

ACCOUNTABILITY AGREEMENT

-between-

**THE MINISTER FOR
BUILDING AND CONSTRUCTION**

-and-

**PLUMBERS, GASFITTERS AND DRAINLAYERS
BOARD**

-for the period-

1 October 2010 - 31 March 2012

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1. PARTIES TO THE OUTPUT AGREEMENT

This Output Agreement (Agreement) is between the Minister for Building and Construction (the Minister) and the Plumbers, Gasfitters, and Drainlayers Board (the Board). The Department of Building and Housing (the Department) supports the Minister by carrying out the monitoring activities related to the Board's functions.

2. PURPOSE AND SCOPE

The objective of this Agreement is to establish the Minister's expectations of performance of the Board. The Agreement enables the Minister to monitor the Board, and hold the Board accountable for its performance.

This Agreement sets out the understanding of the Minister and the Board on:

- the expectations of performance of the Board for the year ending 31 March 2012
- the indicators that will be used to measure these expectations;
- the ways in which the Minister will assess the Board's performance in the delivery on those expectations; and
- other matters relevant to the relationship between the Minister and the Board.

3. POLICY FRAMEWORK FOR OCCUPATIONAL REGULATION

The Crown has a policy framework for occupational regulation, which aims to ensure that certain occupational groups are regulated in order to protect the public from the risks of an occupation being carried out in a negligent, unsatisfactory, or incompetent manner. While the regulation of occupations imposes costs and reduces flexibility, it can also provide assurance that competent people who have the necessary skills are available to carry out work, and that these people have been sufficiently trained and meet the required industry, sector or government standards.

4. ROLE OF THE BOARD

The Board is established under the Plumbers, Gasfitters, and Drainlayers Act 2006 (the Act). Under s137 of the Act, the functions of the Board are:

- a to designate classes of registration for the purposes of Part 2 of the Act*
- b to specify for each of those classes the work that persons are authorised to do, or assist in doing, by virtue of being a registered person of a particular class and holding a current practising licence*
- c to prescribe the minimum standards for registration for each of those classes that persons must meet in order to be registered as registered persons and to be issued with practising licences*
- d to prescribe the terms and conditions subject to which persons are registered and licences are issued*
- e to prescribe standards or requirements relating to competent and safe work practices and the testing of those practices*
- f to recognise appropriate overseas qualifications, certificates, registration, or licences for the purposes of registering persons and issuing licences under Part 2*
- g to consider applications for registration and licences under Part 2, and to register persons and issue licences in proper cases*
- h to establish criteria for granting and to grant exemptions from registration and licensing requirements to persons and classes of persons*
- i to authorise persons to do certain things in accordance with Part 1 and to issue limited certificates in proper cases under that Part*
- j to renew licences for subsequent terms in proper cases*

- k to promote, monitor, and review the ongoing competency and safe work practices of registered persons, provisional licence holders, and employer licence holders*
- l to make arrangements for the examination of persons practising or intending to practise the sanitary plumbing or gasfitting or drainlaying trades*
- m to present or issue, either independently or in conjunction with any other examining body, diplomas or certificates to persons in recognition of their proficiency in any of those trades*
- n to make recommendations to any person or body concerned with the education or training of any person wishing to enter the sanitary plumbing, gasfitting, or drainlaying trades, or with regard to any other matter affecting those trades*
- o to hear complaints about, and discipline, persons to whom subpart 1 of Part 3 applies*
- p to institute prosecutions against persons for the breach of any Act or regulation relating to sanitary plumbing, gasfitting, or drainlaying*
- q to make recommendations to the Minister with respect to the making of regulations, or the making of regulations controlling sanitary plumbing or drainlaying under the Health Act 1956*
- r to exercise and perform any other functions, duties, and powers as are conferred or imposed on the Board by or under this Act or by or under any other enactment*
- s to do any other things as may, in the Board's opinion, be necessary for the effective administration of this Act*
- t to carry out any functions that are incidental and related to, or consequential on, its functions stated in this section.*
[Compare: 1976 No 69 s 11(1)]

5. ROLE OF THE DEPARTMENT OF BUILDING AND HOUSING

The Board recognises that the Minister has appointed the Department to:

- advise the Minister on issues arising from the Minister's responsibilities in relation to the Board; and
- monitor the operation of the Board and the Minister's expectations specified in the relevant sections of this Agreement. To enable the Department to monitor the performance of the Board, the Board will provide the Department with information at the Department's request with the exceptions identified in Section 155 of the Act.
- work with the Board in a timely manner to monitor the registration of plumbers, gasfitters and drainlayers, and provide support and advice for the Minister. This work will also aim to be consistent with a whole-of-government approach to occupational licensing.

In particular, the Department will provide:

- the Board the opportunity to comment on policy and legislative proposals that materially impact the Board and its functions in regard to the general broad scope encompassing plumbers, gasfitters and drainlayers. This may also include informing the Board of proposals outside of the Department's direct influence or authority, where possible. In recognising this opportunity it is acknowledged that the Board, through the Registrar, may request the opportunity to comment on such proposals;
- the Board, at the Department's discretion, the opportunity to comment on relevant proposals it is considering in its role as the Minister's adviser that affect the Board and its functions;
- the Board the opportunity to test, with officials, initiatives it is considering implementing

6. RELATIONSHIP BETWEEN THE CROWN AND BOARD

The Board will, in carrying out its statutory functions, take into account the Crown's broader objectives in respect of implementing and maintaining a system for registration and licensing of plumbers, gasfitters and drainlayers in New Zealand.

The Board will act in accordance with government policy and where possible give effect to that policy at both a strategic and operational level.

7. EXPECTATIONS OF BOARD PERFORMANCE

The Board will carry out its functions using good governance practice, and with appropriate regard to the public sector environment in which it operates.

Good governance practice includes:

- having effective policies and procedures in place for the effective performance of the Board's functions, and that they are reviewed and updated as necessary
- maintaining effective oversight of the Board's finances, and ensuring that financial resources are used prudently
- engaging with stakeholders regularly
- undertaking decision making consistent with the legislative framework
- being familiar with and complying with government guidance for operating a crown entity and/or statutory board
- reviewing delegations from time-to-time and making adjustments as necessary
- ongoing capability development and driving for service improvement
- ensuring appropriate employment contracting and performance review procedures are in place
- ensuring long term contracting arrangements are reviewed and that performance is regularly monitored.

8. TERM

This Agreement commences on 1 October 2010.

9. ALTERATION

The Minister and the Board may amend this Agreement at any time during its term by mutual agreement. Any such amendments will be in writing.

10. ACCOUNTABILITY FOR PERFORMANCE

The Board will report on its performance expectations as specified in this Agreement and through its annual report.

The Board and the Minister undertake to revise the performance expectations of the Board to reflect any changes to the role and functions of the Board agreed upon by the Minister and/or Parliament during the period covered by this Agreement.

If the Board becomes aware that it will not be able to meet any of the performance expectations in this agreement, the Board will advise the Minister and the Department, as soon as practicable.

11. FUNDING

The Board is a third party funded, not-for-profit statutory body. It receives no direct Crown funding for its operations.

Any financial reserves held by the Board are to be managed prudently, used and invested in ways that contribute to its goals and are consistent with its statutory functions.

12. PROVISION OF INFORMATION TO THE DEPARTMENT

The Board may invite Department officials to attend Board meetings as appropriate, generally at least once a year.

The Board will also provide to the Department information as required by the Minister, or to enable the Department to carry out its monitoring functions effectively.

The Board will notify the Minister of any potentially contentious issues of public interest that may have a significant impact on the Board.

The Board will advise the Minister and Department of any significant information arising from an auditors report.

13. ANNUAL FINANCIAL REPORT AND STATEMENT OF RESPONSIBILITY

Under the Act, the Board must prepare an annual report on its operations for each financial year (Section 150 of the Act). This report will include information on the performance expectations specified in schedule one of this Agreement.

14. LIAISON BETWEEN THE BOARD AND THE MINISTER

The Board and the Minister may wish to meet from time to time in order to discuss issues that either party wishes to raise with the other.


15. PREPARATION OF ACCOUNTABILITY AGREEMENT FOR THE NEXT PERIOD

The Department will provide the Minister with a draft Accountability Agreement consistent with the provisions of Section 156 of the Plumbers, Gasfitters, and Drainlayers Act 2006, developed in consultation with the Board for the 2010-2011 financial year by 30 September 2010. If a new Accountability Agreement is not completed by the Parties before the commencement of the next reporting year, the Parties will continue to operate under the terms of the existing Accountability Agreement.

SIGNED:


.....
Hon Maurice Williamson
Minister for Building and Construction

Date: 23/6/2011


.....
Hazel Armstrong Alan Bickers
Chair
Plumbers, Gasfitters, and Drainlayers
Board

Date: 26/7/2011

SCHEDULE ONE – OUTPUT SCHEDULE

Note

- Note that not all tasks have a specific success criteria, where a task attracts a specific success criteria this has been aligned in the table
- Unless specific timeframes are given the expectation is that the Board will report to the Minister quarterly identifying progress against all tasks.
- Recs = reflect tasks that are associated with recommendations from the Office of the Auditor-General's report.

Tasks	Completion date	Success criteria
<p>Strategic planning</p> <p>Assess and effectively and efficiently address policy and legal capability and capacity needs for the foreseeable future</p>	30 November 2010	The Board has addressed its policy and legal support needs
<p>Develop, and agree with the Minister, a long term strategic plan that:</p> <ul style="list-style-type: none"> • demonstrates consultation with the industry • includes a clear vision for the Board • includes meaningful outcomes the Board wishes to achieve • sets out measurable objectives the Board wishes to achieve in working towards agreed outcomes • sets out the timeframes within which the Board expects to achieve stated objectives • sets out how the Board intends to monitor the achievement of these objectives and whether objectives and outcomes remain appropriate going forward 	1 March 2011	<p>The Board's draft strategic plan is notified and discussed with the Minister. The plan will include:</p> <ul style="list-style-type: none"> • a clear vision • appropriate outcomes • measurable success criteria
<p>Develop a work programme that:</p>	31 March 2011	The Minister is notified of the Board's work programme that

Tasks	Completion date	Success criteria
<p>Allow six months for practitioners to lodge their grievance</p> <p>Allow a further six months to process all lodged grievances</p> <p>Report to Minister monthly on volumes of grievances received, reasons for grievances, adherence in meeting the 20 day decision timeframe and grievance outcomes</p>	<p>from 1 November 2011</p>	<p>All grievances are lodged within six months of notification of the start of the grievance resolution process</p> <p>The Minister receives minimal complaints regarding the Board's communications in respect of notifying practitioners</p> <p>The Minister receives monthly reports on the last day of each month</p> <p>All grievances progressed to a decision within six months following the closing date for lodgement</p>
<p>General Complaints and Decision review mechanism (Rec 14)</p> <p>Seek legal advice on the extent to which a mechanism can be developed to facilitate resolutions to practitioners complaints in respect of particular Board decisions and/or actions</p> <p>Develop infrastructure, policies and procedures to support an accessible and transparent mechanism to enable tradespeople who are unhappy with a particular Board decision or action to gain resolution</p> <p>Effectively communicate the existence of the complaints resolution mechanism</p> <p>Progress individual reviews to a recommendation to the Board within 20 working days.</p> <p>Monthly reports provided to the Minister in respect of all complaints made to the Board. The report should include</p>	<p>1 July 2011</p>	<p>An assessment of complaints received by Minister demonstrates improved performance by the Board</p> <p>Individual complaints are progressed within 20 days of lodgement</p> <p>The Minister receives monthly reports on the last day of each month</p>

Tasks	Completion date	Success criteria
volumes of complaints, nature of request, adherence in meeting the 20 day recommendation timeframe and outcomes.		
<p>Operational policies and procedures (Recs 1, 3, 4, 5, 11, 12)</p> <p>Review and develop policies in respect of:</p> <ul style="list-style-type: none"> • licensing, including a discussion of how the Board defines “supervision” • registration, paying particular attention to: <ul style="list-style-type: none"> ○ the use of provisional licenses in lieu of full registration ○ ensure that the Board complies with the Plumbers, Gasfitters, and Drainlayers Act 2006 and administrative law principles ○ ensuring the Board’s current policies give appropriate effect to its statutory discretion <p>Identify all Board powers and responsibilities under the Act and consider which, if any require policies and procedures to guide their application and in doing so that it carefully consider the legal basis for such policies</p> <p>Develop a streamlined registration process and policies for registering overseas trained trades people that:</p> <ul style="list-style-type: none"> • recognises overseas qualifications and relevant experience • minimises compliance costs • ensures the trades person is sufficiently skilled to operate safely in the New Zealand environment: 	<p>31 March 2012</p> <p>31 March 2012</p> <p>1 April 2011</p> <p>31 March 2012</p>	<p>An assurance is given to the Minister that registration and licensing policies have been independently assessed by a public and administrative law specialist as compliant with applicable legislation and legal principles</p> <p>Board powers are identified, and the need for guiding policies and procedures are identified</p> <p>The Minister receives fewer complaints from overseas qualified trades people regarding their inability to gain registration</p> <p>The Board develops a cost-effective approach to monitoring,</p>

Tasks	Completion date	Success criteria
<p>Review the place of Continuing Professional Development (CPD) in the context of the Board's outcomes and strategic objectives giving particular consideration to the:</p> <ul style="list-style-type: none"> • costs to industry of mandatory CPD • impact of CPD on ensuring ongoing competence of trades people 	<p>Start by 11 April 2011; Complete by 31 March 2012.</p>	<p>identifying and investigating competence issues. The approach shows consideration of Section 53 of the Act and continuing professional development. The Board's work also shows appropriate consultation has been undertaken.</p>
<p>Examinations (Recs 7, 8)</p> <p>Review its processes for preparing and moderating questions, and for setting examination papers</p> <p>Ensure examination questions are appropriate and able to be answered in the June 2011 examination</p> <p>Integrate the Board's registration examination into the National Certificate</p> <p>Work with the PGDRITO to develop a level 5 qualification and associated training programme for certifier registration</p> <p>Examination goals and performance monitoring will be included in the Board's strategic planning</p> <p>Develop a mechanism to enable the Board to measure a candidates experience with the examination system and to identify areas for improvement</p>	<p>31 March 2011</p> <p>1 June 2011</p> <p>1 April 2012</p> <p>30 November 2012</p> <p>1 March 2011</p> <p>1 April 2011</p>	<p>Processes for preparing and moderating questions, and for setting examination papers independently¹ assessed and the outcome reported to the Minister</p> <p>Examination results and analysis reported to the Minister no later than one month following the date of the examination</p> <p>Report to the Minister once the examination has been incorporated into the National Certificate. Including what the Board's expectations are for future pass rates and efficiency gains</p> <p>N/A – the success of this task is dependant, in part, on the Industry Training Organisation</p> <p>The Board's strategic planning clearly identifies the importance of examinations and training as an input to the achievement of outcomes</p> <p>The Board has mechanisms in place to measure a candidates experience with the examination system and to identify areas</p>

Tasks	Completion date	Success criteria
		for improvement
<p>Gas Certification (Recs 9, 10)</p> <p>Work with the Ministry of Economic Development and the Department of Building and Housing to consider what changes may be needed to enable the gas certification system to operate as an effective public safety protection</p> <p>Work closely with the Ministry of Economic Development and the Department of Building and Housing to develop a gas audit process that provides adequate assurance of the safety of self-certified gas installations</p>	<p>31 March 2011 (completed)</p> <p>1 August 2011 (superseded by the review of gas and electrical certification)</p>	<p>The Board can clearly demonstrate its contribution in the Certification Review being lead by the Ministry of Economic Development and the Department of Building and Housing</p>
<p>Review of the gas and electrical certification regime and fees</p> <p>Develop a 'risk-based auditing system' to monitor and audit practitioner competence</p> <p>Provide sufficient information and support to officials to enable them to determine the feasibility of modifying the PGDB online ("certification") database for use at the Ministry of Economic Development (MED):</p> <ul style="list-style-type: none"> • If the PGDB database is to be utilised by MED, assist with the implementation of the handover in a timely manner to ensure the database is 	<p>The initial work is to be completed by 31 May 2012 and the implementation is to be completed by 31 March 2013</p> <p>In a timely manner for the system to be operational by 1 April 2013</p>	<p>Evidence of a financially sustainable risk based auditing system. The Board's input:</p> <ul style="list-style-type: none"> • reflects a balance between public safety outcomes and cost efficiency goals • considers the implications for the development and running of a risk based competence assessments <p>Information is provided to officials enabling decisions to be made about the content of the online database</p>

Tasks	Completion date	Success criteria
<p>operational by 1 April 2013</p> <ul style="list-style-type: none"> Work with MED and the Department of Building and Housing (DBH) to determine what safety information should be lodged in the MED online database <p>Report back to the Minister for Building and Construction on the impact of removing the gas certificate fee revenue, the cost of the functions they have to perform, how this change can be managed and impact on licence fees, with a view to minimise any increase in practitioner licence fees</p>	31 Jan 2012	Report back completed on time
<p>Regulatory amendments (Recs 2, 6)</p> <p>Consider what, if any, amendments may be necessary to the Act</p> <p>Develop a case for change that complies with accepted public sector policy development principles</p>	31 March 2012	Evidence of clear criteria for monitoring and evaluating the impact of continuing professional development and the Act in general
<p>Fees reviews (Rec 13)</p> <p>Conduct a review of, and reset, the disciplinary levy</p> <p>Gain an understanding of the functions the Board must provide (i.e. are required by the Act), should provide (i.e. are permitted by the Act) and wants to provide (i.e. are not explicitly provided for in the Act but are appropriate in order to achieve the outcomes sought by the Act)</p> <p>Prioritise these functions for assessment to determine the most cost-effective way to deliver them</p>	By 31 March 2012	<p>A completed Terms of Reference (ToR), for a fees review considering all Board functions, before 31 March 2012. The ToR shows the Board will consider and assess various service delivery methods (i.e. in-house, contract, partial contract, shared services, etc)</p> <p>Note: the completion of the review will be reflected in the 2012/13 Output Agreement</p>

Tasks	Completion date	Success criteria
Begin to assess functions in respect of cost-effective delivery		

OUTPUT AGREEMENT

- between -

**THE MINISTER FOR
BUILDING AND CONSTRUCTION**

- and -

**THE PLUMBERS, GASFITTERS, AND DRAINLAYERS
BOARD**

- for the period -

1 JULY 2012 – 31 MARCH 2013

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1. PARTIES TO THE OUTPUT AGREEMENT

This Output Agreement (Agreement) is between the Minister for Building and Construction (the Minister) and the Plumbers, Gasfitters, and Drainlayers Board (the Board). The Ministry of Business, Innovation and Employment (the Ministry) supports the Minister by carrying out monitoring activities related to the Boards functions.

2. PURPOSE AND SCOPE

The objective of this Agreement is to establish expectations of performance for the outputs to be provided by the Board. The Agreement enables the Minister to monitor the Board, and hold it accountable for its performance.

This Agreement sets out the understanding of the Minister and the Board on:

- the outputs to be supplied by the Board;
- the indicators used to measure the outputs;
- the ways in which the Minister will assess the Board's performance in the delivery of the outputs; and
- other matters relevant to the relationship between the Minister and the Board.

3. POLICY FRAMEWORK FOR OCCUPATIONAL REGULATION

The Government has a policy framework for occupational regulation, which aims to ensure that certain occupational groups are regulated in order to protect the public from the risks of an occupation being carried out incompetently or recklessly.

While the regulation of occupations imposes costs and reduces flexibility, it can also provide assurance that competent people who have the necessary skills are available to carry out work, and that these people have been sufficiently trained and meet the required industry, sector or government standards.

4. ROLE OF THE BOARD

The functions of the Board are set out under the Plumbers, Gasfitters, and Drainlayers Act 2006. The Board is responsible for administering the registration and licensing systems of plumbers, gasfitters and drainlayers and in doing so, is responsible for setting the minimum standards for registration and ensuring those persons carrying out regulated work are competent to do so. Broadly speaking, the Board's powers and functions can be categorised into registration, licensing, competence, discipline and prosecution.

The Board receives complaints and, as a result, may investigate and discipline registered persons (including provisional licence holders) or instigate a prosecution in the District Court against those working illegally in the industry, most commonly unregistered or unlicensed persons.

The Board is a not for profit body whose operational revenue is derived from fees (such as registrations, licences, examination) and levies on the tradespeople who are registered and licensed. There is no general tax payer contribution to any of its operations.

The Board does not operate under the 2006 Act in isolation, but instead operates within the building industry framework, including but not limited to the Gas Act 1992, Gas (Safety and Measurement) Regulations 2010, the Building Act 2004 and the Building Code.

The administrative responsibility for monitoring and reporting back on the Crown's interest in the Board is the Ministry of Business, Innovation and Employment, on behalf of the Minister for Building and Construction.

5. ROLE OF THE MINISTRY OF BUSINESS, INNOVATION AND EMPLOYMENT

The Board recognises that the Minister has appointed the Ministry to:

- advise the Minister on issues arising from the Minister's responsibilities in relation to the Board; and
- monitor the delivery by the Board of the outputs specified in the relevant sections of this Agreement.

The Ministry will work with the Board in a timely manner to monitor the registration of plumbers, gasfitters and drainlayers, and provide support and advice for the Minister, particularly on areas of strategic importance for this industry. This work will also aim to be consistent with a whole-of-government approach to occupational licensing.

In particular, the Ministry will:

- provide the Board opportunity to comment on policy and legislative proposals that materially impact the Board and its functions in regard to the general broad scope encompassing design professions and professionals (this may also include informing the Board of proposals outside of the Ministry's direct influence or authority, where possible);
- provide the Board opportunity to comment on relevant papers it has prepared in its role as the Minister's adviser that effect the Board and its functions; and
- provide advice to the Board on standard government procedures and requirements for government entities as appropriate.

6. RELATIONSHIP BETWEEN THE CROWN AND BOARD

The Board will, in carrying out its statutory functions, take into account the Crown's broader objectives in respect of implementing and maintaining a system for registration of plumbers, gasfitters and drainlayers in New Zealand. The Board has a statutory responsibility to review and report to the Minister for Building and Construction on the performance of the registration regime for plumbers, gasfitters and drainlayers.

7. TERM

This Agreement commences on 1 July 2012 and ends on 31 March 2013.

8. ALTERATION

The Minister and the Board may amend this Agreement at any time during its term by mutual agreement. Any such amendments will be in writing.

9. THE OUTPUTS TO BE PROVIDED BY THE BOARD

The outputs and associated performance measures for the Board are set out in Schedule One of this Agreement.

10. ACCOUNTABILITY FOR OUTPUTS

The Board will report on its outputs as specified in this Agreement.

The Board and the Minister undertake to revise the outputs to be provided by the Board to reflect any changes to the role and functions of the Board agreed upon by the Minister and/or Parliament during the period covered by this agreement.

If the Board becomes aware that it will not be able to meet any of the performance measures and outputs in this agreement, the Board will advise the Minister and the Ministry, as soon as practicable.

11. FUNDING

The Board is a third party funded, non-profit statutory body. It receives no direct Crown funding for its operations.

Any financial reserves held by the Board are to be used in ways that contribute to its goals and are consistent with its statutory functions.

12. PROVISION OF INFORMATION

The Board may invite Ministry officials to attend Board meetings as appropriate, generally at least once a year.

The Board will also provide to the Ministry information as required by the Minister, or to enable the Ministry to carry out its monitoring functions effectively.

The Board will advise the Minister and Ministry of any significant information arising from an auditor's report.

13. ANNUAL PERFORMANCE REPORTS

The Board will prepare an annual report on its operations for each financial year as set out in the Plumbers, Gasfitters, and Drainlayers Act 2006.

14. ANNUAL FINANCIAL REPORT AND STATEMENT OF RESPONSIBILITY

The Board is a public entity as defined in section 4 of the Public Audit Act 2001 and, in accordance with that Act, the Auditor-General is its auditor. As soon as practicable after the end of each financial year, the Board shall submit to the Audit Office statements and accounts of all its income and expenditure in that year, together with a statement of financial position as at the last day of that year.

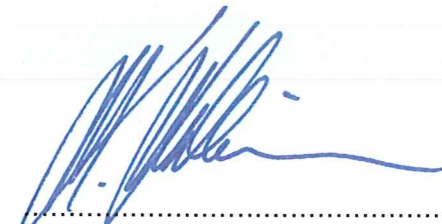
15. LIAISON BETWEEN THE BOARD AND THE MINISTER

The Board and the Minister may wish to meet from time to time in order to discuss issues that either party wishes to raise with the other.

16. PREPARATION OF OUTPUT AGREEMENT FOR THE NEXT PERIOD

The Ministry will provide the Minister with a draft Output Agreement, developed in consultation with the Board for the 2013 financial year by 1 March 2013. If a new Output Agreement is not completed by the Parties before the commencement of the next financial year, the parties will continue to operate under the terms of the existing Agreement.

SIGNED:



.....
Hon Maurice Williamson
Minister for Building and Construction

Date:

14/8/2012

.....
Alan Bickers
Chair, Plumbers, Gasfitters, and
Drainlayers Board

Date:

**ACCOUNTABILITY AGREEMENT 2012 - 2013
OUTPUT SCHEDULE 1**

Tasks	Completion date	Success criteria
<p>Strategic planning</p> <p>Review the Board's strategic plan and adopt a new plan for the period commencing 1st April 2013 and ending on 31st March 2016.</p> <p>Adopt a business plan for the year commencing 1st April 2013, that contributes to achieving the objectives of the strategic plan.</p>	<p>28th February 2013</p> <p>31st March 2013</p>	<p>The Board's plan is discussed with the Minister. The plan will include:</p> <ul style="list-style-type: none"> - a clear vision; - measurable objectives. <p>The Minister is notified of the business plan. The plan demonstrates alignment with the strategic plan and contains measurable performance criteria.</p>
<p><u>Electricity and Gas Certification Review</u></p> <p>Participate in the Certification Review led by the Ministry of Building, Innovation and Employment and support the implementation of changes in the certification of gas installation work.</p> <p>Enabling full implementation of the Cabinet decisions related to the self-certification of gasfitting</p>	<p>On-going</p> <p>On-going</p> <p>31 March 2013</p> <p>30 November 2012</p>	<p>Changes to the certification regime are communicated to people registered by and with the Board and other affected people through Infobrief.</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 process for monitoring, promoting and reviewing the competence of gasfitters.</p> <p>The Board completes consultation on a proposal to publish Gazette notices to allow licensed gasfitters to certify the low risk gas installation work that they undertake.</p>

Tasks	Completion date	Success criteria
<p>Review of operational policies</p> <p>Complete the review of operational policies and processes.</p>	<p>31st March 2013</p>	<p>The Board will have a full suite of policies in place that cover all of its responsibilities under the Plumbers, Gasfitters and Drainlayers Act 2006. (the Act)</p> <p>The policies will have been implemented.</p> <p>Board staff will have undergone a rigorous legal compliance training programme.</p>
<p>Registration examinations</p> <p>To integrate the Board's examinations into the new versions of level four national certificates.</p>	<p>31st March 2013</p>	<p>The Board can demonstrate that integration will result in the required competencies being able to be effectively measured by the new national certificates. (This is dependent on successful negotiation with the ITO)</p>
<p>Practitioner competence</p> <p>Develop a risk-based system to monitor and measure practitioner competence</p>	<p>Initial work is completed by 31st May 2012 for implementation by 1st April 2013</p>	<p>Evidence of a financially sustainable risk based system that demonstrates a balance between public safety outcomes, cost efficiency goals and affordability.</p>
<p>Fees review</p> <p>Conduct a full review of fees and levies and reset if</p>	<p>31st December 2012</p>	<p>The fees review demonstrates that it has been carried out</p>

Tasks	Completion date	Success criteria
<p>necessary</p>		<p>in accordance with OAG good practice guide – “Charging fees for public sector goods and services”</p>
<p>Continuing professional development (CPD)</p> <p>Complete the review of the CPD scheme</p>	<p>31st May 2012</p>	<p>The Board presents proposed Gazette notices to the Minister that reflect a CPD scheme that:</p> <ul style="list-style-type: none"> - complies with the guiding principles of s32 of the Act; - has undergone a rigorous consultation process.
<p>Registration of overseas trained tradespeople</p> <p>Complete the review of the minimum standards of registration for overseas trained tradespeople</p>	<p>31st October 2012</p>	<p>The Board presents proposed Gazette notices to the Minister that reflects registration requirements that:</p> <ul style="list-style-type: none"> - comply with the guiding principles of s32 of the Act; - have undergone a rigorous consultation process; - have compliance requirements that are commensurate with risk.

<p>Communications</p> <p>Communicate effectively with, and be accessible to, the industry</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> - A minimum of ten newsletters are published each year. - A minimum of ten stakeholder meetings are held throughout the country each year. - The Board's stakeholder survey demonstrates an improving trend in satisfaction with Board provided services.
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OUTPUT AGREEMENT

between

**THE MINISTER FOR
BUILDING AND CONSTRUCTION**

and

**THE PLUMBERS, GASFITTERS AND DRAINLAYERS
BOARD**

for the period

1 April 2013 – 31 March 2014

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1. PARTIES TO THE OUTPUT AGREEMENT

- 1.1. This Output Agreement (Agreement) is between the Minister for Building and Construction (the Minister) and the Plumbers, Gasfitters and Drainlayers Board (the Board). The Ministry of Business, Innovation and Employment (the Ministry) supports the Minister by carrying out monitoring activities related to the Board's functions.

2. PURPOSE AND SCOPE

- 2.1. The objective of this Agreement is to establish expectations of performance for the outputs to be provided by the Board. The Agreement enables the Minister to monitor the Board, and hold it accountable for its performance.
- 2.2. This Agreement sets out the understanding of the Minister and the Board on:
 - the outputs to be supplied by the Board
 - the indicators used to measure the outputs
 - the ways in which the Minister will assess the Board's performance in the delivery of the outputs, and
 - other matters relevant to the relationship between the Minister and the Board

3. POLICY FRAMEWORK FOR OCCUPATIONAL REGULATION

- 3.1. The Government has a policy framework for occupational regulation, which aims to ensure that certain occupational groups are regulated in order to protect the public from the risks of an occupation being carried out incompetently or recklessly.
- 3.2. While the regulation of occupations imposes costs and reduces flexibility, it can also provide assurance that competent people who have the necessary skills are available to carry out work; and that these people have been sufficiently trained and meet the required industry, sector or government standards.

4. ROLE OF THE BOARD

- 4.1. The functions of the Board are set out under the Plumbers, Gasfitters and Drainlayers Act 2006. The Board is responsible for administering the registration and licensing systems of plumbers, gasfitters and drainlayers. In doing so, it is responsible for setting the minimum standards for registration and ensuring those persons carrying out regulated work are competent to do so. Broadly speaking, the Board's powers and functions can be categorised into registration, licensing, competence, discipline, and prosecution.
- 4.2. The Board receives complaints and, as a result, may investigate and discipline registered persons (including provisional licence holders) or instigate a prosecution in the District Court against those working illegally in the industry, most commonly unregistered or unlicensed persons.

- 4.3. The Board is a not for profit body whose operational revenue is derived from fees (such as registrations, licences, examination) and levies on the trades people who are registered and licensed. There is no general taxpayer contribution to any of its operations.
- 4.4. The Board does not operate under the 2006 Act in isolation, but instead operates within the building industry framework, including but not limited to the Gas Act 1992, Gas (Safety and Measurement) Regulations 2010, the Building Act 2004 and the Building Code.
- 4.5. The administrative responsibility for monitoring and reporting back on the Crown's interest in the Board is the Ministry of Business, Innovation and Employment, on behalf of the Minister for Building and Construction.

5. ROLE OF THE MINISTRY OF BUSINESS, INNOVATION AND EMPLOYMENT

- 5.1. The Board recognises that the Minister has appointed the Ministry to
 - advise the Minister on issues arising from the Minister's responsibilities in relation to the Board; and
 - monitor the delivery by the Board of the outputs specified in the relevant sections of this Agreement.
- 5.2. The Ministry will work with the Board in a timely manner to monitor the registration of plumbers, gasfitters and drainlayers, and provide support and advice for the Minister, particularly on areas of strategic importance for this industry. This work will also aim to be consistent with a whole-of-government approach to occupational licensing.
- 5.3. In particular, the Ministry will:
 - provide the Board the opportunity to comment on policy and legislative proposals that materially impact on the Board and its functions in regard to the general broad scope encompassing design professions and professionals (this may also include informing the Board of proposals outside of the Ministry's direct influence or authority, where possible);
 - provide the Board opportunity to comment on relevant papers it has prepared in its role as the Minister's adviser that effect the Board and its functions; and
 - provide advice to the Board on standard government procedures and requirements for government entities as appropriate.

6. RELATIONSHIP BETWEEN THE CROWN AND BOARD

- 6.1. The Board will, in carrying out its statutory functions, take into account the Crown's broader objectives in respect of implementing and maintaining a system for registration of plumbers, gasfitters and drainlayers in New Zealand. The Board has a statutory responsibility to review and report to the Minister for Building and Construction on the performance of the registration regime for plumbers, gasfitters and drainlayers.

7. TERM

7.1. This Agreement commences on 1 April 2013 and ends on 31 March 2014.

8. ALTERATION

8.1. The Minister and the Board may amend this Agreement at any time during its term by mutual agreement. Any such amendments will be in writing.

9. THE OUTPUTS TO BE PROVIDED BY THE BOARD

9.1. The outputs and associated performance measures for the Board are set out in Schedule One of this Agreement.

10. ACCOUNTABILITY FOR OUTPUTS

10.1. The Board will report on its outputs as specified in this Agreement.

10.2. The Board and the Minister undertake to revise the outputs to be provided by the Board to reflect any changes to the role and functions of the Board agreed upon by the Minister and/or Parliament during the period covered by this agreement.

10.3. If the Board becomes aware that it will not be able to meet any of the performance measures and outputs in this agreement, the Board will advise the Minister and the Ministry, as soon as is practicable.

11. FUNDING

11.1. The Board is a third party funded, non-profit statutory body. It receives no direct Crown funding for its operations.

11.2. Any financial reserves held by the Board are to be used in ways that contribute to its goals and are consistent with its statutory functions.

12. PROVISION OF INFORMATION

12.1. The Board may invite Ministry officials to attend Board meetings as appropriate, generally at least once a year.

12.2. The Board will also provide to the Ministry information as required by the Minister, or to enable the Ministry to carry out its monitoring functions effectively.

12.3. The Board will advise the Minister and Ministry of any significant information arising from an auditor's report.

13. ANNUAL PERFORMANCE REPORTS

13.1. The Board will prepare an annual report on its operations for each financial year as set out in the Plumbers, Gasfitters and Drainlayers Act 2006.

14. ANNUAL FINANCIAL REPORT AND STATEMENT OF RESPONSIBILITY

14.1. The Board is a public entity as defined in Section 4 of the Public Audit Act 2001. In accordance with that Act, the Auditor-General is its auditor. As soon as practicable after the end of each financial year, the Board shall submit to the Audit Office statements and accounts of all its income and expenditure in that year, together with a statement of financial position as at the last day of that year.

15. LIAISON BETWEEN THE BOARD AND THE MINISTER

15.1. The Board and the Minister may wish to meet from time to time in order to discuss issues that either party wishes to raise with the other.

16. PREPARATION OF OUTPUT AGREEMENT FOR THE NEXT PERIOD

16.1. The Ministry will provide the Minister with a draft Output Agreement, developed in consultation with the Board for the 2013 financial year by 1 March 2013. If a new Output Agreement is not completed by the parties before the commencement of the next financial year, the parties will continue to operate under the terms of the existing Agreement.

SIGNED



Hon Maurice Williamson
Minister for Building and Construction

Date:

8/5/2013



Alan Bickers
Presiding Member
Plumbers, Gasfitters and Drainlayers Board

Date:

27/6/2013

Accountability Agreement 2013 – 2014 - Output Schedule 1

Tasks	Completion Date	Success Criteria
<p>Strategic and Business Planning</p> <p>Prepare a business plan for the year commencing 1 April 2014 that contributes to achieving the objectives of the 2013-2016 strategic plan.</p>	31/03/14	The Minister is notified of the business plan. The plan demonstrates alignment with the strategic plan and contains measurable performance criteria.
<p>Review of operational policies</p> <p>Implement a rolling review of operational policies and processes.</p>	31/3/14	Policies that are due for review will be reviewed.
<p>Registration Examinations</p> <p>To integrate the Board's examinations into the new versions of Level 4 national certificates.</p>	31/03/14	The Board can demonstrate progress with the integration of its registration examinations into the national plumbing, gasfitting and drainlaying qualifications. (This is dependent on timeframes for the NZQA TROQ process).
<p>Practitioner competence</p> <p>To implement the new system developed by the Board to monitor and measure practitioner competence.</p> <p>Monitor compliance with the gas certification regime.</p>	31/03/14 Ongoing	<p>The competence of at least 150 randomly selected certifying trades people will be reviewed each year once the system is operational.</p> <p>The Board monitors compliance with the certification regime as parts of its programme of gasfitter competence reviews and reports the results of monitoring to Energy Safety.</p>

Tasks	Completion Date	Success Criteria
<p>Follow-up review by the Office of the Auditor General</p> <p>Ensure that all issues raised in the 2010 report of the Office of the Auditor General have been dealt with by the time of the follow-up review.</p>	30/9/13	The Board obtains a satisfactory report from the OAG, in the follow up review of Board actions taken to address the issues raised in the 2010 report.
<p>Annual Report</p> <p>Demonstrate that the Board is acting in a financially prudent manner and is meeting its reporting and associated legal responsibilities.</p>	31/7/13	The Board achieves a satisfactory audit report from Audit NZ.
<p>Communications</p> <p>Maintain effective communication with stakeholders around New Zealand.</p>	Ongoing	<p>A minimum of 10 newsletters are published each year.</p> <p>A minimum of 10 stakeholder meetings are held throughout the country each year.</p> <p>The Board's stakeholder survey demonstrates an improving trend in satisfaction with Board provided services.</p> <p>Ensure Board website is available 24/7 and includes current information only.</p>
<p>Consumer Awareness</p> <p>To encourage a positive behaviour change among non-compliant plumbers, gasfitters and drainlayers.</p>	Ongoing	<p>Raise the profile of the registration and licensing regime through communications.</p> <p>Prosecute non-registered persons who undertake work in breach of the Plumbers, Gasfitters and Drainlayers Act.</p>

OUTPUT AGREEMENT

between

**THE MINISTER FOR
BUILDING AND CONSTRUCTION**

and

**THE PLUMBERS, GASFITTERS AND DRAINLAYERS
BOARD**

for the period

1 April 2014 – 31 March 2015

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1. PARTIES TO THE OUTPUT AGREEMENT

- 1.1. This Output Agreement (Agreement) is between the Minister for Building and Construction (the Minister) and the Plumbers, Gasfitters and Drainlayers Board (the Board). The Ministry of Business, Innovation and Employment (the Ministry) supports the Minister by carrying out monitoring activities related to the Board's functions.

2. PURPOSE AND SCOPE

- 2.1. The objective of this Agreement is to establish expectations of performance for the outputs to be provided by the Board. The Agreement enables the Minister to monitor the Board, and hold it accountable for its performance.
- 2.2. This Agreement sets out the understanding of the Minister and the Board on:
 - the outputs to be supplied by the Board;
 - the indicators used to measure the outputs;
 - the ways in which the Minister will assess the Board's performance in the delivery of the outputs; and
 - other matters relevant to the relationship between the Minister and the Board.

3. POLICY FRAMEWORK FOR OCCUPATIONAL REGULATION

- 3.1. The Government has a policy framework for occupational regulation, which aims to ensure that certain occupational groups are regulated in order to protect the public from the risks of an occupation being carried out incompetently or recklessly.
- 3.2. While the regulation of occupations imposes costs and reduces flexibility, it can also provide assurance that competent people who have the necessary skills are available to carry out work; and that these people have been sufficiently trained and meet the required industry, sector or government standards.

4. ROLE OF THE BOARD

- 4.1. The functions of the Board are set out under the Plumbers, Gasfitters and Drainlayers Act 2006 (the Act). The Board is responsible for administering the registration and licensing systems of plumbers, gasfitters and drainlayers. In doing so, it is responsible for setting the minimum standards for registration and ensuring that those persons carrying out regulated work are competent to do so. Broadly speaking, the Board's powers and functions can be categorised into registration, licensing, competence, discipline, and prosecution.
- 4.2. The Board receives complaints and, as a result, may investigate and discipline registered persons (including provisional licence holders) or instigate a prosecution in the District Court against those working illegally in

the industry, most commonly unregistered or unlicensed persons.

- 4.3. The Board is a not for profit body whose operational revenue is derived from fees (such as registrations, licences, examination) and levies on the trades people who are registered and licensed. There is no general taxpayer contribution to any of its operations.
- 4.4. The Board does not operate under the Act in isolation, but instead operates within the building industry framework, including but not limited to the Gas Act 1992, Gas (Safety and Measurement) Regulations 2010, the Building Act 2004 and the Building Code.
- 4.5. The administrative responsibility for monitoring and reporting back on the Crown's interest in the Board is the Ministry, on behalf of the Minister.

5. ROLE OF THE MINISTRY

- 5.1. The Board recognises that the Minister has appointed the Ministry to:
 - advise the Minister on issues arising from the Minister's responsibilities in relation to the Board; and
 - monitor the delivery by the Board of the outputs specified in the relevant sections of this Agreement.
- 5.2. The Ministry will work with the Board in a timely manner to monitor the registration of plumbers, gasfitters and drainlayers, and provide support and advice for the Minister; particularly on areas of strategic importance for this industry. This work will also aim to be consistent with a whole-of-government approach to occupational licensing.
- 5.3. In particular, the Ministry will:
 - provide the Board the opportunity to comment on policy and legislative proposals that materially impact on the Board and its functions in regard to the general broad scope encompassing design professions and professionals (this may also include informing the Board of proposals outside of the Ministry's direct influence or authority, where possible);
 - provide the Board opportunity to comment on relevant papers it has prepared in its role as the Minister's adviser that effect the Board and its functions; and
 - provide advice to the Board on standard government procedures and requirements for government entities as appropriate.

6. RELATIONSHIP BETWEEN THE CROWN AND BOARD

- 6.1. The Board will, in carrying out its statutory functions, take into account the Crown's broader objectives in respect of implementing and maintaining a system for registration of plumbers, gasfitters and drainlayers in New Zealand. The Board has a statutory responsibility to review and report to the Minister for Building and Construction on the performance of the registration

regime for plumbers, gasfitters and drainlayers.

7. TERM

7.1. This Agreement commences on 1 April 2014 and ends on 31 March 2015.

8. ALTERATION

8.1. The Minister and the Board may amend this Agreement at any time during its term by mutual agreement. Any such amendments will be in writing.

9. THE OUTPUTS TO BE PROVIDED BY THE BOARD

9.1. The outputs and associated performance measures for the Board are set out in Schedule One of this Agreement.

10. ACCOUNTABILITY FOR OUTPUTS

10.1. The Board will report on its outputs as specified in Annex A of this Agreement.

10.2. The Board and the Minister undertake to revise the outputs to be provided by the Board to reflect any changes to the role and functions of the Board agreed upon by the Minister and/or Parliament during the period covered by this agreement.

10.3. If the Board becomes aware that it will not be able to meet any of the performance measures and outputs in this agreement, the Board will advise the Minister and the Ministry, as soon as is practicable.

11. FUNDING

11.1. The Board is a third party funded, non-profit statutory body. It receives no direct Crown funding for its operations.

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12.2. The Board will also provide to the Ministry information as required by the Minister, or to enable the Ministry to carry out its monitoring functions effectively.

12.3. The Board will advise the Minister and Ministry of any significant information arising from an auditor's report.

13.ANNUAL PERFORMANCE REPORTS

13.1. The Board will prepare an annual report on its operations for each financial year as set out in the Act.

14.ANNUAL FINANCIAL REPORT AND STATEMENT OF RESPONSIBILITY

14.1. The Board is a public entity as defined in Section 4 of the Public Audit Act 2001. In accordance with that Act, the Auditor-General is its auditor. As soon as practicable after the end of each financial year, the Board shall submit to the Audit Office statements and accounts of all its income and expenditure in that year, together with a statement of financial position as at the last day of that year.

15.LIAISON BETWEEN THE BOARD AND THE MINISTER

15.1. The Board and the Minister may wish to meet from time to time in order to discuss issues that either party wishes to raise with the other.

16.PREPARATION OF OUTPUT AGREEMENT FOR THE NEXT PERIOD

16.1. The Ministry will provide the Minister with a draft Output Agreement, developed in consultation with the Board for the 2015-2016 financial year by 1 April 2015. If a new Output Agreement is not completed by the parties before the commencement of the next financial year, the parties will continue to operate under the terms of the existing Agreement.

SIGNED



Hon Maurice Williamson
Minister for Building and Construction

Date:

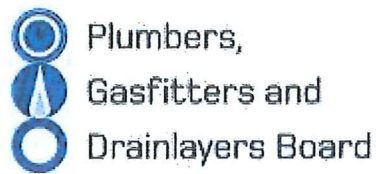
10/4/2014


Peter Jackson
Presiding Member
Plumbers, Gasfitters and Drainlayers Board

Date:

Annex A - Accountability Agreement 2014 – 2015 - Output Schedule

Tasks	Completion Date	Success Criteria
<p>Strategic and Business Planning Adopt a strategic plan for the three years commencing 1 April 2015.</p>	31/03/15	The Minister is notified of the strategic plan.
<p>Adopt a business plan for the year commencing 1 April 2015 that contributes to achieving the objectives of the 2015-2018 strategic plan.</p>	31/03/15	The Minister is notified of the business plan. The plan demonstrates alignment with the strategic plan and contains measurable performance criteria.
<p>Review of operational policies Continue the rolling review of operational policies and processes.</p>	31/03/15	Policies that are due for review during the 2014/15 year will be reviewed.
<p>Registration Examinations To integrate the Board's examinations into the new versions of level 4 national certificates.</p>	31/03/15	The Board will have completed consultation with stakeholders in relation to proposed Gazette notices to achieve the integration of its registration examinations into the level 4 national plumbing, gasfitting and drainlaying qualifications. (This is dependent on timeframes for the NZQA TROQ process).
<p>Practitioner competence To implement the new system developed by the Board to monitor and measure practitioner competence.</p>	31/03/15	The competence of at least 150 randomly selected certifying tradespeople will be reviewed each year once the system is operational. (This is dependent on the outcome of consultation and the Minister's approval to publish Gazette notices).
<p>Monitor compliance with the gas certification regime.</p>	Ongoing	The Board monitors compliance with the gasfitting certification regime as part of its programme of gasfitter competence reviews and reports the outcomes of monitoring programmes to Energy Safety within WORKSAFE NZ.
<p>Annual Report Demonstrate that the Board is acting in a financially prudent manner and is meeting its reporting and associated legal responsibilities.</p>	31/7/14	The Board achieves a satisfactory audit report from Audit NZ.



OUTPUT AGREEMENT

between

**THE MINISTER FOR
BUILDING AND HOUSING**

and

**THE PLUMBERS, GASFITTERS AND DRAINLAYERS
BOARD**

for the period

1 April 2015 – 31 March 2016

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1. PARTIES TO THE OUTPUT AGREEMENT

- 1.1. This Output Agreement (Agreement) is between the Minister for Building and Housing (Minister) and the Plumbers, Gasfitters and Drainlayers Board (Board). The Ministry of Business, Innovation and Employment (Ministry) supports the Minister by carrying out monitoring activities related to the Board's functions.

2. PURPOSE AND SCOPE

- 2.1. The objective of this Agreement is to establish expectations of performance for the outputs to be provided by the Board. The Agreement enables the Minister to monitor the Board, and hold it accountable for its performance.
- 2.2. This Agreement sets out the understanding of the Minister and the Board on:
- the outputs to be supplied by the Board
 - the indicators used to measure the outputs
 - the ways in which the Minister will assess the Board's performance in the delivery of the outputs
 - other matters relevant to the relationship between the Minister and the Board.

3. POLICY FRAMEWORK FOR OCCUPATIONAL REGULATION

- 3.1. The Government has a policy framework for occupational regulation, which aims to ensure that certain occupational groups are regulated in order to protect the public from the risks of an occupation being carried out incompetently or recklessly.
- 3.2. While the regulation of occupations imposes costs and reduces flexibility, it can also provide assurance that competent people who have the necessary skills are available to carry out work; and that these people have been sufficiently trained and meet the required industry, sector or government standards.

4. ROLE OF THE BOARD

- 4.1. The functions of the Board are set out under the Plumbers, Gasfitters and Drainlayers Act 2006 (Act). The Board is responsible for administering the registration and licensing systems of plumbers, gasfitters and drainlayers. In doing so, it is responsible for setting the minimum standards for registration and ensuring that those persons carrying out regulated work are competent to do so. Broadly speaking, the Board's powers and functions can be categorised into registration, licensing, competence, discipline, and prosecution.
- 4.2. The Board receives complaints and, as a result, may investigate and discipline registered persons (including provisional licence holders) or instigate a prosecution in the District Court against those working illegally in the industry, most commonly unregistered or unlicensed persons.
- 4.3. The Board is a not for profit body whose operational revenue is derived from fees (such as registrations, licences, examination) and levies on the trades people who are registered and licensed. There is no general taxpayer contribution to any of its operations.
- 4.4. The Board does not operate under the Act in isolation, but instead operates within

the building industry framework, including but not limited to the Gas Act 1992, Gas (Safety and Measurement) Regulations 2010, the Building Act 2004 and the Building Code.

- 4.5. The administrative responsibility for monitoring and reporting back on the Crown's interest in the Board is the Ministry, on behalf of the Minister.

5. ROLE OF THE MINISTRY

- 5.1. The Board recognises that the Minister has appointed the Ministry to:
- advise the Minister on issues arising from the Minister's responsibilities in relation to the Board
 - monitor the delivery by the Board of the outputs specified in the relevant sections of this Agreement.
- 5.2. The Ministry will work with the Board in a timely manner to monitor the registration of plumbers, gasfitters and drainlayers, and provide support and advice for the Minister, particularly on areas of strategic importance for this industry. This work will also aim to be consistent with a whole-of-government approach to occupational licensing.
- 5.3. In particular, the Ministry will:
- provide the Board the opportunity to comment on policy and legislative proposals that materially impact on the Board and its functions in regard to the general broad scope encompassing design professions and professionals (this may also include informing the Board of proposals outside of the Ministry's direct influence or authority, where possible)
 - provide the Board opportunity to comment on relevant papers it has prepared in its role as the Minister's adviser that effect the Board and its functions; and
 - provide advice to the Board on standard government procedures and requirements for government entities as appropriate.

6. RELATIONSHIP BETWEEN THE CROWN AND BOARD

- 6.1. The Board will, in carrying out its statutory functions, take into account the Crown's broader objectives in respect of implementing and maintaining a system for registration of plumbers, gasfitters and drainlayers in New Zealand. The Board has a statutory responsibility to review and report to the Minister for Building and Housing on the performance of the registration regime for plumbers, gasfitters and drainlayers.

7. TERM

- 7.1. This Agreement commences on 1 April 2015 and ends on 31 March 2016.

8. ALTERATION

- 8.1. The Minister and the Board may amend this Agreement at any time during its term by mutual agreement. Any such amendments will be in writing.

9. THE OUTPUTS TO BE PROVIDED BY THE BOARD

- 9.1. The outputs and associated performance measures for the Board are set out in Schedule One of this Agreement.

10. ACCOUNTABILITY FOR OUTPUTS

- 10.1. The Board will report on its outputs as specified in Schedule One of this Agreement.
- 10.2. The Board and the Minister undertake to revise the outputs to be provided by the Board to reflect any changes to the role and functions of the Board agreed upon by the Minister and/or Parliament during the period covered by this agreement.
- 10.3. If the Board becomes aware that it will not be able to meet any of the performance measures and outputs in this agreement, the Board will advise the Minister and the Ministry, as soon as is practicable.

11. FUNDING

- 11.1. The Board is a third party funded, non-profit statutory body. It receives no direct Crown funding for its operations.
- 11.2. Any financial reserves held by the Board are to be used in ways that contribute to its goals and are consistent with its statutory functions.

12. PROVISION OF INFORMATION

- 12.1. The Board will notify the Minister any potentially contentious issues of public interest that may have significant impact on the Board and the sector (no surprises).
- 12.2. The Board may invite Ministry officials to attend Board meetings as appropriate, generally at least once a year.
- 12.3. The Board will also provide to the Ministry information as required by the Minister, or to enable the Ministry to carry out its monitoring functions effectively.
- 12.4. The Board will advise the Minister and Ministry of any significant information arising from an auditor's report.

13. ANNUAL PERFORMANCE REPORTS

- 13.1. The Board will prepare an annual report on its operations for each financial year as set out in the Act.

14. ANNUAL FINANCIAL REPORT AND STATEMENT OF RESPONSIBILITY

- 14.1. The Board is a public entity as defined in Section 4 of the Public Audit Act 2001. In accordance with that Act, the Auditor-General is its auditor. As soon as practicable after the end of each financial year, the Board shall submit to the Audit Office statements and accounts of all its income and expenditure in that year, together with a statement of financial position as at the last day of that year.

15. LIAISON BETWEEN THE BOARD AND THE MINISTER

15.1. The Board and the Minister may wish to meet from time to time in order to discuss issues that either party wishes to raise with the other.

16. PREPARATION OF OUTPUT AGREEMENT FOR THE NEXT PERIOD

16.1. The Ministry will provide the Minister with a draft Output Agreement, developed in consultation with the Board for the 2015-2016 financial year by 1 April 2016. If a new Output Agreement is not completed by the parties before the commencement of the next financial year, the parties will continue to operate under the terms of the existing Agreement.

SIGNED



Hon Dr Nick Smith

Minister for Building and Housing

Date:

21/4/15



Peter Jackson

Presiding Member

Plumbers, Gasfitters and Drainlayers Board

Date

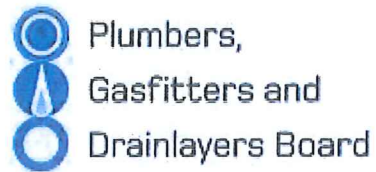
20/4/15

Schedule 1

Tasks	Completion Date	Success Criteria
<p>Strategic and Business Planning Adopt a business plan for the year commencing 1 April 2016 that contributes to achieving the objectives of the 2015-2018 strategic plan</p>	<p>31/03/16</p>	<p>The Minister is notified of the business plan. The plan demonstrates alignment with the strategic plan and contains measurable performance criteria</p>
<p>Review of operational policies Continue the rolling review of operational policies and processes.</p>	<p>31/03/16</p>	<p>Policies that are due for review during the 2015/16 year will be reviewed.</p>
<p>Registration Examinations To integrate the Board's examinations into the new versions of L4 national certificates</p>	<p>31/03/16</p>	<p>The Board will have published Gazette notices to achieve the integration of its registration examinations into the L4 New Zealand plumbing, gasfitting and drainlaying qualifications. (This is dependent on timeframes for NZQA approval of the new qualifications)</p>
<p>Annual Report Demonstrate that the Board is acting in a financially prudent manner and is meeting its reporting and associated legal responsibilities</p>	<p>31/07/15</p>	<p>The Board achieves a satisfactory audit report from Audit NZ.</p>

Tasks	Completion Date	Success Criteria
<p>Communications</p> <p>Maintain effective communication with stakeholders around New Zealand</p>	<p>Ongoing</p>	<p>A minimum of 10 newsletters are published each year</p> <p>A minimum of 10 stakeholder meetings are held throughout the country each year</p> <p>Ensure Board website is available 24/7 and includes current information only</p>
<p>Consumer Awareness</p> <p>To encourage a positive behaviour change among non-compliant plumbers, gasfitters and drainlayers</p>	<p>Ongoing</p>	<p>Raise profile of registration & licensing regime through communications</p> <p>Prosecute non registered persons who undertake work in breach of the Plumbers, Gasfitters & Drainlayers Act</p>

Tasks	Completion Date	Success Criteria
<p>Review of the Plumbers, Gasfitters and Drainlayers Act Provide information and support to Ministry of Business, Employment and Innovation officials to facilitate the review of the operation of the Plumbers, Gasfitters and Drainlayers Act and the tabling of a report to the Minister/ Parliament</p>	30/10/15	The Board can clearly demonstrate its contribution to the review.
<p>Fees Undertake the three yearly review of fees and the levy</p>	31/12/15	The Board has undertaken robust consultation with stakeholders The new fees and levy have been published in the <i>Gazette</i> The review will demonstrate cost efficiency and that reserve funds in excess of Board policy limits have been applied to the review.
<p>Continuing professional development Review the Plumbers, Gasfitters and Drainlayers Board use of CPD to assist in maintaining and improving the competence of registered tradespeople from first principles to ensure that the CPD requirements effectively and efficiently contribute to the protection of the health and safety of members of the public</p>	31/03/16	The Board has completed consultation on proposed changes (if any) to its CPD scheme.



OUTPUT AGREEMENT

between

**THE MINISTER FOR
BUILDING AND HOUSING**

and

**THE PLUMBERS, GASFITTERS AND DRAINLAYERS
BOARD**

for the period

1 April 2016 – 31 March 2017

1. PARTIES TO THE OUTPUT AGREEMENT

- 1.1. This Output Agreement (Agreement) is between the Minister for Building and Housing (Minister) and the Plumbers, Gasfitters and Drainlayers Board (Board). The Ministry of Business, Innovation and Employment (Ministry) advises the Minister on the Board's performance.

2. PURPOSE AND SCOPE

- 2.1. The objective of this Agreement is to establish expectations of performance for the outputs to be provided by the Board. The Agreement enables the Minister to hold the Board accountable for its performance.
- 2.2. This Agreement sets out the understanding of the Minister and the Board on:
 - the outputs to be supplied by the Board
 - the indicators used to measure the outputs
 - the ways in which the Minister will assess the Board's performance in the delivery of the outputs
 - other matters relevant to the relationship between the Minister and the Board.

3. POLICY FRAMEWORK FOR OCCUPATIONAL REGULATION

- 3.1. The Government has a policy framework for occupational regulation, which aims to ensure that certain occupational groups are regulated in order to protect the public from the risks of an occupation being carried out incompetently or recklessly.
- 3.2. While the regulation of occupations imposes costs and reduces flexibility, it can also provide assurance that competent people who have the necessary skills are available to carry out work, and that these people have been sufficiently trained and meet the required industry, sector or government standards.

4. ROLE OF THE BOARD

- 4.1. The functions of the Board are set out under the Plumbers, Gasfitters and Drainlayers Act 2006 (Act). The Board is responsible for administering the registration and licensing systems of plumbers, gasfitters and drainlayers. In doing so, it is responsible for setting the minimum standards for registration and ensuring that those persons carrying out regulated work are competent to do so. Broadly speaking, the Board's powers and functions can be categorised into registration, licensing, competence, discipline, and prosecution.
- 4.2. The Board receives complaints and, as a result, may investigate and discipline registered persons (including provisional licence holders) or instigate a prosecution in the District Court against those working illegally in the industry, most commonly unregistered or unlicensed persons.
- 4.3. The Board is a not for profit body whose operational revenue is derived from fees (such as registrations, licences, examination) and levies on the trades people who are registered and licensed. There is no general taxpayer contribution to any of its operations.
- 4.4. The Board does not operate under the Act in isolation, but instead operates within

the building industry framework, including but not limited to the Gas Act 1992, Gas (Safety and Measurement) Regulations 2010, the Building Act 2004 and the Building Code.

- 4.5. The administrative responsibility for monitoring and reporting back on the Crown's interest in the Board is the Ministry, on behalf of the Minister.

5. ROLE OF THE MINISTRY

- 5.1. The Board recognises that the Minister has appointed the Ministry to:
- advise the Minister on issues arising from the Minister's responsibilities in relation to the Board
 - monitor the delivery by the Board of the outputs specified in the relevant sections of this Agreement.
- 5.2. The Ministry will work with the Board in a timely manner to monitor the registration of plumbers, gasfitters and drainlayers, and provide support and advice for the Minister, particularly on areas of strategic importance for this industry. This work will also aim to be consistent with a whole-of-government approach to occupational licensing.
- 5.3. In particular, the Ministry will:
- provide the Board the opportunity to comment on policy and legislative proposals that materially impact on the Board and its functions in regard to the general broad scope encompassing design professions and professionals (this may also include informing the Board of proposals outside of the Ministry's direct influence or authority, where possible)
 - provide the Board opportunity to comment on relevant papers it has prepared in its role as the Minister's adviser that affect the Board and its functions, and
 - provide advice to the Board on standard government procedures and requirements for government entities as appropriate.

6. RELATIONSHIP BETWEEN THE CROWN AND BOARD

- 6.1. The Board will, in carrying out its statutory functions, take into account the Crown's broader objectives in respect of implementing and maintaining a system for registration of plumbers, gasfitters and drainlayers in New Zealand. The Board has a statutory responsibility to review and report to the Minister on the performance of the registration regime for plumbers, gasfitters and drainlayers.

7. TERM

- 7.1. This Agreement commences on 1 April 2016 and ends on 31 March 2017.

8. ALTERATION

- 8.1. The Minister and the Board may amend this Agreement at any time during its term by mutual agreement. Any such amendments will be in writing.

9. THE OUTPUTS TO BE PROVIDED BY THE BOARD

- 9.1. The outputs and associated performance measures for the Board are set out in Schedule One of this Agreement.

10. ACCOUNTABILITY FOR OUTPUTS

- 10.1. The Board will report on its outputs as specified in Schedule One of this Agreement.
- 10.2. The Board and the Minister undertake to revise the outputs to be provided by the Board to reflect any changes to the role and functions of the Board agreed upon by the Minister and/or Parliament during the period covered by this Agreement.
- 10.3. If the Board becomes aware that it will not be able to meet any of the performance measures and outputs in this Agreement, the Board will advise the Minister and the Ministry, as soon as is practicable.

11. FUNDING

- 11.1. The Board is a third party funded, non-profit statutory body. It receives no direct Crown funding for its operations.
- 11.2. Any financial reserves held by the Board are to be used in ways that contribute to its goals and are consistent with its statutory functions.

12. PROVISION OF INFORMATION

- 12.1. The Board will notify the Minister of any potentially contentious issues of public interest that may have a significant impact on the Board and the sector (no surprises).
- 12.2. The Board may invite Ministry officials to attend Board meetings as appropriate, generally at least once a year.
- 12.3. The Board will also provide to the Ministry information as required by the Minister, or to enable the Ministry to carry out its monitoring functions effectively.
- 12.4. The Board will advise the Minister and Ministry of any significant information arising from an auditor's report.

13. ANNUAL PERFORMANCE REPORTS

- 13.1. The Board will prepare an annual report on its operations for each financial year as set out in the Act.

14. ANNUAL FINANCIAL REPORT AND STATEMENT OF RESPONSIBILITY

- 14.1. The Board is a public entity as defined in Section 4 of the Public Audit Act 2001. In accordance with that Act, the Auditor-General is its auditor. As soon as practicable after the end of each financial year, the Board shall submit to the Audit Office statements and accounts of all its income and expenditure in that year, together with a statement of financial position as at the last day of that year.

15. LIAISON BETWEEN THE BOARD AND THE MINISTER

- 15.1. The Board and the Minister may wish to meet from time to time in order to discuss issues that either party wishes to raise with the other.

16. PREPARATION OF OUTPUT AGREEMENT FOR THE NEXT PERIOD

- 16.1. The Ministry will provide the Minister with a draft Output Agreement, developed in consultation with the Board for the 2017-2018 financial year by 1 April 2017. If a new Output Agreement is not completed by the parties before the commencement of the next financial year, the parties will continue to operate under the terms of the existing Agreement.

SIGNED



Hon Dr Nick Smith

Minister for Building and Housing

Date:

31/3/16



Peter Jackson

Presiding Member

Plumbers, Gasfitters and Drainlayers Board

Date

Accountability Agreement 2016 – 2017 Output Schedule 1

Strategic Goals	
Goal 1: Competent Tradespeople	Success Criteria
<p>Continued Professional Development (CPD) The new system of CPD is implemented and delivered successfully.</p>	<p style="text-align: center;">Completion Date</p> <p>31/3/17</p> <ul style="list-style-type: none"> • Course ready to commence by 30 May 2016. • Course delivered at a minimum of 40 training days and available online. • 90% of Tradespeople have completed course by 31/3/17.
<p>Registration and licensing system Review of registration and licensing gazette notices completed.</p>	<ul style="list-style-type: none"> • Board responds to registration and licensing consultation submissions by 30 June 2016 with draft gazette notice implementing changes. • Gazette notice implementing any changes adopted by the Board by 30 September 2016.
<p>Intelligence function Establishment of intelligence function to allow targeted use of resources.</p>	<ul style="list-style-type: none"> • Intel function in place that allows collection, analysis and distribution of intel by 30 September 2016.
<p>Supervision Increased awareness and acceptance within industry of need to implement supervision consistent with guidelines issued by the Board.</p>	<p style="text-align: center;">Completion Date</p> <p>31/3/17</p> <ul style="list-style-type: none"> • 5 <i>Info Brief</i> articles on supervision throughout the year. • Guidelines published and maintained on website. • Inclusion of supervision in 2016/17 CPD materials-by 30 May 2016. • All complaints during year reviewed to see whether supervision is an issue requiring investigation.

<p>Complaints and Discipline</p> <p>Fair, proportionate, risk based approach to complaints and discipline policy.</p>	<p>31/3/17</p>	<ul style="list-style-type: none"> • Triage system for dealing with complaints fully functional by 30 April 2016. • 90% of all litigation performed using internal legal resource by 30 June 2016.
<p>Goal 2: Reducing unauthorised plumbing, gasfitting and drainlaying work.</p>		
<p>Communications and relationship building</p> <p>Increased public and wider construction industry awareness of the importance of using authorised tradespeople to perform restricted work.</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> • A minimum of 12 key relationships established with construction, insurance and consumer stakeholders. • 75 Board sponsored articles promoting the use of authorised tradespeople are published in newspapers, online media sites and trade publications during the year. • Photo licence implementation plan in place by 1 September 2016. • Visits and establishment of relationships with 15 territorial authorities.
<p>Working with the industry</p> <p>Tradespeople become the eyes and ears of the Board.</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> • 1000 Tradespeople download application by 31 March 2017.
<p>Enforcement action</p> <p>Increased targeting of identified problem areas for enforcement action.</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> • Minimum of 6 targeted operations during the year. • 75 site visits to check on compliance.

Goal 3: Engaged Tradespeople work with us to ensure competence and compliance	Completion Date	Success Criteria
<p>Timeliness Board responds in a timely and effective manner to identified risks and issues raised by tradespeople.</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> All issues raised by tradespeople responded to within 10 working days of receipt.
<p>Strong relationships The Board establishes and maintains strong relationships with the industry.</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> The Board maintains a programme of meetings with stakeholder organisations including industry representatives, relevant ministries and other government organisations. Minimum of three Stakeholder Liaison Group meetings held during the year.
<p>Fully informed Tradespeople Tradespeople are fully informed of Board initiatives and clearly understand what their obligations are.</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> A minimum of 11 <i>Info Briefs</i> are published during the year. A minimum of 20 stakeholder meetings are held throughout the country during the year. Boards' website is available 24/7 and includes current information only. Help desk established to provide technical compliance assistance to the trades by 31/7/16.

Business operations

<p>Examinations Examination results are released on time.</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> Examination results are released: <ul style="list-style-type: none"> - for the June examination by 10 August 2016 - for the November examination by 24 January 2017.
<p>Registration and Licensing Applications for registration and licensing are processed promptly.</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> Applications for registration will be approved or declined by the Board within 10 working days of receipt. Applications for licensing are approved or declined within five working days of receipt.
<p>Complaints and Discipline All complaints and investigations are dealt with promptly.</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> Disciplinary complaints are processed to a decision about the appointment of an investigator within 20 working days of receipt of the complaint. Disciplinary investigations are completed to a decision whether or not to proceed to a hearing, within 60 working days of the appointment of an investigator. The average time for the completion of disciplinary investigations is less than 40 working days. Allegations of offences are processed to a decision about prosecution within 20 working days of receipt of the formal allegation. Disciplinary decisions on liability and/or penalty are released within 40 working days of the completion of the relevant hearing by the Board.
<p>Review of Occupational Licensing Sector Work with MBIE to assist with the review of the occupational licensing sector.</p>	<p>31/03/2017</p>	<ul style="list-style-type: none"> Consider and comment on the ministerial consultation document. Input into the review on an as required basis with MBIE.

<p>Strategic and Business Planning</p> <p>Adopt a business plan for the year commencing 1 April 2017 that contributes to achieving the objectives of the 2016-2019 strategic plan.</p>	<p>31/03/17</p>	<ul style="list-style-type: none"> The Minister is notified of the business plan. The plan demonstrates alignment with the strategic plan and contains measurable performance criteria.
<p>Review of operational policies</p> <p>Continue the rolling review of operational policies and processes.</p>	<p>31/03/17</p>	<ul style="list-style-type: none"> The following policies that are due for review during the 2016/17 year will be reviewed: <ul style="list-style-type: none"> ➤ Employment Committee Terms of Reference ➤ Staff Remuneration Policy ➤ Licensing Policy ➤ Harassment Policy ➤ Staff Disciplinary Processes Policy ➤ Chairperson Role Description ➤ Statutory Delegations Policy and Register ➤ Establishment of Board Committees ➤ Provisional Licences Policy ➤ Public Register Policy ➤ Audit and Risk Terms of Reference ➤ Supervision Policy ➤ Board fees/expenses policy ➤ Disaster Recovery Policy ➤ Investments Policy ➤ Decision making Policy ➤ Health and Safety Policy ➤ Meeting Process Policy.
<p>Annual Report</p> <p>Demonstrate that the Board is acting in a financially prudent manner and is meeting its reporting and associated legal responsibilities</p>	<p>31/07/16</p>	<ul style="list-style-type: none"> The Board achieves a satisfactory audit report from Audit NZ.

**PERFORMANCE AGREEMENT from 1 April 2017 between
THE MINISTER FOR BUILDING AND CONSTRUCTION and
THE PLUMBERS, GASFITTERS AND DRAINLAYERS BOARD**

1. PURPOSE AND SCOPE

1.1. The objective of this Agreement is to set out:

- expectations and performance indicators that apply to the work of the Plumbers, Gasfitters and Drainlayers Board (Board)
- other matters relevant to the relationship between the Minister, Ministry of Business, Innovation & Employment (Ministry), and the Board.

2. POLICY FRAMEWORK FOR OCCUPATIONAL REGULATION

2.1. The policy framework for occupational regulation aims to protect the public from the risks of an occupation being carried out incompetently or recklessly, by providing assurance that practitioners meet approved standards, and that effective action is taken against those that do not meet those standards.

2.2. In carrying out its statutory functions, the Board will take into account the Crown's broader objectives in regulating plumbers, gasfitters and drainlayers in New Zealand. These objectives include maintaining a regime that the public and the sector consider to be effective and balanced i.e. maintains standards without imposing anti-competitive entry barriers and conduct regulation.

2.3. The Board recognises that it does not operate under the Plumbers, Gasfitters and Drainlayers Act 2006 (Act) in isolation, but instead operates within the building industry framework, including (but not limited to) the Gas Act 1992, Gas (Safety and Measurement) Regulations 2010, the Building Act 2004, and the Building Code. The Ministry's work on effective regulatory systems is also relevant to the Board.

3. ROLE OF THE BOARD

3.1. The Board is responsible for administering the registration and licensing systems for plumbers, gasfitters and drainlayers. Broadly speaking, the Board's powers and functions can be categorised into registration, licensing, competence, discipline, and prosecution. The Board receives complaints and may investigate and discipline registered persons (including provisional licence holders) or instigate a prosecution in the District Court against those working illegally in the industry, most commonly unregistered or unlicensed persons.

3.2. The Board is the primary monitor of its performance and agrees to provide the Minister with high-quality analysis regarding performance against plans, implications for future performance, and risks and opportunities facing the Board. The Board reports annually to Parliament, through the Minister for Building and Construction, on the performance and effectiveness of the regulatory regime for plumbers, gasfitters and drainlayers.

4. ROLE OF THE MINISTRY

4.1. The Ministry advises the Minister on issues arising from the Minister's responsibilities in relation to the Board. In carrying out this role, the Ministry will:

- provide the Board with the opportunity to comment on policy and legislative proposals that materially impact on the Board. This may also include informing the Board of proposals outside of the Ministry's direct influence or authority, where possible
- provide the Board with the opportunity to comment on relevant papers prepared in its role as the Minister's adviser that affect the Board and its functions
- provide advice to the Board on standard government procedures and requirements for statutory entities, as appropriate.

4.2. The Board may invite Ministry officials to attend Board meetings as appropriate.

5. TERM & ALTERATION

5.1. This Agreement commences on 1 April 2017 and remains in place until amended. The Board and the Minister will revise the performance indicators to reflect any changes to the role and functions of the Board specified by the Minister and/or Parliament.

6. REVENUES, RESERVES, AND COST MANAGEMENT

6.1. The Board is a not-for-profit body whose operational revenue is derived from fees (for registrations, licenses, examinations etc.) and levies on the tradespeople who are registered and licensed. There is no general taxpayer contribution to any of its operations. Any financial reserves held by the Board are to be used in ways that contribute to its goals and are consistent with its statutory functions.

6.2. The Government wants to maximise system-wide effectiveness and efficiency. The Board agrees to maintain a thorough understanding of its business and its cost drivers, and to look for service improvements in its work and for opportunities to reduce costs. Where possible, the Board will work with other agencies on joint approaches, procurement, and shared services.

7. ACCOUNTABILITY FOR PERFORMANCE

7.1. The performance measures for the Board are set out in Schedule One of this Agreement. If the Board becomes aware that it will not be able to meet any of the performance measures in this agreement, the Board will advise the Minister and the Ministry, as soon as is practicable.

8. PROVISION OF INFORMATION

8.1. The Board will promptly notify the Minister of any potentially contentious issues of public interest that may have a significant impact on the Board and the sector (no surprises). No surprises also means that the Board will:

- ensure it considers implications of its decisions and actions for wider policy issues
- inform the Minister in advance about implications of major initiatives it is considering
- advise the Minister as soon as possible of issues that may be discussed in the public arena or that may require a ministerial response.

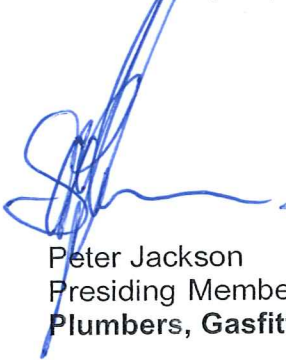
- 8.2. The Board will provide the Ministry with information required by the Minister, or such other information as is needed to enable the Ministry to effectively carry out its advisory role.
- 8.3. The Government wants statutory agencies to operate transparently, and publish non-sensitive performance information throughout the year on their websites. The Board agrees to support this objective, following discussion with the Ministry regarding appropriate disclosure.

SIGNED



Hon Dr Nick Smith
Minister for Building and Construction

Date: 17/3/17



Peter Jackson
Presiding Member
Plumbers, Gasfitters and Drainlayers Board

Date: 21/3/17

SCHEDULE ONE: PERFORMANCE MEASURES

Board's 2016/19 strategic goals:

1. Registered and licensed tradespeople performing plumbing, gasfitting and drainlaying are competent.
2. Reducing unauthorised plumbing, gasfitting and drainlaying work.
3. Engaged tradespeople work with the Board to ensure competence and compliance.

Expectations	Measure
Registration and licensing system	
Ensure the registration and licensing of tradespeople is efficient.	Applications for registration are approved or declined within 10 working days of receipt.
	Applications for licensing are approved or declined within 5 working days of receipt.
The Board maintains and follows policies and procedures in relation to the registration and licensing system.	No breaches of policies and procedures are reported.
Competency and safe working practices of tradespeople	
Board actively engages with tradespeople and industry to ensure competent and safe working practices.	The Board completes its annual stakeholder engagement programme.
	90% of all authorised tradespeople complete Continued Professional Development training by 31 March in each year.
Identify and target areas for enforcement.	Minimum of six targeted operations and 75 site visits each year to check on compliance.
Consumer awareness and confidence	
The public are aware of the importance of using authorised tradespeople to perform restricted work.	On a biennial basis, the Board measures the public awareness of the need to use authorised tradespeople to carry out restricted work. (commencing 2018/19).
The system is enabling consumer confidence in the competency of tradespeople.	A biennial survey of consumers is carried out measuring consumer confidence in tradespeople (commencing 2018/19).

Complaints and discipline	
Ensure complaints regarding plumbing, gasfitting, and drainlaying work are resolved fairly and efficiently.	The average time for completion of disciplinary investigations is less than 80 working days from receipt of complaint.
	Allegations of offences are processed to a decision about prosecution within 40 working days of receipt of the formal allegation.
	Disciplinary prosecutions are heard, and decisions including any decision on penalty are released within 90 working days of the decision to prosecute.
	No decisions are overturned on appeal due to a failure to follow agreed processes or the principles of natural justice.
Governance	
The Board has robust strategic planning processes that identify strategies for improving the registration and licensing system.	<p>The Board annually reviews its strategic plan and identifies risks and opportunities and strategies for achieving its goals.</p> <p>The Annual report reports on the implementation of strategies to achieve the Board's strategic goals.</p>
Undertake an annual self-appraisal of the Board's performance and provide a summary to MBIE.	The summary of the self-appraisal identifies areas which are working well, areas for improvement, and the action the Board intends to take as a result.
Provide MBIE with the Board's view on membership and succession.	The Board's view shows the current skills and experience of Board members and identifies any gaps and proposals for the Minister to consider in future appointment rounds.
Meet all obligations under relevant legislation, including reporting under the Plumbers, Gasfitters and Drainlayers Act.	All legislative obligations are met.

**PERFORMANCE AGREEMENT from 1 April 2018 between
THE MINISTER FOR BUILDING AND CONSTRUCTION and
THE PLUMBERS, GASFITTERS AND DRAINLAYERS BOARD**

1. PURPOSE AND SCOPE

1.1. The objective of this Agreement is to set out:

- expectations and performance indicators that apply to the work of the Plumbers, Gasfitters and Drainlayers Board (Board)
- other matters relevant to the relationship between the Minister, Ministry of Business, Innovation & Employment (Ministry), and the Board.

2. POLICY FRAMEWORK FOR OCCUPATIONAL REGULATION

- 2.1. The policy framework for occupational regulation aims to protect the public from the risks of an occupation being carried out incompetently or recklessly, by providing assurance that practitioners meet approved standards, and that effective action is taken against those that do not meet those standards.
- 2.2. In carrying out its statutory functions, the Board will take into account the Crown's broader objectives in regulating plumbers, gasfitters and drainlayers in New Zealand. These objectives include maintaining a regime that the public and the sector consider to be effective and balanced i.e. maintains standards without imposing anti-competitive entry barriers and conduct regulation.
- 2.3. The Board recognises that it does not operate under the Plumbers, Gasfitters and Drainlayers Act 2006 (Act) in isolation, but instead operates within the building industry framework, including (but not limited to) the Gas Act 1992, Gas (Safety and Measurement) Regulations 2010, the Building Act 2004, and the Building Code. The Ministry's work on effective regulatory systems is also relevant to the Board.

3. ROLE OF THE BOARD

- 3.1. The Board is responsible for administering the registration and licensing systems for plumbers, gasfitters and drainlayers. Broadly speaking, the Board's powers and functions can be categorised into registration, licensing, competence, discipline, and prosecution. The Board receives complaints and may investigate and discipline registered persons (including provisional licence holders) or instigate a prosecution in the District Court against those working illegally in the industry, most commonly unregistered or unlicensed persons.
- 3.2. The Board is the primary monitor of its performance and agrees to provide the Minister with high-quality analysis regarding performance against plans, implications for future performance, and risks and opportunities facing the Board. The Board reports annually to Parliament, through the Minister for Building and Construction, on the performance and effectiveness of the regulatory regime for plumbers, gasfitters and drainlayers.

4. ROLE OF THE MINISTRY

- 4.1. The Ministry advises the Minister on issues arising from the Minister's responsibilities in relation to the Board. In carrying out this role, the Ministry will:

- provide the Board with the opportunity to comment on policy and legislative proposals that materially impact on the Board. This may also include informing the Board of proposals outside of the Ministry's direct influence or authority, where possible
- provide the Board with the opportunity to comment on relevant papers prepared in its role as the Minister's adviser that affect the Board and its functions
- provide advice to the Board on standard government procedures and requirements for statutory entities, as appropriate.

4.2. The Board may invite Ministry officials to attend Board meetings as appropriate.

5. TERM & ALTERATION

5.1. This Agreement commences on 1 April 2018 and remains in place until amended. The Board and the Minister will revise the performance indicators to reflect any changes to the role and functions of the Board specified by the Minister and/or Parliament.

6. REVENUES, RESERVES, AND COST MANAGEMENT

6.1. The Board is a not-for-profit body whose operational revenue is derived from fees (for registrations, licenses, examinations etc.) and levies on the tradespeople who are registered and licensed. There is no general taxpayer contribution to any of its operations. Any financial reserves held by the Board are to be used in ways that contribute to its goals and are consistent with its statutory functions.

6.2. The Government wants to maximise system-wide effectiveness and efficiency. The Board agrees to maintain a thorough understanding of its business and its cost drivers, and to look for service improvements in its work and for opportunities to reduce costs. Where possible, the Board will work with other agencies on joint approaches, procurement, and shared services.

7. ACCOUNTABILITY FOR PERFORMANCE

7.1. The performance measures for the Board are set out in Schedule One of this Agreement. If the Board becomes aware that it will not be able to meet any of the performance measures in this agreement, the Board will advise the Minister and the Ministry, as soon as is practicable.

8. PROVISION OF INFORMATION

8.1. The Board will promptly notify the Minister of any potentially contentious issues of public interest that may have a significant impact on the Board and the sector (no surprises). No surprises also means that the Board will:

- ensure it considers implications of its decisions and actions for wider policy issues
- inform the Minister in advance about implications of major initiatives it is considering
- advise the Minister as soon as possible of issues that may be discussed in the public arena or that may require a ministerial response.

- 8.2. The Board will provide the Ministry with information required by the Minister, or such other information as is needed to enable the Ministry to effectively carry out its advisory role.
- 8.3. The Government wants statutory agencies to operate transparently, and publish non-sensitive performance information throughout the year on their websites. The Board agrees to support this objective, following discussion with the Ministry regarding appropriate disclosure.

SIGNED



Hon Jenny Salesa
Minister for Building and Construction

Date: **01 MAR 2018**



Peter Jackson
Presiding Member
Plumbers, Gasfitters and Drainlayers Board

Date: **20.3.2018**

SCHEDULE ONE: PERFORMANCE MEASURES

Board's 2016/19 strategic goals:

1. Registered and licensed tradespeople performing plumbing, gasfitting and drainlaying are competent.
2. Reducing unauthorised plumbing, gasfitting and drainlaying work.
3. Engaged tradespeople work with the Board to ensure competence and compliance.

Expectations	Measure
Registration and licensing system	
Ensure the registration and licensing of tradespeople is efficient.	Applications for registration are approved or declined within 10 working days of receipt.
	Applications for licensing are approved or declined within 5 working days of receipt.
The Board maintains and follows policies and procedures in relation to the registration and licensing system.	No breaches of policies and procedures are reported.
Competency and safe working practices of tradespeople	
Board actively engages with tradespeople and industry to ensure competent and safe working practices.	The Board completes its annual stakeholder engagement programme.
	90% of all authorised tradespeople complete Continued Professional Development training by 31 March in each year.
Identify and target areas for enforcement.	Minimum of six targeted operations and 75 site visits each year to check on compliance.
Consumer awareness and confidence	
The public are aware of the importance of using authorised tradespeople to perform restricted work.	On a biennial basis, the Board measures the public awareness of the need to use authorised tradespeople to carry out restricted work. (commencing 2018/19).
The system is enabling consumer confidence in the competency of tradespeople.	A biennial survey of consumers is carried out measuring consumer confidence in tradespeople (commencing 2018/19).

Complaints and discipline	
Ensure complaints regarding plumbing, gasfitting, and drainlaying work are resolved fairly and efficiently.	The average time for completion of disciplinary investigations is less than 80 working days from receipt of complaint.
	Allegations of offences are processed to a decision about prosecution within 40 working days of receipt of the formal allegation.
	Disciplinary decisions, including any decision on penalty, are released within 40 working days of the hearing.
	No decisions are overturned on appeal due to a failure to follow agreed processes or the principles of natural justice.
Governance	
The Board has robust strategic planning processes that identify strategies for improving the registration and licensing system.	<p>The Board annually reviews its strategic plan and identifies risks and opportunities and strategies for achieving its goals.</p> <p>The Annual report reports on the implementation of strategies to achieve the Board's strategic goals.</p>
Undertake an annual self-appraisal of the Board's performance and provide a summary to MBIE.	The summary of the self-appraisal identifies areas which are working well, areas for improvement, and the action the Board intends to take as a result.
Provide MBIE with the Board's view on membership and succession.	The Board's view shows the current skills and experience of Board members and identifies any gaps and proposals for the Minister to consider in future appointment rounds.
Meet all obligations under relevant legislation, including reporting under the Plumbers, Gasfitters and Drainlayers Act.	All legislative obligations are met.