



# ANNUAL REPORT 2012-13

## ANNUAL REPORT TO STAKEHOLDERS 2012/2013

I am pleased to present the first Annual Report of the New Zealand Utilities Advisory Group (NZUAG) Inc, for 2012-2013.

First, however, I would like to thank the previous Committee of NZUAG, for its significant achievements up to the end of 2011. This included the development of the Code, managing the public consultation process and getting the Minister's approval, as well as completing the incorporation of NZUAG, and establishing the Interim Committee. Particular thanks are due to Ian Cox, its chairman.

Our focus for the past year was to establish the processes and procedures that will steer NZUAG in the future. We have succeeded in several major tasks:

- reviewing and refining the constitution, including the establishment of the criteria for membership and the appointment of an independent chair;
- establishing a charter on how the Committee will work together;
- developing a Business Plan for the next two years;
- initiating the development of a handbook for workers in the transport corridors;
- setting membership fees to put the Business Plan into effect and
- managing the process to appoint the first permanent Committee.

More information on these activities is included later in this report.

My sincere thanks go to the members of the Interim Committee who have completed these tasks with a real commitment to the activities and future of NZUAG.

This will be the only annual report to NZUAG stakeholders by the Interim Committee. The first permanent Committee will be in place by 31 May 2013, as required by the constitution.

Myles Lind  
Chairman  
Interim Committee

### Introducing Myles Lind



Myles was elected Chair of the NZUAG Interim Committee in May 2012. He holds a BE from Canterbury University, and has over 16 years' experience in the municipal water industry, including ten years' experience in the NZ local government sector. He currently holds the position of Compliance and Performance Manager at Watercare Services in Auckland.

### Amendments to the NZUAG Constitution

Part of the brief for the Interim Committee was setting membership fees for 2013-2014. As the Committee wanted to ensure an even contribution of funds between the two categories of corridor managers and utility operators, it decided the best solution was to review the membership criteria as outlined in the constitution.

Aligned with this was the option of appointing Committee members, rather than having general elections. This enabled each sector to agree the person most suited to represent its interests on NZUAG. This was debated across all sectors before being included in a draft constitution for consideration by the wider NZUAG membership.

In making the necessary consequential changes resulting from these decisions, NZUAG also took the opportunity to tidy up the constitution.

The amended constitution was discussed and approved at a Special General Meeting on 7 March 2013, and the revised rules have been approved by the Registrar of Incorporated Societies.



*The Special General Meeting attended in person or by proxy by two-thirds of the membership.*

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## National Code of Practice

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The National Code of Practice for Utility Operators' Access to Transport Corridors (the Code) is an industry-lead initiative to promote a nationally consistent approach for transport corridors (road and rail) by utility operators. More secure utility and transport services will benefit the economy and the community.

Following a review by the Ministry of Economic Development into issues affecting infrastructure development the Utilities Access Act 2010 provided for a mandatory national code.



The Code provides a consistent consultative framework for Corridor Managers and Utility Operators to manage the corridor while providing for the access rights of Utility Operators, including a set of guiding principles for both Corridor Managers and Utility Operators.

The Code was approved by the Minister for Infrastructure and came into effect 1 January 2012. A review of the Code is due to commence in December 2013, two years after its implementation.

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## Handbook for workers

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One of the first activities identified by the Interim Committee was the development of a handbook for workers which could be used nationwide across all sectors. Over the years several different sectors and organisations had developed handbooks relevant to their own sector requirements. The implementation of a national Code

meant that these needed to be superseded by a handbook that every-one could use.

A wide range of sectors have contributed to the development of the handbook which has been through several iterations during its development. This includes group discussion, peer review and testing with staff. NZUAG is particularly appreciative of the assistance given by the NZ Contractors' Federation and its members.



*Contractors and the designers working on the Handbook content and illustrations.*

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## Education and awareness

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It was always expected that there would be a transitional period to get the Code fully implemented right across the country. Indeed, the former NZUAG had requested that such a transitional period be provided in the Utilities Access Act 2010.

While the Interim Committee has been pleased to provide advice to both sectors over the year, it is concerned that more work needs to be done to ensure greater uptake of, and compliance with, the Code.

Accordingly the Committee has allocated approximately half of its budget towards an education and awareness programme of activities. It took time to consult with all sectors on the relevant issues and concerns to be incorporated in such a programme. The list includes reasonable conditions, re-instatement, location information, liaison meetings and works close-off.

This programme also includes attendance at sector meetings and conferences, guidance on specific topics prioritised by sectors, and greater availability of material on the NZUAG website.

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## Membership criteria

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The Interim Committee resolved to clarify the membership criteria, to place greater responsibility on the principals (corridor managers and utility operators) to manage the affairs of the Society and in particular, the Code.

There are two types of membership: full and associate. The full membership is divided into two categories: corridor managers and utility operators. Only organisations which are either corridor managers or utility operators or the recognised associations which represent the interests of practitioners may become full members.

Associate membership is available to individuals and organisations representing any party with an interest in utility access to, and work in, the transport corridors as well as organisations within the corridor manager or utility operator Sectors. This could include contractors, engineering consultancies, private rail operators, the various road user representatives, related industry associations as well as any organisation eligible to be a Full Member.

One of the principal benefits of membership will be having access to notes of meetings and the ability to participate in NZUAG activities. Full members will be entitled to nominate people to represent them on the NZUAG Committee, and have their own staff or Board members being one of those representatives.

NZUAG is currently receiving applications for membership.

### NZUAG Membership Fees 2013-2014

Full member: \$2000 + GST

Associate Member: \$500 + GST



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## Board Charter

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As is customary with most boards for good governance, the Interim Committee has developed a Charter to provide guidance to Committee members to help them to carry out their duties and responsibilities effectively, and in accordance with the highest professional standards.

Members are welcome to view this on the website.



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## Thanks

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The NZUAG Interim Committee would like to thank the following organisations which provided the funding for its activities in 2102-2013:

- Auckland Transport
- Christchurch City Council
- Electricity Networks Association
- Gas Association of NZ
- KiwiRail
- NZ Transport Agency
- NZ Contractors' Federation
- RCA Forum
- Telecommunications Forum
- Watercare

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## Background to NZUAG

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The New Zealand Utilities Advisory Group (NZUAG) is a joint consultative group of network utility service providers (water and wastewater, telecommunications,

electricity and gas), corridor managers for road and rail, and industry bodies. It was formed in late 2001 to look at issues relating to utilities' activity (initially) in the road corridor, and to provide a forum for interface between the parties. It became an incorporated society in December 2011.

NZUAG is highly conscious of the need to ensure issues are not only identified and solutions are agreed, but that practical "on the ground" changes occur which achieve smooth and efficient delivery of all utilities in the transport corridors. NZUAG works collaboratively on issues.

Meetings are generally held 3 – 4 times a year alternating between Wellington and Auckland.

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## Financial Report

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### Summary of Financial Performance

for the year to 31 March 2013

#### Revenue

Gross Revenue	<b>82,020</b>
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#### Expenditure

Gross Expenditure	<b>107,018</b>
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<b>Surplus/Deficit</b>	<b>-24,998</b>
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Interest	845
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<b>Net Surplus/Deficit</b>	<b>-24,153</b>
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### Summary of Financial Position as at 31 March 2013

<b>Assets</b>	<b>23,132</b>
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<b>Liabilities</b>	<b>13,797</b>
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The operating deficit was funded from reserves.

This Annual Report is produced by the Interim Committee of NZUAG Inc., comprising representatives of Utility Network Operators and Corridor Managers.



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## Committee

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Interim Committee members are:  
**Chairman** Myles Lind, Watercare;

### Utility network operators

Ross Malcolm, Vector Ltd; Craig Muirhead, NovaEnergy; David Stone, Telecommunications Forum; Sara Pattison, WEL networks (to 28 Feb 2013); and Ed Beattie (Chorus, from 1 March 2013).

### Corridor Managers

Ian Cox, NZTA; Neil Davies, KiwiRail; Barry Williams, Auckland Transport; Peter Dodge, Wellington City Council, (for the RCA Forum); Geoff Swainson, Local Govt NZ (to 31 July 2012); and Liz Anderson, Local Govt NZ (from August 2012).

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## Contact us

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For further information:

Website: [www.nzuag.org.nz](http://www.nzuag.org.nz)

Email: [info@nzuag.org.nz](mailto:info@nzuag.org.nz)

Executive Officer:

Fiona Knight  
Cresmere  
68 Curtis Street,  
Wellington 6012  
Phone: 04- 475 8439  
Fax: 04-475 8413  
Mob: 021 294 0561



