



MINUTES Annual General Meeting, Tuesday 5 November 2013
 Vector premises, Newmarket, Auckland, commencing 9am

1 Welcome

In Attendance:

Independent chair: Jenny Morrison
 Executive officer: Fiona Knight
 Treasurer: Wayne Newman

Corridor Manager	Organisation	Represented by
Government Rail	KiwiRail	James Brailsford
Government Road	NZ Transport Agency	Joanna Towler
Local Road	Auckland Transport	Barry Williams
	Hamilton CC	Phil Consedine Dawn Shannon
	Hastings DC	David Fraser
	Upper Hutt CC	Proxy with Peter Dodge
	Wellington CC	Peter Dodge
	RCA Forum	Peter Dodge
Utility Operator		
Electricity	Aurora	Proxy with Ross Malcolm
	Electricity Engineers' Association	Proxy with Ross Malcolm
	Electricity Networks Association	Tanya Ashby
	PowerCo	Paul Goodeve dial-in
	Vector	Ross Malcolm
	WEL Networks	Nenad Puljic
Gas	Gas Association of NZ	Peter Gilbert
Telco	Chorus	Steve Gleadell
	Telecommunications Forum	David Stone
Waters	Water NZ	Dylan Stuijt
	Watercare	David Worsnop
Associate		
	Lord Civil (TR Lord and Associates)	Trevor Lord
	NZ Contractors Federation	Giles Sullivan
	Transfield Services	Ross Lockwood

Apologies:

Corridor Manager	Organisation	Proxy with
Local Road	Dunedin CC	
	Upper Hutt CC	Peter Dodge
	Rotorua DC	

Utility Operator		
Electricity	Aurora	Proxy with Ross Malcolm
	Electricity Engineers' Association	Proxy with Ross Malcolm
Waters	Watercare	
Associate	Capacity	
	South Waikato DC	
	Southland DC	

Personal apologies:

Craig Muirhead GANZ
Ian Cox NZ Transport Agency
Peter Whitehouse Water NZ

2 Minutes of Special General Meeting 7 March 2013

RESOLVED to accept the Minutes of the Special General meeting (7 March 2013) as a true and correct record.

Phil Consedine, Dawn Shannon and Giles Sullivan arrived 9.05am

3 Annual Report 2012-2013

RESOLVED to receive and accept the Annual Report 2012-2013

4 Financial Report 2012-2013

The treasurer tabled finalized unaudited financial statements for the years ended 31 March 2012 and 31 March 2013 and apologized that the work needed to prepare these had been uncompleted in time for the finished statements to be included with the agenda papers. It was necessary to present the financial statements for both years as those for the year to 31 March 2012 had not been presented to a general meeting last year and had been requested by the auditor for comparison with the year to 31 March 2013. Including the earlier year had required significant work to reconcile the accounts received from Civic Assurance and LGNZ to clarify the equity position. This was, at \$8,200 at 31 March 2013, significantly less than shown in the circulated agenda papers.

David Stone arrived 9.20am.

Barry Williams advised an amendment required: it was Auckland Transport not Auckland City Council that paid the 2011-12 subscription.

RESOLVED to receive and accept the Financial Report 2012-2013 as tabled and as amended

5 Appointment of Auditor

RESOLVED: to appoint Moore Stephens Markham Wellington as Auditor

6 Ratification of Committee

These appointments are until the end of the Annual general meeting in the specified year.

#	Resolution
3	RESOLVED: To ratify the appointment of Jenny Morrison as independent chair to 2014, with annual rollover anticipated to 2017
4	RESOLVED: To ratify the appointment of Ian Cox as representative of Central Government Road Corridor Managers to 2015
5	RESOLVED: To ratify the appointment of Barry Williams as representative of Local Government NZ Inc being a major NZ territorial authority to 2014
6	RESOLVED: To ratify the appointment of Peter Dodge as representative of Local Government NZ Inc to 2015
7	RESOLVED: To ratify the appointment of Jon Visser as representative of Local Government NZ Inc to 2015
8	RESOLVED: To ratify the appointment of James Brailsford as representative of the manager of the national rail corridor to 2014
9	RESOLVED: To ratify the appointment of Ross Malcolm as representative of the electricity sector to 2014
10	RESOLVED: To ratify the appointment of Peter Gilbert as representative of the gas sector to 2015
11	RESOLVED: To ratify the appointment of David Stone as representative of the telecommunications sector to 2015
12	RESOLVED: To ratify the appointment of Dylan Stuijt as representative of the waters sector to 2014
13	RESOLVED: To ratify the appointment of Ed Beattie as representative of the utility sectors to 2015

7 Approval of Business Plan 2013-2014 and Draft Budget 2014-2015

The Executive Officer explained that the Business Plan as presented had been approved by the Committee in May 2013, and that a review of both activities and expenditure was on the agenda for the Committee meeting this same day. The figure of \$46,000 allocated for the Code review in 2014/15 was amended to \$46,500 to be consistent with figures in papers presented to the Committee.

General discussion on what activities NZUAG members might like to see undertaken included:

- Increasing the awareness of, and uptake of, the Code, maybe with roadshows
- Education and guidance on interpretation of the Code, removing discrepancies of interpretations across NZ

- Whether NZUAG had a role in assisting to resolve individual differences of interpretation or to undertake greater education activities
- Impact of impending health and safety legislation
- Responsibility of all parties to ensure compliance with the Code (enforcement)

The NZ Contractors Federation noted that in general the principals (corridor managers and utility operators) were heavily reliant on contractors to deliver their works, and they sought a greater participation on NZUAG activities, and an opportunity to participate in Committee meetings.

RESOLVED: to approve the 2013-2014 Business Plan and 2014-2015 Draft Budget

4 General Business

Enable Services Ltd (Dave Boivin) had tendered a late apology but had asked that some issues be raised in General Business:

- The need to continue to offer support with required on-going education and understanding of the National Code as the industry is not yet mature enough with the use of the National Code. The “code” being a relatively young piece of work is unfortunately still foreign to many authorities and operators. Yet Authorities at one extreme seem to be attempting to exert conditions that contradict the “code” and Utilities at the other end suffer complete ignorance or it.
- Either the NZUAG must support the code in its use or assist with the establishment of providers who can. For example NZS3910 has been the overarching construction contract framework for many years and attendance at short courses on the topic of its understanding and use are solidly attended. It would be unfortunately short sighted of the NZUAG having produced a very solid piece of work that offers both authorities and utility operators an excellent working platform not to ensure common sound understanding of the document.
- Improved and on-going education on the code will ensure a wider audience are informed of its value negating the need for spin off documents or process being developed. The National Code is an excellent single source of requirements for all, to work on local roads, national roads and rail corridors.

This raised the question of whether the Code review could be postponed for a year (possible to do by seeking an amendment to chapter 8.1.1 of the Code, with stakeholder support).

General feeling was that the Code review would help promote awareness. It would also seek out any issues where the Code was causing problems so that the Committee could focus education activities in those areas. Noted the legislated requirements for public consultation on a revised draft of the Code.

Agreed there are disparate levels of understanding of the Code and interpretations. Code uses terminology of “industry groups” and “stakeholder groups ” without there being clear definitions of what is included in these groups.

9 Conclusion

The Chair thanked members for their constructive comments in General Business and the discussion on the Business Plan, all of which would be helpful to the Committee in its deliberations on its forward work plans later that day.

She thanked members for taking the time and travel to attend the meetings.

All resolutions were passed at the meeting unanimously.

The meeting closed at 10.10am