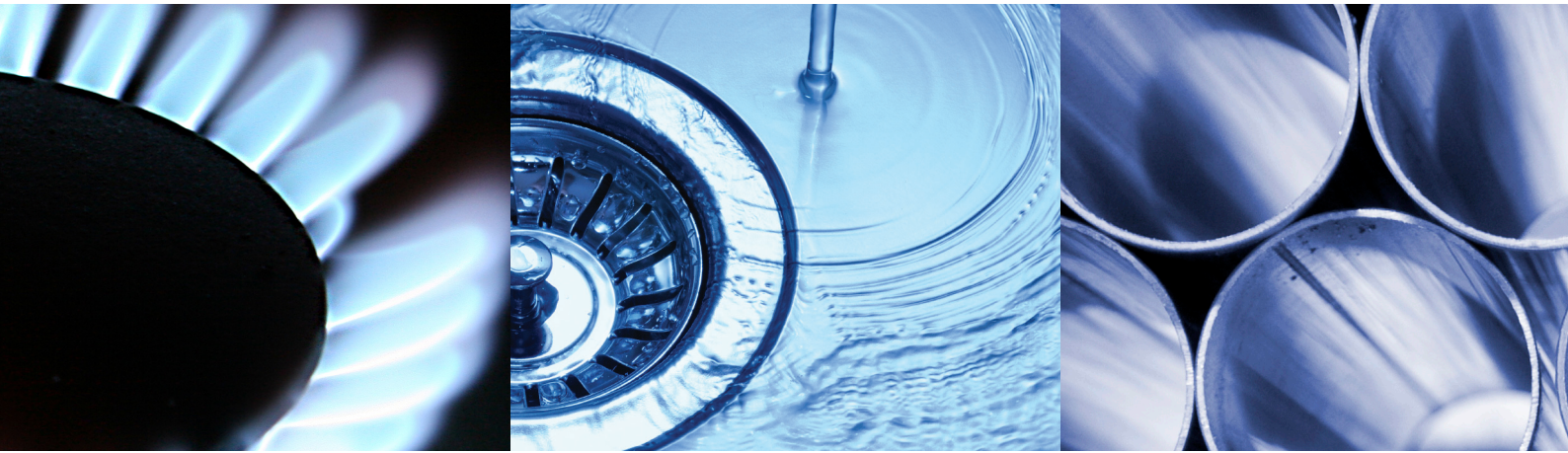


Supervision

PUBLIC CONSULTATION DOCUMENT



Approved 13 August 2013

Version 1.0



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Introduction

The Plumbers, Gasfitters and Drainlayers Board is currently reviewing its supervision policy. The Board wishes to establish appropriate expectations and limits around supervision that will ensure that supervision undertaken in the industry is legally robust, appropriate and practical, and meets the needs of the Board, tradespeople and the public.

As part of that review, the Board would like to hear from tradespeople and stakeholders about key aspects of supervision.

Background

Under the current supervision policy, the Board is guided by the following general principles:

- Supervision is carried out in accordance with the Plumbers, Gasfitters, and Drainlayers Act 2006 (Act) including taking account of its purpose
- Supervision is undertaken under the control and direction of a supervisor with arrangements that are sufficient to ensure that:
 - work is performed competently
 - appropriate safety measures are taken when work is carried out
 - completed work complies with the law.
- Supervision is an essential term and condition of a person's practising licence and is carried out in accordance with any terms and conditions placed on a person's licence, including those set out in *Gazette* notices.
- Supervision arrangements are reasonable in their circumstances taking into account the entirety of the arrangements including the supervisor-to-supervisee ratio, the frequency of contact, and the geographic distance between the supervisor and supervisee.

When determining whether a supervision arrangement is reasonable, the Board considers a number of things such as:

- whether the supervisor and supervisee meet the Board's expectations in the policy for both supervisors and supervisees
- applicable legal and policy requirements, and
- practical considerations about how the supervision arrangement will work such as:
 - the physical location(s) of the supervisor and supervisee
 - the number of people being supervised by the supervisor, and
 - the particular circumstances of each person

The Board would like to hear from people about what they consider are reasonable supervision arrangements. Given that the Board is responsible for protecting the health and safety of the public in relation to people who do or assist in doing sanitary plumbing, gasfitting and drainlaying, what expectations and limits are reasonable for supervision in the industry?

Making a submission

There are three ways you can make a submission...

- you can complete an online submission at www.pgdb.co.nz
- you can send your written submission by email to submissions@pgdb.co.nz
- you can mail your submission to:
The Registrar, PGDB, PO Box 10655, Wellington 6143.

Submissions must be received

by 5pm Friday, 18 October 2013.

If there is not enough room on this form, please feel free to attach your response on separate sheets.

Submission form

While the Board is interested in any comments you may wish to make about supervision arrangements, it specifically seeks input on the following questions.



Qualities of a good supervisor

1. What is reasonable for the Board to expect from a supervisor?

2. What kinds of things would make a person a good supervisor?

3. What kinds of things would make a person a bad supervisor?

Qualities of someone who is supervised

4. What is reasonable for the Board to expect from someone who is being supervised?

Relationship between a supervisor and someone they supervise

5. Should a person only be allowed to supervise people they employ?

6. If supervisors do not have to employ people they supervise, what relationship should exist between them (eg. should there be a contract between the parties)?

Location of a supervisor and someone they supervise

7. Should a supervisor and the person they supervise have to be located in the same town or city?

8. When would it be appropriate for a supervisor to be located in a different town or city to the person they supervise?



9. What is a reasonable physical distance that should be allowed between a supervisor and the person they supervise?

10. What is an unreasonable physical distance between them?

11. What factors might affect what is a reasonable or unreasonable distance?

12. How should the Board describe what is a reasonable or unreasonable distance and/or appropriate locations for a supervisor and the person they supervise (eg. distance, time to travel, methods of travel)?

Communication and contact

13. What is it reasonable for the Board to expect in terms of contact between a supervisor and the person they supervise?

14. Should they have to meet in person and, if so, when and how often?

15. What other forms of contact are acceptable?

16. What happens in difficult or emergency situations?



Numbers of people supervised

17. What number of people is it reasonable for one supervisor to supervise?

18. What factors might affect what is a reasonable number?

19. Should the number of people a person can supervise increase depending on the supervisor's skills and experience?

20. Should the number of people a person can supervise depend on the size of their business or the amount or type of work?

Approving supervision arrangements

21. What type of information should the Board require about a supervision arrangement in order to approve it?

22. Who should provide this information, how and when?

23. Should the Board require extra information for certain supervision arrangements (eg. where the supervisor is supervising more than 4 people or where they people being supervised are all in different locations)?

Other relevant considerations

24. Should there be training for people wanting to supervise others?



25. Are there any other matters the Board should take into account when considering supervision arrangements?

Your contact details

Name:

Registration number *(if applicable):*

Organisation:

Address:

Email:

Phone:

Thank you for your submission. The Board appreciates the time you have taken to make your submission and can assure you that it will be carefully considered.

Privacy statement

The Board may publish submissions on the Board's website. If you do not want your personal details to be included, please tick the following box