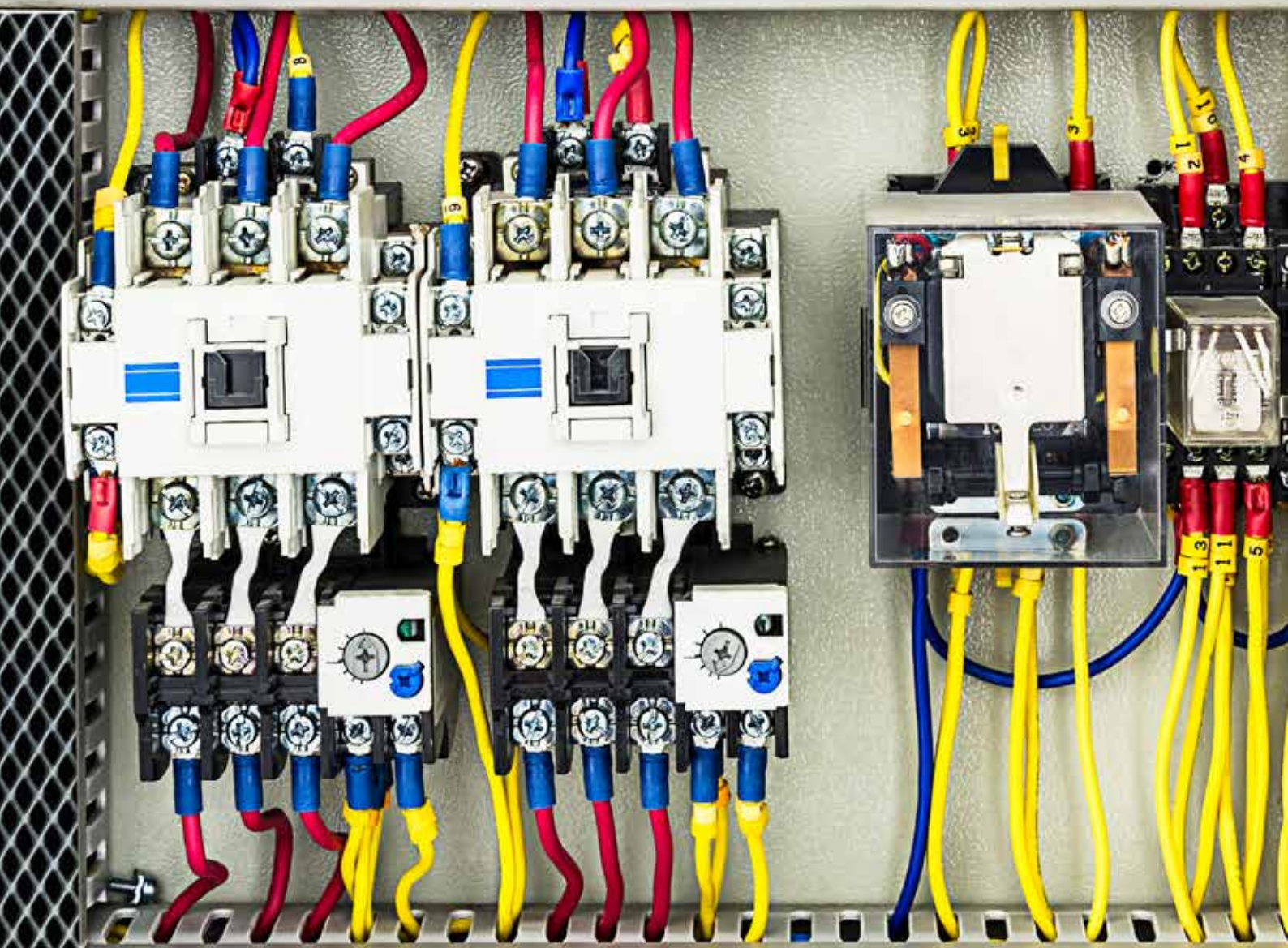


ANNUAL REPORT 2013/14

ELECTRICAL WORKERS REGISTRATION BOARD







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Presiding Member's Report

This is the nineteenth annual report for the Electrical Workers Registration Board.

During the year, Penny Mudford stepped down from the Board after serving two terms and Tony Ahern retired from the Board during his first term. The vacancy created by Penny's departure was filled by Debra Hall. Debra brings to the Board a wide range of skills that have added to the Board's ability to show leadership in its decision making. The vacancy created by Tony's retirement has been carried by the Board since his departure in February. The position has been advertised and the Board is looking forward to a replacement being appointed shortly. It was my pleasure having served with them both and I wish to thank them for their valuable input.

During the year the Board has used sub-committees to spread the workload of Board members to support the required changes that are taking place on the Board and within the industry. The review of all the Board's policies is under way. A new website to help better communicate with industry and the public was released, assisting the Board to ensure electrical workers value their licence and that the public and employers are aware of the advantages of employing licensed electrical workers. The other area that the Board has reviewed is the auditing of registered electrical workers in the industry. The main direction of this review has been to ensure the audit of a wide selection of registered practitioners.

The Board over the last year met with practitioners at some of its meeting venues, to obtain feedback and also help practitioners understand the changes that the industry is making. These meetings had a varying degree of success as to the numbers attending. The Board is looking at ways that it can achieve better numbers at these meetings.

The number of registered practitioners over all classes of registration increased by 1,603 in the last year. The Board considered 64 investigators' reports in the 2013/ 2014 year. Of those reports, 44 complaints were heard by the Board, resulting in 39 practitioners being found guilty of disciplinary offences under the Electricity Act 1992. The Board also considered 45 reports relating to non-registered people, with 14 of those people found guilty at prosecution. A number of other such cases are currently before the courts, with the number of prosecutions taken up on the 2012/2013 year.

Since the establishment of the Ministry of Business, Innovation and Employment (Ministry), the Board and the Ministry have held meetings to discuss and agree on ways that the Ministry will continue to support the Board in its functions. Two key areas of discussion are the working towards a new Schedule of Delegations and a Service Level Agreement. The Board is committed, as is the Ministry, to making sure that the Board can carry out its functions in the most efficient and effective manner, to ensure that electrical workers are competent and operate within a regulatory environment to make certain the public are protected and safe. I would like to acknowledge the input and the assistance from the Ministry staff involved in making the transition as seamless as possible.

The Board has taken every opportunity to consult with the industry when there are changes required to enable the Board to carry out its functions. The Board appreciates the contributions and objective opinions that are sent to the Board.

It has been my privilege to have been the Presiding Member of the Electrical Worker Registration Board. I could not have carried out this role without the support of Shane Dolan the Deputy Presiding member, and the other members of the Board. Their commitment to ensure that the industry has strong fundamentals when it comes to competency of registered electrical workers, to ensure their safety as well as that of the public, is valued. The Board wishes to thank the Registrar, John Sickels, for his continued support and service to the Board, and acknowledge all other staff within the Ministry that support the Board in carrying out its role and functions.



Neil McLeod

Presiding Member

Output Agreement

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

The Agreement 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.

Board performance

Expectation	Performance Measure	Output
Appropriate delegations to Registrar in place.	Delegations from the Board to the Registrar are fully reviewed by the Board by 31 December 2013 with clear evidence to support decisions.	The Board reviewed and reaffirmed the delegations to the Registrar in accordance with the performance measure.
Induction and training for new Board members covering governance legislative requirements, the disciplinary role of the Board and the role of the Ministry.	Induction carried out by Chair supported by the Ministry, within 12 weeks of appointment.	Induction and training carried out in accordance with the performance measure.
Provide training and professional development for Board members in the performance of their duties.	At least one day's training per annum for Board members (individual or collective).	Two days of Institute of Directors training was undertaken by the Board.
Conflict of interest regularly maintained and updated.	Conflicts of interests are made known as appropriate and minuted accordingly.	The Board continued to minute any conflicts of interest relating to meeting material on a monthly basis and developed a conflict of interest register.
Publish Board Annual Report.	Annual Report to be ready for tabling in Parliament by 31 October.	Annual Report completed in accordance with the performance measure.

Strategy and Capability

Expectation	Performance Measure	Output
Support the implementation of changes in certification of installation work to be implemented on 1 July 2013	<p>Communicating the changes to the certification regime to people registered by the Board and other effected people through the Board's ELECTRON newsletter.</p> <p>Participate in the development and implementation of an ongoing monitoring and evaluation plan on the effectiveness of the certification regime.</p> <p>Conduct auditing of electrical workers within Board policy (eg high risk register audits).</p>	<p>Full details of the amended certification regime were communicated to people registered by the Board through ELECTRON.</p> <p>Feedback was provided to the Ministry on the implementation of the amended certification regime.</p> <p>As referenced later in this report the Board has reviewed its auditing of electrical worker policy and a contract for auditing of a sample of work from the high risk register has been let. The results of the sample auditing will be analysed to further determine any future auditing of high risk register work.</p> <p>The volume of any future auditing of high risk register work will be dependent on the availability of funding.</p>

Registrar's Review

Service delivery

Expectation	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 all eligible applicants within 12 days of receipt of correctly completed applications for all classes of electrical work as determined by the Board from time to time.	<p>A total of 1,603 new registrations were issued in accordance with the performance measure as follows;</p> <p>77 electrical inspector</p> <p>872 electrician</p> <p>62 electrical engineer</p> <p>2 electrical installer</p> <p>223 electrical service technician</p> <p>119 electrical appliance serviceperson</p> <p>36 electrical appliance serviceperson (endorsed)</p> <p>7 associated tradesperson</p> <p>182 line mechanic</p> <p>23 cable jointer</p>

Expectation	Performance Measure	Output
Maintain a working relationship with other occupational licensing boards in the Building and Construction sector	<p>Meet with other occupational licensing Board Chairs in order to maintain a good understanding of each Board's role and explore efficiencies to support delivery of occupational regulation in line with government objectives.</p> <p>Attend occupational licensing boards forums as organised by the Ministry from time to time.</p>	<p>Meetings were held with Members of the Building Practitioners Board and the Chief Executive of the Plumbers Gasfitters and Drainlayers Board. Subjects canvassed included the hearing of complaints, practitioner licensing and information dissemination.</p> <p>No forums held during the period under review.</p>
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 the new certification regime by 30 September 2013 and review by 30 June 2014.	As previously reported the Board set high level policy prior to 30 September 2013. During the financial year the Board carried out a substantial review of the auditing of electrical workers, considered comments from Stakeholders who participated in the development of an initial report and in June 2014 released a full discussion paper on an improved audit regime. The Board proposes to implement the outcomes of the review in the forthcoming year.
To set licensed electrical worker competency standards which achieve maximum public and worker safety with least impediment to industry.	Conduct examinations a minimum of four times during the agreement period and review the examination results after each examination round.	<p>Examination rounds were conducted in September, November, May and June. The Board considered Registrar reports on each round.</p> <p>A total of 3,250 candidates attempted examinations with an overall pass rate of 61%.</p>
To encourage a positive behaviour change among non-compliant electrical workers.	<p>Raise profile of registration and licensing regime through communications such as ELECTRON and publicity as well as appropriate disciplinary sanctions.</p> <p>To prosecute non registered persons who undertake prescribed electrical work in breach of the Electricity Act 1992.</p>	<p>Five issues of ELECTRON newsletter were issued to in excess of 49,000 people during the year and disciplinary sanctions taken against registered and/or licensed electrical workers were included in the newsletter.</p> <p>The Board produced and distributed a flyer on how practising licence holders should value their licences.</p> <p>Fifteen prosecutions were taken against people who were not authorised to undertake prescribed electrical work.</p> <p>Discussion papers were sent to stakeholders on "fit and proper persons", the issuing of employer licences and as referenced above the electrical worker audit regime.</p>
Clear measurable strategic plan.	Strategic plan reviewed and updated by 31 March 2014 to include a detailed plan, progress measures and timeline for achievement.	Strategic plan completed in accordance with the performance measure.

The Board

The Board met twelve times over thirty five days during the year.

In October the Minister for Building and Construction appointed Debra Hall to the Board and the Presiding Member Penny Mudford completed her term. Tony Ahern resigned from the Board in February.

At the November meeting the Board elected Neil McLeod and Shane Dolan to the respective positions of Presiding and Deputy Presiding Members and the positions were reaffirmed at the first meeting of the calendar year in February.

The Board has established three Committees being Policy, Audit and Communications. The Committees meet with industry Stakeholders as and when required.

Electricity (Safety) Regulations 2010

As referenced in the Board's previous report, the Board participated in, and provided comment on amendments to the regulations which came into force in July.

Certification

To ensure a smooth transition into the new certification scheme required by the regulations the Board made hard copy certification forms available to the industry free of charge and that initiative has been well received by the industry. As the initiative has costs associated with it the Board will carry out a review in the forthcoming year to determine whether or not the initiative should continue.

Irrespective of the outcome of the Board's review the Board will continue to make the "form of the form" available online and the form will be free to download. As an added dimension free electronic filing of completed certificates will also continue to be available.

Information dissemination

During the year a new user friendly website was commissioned to replace the previous site that dated back to the 1990s. The new site has been designed so that it will be easier for electrical workers and consumers to quickly find information.

The Board's ELECTRON newsletter was issued five times in excess of 49,000 people and it along with all Board discussion papers are available to view on line at ewrb.govt.nz

The Board held "meet the people" meetings in Whangarei, Rotorua and Wellington to obtain feedback from industry on activities being carried out by the Board and a client survey was also undertaken.

Industry Partners

The Board met with representatives of the Electrical Contractors Association of New Zealand, Electricity Engineers Association, WorkSafe New Zealand and the

Skills Industry Training Organisation. The Board also held meetings with the Ministry of Business Innovation and Employment.

In addition the Board has been represented at meetings of the Australasian Electricity Regulators Advisory Council, New Zealand Electrical Institute and the Infrastructure Industry Training Organisation.

The Board has continued with its Memoranda of Understanding with;

- The Skills Organisation
- The Infrastructure Industry Training Organisation
- The Electrical Contractors Association
- The Electrical Technical Association Inc; and
- Site Safe

The previously reported on contract with Standards New Zealand continues and the arrangement provides for the holders of Board practising licences and limited certificates to log on to the Standards New Zealand data base to view, download and print the latest versions of electronic standards files.

Review of classes of registration, requirements/standards for registration and associated limits of work

As considerable work was being undertaken by the Industry Training Organisations on qualification reviews during the year the Board postponed the release of its third discussion paper on the review of classes of registration, requirements/standards for registration and associated limits of work.

The Board and the Industry Training Organisations have worked closely on aspects of the reviews and, as that work has now been well advanced the Board anticipates releasing the discussion paper early in the forthcoming year.

Policies of the Board

The Board continued its programme of reviewing, developing and implementing policies and as a result policies have been introduced for the following aspects;

- Revision of the register
- Interim suspensions and disqualifications
- Issuing employer licences
- Complaints against employer licence holders
- Document classification and referencing
- Conducting examinations outside New Zealand
- Retention and destruction of records
- Debt management
- Travel
- Public, private and official information

- Electronic assent of investigator reports
- Members use of iPads
- Members fees, allowances and expenses
- Board Committees
- Attendance at conferences/functions and gifts/rewards
- Use of Board branding
- Fit and proper person

Audit Framework for Determining Worker Competency

The Board has progressed its review of the audit frameworks for determining worker competency by releasing a discussion paper for comment. Feedback on the proposals contained in the paper has been valuable and the Board expects to make draft decisions on the audit framework in the latter part of the forthcoming year.

Comments on Statistics

Complaints and Investigations

During the year the Registrar received 64 complaints which were lodged against registered and registered/licensed people. That figure was down by 23 on the previous year's figure of 87.

The Board considered 64 Investigator complaint reports during the year and of that number Investigators determined no further action be taken in relation

to 21 of the complaints. The Board held hearings for 44 complaints and 39 people were found guilty of disciplinary offences.

The Board considered 45 reports relating to people undertaking unauthorised work in contravention of the Electricity Act 1992. 14 of those people were found guilty of offences in the District Court and a number of cases are currently before the Court.

Registrations and Practising Licences

The number of new registrations issued increased by 240 over the previous year's figure to a total of 1,603.

The 2013/2014 year was the first year of the Board's two year practising licence programme and a total of 11,216 licences were issued for the year. A total of 26,000 practising licences will expire on 30 June 2015.

Examinations

As stated earlier in this report a total of 3,250 candidates attempted Board examinations during the year and an overall pass rate of 61% was achieved.

The number of candidates attempting examinations was down 70 on last year's figures and this is the second year where such numbers have decreased.

The Board has noted the trend in the numbers of people attempting examinations and will be drawing the industry's attention to the situation as the Board is concerned that if the trend continues there may not be enough registered/licensed people available to satisfy future work volume demands.



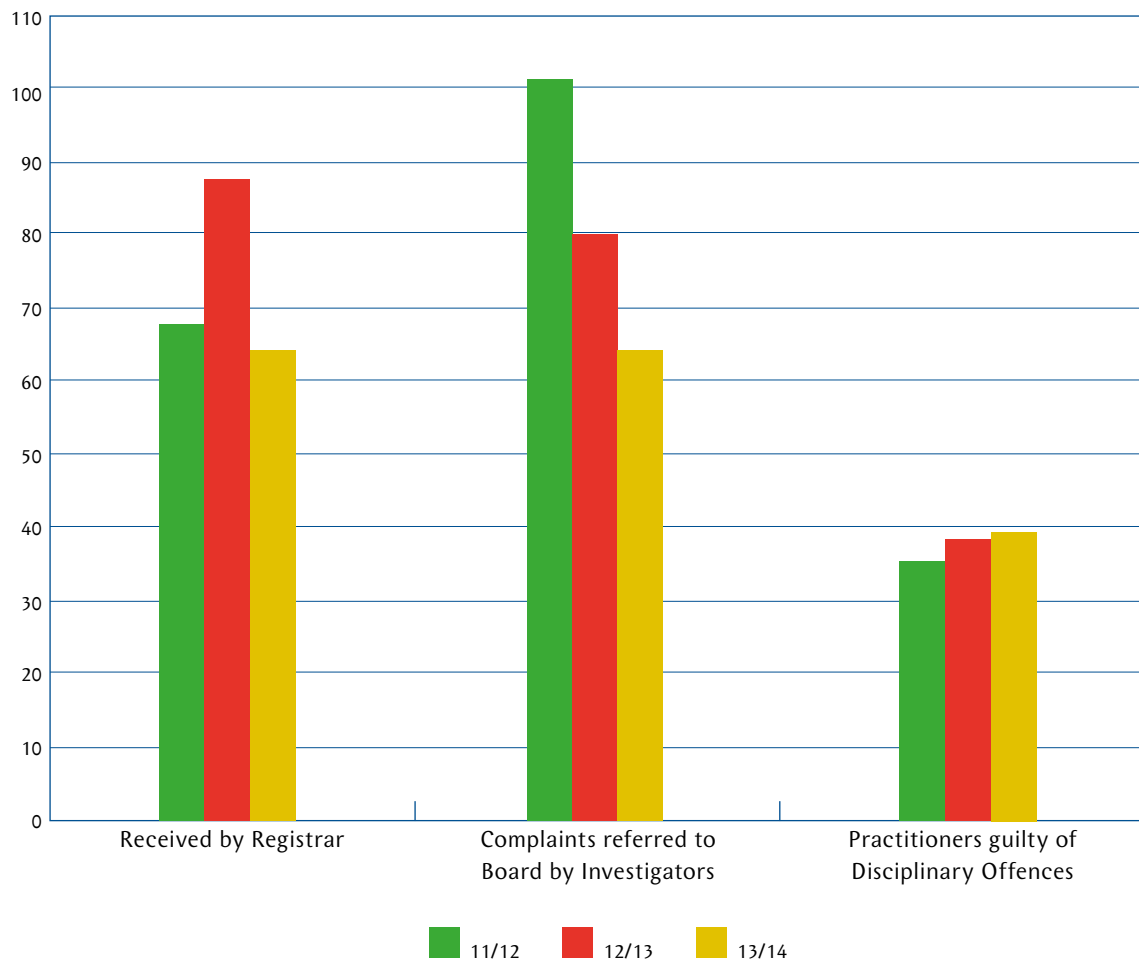
Board Financials

	Actual 2012/2013 \$000s	Actual 2013/2014 \$000s
INCOME		
Practising licences	2,422	1,304
Examination and registration fees	503	774
Sale of publications	26	23
Certificates of Compliance	1,301	0
Miscellaneous Revenue	101	55
Total	4,353	2,156
EXPENDITURE		
Personnel	612	721
Operating	2,011	1,995
Depreciation and Capital Charge	224	
Depreciation		186
Capital Charge		-393
Support Services	725	553
Total	3,571	3,062
MEMORANDUM ACCOUNT		
Opening Balance	5,586	6,368
Add surplus/deficit	782	-906
Closing balance	6,368	5,462

- Note:** 1. The actual results shown are extracts from the 2012/2013 and 2013/2014 Annual Reports of the Ministry of Business Innovation and Employment.
2. The Board ceased receiving payments for Certificates of Compliance when amendments to the Electricity (Safety) Regulations (2010) were introduced on 1 July 2013.
3. A Capital Charge credit of \$393,000 has been received and this directly relates to the memorandum account balance.

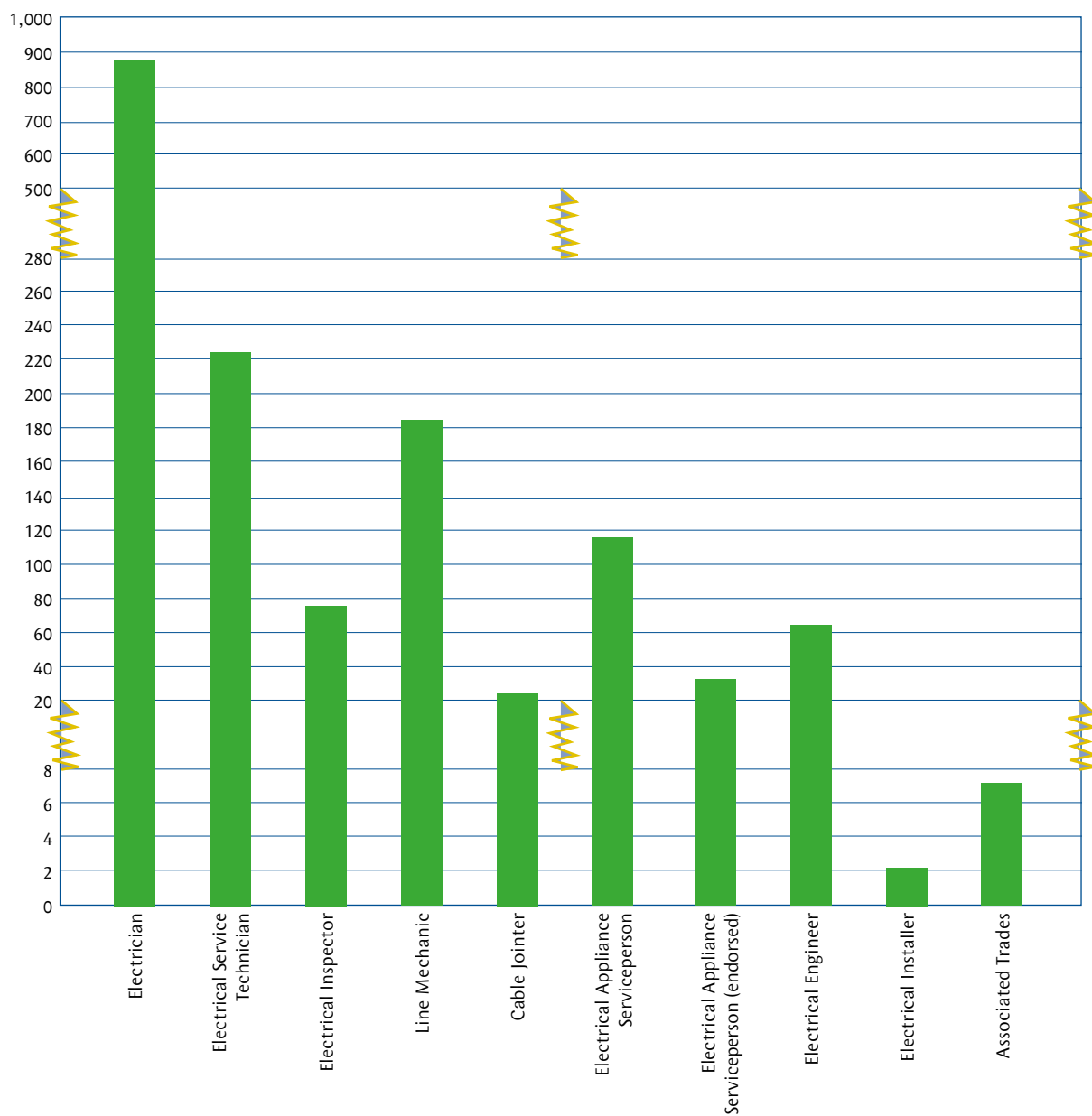
Board Statistics

THREE-YEAR TREND OF COMPLAINTS



	2011/12	2012/13	2013/14
Received by Registrar	68	87	64
Complaints referred to Board by Investigators	103	80	64
Practitioners guilty of Disciplinary Offences	35	38	39

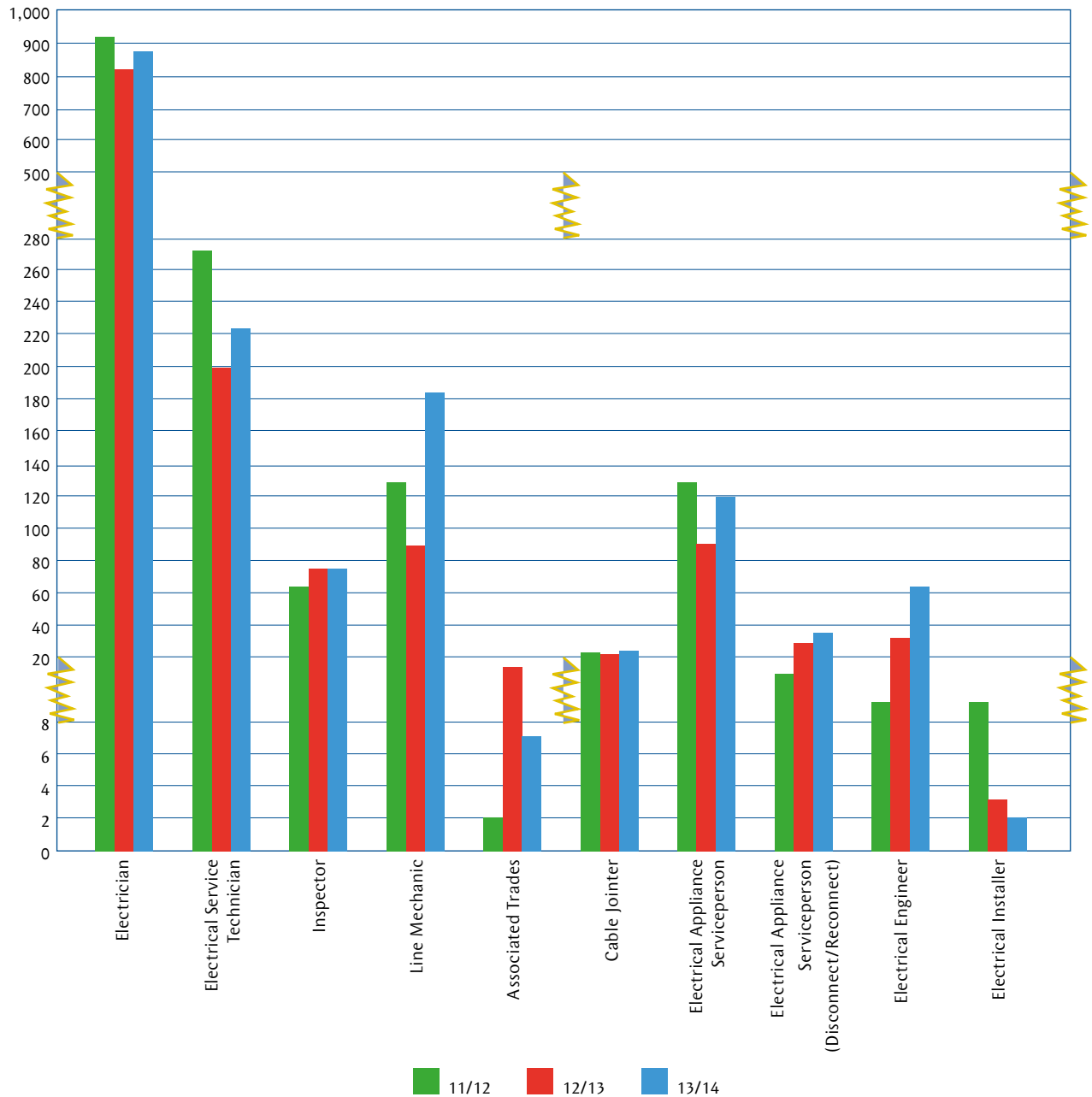
NUMBER OF NEW REGISTRATIONS JULY 2013 – JUNE 2014



2013/14

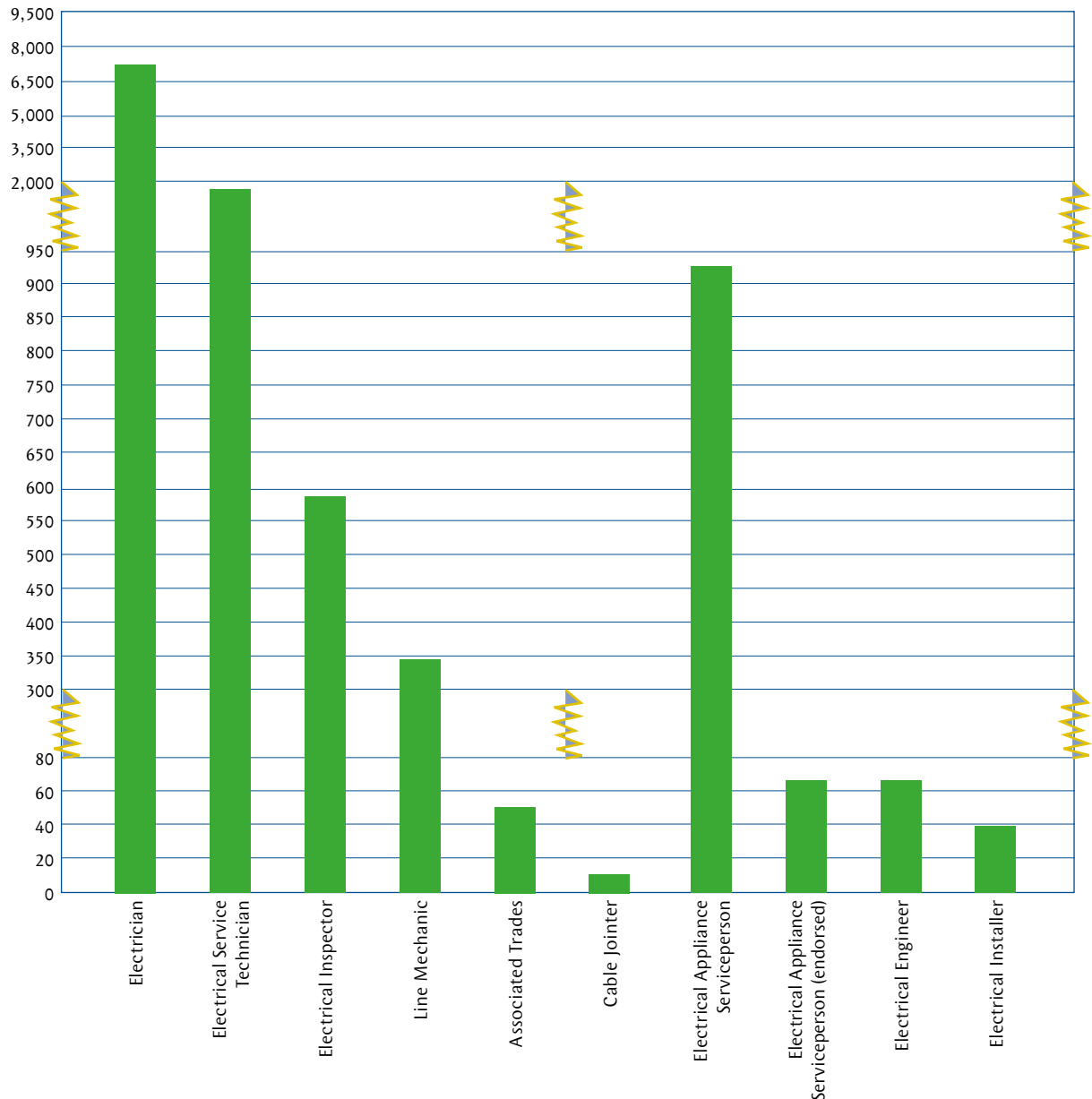
Electrician	872
Electrical Service Technician	223
Electrical Inspector	77
Line Mechanic	182
Cable Joiner	23
Electrical Appliance Serviceperson	119
Electrical Appliance Serviceperson (endorsed)	36
Electrical Engineer	62
Electrical Installer	2
Associated Trades	7

THREE YEAR TREND OF NEW REGISTRATIONS



	2011/12	2012/13	2013/14
Electrician	925	810	872
Electrical Service Technician	271	200	223
Inspector	62	77	77
Line Mechanic	127	86	182
Associated Trades	2	18	7
Cable Joiner	22	21	23
Electrical Appliance Serviceperson	127	87	119
Electrical Appliance Serviceperson (Disconnect/Reconnect)	17	27	36
Electrical Engineer	12	33	62
Electrical Installer	12	3	2
Total	1,577	1,362	1,603

NUMBER OF NEW PRACTICE LICENCES JULY 2013 – JUNE 2014

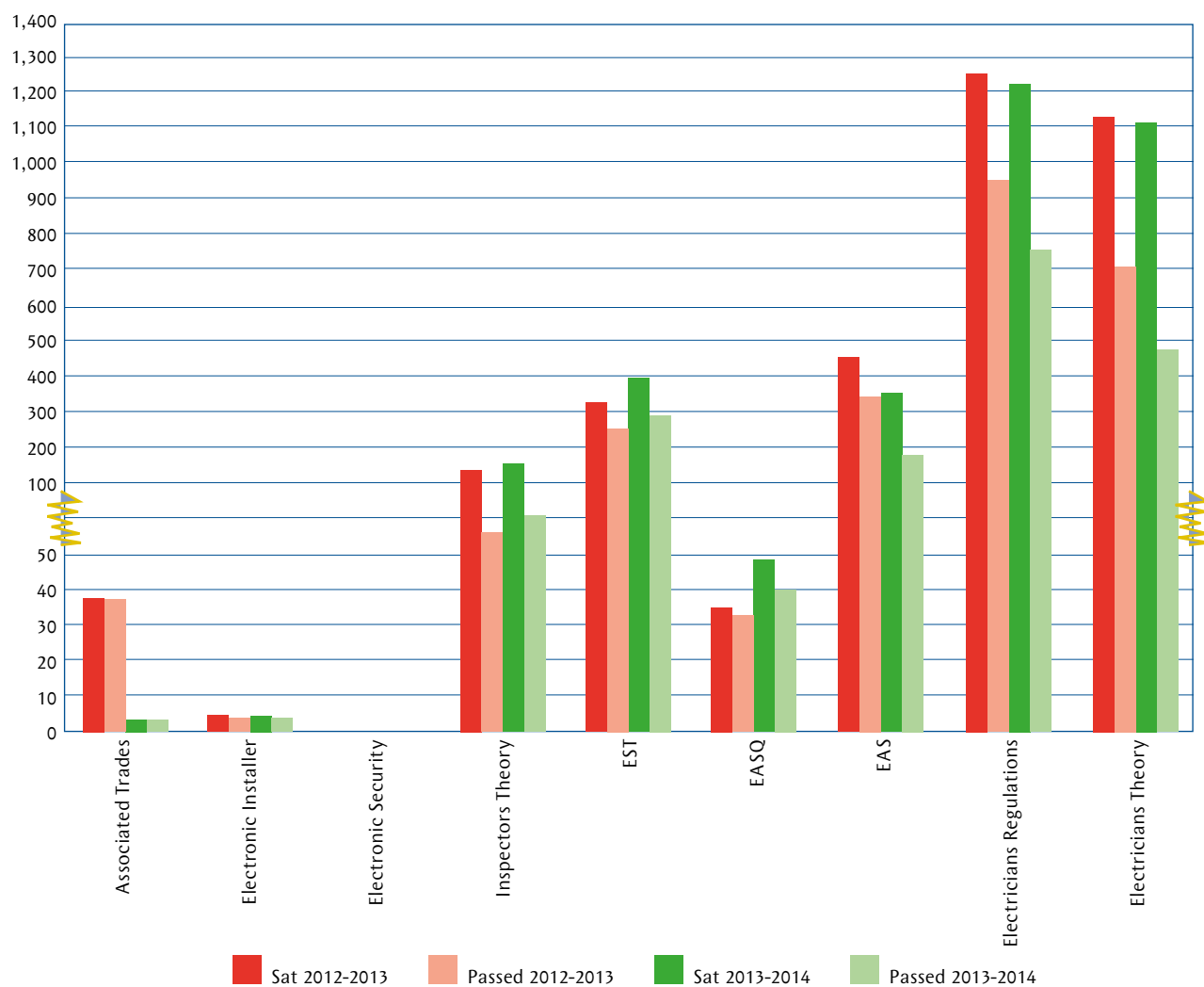


2013/14

Electrician	7,287
Electrical Service Technician	1,849
Electrical Inspector	577
Line Mechanic	349
Associated Trades	49
Cable Joiner	13
Electrical Appliance Serviceperson	923
Electrical Appliance Serviceperson (endorsed)	64
Electrical Engineer	64
Electrical Installer	41
Total	11,216

Note: Three year annual practicing license trends have been included in previous reports however as two year licensing was introduced during the year under review, such trends have not been included in this report.

EXAMINATIONS



	Sat 2012/13	Passed 2012/13	Sat 2013/14	Passed 2013/14
Associated Trades	38	38	2	2
Electronic Installer	4	3	5	3
Electronic Security	0	0	0	0
Inspectors Theory	126	85	143	101
EST	327	252	398	297
EASQ	37	34	48	40
EAS	437	341	345	292
Electricians Regulations	1,236	906	1,207	762
Electricians Theory	1,082	691	1,102	488

Board Members



Neil McLeod
Presiding Member

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.



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.



Shane Dolan
Deputy Presiding Member

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.



Debra Hall

Debra is a retired marketing professional, with 25 years experience studying consumer and business decision making, having sold her successful research business to a multinational company in 2007. She is a Fellow of the UK Chartered Institute of Marketing, a Fellow of the NZ Market Research Society, and a Member of the Institute of Directors.

She is currently Chair of the Board of the NZ Marketing Association, and sits on the Advisory Board of Ice Angels. Debra is active as an investor and mentor in the start-up/early stage business sector. She has previously worked in the mining industry in South Africa, and has a degree in Metallurgical Engineering. As a Lay Member of the Board, Debra brings her experience of working with businesses to build consumer confidence and improve products & services, as well as her understanding of business and how it operates.



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.

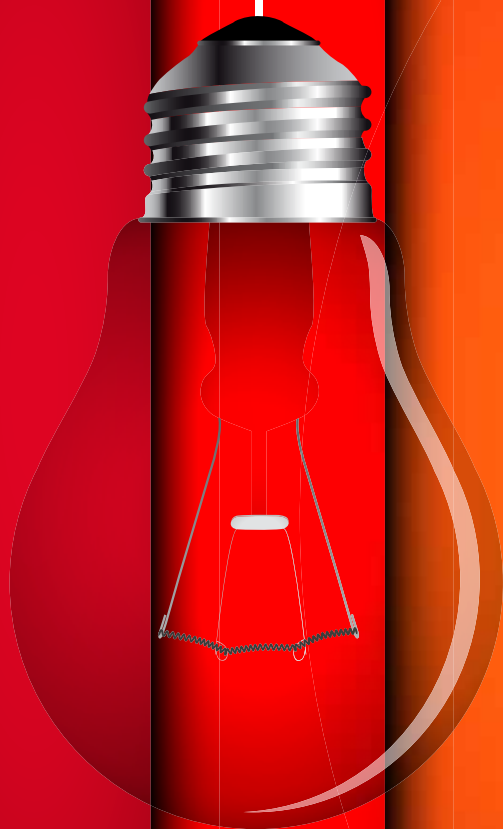


Michael Macklin

Mike is a self employed Registered Electrical Inspector based in Darfield. Mike was previously a Director for Bremca Industries, a Low Voltage Switchboard and Switchgear Company. Mike comes to the Board with broad experience in Electrical, Commercial and Disciplinary proceedings.



Photo caption (back row left to right) John Sickels (Registrar), William Waterworth, Mel Orange, Shane Dolan (front row left to right) Brooke Mansfield (Secretary), Neil Mcleod, Debra Hall, (inset) Mike Macklin.







Safety • Competency

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