

Minutes of the New Zealand Drillers Federation Inc Council Meeting Friday October 18, 2019 at Intercontinental Hotel, Wellington

Present: Mel Griffiths, Sam Woodford, Dale Preston, Iain Haycock, Jeff Ashby, Marcus Durrant, Malcolm Clemence, Mark de Goldi, Steve Faulkner, Steve Pilcher, Tim Babbage, Tony Lyons, Zane Brown, Debbie Lovett

Apologies: Russell Baylis, Pip Buunk

Moved: Iain Haycock/Tim Babbage

Council

Pip has resigned from council as Fulton Hogan no longer members

Jeff Ashby is resigning due to lifestyle change

Mel is stepping down as President and passing over to Sam

Zane Brown to be Vice President

Sam thanked Mel on behalf of all council for his latest term as President and his 21 years on the council including a previous time as President

Mel thanked Jeff for his years on council as well as his time as Executive Officer and wished him luck

Mel will also get hold of Pip to formally thank her for her time on council

Minutes of previous council meeting

Moved Iain Haycock/Malcolm Clemence

Matters arising moved to general business

Correspondence

CORRESPONDENCE FOR OCTOBER MEETING		
DATE	FROM	SUBJECT
02-May	Wayne Cook MITO	Scholarship fund balance
<i>Replied asking for credit as these funds have not been appearing on our statement balances which has been highlighted by the credit we now have due to prompt payment discount being applied</i>		
09-May	Felicity - Alton Drilling	following my question if they were accredited
<i>They are working towards it but it is not easy. They have 9 on visas at moment with another 3 applications in and 5 more to come - not sure why they are finding it so hard</i>		
20-May	Sam Woodford	H&S bulletin
<i>forwarded to all members</i>		
22-May	HCD Flow Technology	Membership application Cameron Caesar ex Saeco
<i>forwarded to council - approved and processed</i>		
28-May	Newsletter send out to all members	
29-May	Vanessa - Baylis	query about fees free following newsletter
<i>replied explaining about the new package and copied Sam in for any further queries</i>		
29-May	Dylan Keene - Keene Krib	asking about training following newsletter
<i>replied that we were getting fliers sorted out and would forward them when completed</i>		
29-May	Kevin Speight	query about not receiving mag
<i>Has now changed to PO Box so forwarded to ADIA and asked for back copy for him</i>		

31-May	Non Hydrocarbon audit sheet sent to all contractors	
31-May	Maria Scott MPTA	Email following phone conversation requesting support
<i>forwarded to council - approved and processed- support letter sent out</i>		
04-Jun	MITO	Notice of AGM
<i>Forwarded Iain and Mel - both are attending</i>		
04-Jun	Dylan Keene - Keene Krib	liked audit sheet and asked if he could get a copy
<i>forwarded him in Word so he could amend</i>		
04-Jun	Manage ACC	details of free webinar
<i>forwarded to all members</i>		
12-Jun	Matt Dodson Ecan	date set for pamphlet launch 3/7 at 4pm
<i>invitation forwarded to contractors</i>		
12-Jun	John Hadfield Waikato RC	request for Wells database process meeting
<i>forwarded to council for volunteers, Mel and Steve F to attend</i>		
13-Jun	Alpha Drilling	membership application but not fully completed
<i>replied asking for more information but he is not ready to join yet as hasn't fully registered etc. Will be in touch again when he is ready to go</i>		
14-Jun	Kaye McGrail - Texco	asking if NZDF will be acknowledging the Connexis piling qualification
<i>I asked for more details. Spoke to Connexis lady and then suggested they liaise with Janet Lane so forwarded to her. Their qualification 3396 and Level 4 is ready now so council will need to discuss this. It is unfortunate that Connexis were already through process when we found out</i>		
15 June - outwards - Drillers Reg information letter sent to list of clients		
16-Jun	outwards	
submission around Plumbers Act sent to Minister of Building & Construction Jenny Salesa, Minister of Ag & Rural Communities Damien O'Connor, Minister of Small Business Stuart Nash, MBIE Building System Matthew McDermott		
20-Jun	reminder sent to all contractors for audit check sheet comments by end of month	
24-Jun	outwards	flier sheets for training sent to all contractors
<i>replies collated</i>		
27-Jun	Shaun McIntosh Tonkin & Taylor - enquiry about guarding	
<i>forwarded to Mel who responded explaining about Worksafe audit sheet</i>		
27-Jun	outwards	all members
<i>membership renewal invoices and listings</i>		
02-Jul	Waikato Geotechnical	application for membership

<i>forwarded to council for approval then invoice sent</i>		
19-Jul	MITO	Speedmeet info
<i>forwarded to members</i>		
23-Jul	outwards	all members
<i>prompt to visit FB page to see NZ Trades Cert exam question and email if they want the full paper</i>		
26-Jul	outwards	all contractors
<i>scholarship form for compressor courses - also asking for late entries</i>		
07-Aug	Northdrill	application for membership
<i>forwarded to council for approval then invoice sent</i>		
30-Aug	outwards	all members
<i>Notice of AGM with proxy forms, previous minutes and agenda for meeting</i>		
02-Sep	MITO	reminder about industry workshop
<i>found out who was going (mel) and confirmed his attendance</i>		
05-Sep	ADIA	invitation to be on wallplanner
<i>forwarded to Mel - took small space advertising conference next year</i>		
06-Sep	outwards	all contractors
<i>Screens course registration and sponsorship forms</i>		
09-Sep	Daly Water Wells	application for membership
<i>returning member - forwarded to council for approval then invoice sent</i>		
11-Sep	Milnes Beatson	provisional accounts received
<i>checked over, made corrections and sent back</i>		
12-Sep	outwards	all contractors
<i>reminder for course registration screens course</i>		
16-Sep	outwards	all contractors
<i>notification that screens course cancelled</i>		
26-Sep	outwards	all members
<i>asking for final numbers for AGM dinner and drinks so we can let hotel know</i>		
14-Oct	Manage ACC	details of seminars coming up
<i>forwarded to members</i>		

Moved: Jeff Ashby/Sam Woodford

Finances

Invoices to be ratified at October meeting

DATE	FOR	AMOUNT
10-May	Milnes Beatson - Banklink charge	\$223.70
10-May	Meeting Rooms	\$1,112.63
01-Jul	Lovett	\$1,654.18
01-Jul	Lovett EO hours Jan to June	\$4,580.00
01-Jul	Russell Baylis - history gathering	\$500.00
04-Jul	Heartland Design - scanning docs	\$51.75
04-Jul	Dodson - reimburse for Ecan meeting	\$103.42
07-Aug	Mito membership	\$575.00
07-Aug	n3 membership	\$3,910.00
07-Aug	Lovett hours July	\$1,150.00
19-Aug	IRD GST	\$1,049.95
28-Aug	Warehouse Stationery - card for certs and prepaid large envelopes	\$246.19
28-Aug	Intercontinental deposit AGM	\$200.00
28-Aug	Plasticard - Drillers reg	\$32.20
28-Aug	Lovett - reimburse - ADIA mag and sponsorship	\$2,105.36
30-Aug	Washingtons food compressor course	\$296.88
02-Sep	Drury Motor Lodge - Ian Speer accommodation	\$572.00
13-Sep	Lovett - reimburse flights for meetings and Ian Speer payment and flights	\$10,654.31
13-Sep	Drillforce - food for compressor course	\$311.95
30-Sep	Graphicworx - ad for ADIA wallplanner	\$97.75
30-Sep	Meeting Room - strat planning meeting	\$609.50
03-Oct	Lovett - hours Aug/Sept	\$2,490.00
03-Oct	Plasticard - Drillers reg	\$13.23
03-Oct	Warehouse Stationery	\$109.80
	Credit	
14-Jun	Credit from MITO for prompt payment discount of \$159.76 and training credits of \$1656.00	\$1,815.76
	Bank balances at October 14	
	Cheque account	\$76,256.50
	Savings account	\$76,788.69
	Term deposit	\$51,934.77
	Total balances	\$204,979.96

Membership report at 14/10/2019

81	Total members as below - total subs received	\$47,630
2	magazine @ \$90	
19	Associate @ \$500	
10	Full supplier – sliding scale according to numbers	
1	Full consultant - sliding scale according to numbers	
49	Full contractor - sliding scale according to numbers	

Donations received with membership subs

Training	\$900
Scholarship	\$648
History	\$525
Total subs for year	\$49,703

Losses for 2019/20 year

3	Associate supplier @ \$500
2	Full supplier
5	Full contractor

Drillers registration numbers

107	who have registered @ \$250
24	who have not renewed/left industry
2	not yet renewed
81	total current registered drillers

Moved Iain Haycock/Steve Faulkner

There was a discussion about budgets – moved to strategic planning in general business

General Business

Drinking Water review update (Mel)

The review has now gone to the Ministry and there will be new Standards for 2019. The review panel was made up of a lot of consultants, the Ministry of Health, various stakeholders and regional councils. The focus was around the source for municipal bores with barriers in place to make sure no chemicals were introduced. Monitoring bores will have to be done for regional councils to take water. A lot of work was done around wellhead design to protect the sources.

It is essential that all members understand this to ensure that playing fields are even for tendering work.

Action: EO to mention in newsletter immediately and get some information onto website when it is finalised

NS4411 Standards review

Again there is nothing to report but it is possible that this will move further once the Drinking Water Standard is finalised

History updates (Jeff)

Jeff reported that a lot of information was retrieved from the Hampton hard drive. It would be good to get more people submitting stories etc. We need to promote teasers to get some interest. It was asked if there a list of questions that Russell is asking Timeline is 5 years for 50th anniversary. Need to move as it will go quickly. Need to look at Aussie book for ideas and ensure the info we need continues to be accumulated. Jeff suggested contact VUW as would be an ideal project for MSc and they wouldn't need drilling knowledge – Transpower book as example.

Actions: EO to get teaser from Russell to release to provoke interest. Also chase up what happened to Neil McNeill presentation from conference

Piling contractors

Now have their own qualification. Membership to discuss in Strat Planning

Worksafe document update

Sam explained that the document has now been passed to Worksafe and also MITO are using it. It has been uploaded to website. Needs to be ratified at AGM

Plumbers Act update (Marcus)

We supplied a letter of support for MPTA and also made a submission of our own. Have heard no updates since submission period closed

Action: EO to contact MPTA to find out if there has been any update

Training courses

Blick were scheduled to run another Mud School in November. After discussion around the table and following the cancellation of the Screens course due to low numbers, it was agreed that courses would be more successful run in May/June/July. Possible courses: mud school, screens, cementing, geology. Malcolm also mentioned a course that is available "Take a sample" which could be useful with the new water standards

Action: Tim to run mud school in May and investigate cementing

Action: Jeff to put together geology course

Action: Malcolm to find out more about sampling and report back

Action: Marcus to arrange screens course later next year

Scholarships

It was agreed to sponsor 3 or 4 drillers/AD's to conference next year. Criteria that they have been in industry over 12 months. They will answer some questions. Steve F pointed out that we often discuss but don't action. It was agreed that we need action points and it was suggested that the action points be on a separate page (will copy them all to one page at end of minutes)

Action: EO to draft something from previous scholarship entrant forms and send out to council to finalise – *note we did not agree on who would "judge" these*

Conference

Name of conference Drilling Down 2020 - dates 27-30 August. Zane explained planning so far: Thursday registration, Friday trip to Waiheke including winery, Saturday partner's tour and drilling stuff. Plan for 20/30 trade stands with at least 30 hours of exposure over the conference with events and meals planned at the stands.

Sponsors – Mel has been in talks with Allied Petroleum who have approached us to deal with all members although they would like to see some possible volumes. They are keen to sponsor a major part of the conference. Other possible sponsors Gold/Silver/Bronze. Enzed/Parker member in North Island wants to sponsor but listed contact has resigned their membership – Steve F dealing with them

Bain to receive Life Membership at conference

Drilling Awards to go out early and final 3 be presented at conference

Action: EO to send lists of suppliers and previous sponsors to Zane

Action: Council members to forward any of their suppliers to Zane

Action: Jeff to prepare powerpoint on Bain for presentation

Action: EO to order plaque for presentation to Bain

Action: EO to prepare docs for Drilling Awards – send to council to ratify and get out to members early so it can be judged and 3 finalists present at conference – *note did everyone agree to sponsor 3 finalists to conference?*

Immigration (Jeff)

Apparently this has changed greatly in the last month. There is now increased paperwork even for accredited employers

Action: No action points were decided for this subject

Rules

Following change of government the changes to Societies Act seems to be on hold. We still have some rule books left at the moment. Not worth officially changing rules until the Act is changed

Action: Jeff to look out the draft changes to be held over until further developments eventuate

MITO

The new combined level 3 and 4 will be released this week. It appears there is currently some disparity with assessors in the field not being clear about unit standards and relevant credits required for RCC. This differs with the view of MITO around the process.

Iain updated council on the Review of Vocational Education. New institutes will be formed by April 2020 – four to seven Workforce Development Councils. Money in various ITO's will have to be sorted out and distributed. We need to remain positive as training will continue although it may come under a different provider. We have to wait and see which sector we are matched with to work out strategies for us.

Action: Iain to take back to MITO the issues with RCC as they are not aware of these problems

Action: EO to continue to chase for promo material and update of MITO website for drilling

New Business

NZ Ground Investigation Standard

Jeff had some queries around the document, when it was to be reviewed as there was a lack of clarity around wording of responsibility between Client and Contractor. This was discussed.

Strategic Planning

Council went over the document from the preliminary meeting. It was agreed by all council that this was not a process to be rushed – do it once and do it right. Discussion followed around the original objectives of the Federation (co-operation and co-ordination, training, representation, public understanding and awareness, exchange of info, friendships, and wellbeing of the Federation) and the three pillars that were agreed upon which encompass all of the above under Representation, Training and Leadership

It was agreed that the major issue is lack of engagement by some members and the best way forward was for all councillors to have a short list of members to ring personally and ask them some questions.

Questions to be open and conversational but with some prompts to establish trends and commonalities. The answers will be collated to form goals and strategies for plan.

Questions (will also be sent as a form to fill in on the phone – Answers will be collated to a Google doc)

We are interested in hearing about the issues (if any) that you might be facing in your area and how we could assist or represent you better

- 1) (HR) What are the challenges you face in regard to personnel?
- 2) (Legislation) Are you aware of the recent update to the NZ Drinking Water Standards or Ground Investigation Standards (refer to website)
- 3) Training – are you involved in training and if so what? Do you need any help around NZ Certs? Also ask about Training courses NZDF provided and what else they would like to see
- 4) Networking – are you aware of next conference in Auckland and are you thinking/interested in attending? If not why not
- 5) In what way could the NZDF help you in your business

Action: Tim and EO to form Google doc and EO to divide members up around councillors. Nobody to ring in their own area

There followed a discussion about pre-employment training and how it would be good for our industry and other trades. Some course to include basic H&S, First Aid, TWR, Forklift, Class 2, basic fire etc

Action: Discuss with MITO or could polytechs put something together for school leavers

Templates for Strategic Plans are available online – need to decide format for ours

Action: EO to investigate and circulate templates

Discussion followed about the number of councillors and how council is made up as our rules do not cover this except minimum 12 maximum 15. This would have to be changed when rules are changed – see rules change above. Also we have now changed council voting method – this is also not covered in rules.

Summary of items to mention in newsletter

- Thanks to Russell for his work on history and include request for info and teaser
- Change of councillors and President/VP
- DWS to make aware – link or standard on website? (check wording with Iain)
- Training updates
- Conference and dates etc (liaise Zane) include sponsorship drillers
- Drilling awards
- Councillor health call
- Anything else from minutes?

Meeting closed at 3.30pm

Next meeting TBA

Action Points from October 2019 meeting

WHO	WHAT	OPEN	PEND	CLOSED
Mel	Contact Pip with thanks			
EO/Russell	Get teaser for newsletter			
EO/SP	Track down Neil McNeill presentation			
EO	Contact MPTA for update on Plumbers Act			
Tim	Organise Mud School in May			
Tim	Investigate Cementing course			
Jeff	Develop Geology course			
Malcolm	Get details about sampling course			
Marcus	Organise Screens course June or July			
EO	Draft scholarship course paperwork to council			
EO	Send previous suppliers/sponsors to Zane			
ALL	Send any potential sponsor details to Zane			
Jeff	Powerpoint presentation for Bain			
EO	Order plaque for Bain			
EO	Draft docs for Drilling Awards to council			
Jeff	Look out draft changes to rules for future change			
Iain	Feedback to MITO re RCC issues			
EO	Contact MITO re promo material and website update			
Tim/EO	Liaise for Google doc for survey collation			
EO	Investigate MITO pre-training course			
EO	Find range of strat templates and distribute			
EO	Newsletter			