailed plan, progress measures and timetable for achievements.</p>	<p>The Board updated its strategic and business plans. The business plan continues to set out measurable function methodologies.</p>
<p>Liaise and develop relationships with key organisations including Government Agencies, Industry Groups, Training Organisations, Trans Tasman Agencies and Overseas Licensing Authorities.</p>	<p>Participate in regular meetings with MED/DoL/PGDB quarterly.</p> <p>Attend meetings and conferences with other relevant organisations as required.</p>	<p>All meetings of the MED/DoL/PGDB group were fully participated in and all matters emulating from the meetings were followed up on.</p> <p>Numerous meetings of the Skills Organisation and the Electricity Supply Industry Training Organisation were fully participated in as were meetings Australasian Electricity Advisory Committee, New Zealand Electrical Institute Electrical Contractors Association of New Zealand, the Electrical Training Company and the Ministry.</p>
<p>Electricity and Gas Certification Review</p> <p>Participate in the certification review currently led by the Ministry of Economic Development and support the implementation of changes in the certification of installation work.</p>	<p>Communicating the changes to the certification regime to people registered by and with the Board and other affected people five times per year through ELECTRON.</p> <p>Participating in the development and implementation of an ongoing monitoring and evaluation plan on the effectiveness of the certification regime.</p> <p>Coordinating with other regulatory agencies to develop and implement a competence and safety audit regime for gas and electrical workers.</p>	<p>Details of changes to the certification regime were communicated to practitioners through ELECTRON newsletter and this included;</p> <p>An update of changes to certification including information on a new video resource, an essential guide resource and the new high risk data base;</p> <p>Information on the Board's new Certificate of Compliance and Electrical Safety Certificate;</p> <ul style="list-style-type: none"> • Information on the Board's two year practising licences; • Information on the new fees payable to the Board; • Information on access to Standard Specifications; • Information on relicensing and how to go about doing so; • Approved competency programme providers • The new Certificate of Compliance and Electrical Safety Certificate; • Questions and answers on new certification requirements. <p>The Board fully participated with the Ministry in the development and implementation of the new certification regime.</p>

The Board

The Board met thirteen times over thirty four days during the year.

In November the Minister for Building and Construction appointed William Waterworth and Melbourne Orange to the Board and the Presiding Member, Eddie Eeles and Member David Bradshaw completed their terms on the Board.

At the December meeting the Board elected Penny Mudford and Neil McLeod to the respective positions of Presiding and Deputy Presiding Members and the positions were reaffirmed at the first meeting of the new calendar year in February.

Electricity (Safety) Regulations 2010

As referenced earlier in this report the Board fully participated in the review of the regulations associated with the certification of electrical work.

The Board also provided comment to the Ministry on further amendments to the regulations that are proposed in the forthcoming year.

Board Certificate of Compliance and Electrical Safety Certificate

To ensure a smooth transition to the new certification regime the Board designed a new Certificate of Compliance, which includes an Electrical Safety Certificate and the new certificate is available to download from the Board's website or to complete online.

The Board's new Certificate of Compliance and Electrical Safety Certificate has been designed to be used by licensed electrical workers to certify low voltage installations or part installations that comply with Part 2 of AS/NZS 3000 and are safe to be connected to a 230/400 volt MEN system of electrical supply.

Fee review

In its last annual report the Board advised that it had completed its fee review. The results of the review came into effect on 1 July 2013 with the introduction of amendments to the Electricity (Safety) Regulations 2010. The fundamental outcomes of the review are as follows;

- all functions which are subject to fees were independently costed in accordance with the Government's guidelines for fee setting.;
- expenditure savings of \$543,000 were identified;
- practitioners can uplift a practising licence every two years instead of annually with substantial cost saving to be made when applying on line;
- in order to offset significant fee increases the Board will draw down on its Memorandum Account;
- the Board will review the fees payable to it every second year

Policies of the Board

During the year the Board approved and implemented policies on;

- complaints against employer licence holders;
- complaints against registered/licensed electrical workers;
- interim suspensions;
- security relating to the use of iPads for Board meetings.

The Board also reviewed its policies on examinations and the supervision of trainees.

Industry Partners

As referenced earlier in this report, the Board was represented at the Annual Conferences of the Electrical Contractors Association of New Zealand and the Electrical Institute of New Zealand.

The Board was also represented at meetings of the Industry Training Organisations Advisory Committees the Electrical Training Company, the Electricity Engineers Association and the Australasian Electricity Advisory Committee.

The Board continued with its contract with Standards New Zealand that enables the holders of practising licences and limited certificates to access the Standards New Zealand database via the internet to view, download and print the latest versions of electronic standards files.

The Board has continued with its previously reported on Memoranda of Understanding with;

- The Skills Organisation;
- The Electricity Supply Industry Training Organisation;
- The Electrical Contractors Association;
- Electrical Technical Association Inc
- Site Safe
- The Ministry and the Plumbers Gasfitter and Drainlayers Board.

In the forthcoming year the Board will work with other industry partners to develop further Memoranda of Understanding as the Board considers that such documents enhance the relationships with its partners.

Information dissemination

The Board continued with its policy to make all information available to electrical workers and other interested parties. The information dissemination is summarised as follows;

- As referenced earlier in this report ELECTRON newsletter issued six times to in excess of 48,000 people and the newsletter covered a range of subjects;
- electronic mail outs were made to in excess of 16,000

people providing information on the new certification regime;

- a video on amendments to the Electricity (Safety) Regulations 2010 was produced in conjunction with Standards New Zealand and the Ministry.

Comments on Statistics

Complaints

During the year under review;

- the Registrar received 87 complaints against registered/licensed electrical workers and that figure was up 19 on the previous year;
- Investigators referred 80 complaint determinations to the Board;
- 38 registered/licensed electrical workers were found guilty of disciplinary offences by the Board;
- the Board instigated prosecution proceedings against sixteen unauthorised people for working in breach of the Electricity Act 1992 and/or the Electricity (Safety) Regulations 2010.

Registrations and practising licences

A total of 1,362 new registrations were issued during the year and that number is down 215 on the previous year's figures.

Certificates of compliance

A total of 234,414 Certificates of Compliance were sold during the year and that number is down 65,395 on the previous year's figures. The Board considers that the lower sales are due to the regulatory amendments to the certification regime which came into force on 1 July 2013.

Examinations

As stated earlier in this report a total of 3,320 candidates attempted examinations during the year and that number is down 96 on the previous year.

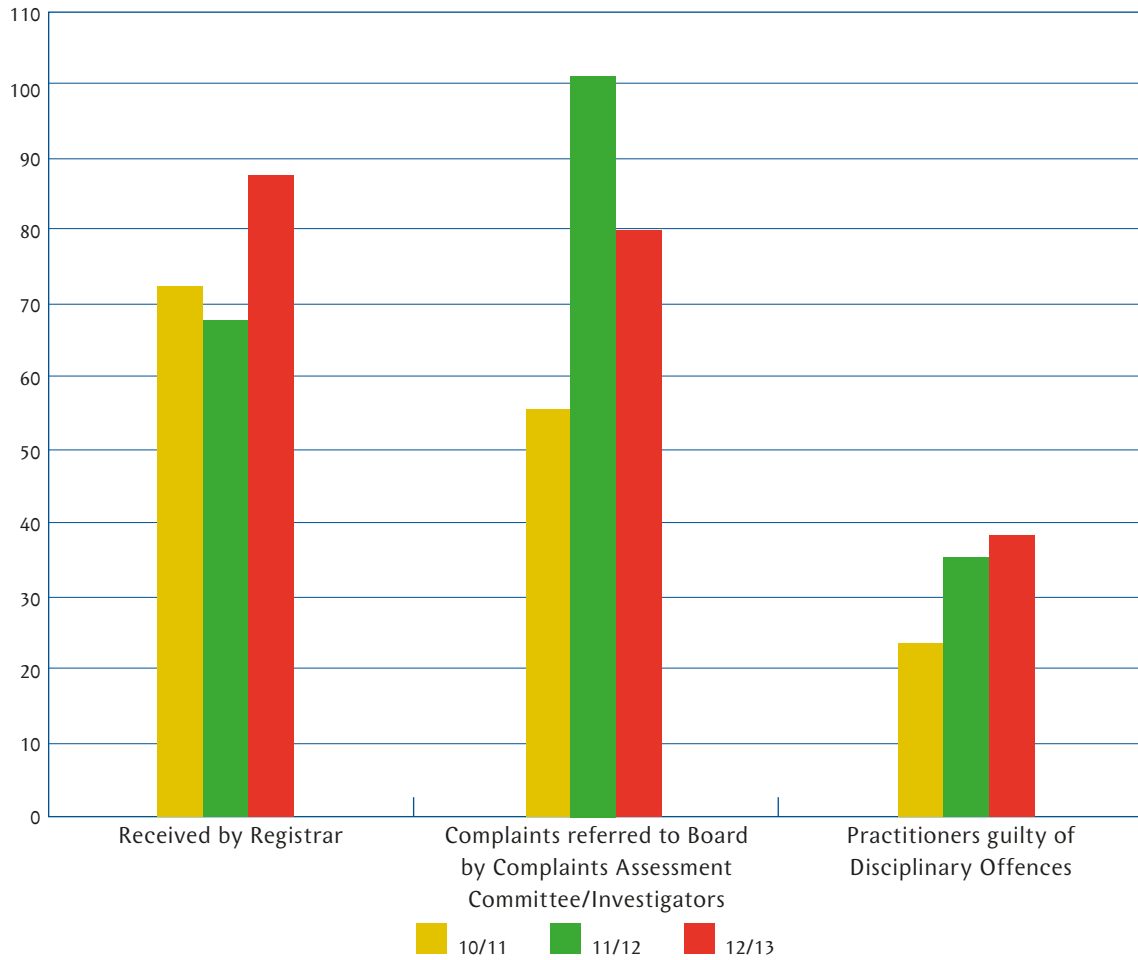
Board Financials

	Actual 2011/2012 \$000s	Actual 2012/2013 \$000s
INCOME		
Practising Licences	3,185	2,422
Examination and registration Fees	515	503
Sale of Publications	25	26
Certificates of Compliance	1,605	1,301
Miscellaneous Revenue	5	101
Total	5,335	4,353
EXPENDITURE		
Personnel	603	612
Operating	1,941	2,011
Depreciation and Capital Charge	224	224
Support Services	863	725
Total	3,631	3,571
MEMORANDUM ACCOUNT		
Opening Balance	3,862	5,586
Add surplus/deficit	1,704	782
Closing Balance	5,566	6,368

Note: The actual results for 2012/13 are an extract from the 2012/13 Annual Report of the Ministry of Business, Innovation and Employment. The comparative information is an extract from the 2011/12 Annual Report of the Department of Building & Housing.

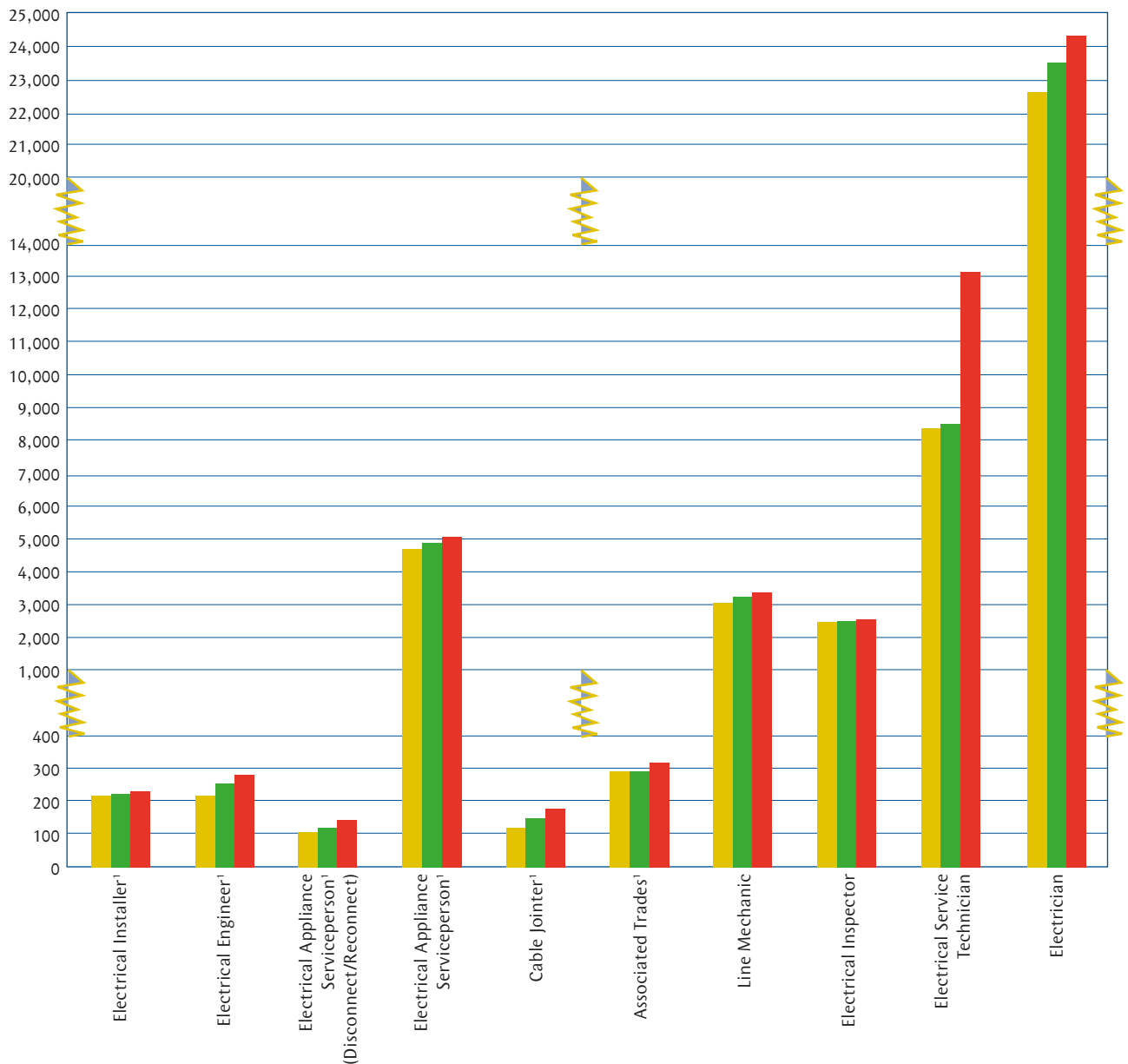
Statistics

THREE-YEAR TREND OF COMPLAINTS



	2010/11	2011/12	2012/13
Received by Registrar	71	68	87
Complaints referred to Board by Complaints Assessment Committee/ Investigators	55	103	80
Practitioners guilty of Disciplinary Offences	24	35	38

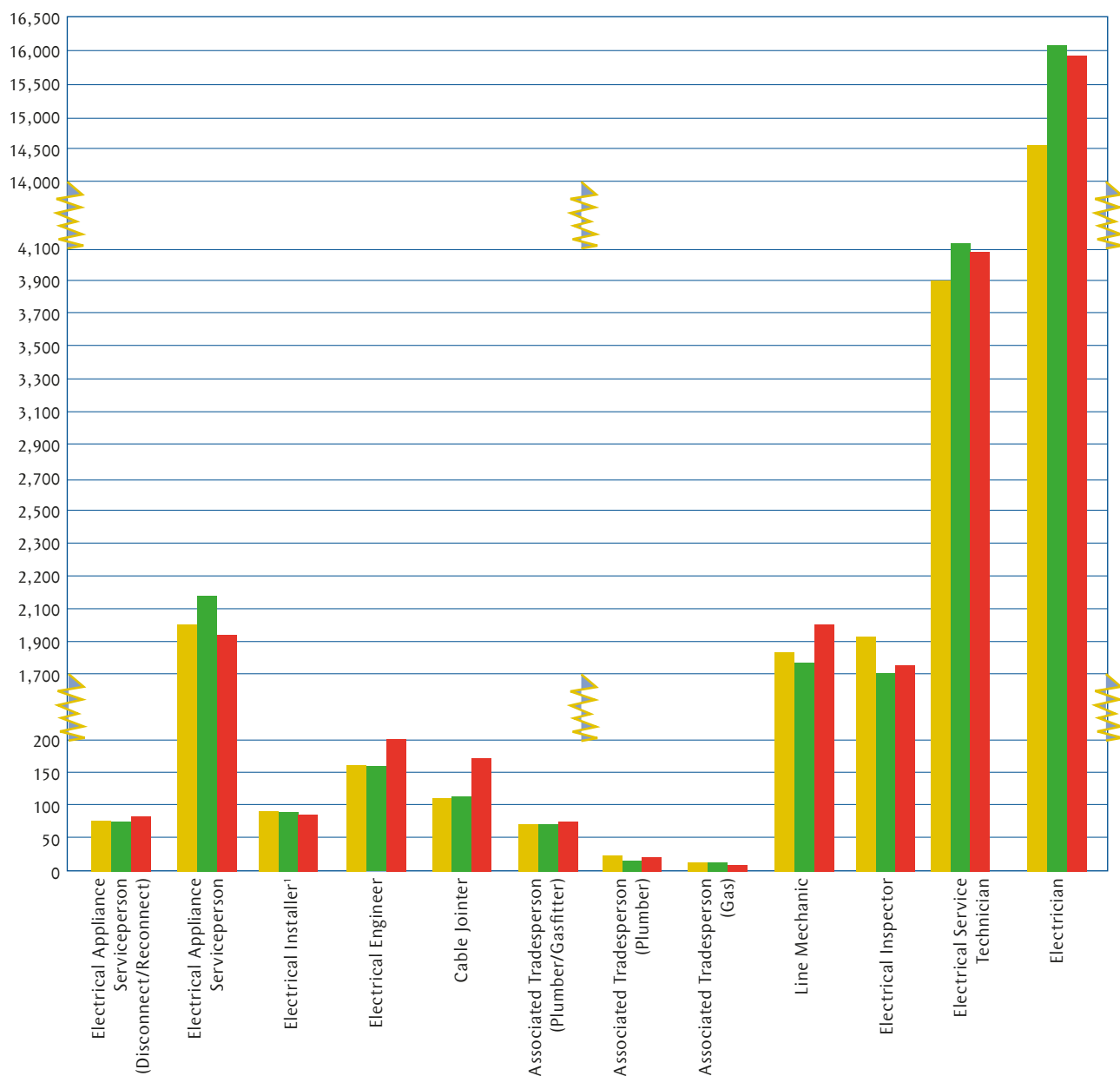
THREE-YEAR REGISTRATION TRENDS



	2010/11	2011/12	2012/13
Electrician	22,749	23,549	24,359
Electrical Service Technician	8,294	8,514	13,048
Electrical Inspector	2,423	2,465	2,542
Line Mechanic	3,016	3,138	3,224
Associated Trades ¹	291	290	308
Cable Jointer ¹	129	151	172
Electrical Appliance Serviceperson ¹	4,883	4,924	5,011
Electrical Appliance Serviceperson ¹ (Disconnect/Reconnect)	102	116	143
Electrical Engineer ¹	215	251	284
Electrical Installer ¹	219	229	232

1. New classes of registration were introduced by the Board on 1 April 2010. Electrical workers who did not meet the criteria of existing registration classes were transitioned into new classes.

THREE-YEAR PRACTISING LICENCE TRENDS

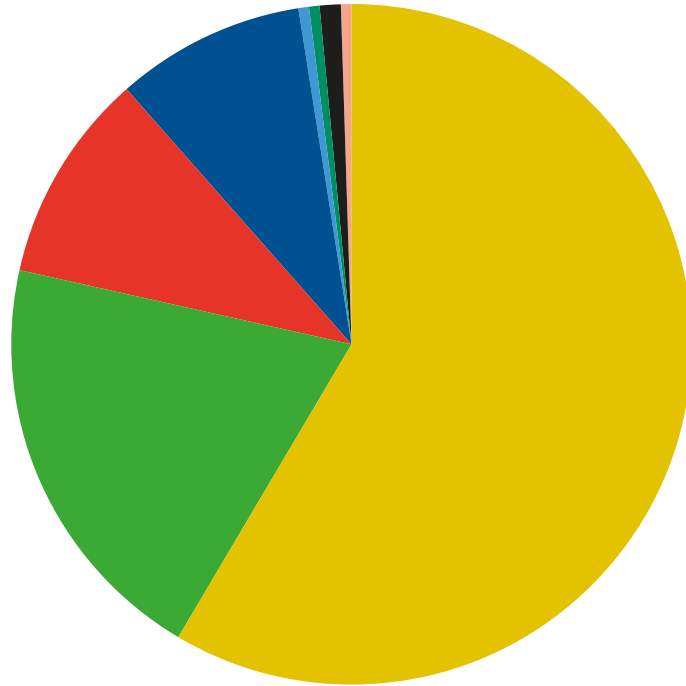


2010/11 2011/12 2012/13

Electrician	14,687	16,030	15,805
Electrical Service Technician	3,923	4,121	4,099
Electrical Inspector	1,926	1,749	1,776
Line Mechanic	1,811	1,717	2,092
Associated Tradesperson (Gas)	6	5	6
Associated Tradesperson (Plumber)	10	8	9
Associated Tradesperson (Plumber/Gasfitter)	74	74	82
Cable Jointer	106	108	164
Electrical Engineer	153	152	202
Electrical Installer	95	94	92
Electrical Appliance Serviceperson	2,058	2,148	1,998
Electrical Appliance Serviceperson (Disconnect/Reconnect)	75	75	84

Licences completed issued 2011/2012.

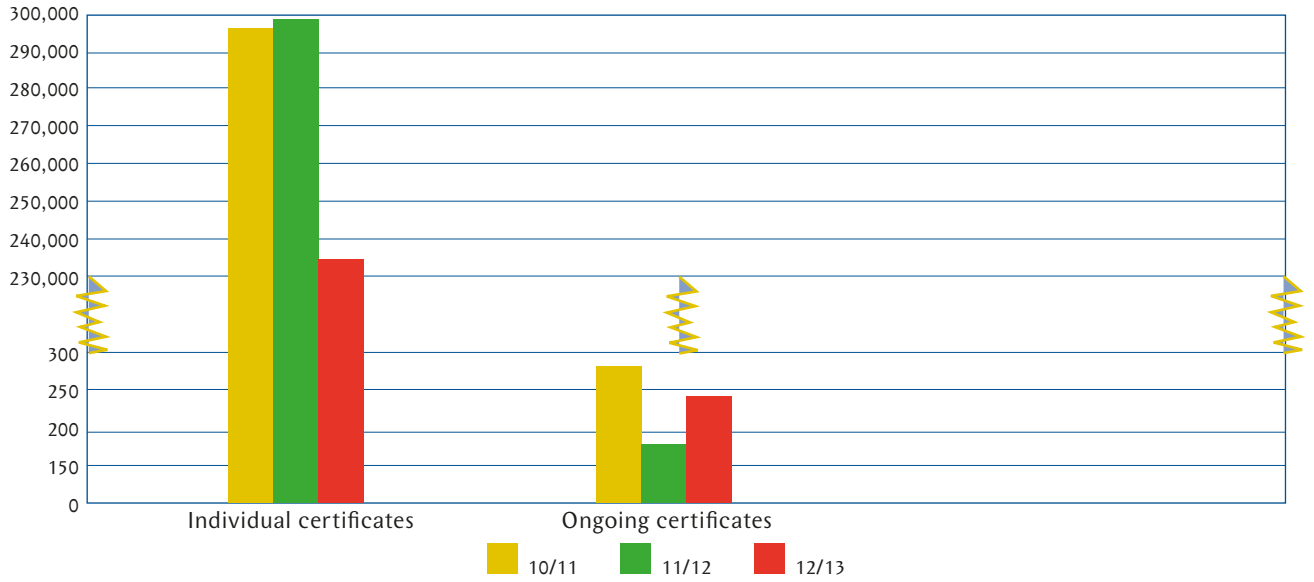
NUMBER OF NEW REGISTRATIONS



**July 2012 to
June 2013**

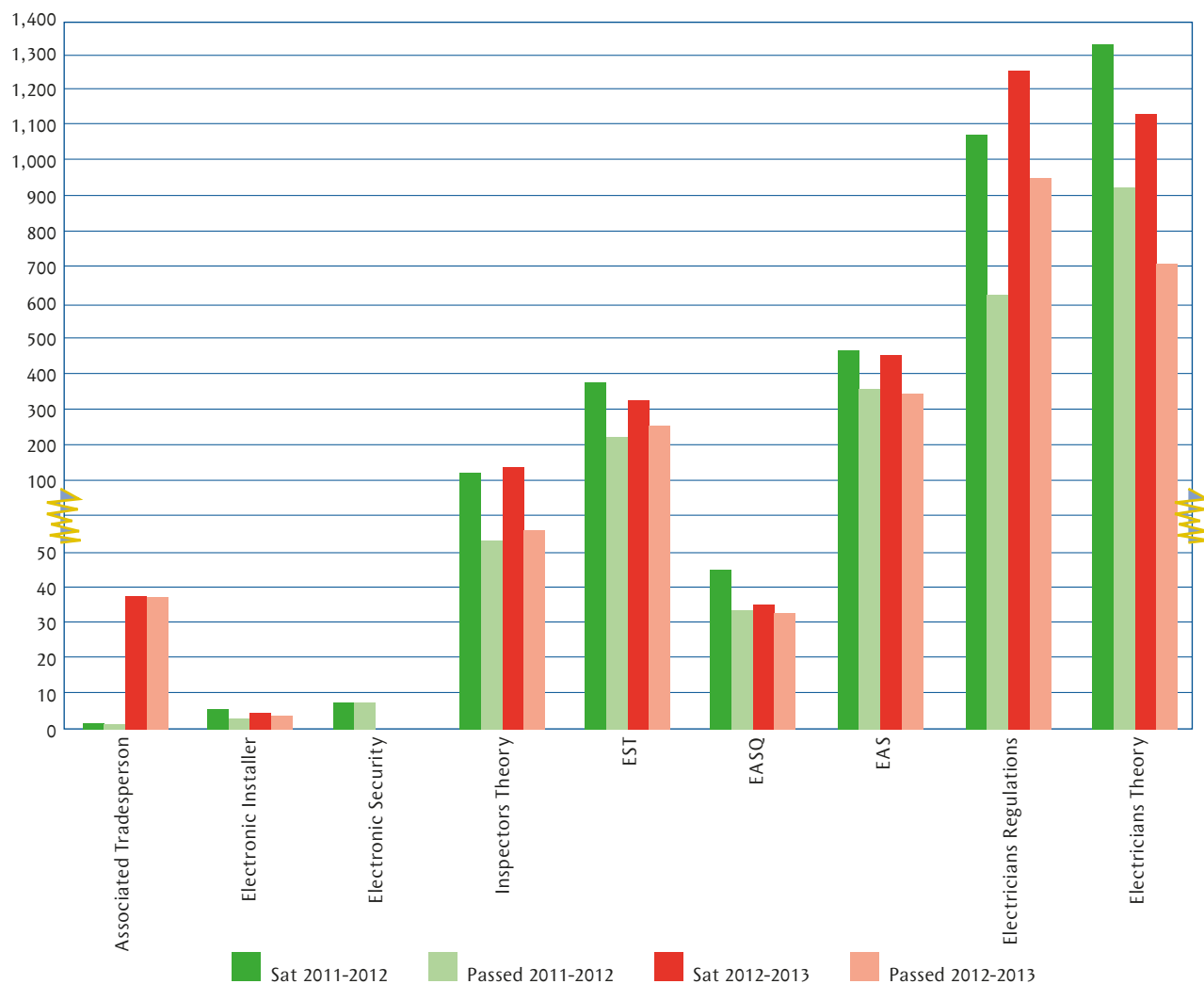
■ Electrician	14,687
■ Electrical Service Technician	3,923
■ Electrical Inspector	1,926
■ Line Mechanic	1,811
■ Cable Jointer	6
■ Electrical Appliance Service Person	10
■ Electrical Appliance Service Person disconnect/reconnect	74
■ Electrical Engineer	106
■ Electrical Installer	153
■ Associated Trades	95

CERTIFICATES OF COMPLIANCE SALES THREE-YEAR TREND



	2010/11	2011/12	2012/13
Individual certificates	295,401	299,625	234,166
Ongoing certificates	276	184	248

EXAMINATIONS



	Sat 2011-2012	Passed 2011-2012	Sat 2012/13	Passed 2012/13
Associated Tradesperson	1	1	38	38
Electronic Installer	5	3	4	3
Electronic Security	7	7	0	0
Inspectors Theory	112	67	126	85
EST	360	225	327	252
EASQ	46	34	37	34
EAS	481	368	437	341
Electricians Regulations	1,075	612	1,236	906
Electricians Theory	1,329	931	1,082	691

Board Members



Penny Mudford
Presiding Member

Penny is a qualified arbitrator and runs a business specialising in conflict and dispute resolution. She is a Fellow of the Arbitrators and Mediators Institute of New Zealand and an accredited director of the Institute of Directors in NZ. She is an experienced director having sat on boards in both the private and public sectors and is currently independent chairman of a digital printing company and a member of the NZ Walking Access Commission. Penny was appointed to the Board in 2007.



Melbourne Orange

Mel Orange is a self-employed barrister and solicitor and business consultant from Christchurch who works in the energy, electrical and construction industries. He has held senior management positions with Meridian Energy and board positions in energy industry governance bodies. Mel is a former Presiding Member of the Electrical Workers Complaints Assessment Committee.



Tony Ahern

Tony Ahern is a Management Consultant specialising in commercial contracts, business change and strategy. Tony has had significant experience in the electricity industry through work with Christchurch MED, Orion and Meridian as a General Manager and over 15 years in management and strategy development. Tony is a registered electrician and a member of the Institute of Directors (IoD) and holds a Bachelor of Science (BSc) and a Master of Commerce (MCom) degree.



Neil McLeod

Neil is a self employed registered electrical contractor with a current knowledge of the electrical sector. He was a councillor on the Whangarei District Council from 1998 until 2005 serving on a number of committees including the judicial committee.



William Waterworth

William is a Registered Electrical Service Technician and has a background in general management, sales and marketing. He has worked as a senior executive for a large American corporation, in both Australia and New Zealand. He has also had significant experience within SMEs, as well as operating his own business.

William has worked in multi-site retail, franchising, wholesale and business-to-business sales within the consumer electronics, telecommunications and automotive sectors. He has taken businesses from start-up to success, as well as turning businesses around and ensuring on-going profitability.

William has significant experience at board level, being the immediate past Chairman of a School Board and working with a number of SME boards. He holds a BSc in Applied Mathematics and Marketing and is a member of the institute of Directors. William also has technical qualifications in telecommunications engineering.



Michael Macklin

Mr Macklin is a Registered Electrical Inspector and was previously a director for one of New Zealand's larger switchboard manufacturing and switchgear companies. He has had extensive commercial experience in the oil industry and prior to that was a Prosecutor in the New Zealand Police. He comes to the Board with broad experience in Electrical, Commercial and Disciplinary proceedings



Shane Dolan

Shane runs a business that provides geographical information systems services to utility companies. He is a registered line mechanic with over 25 years of experience in the electricity industry and holds a Master of Business Administration (MBA) degree. Shane comes to the Board with expertise in establishing quality and safety systems and processes.





ELECTRICAL WORKERS
REGISTRATION BOARD

Safety • Competency

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