



The New Zealand Institute of Driver Educators Inc.

Minutes of the New Zealand Institute of Driver Educators Incorporated Annual General Meeting held at the James Cook Grand Chancellor Hotel, Wellington on Friday 25th August 2023 @ 4.15pm.

Present:	Peter Elder	President
	Carolyn Boardman	Vice President
	Peter Sheppard	Honorary Chief Executive Officer
	Gemma Scott	Secretary
	Juliet Dalley	Treasurer
	Liz McLellan	Central Delegate
	Sarah Bailey	Upper-South Delegate
	Wayne Young	NZIDI Training Group Director
	Mark Revill-Johnson	Technical Specialist
	Graeme Dalley	Mid-South Delegate
	Matthew Campbell	Northern Delegate
	Jim Furneaux	Motorcycle Delegate
	Stephen Jones	Midlands Delegate
	Graham Alexander	Member
	Stacey Ansell	Member
	Benjamin Davis	Member
	Melanie Peters	Member
	Theresa McCardle	Member
	Martin Vickerman	Member
	Jo Pelan	Member
	David Kennedy	Member
	Peter Jude	Member
	Garry Dunn	Member
	Fred Alvarez	Member
	Victor Mastakov	Member
	Manu Patel	Member
	Guneet Singh	Member
	Mike Doran	Member
	Peter Hookham	Member
	Scott Hall	Member
	Jeroen Van der Beek	Member
	David Kontze	Member

1. Welcome present and apologies

Peter Elder opened the meeting and welcomed members.

Apologies: Sharon Stewart
Brian Bagley

2. Conflicts of Interest

Members that have a current testing officers endorsement or published peer reviewed research – conflicts have been given (David Kontze).

Mission Statement

To Promote and develop better driving standards among motorists and promote greater road safety by the encouragement of better driving through professional instruction.



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3. Minutes of the previous meeting

Minutes of the Annual General Meeting Friday 26th August 2022 were circulated at the meeting.

Amended: Add year 2022 on the previous minutes.

Motion: That the minutes for the NZIDE Annual General Meeting Friday 26th August 2022 be amended, approved and adopted as a true and correct record of the meeting.

Moved: Matthew Campbell

Seconded: Liz McLellan

Carried.

4. Business Arising from Minutes

None.

5. Presidents Report

The Presidents report was verbal at the meeting.

Motion: That the Presidents Report be adopted.

Moved: Jim Furneaux

Seconded: Jeroen Van der Beek

Carried.

6. Treasurer's Report

The Treasurer's report was circulated at the meeting and read. Juliet Dalley presented the report including the financial statements for NZIDE.

Motion: That the financial report be adopted.

Moved: David Kontze

Seconded: Carolyn Boardman

Carried.

7. Election of NZIDE Officers and Acceptance of Delegates

Motion: that uncontested nominees be accepted to the following positions;

Position	Nominees	Motion / Seconded
President	Carolyn Boardman	Graeme Dalley & Mark Revill-Johnson
Vice President	Mark Revill-Johnson	Peter Elder & Liz McLellan
Treasurer	Juliet Dalley	Gemma Scott & Carolyn Boardman
Secretary	Gemma Scott	Peter Elder & Liz McLellan
Northern Delegate	Matthew Campbell	Peter Elder & Liz McLellan
Midlands Delegate	Stephen Jones	Peter Elder & Liz McLellan
Central Delegate	Liz McLellan	Peter Elder & Jim Furneaux
Upper South Delegate	Sarah Bailey	Peter Elder & Liz McLellan
Mid South Delegate	Graeme Dalley	Peter Elder & Liz McLellan
Lower South Delegate	Gemma Scott	Peter Elder & Liz McLellan

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Moved: David Kontze
Seconded: Martin Vickerman
Carried.

It was noted the following positions are co-opted by the Executive Committee under rule 14(d)(2)

Motorcycle	Jim Furneaux
Heavy Vehicle	Brian Bagley
Honorary CEO	Peter Shepherd
Defensive Driving	Graeme Hood

8. Appointment of Accountant

Motion: That Kendons Chartered Accountants, 69 Rutherford St, Lower Hutt, New Zealand continue as appointed accountants for NZIDE over the 2024-2025 financial period.

Moved: Mark Revill-Johnson
Seconded: Theresa McCardle
Carried.

9. Membership fees for 2023 / 2024

Motion: No fee change for 2023 / 2024
Moved: Liz McLellan
Seconded: Peter Sheppard
Carried.

General Business

10. Acceptance of Resolution to Update the NZIDE Constitution

Motion: That we accept the minutes from Sunday 6th August 2023 Special Meeting – NZIDE Constitution and Rules Update.

Moved: Carolyn Boardman
Seconded: Jim Furneaux
Carried.

11. Confirm Resolution to Update the NZIDE Constitution

Motion: That the following resolutions be confirmed from Sunday 6th August 2023 Special Meeting – NZIDE Constitution Rules Update.

Resolved

1. Testing officers and driver training researchers accepted for NZIDE full membership

1.1 That rule 10(b) sub rules be amended to read

A member shall be either:

- i. *The owner, lessee, partner, director of an established driving school, or*
- ii. *The owner, lessee, partner, director of a Waka Kotahi NZ Transport Agency approved provider of driver training, or*

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- iii. *The holder of a Waka Kotahi NZ Transport Agency Driving Instructor (I) endorsement, or a Testing Officer (O) endorsement, or*
- iv. *A published peer reviewed author of driver training, driver testing or driver focused road safety research.*

1.2 That rule 10(e) of the NZIDE Constitution and Rules be amended to read

Any person who does not fit the membership requirements of rule 10(b) and its sub rules shall be able to apply for Associate Membership subject to the same conditions as set out in clause 10a. The Associate Member shall have no voting power and shall not be considered for any office or position.

2. **Verified Email as Reliable and Appropriate to replace Written and Signed Requirements**

2.1 That rule 10(a) read

The number of members shall be declared to be unlimited. New members shall be admitted by resolution of the Executive. An application for membership must be through means approved by the Executive. This may include approved online membership software, verified email or other verified appropriate means.

2.2 That rule 12 read

Any member of the Institute may resign from the Institute by sending their resignation by verified email or other verified means to the Secretary, after payment of all subscriptions due from them, including those of the current year.

2.3 That rule 13(a)(i) read

The Executive shall have the right, by majority of two-thirds (2/3) of those present at any Executive meeting, to expel from the Institute any member whose conduct, in the opinion of that majority of the Executive, is unfit for connection with the Institute provided that at least fourteen (14) days notice of the meeting shall have been sent to the said members verified email or other verified means, inviting them to be present and to be heard, or to make a written submission.

2.4 That rule 13(a)(ii) read

Any person expelled by the Executive shall have the right to appeal against the decision to the appeal board. The appeal shall be sent to the Secretary, in writing, by verified email or other verified appropriate means, within 14 days of the person receiving notice of the Executive's decision.

2.5 That rule 14(a)(iii) read

Nominations for officers of the Institute must be submitted by the nominee and proposer with approved online software, verified email or other verified appropriate means, and to be in the hands of the Secretary (60) sixty days prior to the Annual General Meeting. In the event of there being no nomination for an office received by that time, nominations may be accepted on the day of the Annual General Meeting.

2.6 That rule 14(f) read

The President, when present, shall preside at all meetings, authorise minutes by verified by means, and shall generally conduct the meetings. The President shall have a deliberative vote only. In cases of equality of voting the President shall not have a casting vote. In the absence of the President the Vice-President shall possess and may exercise in all respects the powers of, and shall perform, all the duties of the President.

2.7 That rule 15(c) read

Special Meetings of the Institute shall be held whenever the President, Secretary, or Executive think fit, or shall be called by the Secretary upon receipt of a notice from ten (10) members of the Institute. Such notice shall specify the nature of the business to be transacted. It shall be sent by approved online software, verified email or other verified means.

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2.8 That rule 15(g) read

Remits for the Annual General Meeting shall be given to the Secretary with the name of the proposer and seconder, at least sixty (60) days before the Annual General Meeting. Remits shall be sent by approved online software, verified email or other verified means.

2.9 That rule 16(c) read

When any such poll is taken proxy votes shall be permitted, provided that any member authorising such a proxy vote shall give the Secretary the name of the person authorised. It must be given not less than twenty - four (24) hours before the commencement of that meeting. The person so authorised shall be a financial member of the Institute. Authorisation shall be delivered by approved online software, verified email or other verified means.

3. Transactions specified by cheque in the constitution are replaced by electronic authorisations

3.1 That rule 14(i) read

The Treasurer shall receive all levies and any other monies into an account nominated by the Executive. The Treasurer shall pay all accounts when duly vouched and approved by the Executive; provided that the Treasurer may elect to pay any account not exceeding ten dollars (\$10.00) or such other sum as may be determined from time to time by the Executive, from a petty cash fund kept for that purpose. All payment transactions shall be authorised by two Executive Officers and/or such other authorities as shall be determined by the Executive. The Treasurer shall keep a record of all transactions and show a balance. This record shall be open to the inspection of the President at any time, and to any member of the Executive at any meeting. At each Annual General Meeting of the Institute the Treasurer shall submit a statement, showing expenditure and income for the year, and the assets and liabilities of the Institute.

4. Regional representative nominations to be managed by the NZIDE Secretary at the same time as nominations for President, Vice-President, Treasurer, Secretary

4.1 That rule 14(b)(ii) read

Prior to every Annual General Meeting, members may nominate a financial member from their region to be the region representative. Nominations will follow the same election process as officers of the Institute.

5. No Requirement for Regions to have a Representative

5.1 That rule 14(b)(iii) read

Notwithstanding anything in rule 14(b)(i), sub-region(s) use the nearest region for representation on the Executive Committee. They will not have an elected representative on the Executive Committee. This does not limit invitation for sub-regions to participate in parts of Executive Committee meetings. Members may choose not to nominate a representative for their region. This does not limit the Executive Committee from co-opting a member as a region representative.

6. Executive Committee Co-opt Members to Assist

6.1 That rule 14(d)(ii) be amended to read

The Executive may co-opt further members, as it deems necessary, to assist the Executive in the execution of its duties or powers. Any person so co-opted shall be co-opted only until the next annual general meeting or a time specified by the Executive. Co-opted roles can be inside or outside the Executive at the Executive's discretion. A person in a co-opted role may present themselves for reconsideration by the Executive for a co-opted role.

Moved: Liz McLellan

Seconded: Peter Sheppard

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Carried.

12. Nominations for NZIDE Life Membership

Motion: That the NZIDE membership confirm the unanimous decision of the NZIDE Executive for Kevin Bannan to be accepted as life member of NZIDE.

Moved: Jim Furneaux

Second: Wayne Young

Carried.

The next Annual General Meeting will be held at the Crowne Plaza Christchurch on Friday 30th August 2022 at 4pm.

MEETING CLOSED 4.42pm

Mission Statement

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The New Zealand Institute of Driver Educators Inc.

TO ALL EXECUTIVE MEMBERS

The 48th Annual General Meeting for members of the New Zealand Institute of Driver Educators Incorporated. Meeting at the James Cook Hotel Grand Chancellor, 147 The Terrace, Wellington Friday 25th August 2023, 3:45pm.

Agenda

1. Welcome present and apologies
2. Conflicts of Interest
3. Minutes of the previous annual general meeting
4. Matters arising from those minutes
5. Presidents Report
6. Treasurers Report
7. Election of Officials
8. Appointment of accountant
9. Setting of membership fees

General Business as notified by remits:

10. Accept minutes from Sunday 06 August 2023 Special Meeting – NZIDE Constitution and Rules Update
11. Confirm resolutions from Sunday 06 August 2023 Special Meeting – NZIDE Constitution and Rules Update
12. Vote to accept a life member of NZIDE

Gemma Scott-Hall
NZIDE Secretary

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NZIDE Treasurer's Report FYE 31 May 2023

It is my pleasure to provide The New Zealand Institute of Driver Educators Incorporated Treasurer's report for the financial year ended 31 May 2023. Our report has been prepared by Kendon's accountants.

Sponsorship appreciation from NZIDI Training Group Ltd - I would like to acknowledge the financial support from the NZIDI Training Group Ltd that provides the Street Talk programme. NZIDI Training Group has sponsored our conferences over the last few years and continue to support us again this year.

Early in January this year, seven of our NZIDE members complete a CIEHF accredited course titled Human Factors and Road Risk Management with Lisa Dorn. This was also supported by NZIDI Training Group with a rebate being provided to the attendees to encourage on-going professional development. Thank you to Wayne and Harald the directors of the Training Group for their support.

NZIDE Membership Fees - 2023 to 2024

History of Membership Subscription Fees

Our membership subscription fees have remained the same for the last four years. Our last increase in fees was \$5.00 per member which was in 2019. We became GST registered on 01 June 2021 and absorbed the GST costs by not increasing our fee at that time.

Recommended Membership Subscription Fee Setting - for 2023 to 2024 Financial Year

I recommend not making changes to the NZIDE Membership Subscription Fees for the 2023 to 2024 financial year. The current cost of living crisis and a downturn in the economy/financial market needs to be taken into consideration for all our members.

I would like to take this opportunity to thank the very hard-working executive team for their support of myself and each other over the last twelve months.

Ngā mihi nui

Juliet Dalley

Juliet Dalley

NZIDE National Treasurer

Financial Statements

The New Zealand Institute of Driver Educators Incorporated
For the year ended 31 May 2023

Prepared by Kendons

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Compilation Report

The New Zealand Institute of Driver Educators Incorporated For the year ended 31 May 2023

Compilation Report to the Board of New Zealand Institute of Driver Educators Inc.

Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of The New Zealand Institute of Driver Educators Incorporated for the year ended 31 May 2023.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

Responsibilities

The Director(s) are solely responsible for the information contained in the financial statements and have determined that the Special Purpose Reporting Framework used is appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

Independence

We have no involvement with The New Zealand Institute of Driver Educators Incorporated other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on these financial statements.



Kendons Chartered Accountants Limited

Kendon House
69 Rutherford Street
Lower Hutt

Dated: 22 August 2023

Directory

The New Zealand Institute of Driver Educators Incorporated For the year ended 31 May 2023

Nature of Business

Driver Education

Date of Incorporation

1 December 1975

Incorporation Number

224316

Executive Committee

Peter Elder - President
Carolyn Boardman - Vice President
Juliet Dalley - Treasurer
Gemma Scott-Hall - Secretary

Address

C/- 43B Tangare Drive
Takapuwahia
Porirua 5022

Banker

Bank of New Zealand
Warkworth

Auditor

Kendons Chartered Accountants

Approval of Financial Report

The New Zealand Institute of Driver Educators Incorporated For the year ended 31 May 2023

The Board are pleased to present the approved financial report including the historical financial statements of New Zealand Institute of Driver Educators Inc for year ended 31 May 2023.

APPROVED

For and on behalf of the Board

Signed by:

58C796ECA4E9DD0D

National President

22/08/2023

Date

Signed by:

5A1C7C8A2194B943

Treasurer

28/08/2023

Date

Statement of Financial Performance

The New Zealand Institute of Driver Educators Incorporated For the year ended 31 May 2023

	NOTES	2023	2022
Operating Revenue			
Subscriptions		23,894	18,951
Conferences		13,234	17,174
Conference Sponsorship from NZIDI Training Group		5,000	5,000
Sponsorship from NZIDI Training Group for Members PD		700	-
Total Operating Revenue		42,828	41,126
Gross Surplus		42,828	41,126
Other Income			
Interest Received		1,252	156
Total Other Income		1,252	156
Expenses			
Accountancy Fees		1,990	1,800
Bank Fees & Charges		10	15
Computer Expenses		1,400	77
Conference Expenses		14,661	15,773
Consultancy Fees		1,050	5,800
Depreciation		2,578	2,813
Freight & Cartage		-	29
General Expenses		182	786
Legal Fees - Deductible		-	2,043
Meetings, Accommodation & Travel		13,883	4,964
Membership Cards		-	21
Printing & Stationery		74	13
Professional Development		798	735
Promotional Expenses		-	111
Stripe Fees		800	310
Subscriptions & Licences		9,406	6,393
Training		700	-
Website Expenses		-	269
Workshop expenses		129	173
Total Expenses		47,659	42,126
Net Surplus before Other Comprehensive Income		(3,580)	(844)
Adjustments			
Share of Undistributed Profits from Subsidiary		34,236	17,083
Total Adjustments		34,236	17,083
Net Surplus and Total Comprehensive Income		30,656	16,239

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report and Notes to the Financial Statements.

Statement of Movements in Members' Funds

The New Zealand Institute of Driver Educators Incorporated
For the year ended 31 May 2023

	2023	2022
Members' Funds		
Opening Balance	333,277	317,038
Plus		
Surplus/Loss for the Period	30,656	16,239
Total Plus	30,656	16,239
Total Members' Funds	363,933	333,277

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Statement of Financial Position

The New Zealand Institute of Driver Educators Incorporated As at 31 May 2023

	NOTES	31 MAY 2023	31 MAY 2022
Assets			
Current Assets			
Cash and Bank	3	54,472	64,711
Accounts Receivables		6,352	3,251
Prepayments		10,598	12,319
Total Current Assets		71,421	80,281
Non-Current Assets			
Investments	5	312,342	278,106
Property, Plant and Equipment	4	5	2,582
Total Non-Current Assets		312,347	280,688
Total Assets		383,768	360,969
Liabilities			
Current Liabilities			
Accounts Payable		53	2,600
Receipts in Advance		2,891	5,930
GST Payable		2,490	2,866
Total Current Liabilities		5,434	11,397
Non-Current Liabilities			
Other Non-Current Liabilities		14,401	16,296
Total Non-Current Liabilities		14,401	16,296
Total Liabilities		19,835	27,692
Net Assets		363,933	333,277
Members' Funds			
Members' Funds	6	363,933	333,277
Total Members' Funds		363,933	333,277

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Depreciation Schedule

The New Zealand Institute of Driver Educators Incorporated For the year ended 31 May 2023

NAME	COST	OPENING VALUE	PURCHASES	RATE	METHOD	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Office Equipment								
Projector	900	6	-	26.40%	DV	2	895	5
Website	7,026	2,576	-	40.00%	SL	2,576	7,026	-
Total Office Equipment	7,926	2,582	-			2,578	7,921	5
Total	7,926	2,582	-			2,578	7,921	5

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report and Notes to the Financial Statements.

Notes to the Financial Statements

The New Zealand Institute of Driver Educators Incorporated For the year ended 31 May 2023

1. Reporting Entity

New Zealand Institute of Driver Educators Inc is an incorporated society in New Zealand registered under the Incorporated Societies Act 1908.

This special purpose financial report was authorised for issue in accordance with a resolution of the board as per the approval of financial reports on page 5.

2. Statement of Accounting Policies

The following accounting policies that materially affect the measurement of the Statement of Financial Performance and Statement of Financial Position have been applied:

Statement of Compliance and Basis of Preparation

The accounting principles recognised as appropriate for the measurement and reporting of the Statement of Financial Performance and Statement of Financial Position on a historical cost basis are followed by the Society, unless otherwise stated in the Specific Accounting Policies.

The information is presented in New Zealand dollars. All values are rounded to the nearest \$.

Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

Revenue Recognition

Revenue is measured at the fair value of the consideration received or receivable for the sale of goods and services, to the extent it is probable that the economic benefits will flow to the company and revenue can be reliably measured.

Interest received is recognised as interest accrues, gross of refundable tax credits received.

Expenses

Expenses have been classified by their business function.

Trade Receivables

Trade receivables are recognised at estimated realisable value.

Property, Plant and Equipment

Property, plant and equipment is recognised at cost less aggregate depreciation. Historical cost includes expenditure directly attributable to the acquisition of assets, and includes the cost of replacements that are eligible for capitalisation when these are incurred.

All other repairs and maintenance are recognised as expenses in the Statement of Financial Performance in the financial period in which they are incurred.

Income Tax

The Society is exempt from paying tax on income earned from members. The Society is also exempt from paying tax on other income of up to \$1,000 from non-members.

Investments

Subsidiaries are accounted for using the equity method whereby the society records its proportionate share of the subsidiary's earnings as an increase to the value of its investment. These earnings may be distributed as cash dividends or retained by the subsidiary. To the extent that the society's share of the subsidiary's earnings are distributed as cash earnings, the investment amount is reduced by the amount of the dividend.

Goods and Services Tax

All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST. Any amount owing or receivable at balance date is shown in the Statement of Financial Position.

	2023	2022
3. Cash and Bank Balances		
Cash and Bank		
BNZ Operating Account - 00	12,490	23,900
BNZ Saving Account - 97	41,982	40,811
Total Cash and Bank	54,472	64,711
Total Cash and Bank Balances	54,472	64,711
	2023	2022

4. Property, Plant and Equipment

Office Equipment		
At Cost	7,926	7,926
Less Accumulated Depreciation	(7,921)	(5,344)
Total Office Equipment	5	2,582
Total Property, Plant and Equipment	5	2,582
	2023	2022

5. Investments

Equity Accounted Subsidiary		
The NZIDI Training Group Limited	312,342	278,106
Total Equity Accounted Subsidiary	312,342	278,106
	2023	2022

6. Members' Funds

Members' Funds		
Opening Balance	333,277	317,038
Plus		
Current Year Surplus	30,656	16,239
Total Plus	30,656	16,239
Total Members' Funds	363,933	333,277

New Zealand Institute of Driver Educators (NZIDE) Incorporated

Incoming Executive Committee 2023-24

@ 27 July 2023 (nomination cut-off date)

All elected positions had uncontested nominations for 2023-24. Nominations for all elected positions were received by the due date. Unless nominees withdraw, no nominations will be accepted at the Annual General Meeting. Since the election in 2022, vacated roles have been filled by co-opted appointments.

Co-opted specialist roles are annually appointed by the incoming Executive Committee.

Stakeholders are not members of NZIDE but have valued specialist knowledge.

Elected NZIDE Executive Committee & Board

President (officer)

Vice President (officer)

Treasurer (officer)

Secretary (officer)

Northern Representative

Midlands Representative

Central Representative

Upper South Representative

Mid South Representative

Lower South Representative

Person

Carolyn Ax (nominee)

Mark Revill-Johnson (nominee)

Juliet Dalley

Gemma Scott-Hall

Matthew Campbell (nominee)

Stephen Jones (nominee)

Liz McLellan

Sarah Bailey

Graeme Dalley

Gemma Scott-Hall

Co-opted Specialist Roles

Honorary Chief Executive Officer (in Committee)

Heavy Vehicle Specialist (in Committee)

Motorcyclist Specialist (out of Committee)

Advanced driving skills course unit standards (stakeholder)

Instructor Endorsement Course specialist (stakeholder)

Technical Specialist (out of committee)

Regulation and Governance (out of committee)

Peter Sheppard

Brian Bagley

Jim Furneaux

Graeme Hood

Barry Ibell

Mark Revell-Johnson

Jim Furneaux, Wayne Young

Conference Team

Venue booking, budgets, catering, AV equipment, recordings for webinars and paid access content

Budgets and expense review

Glue Up Event Creation

Conference agenda, speakers

Ushers, check-in, exhibit coordinator

Carolyn Boardman

Juliet Dalley

Gemma Scott-Hall

Peter Sheppard

Gemma Scott-Hall, Liz McLellan

Awards Team (Executive Committee and co-opted specialists)

Annual General Meeting

Liz McLellan

NZIDE elected officers

Strategic Plan 10 year view, **action plan** 1-3 year view

Projects (refer to the work programme)

President or Vice-President

As per project lead

**Waka Kotahi Driver Licence Improvement Programme (DLIP)
Hanga-Aro-Rau and NZQA nominated Representative
Australasian Road Safety Conference**

Peter Elder
Peter Sheppard
Carolyn Boardman



Peter Sheppard (CEO)

Peter has been a member of NZIDE since 1980 and honorary CEO since 1987. He has advisory roles with various NZ Government agencies, is the Technical Director for the Street Smart Driving Programme, a Chartered Fellow of the Chartered Institute of Logistics and Transport and a past chairman of the Institute's central section. Peter is a previous member of the NZ Institute of Directors. He spent six years as Chief Executive of the AA Driver Education Foundation. Peter was past chairman and board member of Tranzqual Industry Training Organization, a position he held during the organization's first 15 years of operation. Peter spent 15 years with Shell NZ. He ended as Principal Road Transport Consultant. His Shell career followed a 25 year career as a transport officer in the NZ Army.



Carolyn Ax (President)

Carolyn is based in Christchurch and is employed as a full time instructor with a community driver education programme. She was previously self employed full time in her own driving school business. Carolyn has been a member of NZIDE since 2016 and was elected as Mid South Region Delegate in 2020 and Vice President in 2021. Carolyn is a full time driving instructor and specialises in teaching people with anxiety and/or learning challenges. For the 15 years prior to becoming an instructor she worked in the fields of roading engineering; road safety education; and international education.



Mark Revill-Johnson (Vice-President)

Mark has over 25 years experience in emergency response driving in the UK and New Zealand. He holds the internationally respected UK Police Class One Advanced Drivers Certificate. Mark has been an Approved Driving Instructor in England and was also on the Driving Standards Agency register of Approved Fleet Driver Trainers. In 2015 he won the AA's Corporate Trainer of the Year award and has been a key member of the team that setup Motorcycle Training for the AA Driving School in 2016. Mark is also a Motorcycle Member of the Institute of Advanced Motorists and is their National Chief Examiner for car tests.



Juliet Dalley (Treasurer)

Juliet was elected NZIDE Treasurer in 2019. She is a bookkeeper with over 40 years' experience in bookkeeping, payroll and office administration. Juliet is a member of the Institute of Certified Bookkeepers (ICNZB). She is a Co-owner of Eyes on the Road Driver Training Ltd and bookkeeper for her business Eyes on the Books.



Gemma Scott-Hall (Secretary & Lower South Rep)

Gemma is based in Invercargill and is a full time driving instructor/assessor with a family ran business. She was elected lower south representative in 2020 and Secretary in 2021 and has been a driving instructor since 2010. She delivers driving lessons/assessments, Street Talk including unit 3464, Passenger training, Class 2 Licences and a variety of Unit Standards and she is an independent MITO Registered Assessor. She has a National Certificate in Small Business, has completed papers in New Zealand Sign Language and Adult Education and Training. In her spare time she enjoys the outdoors, gardening and spending time with family and friends.



Liz McLellan (Central Representative)

Liz has been a member of NZIDE since 1980. She has been elected Central Representative several times and currently serves in the role. Liz is a proud member of the Institute of Advanced Motoring (IAM). She holds an Advanced Driving Certificate (L2) from the National Advanced Driving School and is an NZTA Approved Driving Instructor. Liz works with Kapiti and Horowhenua Youth Services. She also works with seniors and shared clients for medical assessments or for Waka Kotahi NZ Transport Agency and ACC. When Liz has free time she enjoys gardening, family and friends. She loves travelling, the Hurricanes and the All Blacks. (Don't bother trying to book a lesson when there's a game on haha)



Sarah Bailey (Upper South Representative)

Sarah has been a driving instructor since 2004. She started in Wellington with a regional driving school. Now based in Motueka, she works in her own driving school business in the Nelson and Tasman regions. Previously Sarah worked as a school dental therapist, sales, and in early childhood and as a teachers' aide with special needs students. Sarah and her partner Mike have two teenage daughters. In her spare time Sarah enjoys the outdoors, mountain-biking, playing netball and yoga.



Graeme Dalley (Mid South Representative)

Graeme is a full-time driving instructor with time split between marae based community driver education programme and his own business in north canterbury. He was elected NZIDE Mid-South Representative in 2022 and was lead coach with Street Smart Programme in Christchurch and Timaru. Graeme served as a volunteer fire fighter for 32 years. He has a New Zealand Certificate in Adult Education and Training. Graeme and his wife Juliet have four adult daughters and three grandchildren. Graeme is a keen skier and belongs to Toastmasters.



Matthew Campbell (Northern Representative)

Matthew has been an NZIDE member since 2021 and joined as soon as he completed his I endorsement course. Matthew works full time on the North Shore as a driving instructor. Originally from the UK, Matthew has a background in education with 18 years experience as a physics teacher. Outside work Matthew enjoys time with his young family, travel, camping in the family motorhome, astronomy, cycling, DIY and music.



Sharon Stewart (Northern Representative co-rep)

Sharon moved from the UK to New Zealand in 2011. She settled into a career as an I endorsed driving instructor in the Auckland region. Sharon specialises in manual instruction, off-road driving, electric vehicle education, corporate driving assessments and drivers with anxiety and/or learning challenges. She facilitates the RYDA school programme and the STREET TALK defensive driving course. When not in the car, Sharon loves to ride her electric bike and has recently learned to play the Ukelele.



Stephen Jones (Midlands Representative)

Stephen is part of a large driving school that operates in the Napier, Hawkes Bay and Tauranga regions. He is a trustee with a regional community trust for needs based driver training. As time allows, Stephen contributes to driver training and licensing submissions at a national level.



Graeme Hood (Advanced driving skills course unit standards specialist)

Midlands Regional Representative (outgoing June 2023)
Graeme currently works as the New Zealand education specialist for Road Safety Education New Zealand. Until 2022, Graeme was a fulltime driving instructor base in Tauranga. Prior to instructing, Graeme was involved in secondary school education. He has a good working knowledge of achievement standards and unit standards within schools.



Brian Bagley (Heavy Vehicle Specialist)

Brian has been a full time driving instructor since 2004. He delivers heavy vehicle courses, endorsement courses and other commercial operator courses. Barry is an independent MITO Registered Assessor, a Connexis Registered Assessor, a Competenz Registered Assessor and a New Zealand Transport Agency Approved Course Provider. When not working, you'll find Barry relaxing at home in Dunedin.



Jim Furneaux (Motorcycle Specialist, Regulatory and Governance)

Jim is a freelance driver and motorcycle rider safety advisor. He worked for Waka Kotahi NZ Transport Agency for 32 years. Roles included principal advisor driver and operator, principal advisor driver training and test standards, manager driver licensing standards, regional compliance officer, senior investigating officer transport licensing. Prior to this, Jim served with New Zealand Police and the Royal New Zealand Air Force. Jim and his wife Colleen live in Upper Hutt. They enjoy time with family, friends, bikes and barbeque. If not in the house, you'll find Jim in the garage working on the latest project.



Barry Ibell (Instructor Endorsement Course Specialist)

Barry and his partner Sarah-Jane (SJ), have been members of NZIDE since 2015. Both are full time driving instructors. Barry delivers instructor endorsement courses, fleet and business courses and is a regional coordinator for a driving school. His past experience includes development of a national training programme for St John Ambulance and was a branch manager for one of the largest Plumbing World stores in New Zealand. Outside of work, Barry and SJ enjoy time on a lifestyle block, home gym and travel with friends.



The New Zealand Institute of Driver Educators Incorporated

Acceptance of Resolution to Update the NZIDE Constitution

On Sunday 06 August 2023 a special meeting of the NZIDE Membership resolved to update parts of the constitution. The constitution rule 8(a) requires these resolutions to be confirmed at another meeting of the membership.

Motion

1. That the following resolutions be confirmed

Resolved

1. Testing officers and driver training researchers accepted for NZIDE full membership

- 1.1. That rule 10(b) sub rules be amended to read

A member shall be either:

- The owner, lessee, partner, director of an established driving school, or*
- The owner, lessee, partner, director of a Waka Kotahi NZ Transport Agency approved provider of driver training, or*
- The holder of a Waka Kotahi NZ Transport Agency Driving Instructor (I) endorsement, or a Testing Officer (O) endorsement, or*
- A published peer reviewed author of driver training, driver testing or driver focused road safety research.*

- 1.2. That rule 10(e) of the NZIDE Constitution and Rules be amended to read

Any person who does not fit the membership requirements of rule 10(b) and its sub rules shall be able to apply for Associate Membership subject to the same conditions as set out in clause 10a. The Associate Member shall have no voting power and shall not be considered for any office or position.

2. Verified Email as Reliable and Appropriate to replace Written and Signed Requirements

- 2.1. That rule 10(a) read

The number of members shall be declared to be unlimited. New members shall be admitted by resolution of the Executive. An application for membership must be through means approved by the Executive. This may include approved online membership software, verified email or other verified appropriate means.



The New Zealand Institute of Driver Educators Incorporated

2.2. That rule 12 read

Any member of the Institute may resign from the Institute by sending their resignation by verified email or other verified means to the Secretary, after payment of all subscriptions due from them, including those of the current year.

2.3. That rule 13(a)(i) read

The Executive shall have the right, by majority of two-thirds (2/3) of those present at any Executive meeting, to expel from the Institute any member whose conduct, in the opinion of that majority of the Executive, is unfit for connection with the Institute provided that at least fourteen (14) days notice of the meeting shall have been sent to the said members verified email or other verified means, inviting them to be present and to be heard, or to make a written submission.

2.4. That rule 13(a)(ii) read

Any person expelled by the Executive shall have the right to appeal against the decision to the appeal board. The appeal shall be sent to the Secretary, in writing, by verified email or other verified appropriate means, within 14 days of the person receiving notice of the Executive's decision.

2.5. That rule 14(a)(iii) read

Nominations for officers of the Institute must be submitted by the nominee and proposer with approved online software, verified email or other verified appropriate means, and to be in the hands of the Secretary (60) sixty days prior to the Annual General Meeting. In the event of there being no nomination for an office received by that time, nominations may be accepted on the day of the Annual General Meeting.

2.6. That rule 14(f) read

The President, when present, shall preside at all meetings, authorise minutes by verified by means, and shall generally conduct the meetings. The President shall have a deliberative vote only. In cases of equality of voting the President shall not have a casting vote. In the absence of the President the Vice-President shall possess and may exercise in all respects the powers of, and shall perform, all the duties of the President.



The New Zealand Institute of Driver Educators Incorporated

2.7. That rule 15(c) read

Special Meetings of the Institute shall be held whenever the President, Secretary, or Executive think fit, or shall be called by the Secretary upon receipt of a notice from ten (10) members of the Institute. Such notice shall specify the nature of the business to be transacted. It shall be sent by approved online software, verified email or other verified means.

2.8. That rule 15(g) read

Remits for the Annual General Meeting shall be given to the Secretary with the name of the proposer and seconder, at least sixty (60) days before the Annual General Meeting. Remits shall be sent by approved online software, verified email or other verified means.

2.9. That rule 16(c) read

When any such poll is taken proxy votes shall be permitted, provided that any member authorising such a proxy vote shall give the Secretary the name of the person authorised. It must be given not less than twenty - four (24) hours before the commencement of that meeting. The person so authorised shall be a financial member of the Institute. Authorisation shall be delivered by approved online software, verified email or other verified means.

3. Transactions specified by cheque in the constitution are replaced by electronic authorisations

3.1. That rule 14(i) read

The Treasurer shall receive all levies and any other monies into an account nominated by the Executive. The Treasurer shall pay all accounts when duly vouched and approved by the Executive; provided that the Treasurer may elect to pay any account not exceeding ten dollars (\$10.00) or such other sum as may be determined from time to time by the Executive, from a petty cash fund kept for that purpose. All payment transactions shall be authorised by two Executive Officers and/or such other authorities as shall be determined by the Executive. The Treasurer shall keep a record of all transactions and show a balance. This record shall be open to the inspection of the President at any time, and to any member of the Executive at any meeting. At each Annual General Meeting of the Institute the Treasurer shall submit a statement, showing expenditure and income for the year, and the assets and liabilities of the Institute.



The New Zealand Institute of Driver Educators Incorporated

4. Regional representative nominations to be managed by the NZIDE Secretary at the same time as nominations for President, Vice-President, Treasurer, Secretary

4.1. That rule 14(b)(ii) read

Prior to every Annual General Meeting, members may nominate a financial member from their region to be the region representative. Nominations will follow the same election process as officers of the Institute.

5. No Requirement for Regions to have a Representative

5.1. That rule 14(b)(iii) read

Notwithstanding anything in rule 14(b)(i), sub-region(s) use the nearest region for representation on the Executive Committee. They will not have an elected representative on the Executive Committee. This does not limit invitation for sub-regions to participate in parts of Executive Committee meetings. Members may choose not to nominate a representative for their region. This does not limit the Executive Committee from co-opting a member as a region representative.

6. Executive Committee Co-opt Members to Assist

6.1. That rule 14(d)(ii) be amended to read

The Executive may co-opt further members, as it deems necessary, to assist the Executive in the execution of its duties or powers. Any person so co-opted shall be co-opted only until the next annual general meeting or a time specified by the Executive. Co-opted roles can be inside or outside the Executive at the Executive's discretion. A person in a co-opted role may present themselves for reconsideration by the Executive for a co-opted role.



The New Zealand Institute of Driver Educators Inc.

Minutes of the New Zealand Institute of Driver Educators Incorporated Special Member Meeting hosted via Zoom from 29 District Road, Invercargill on Sunday 6th August 2023.

Commenced: 7:10pm

Welcome and apologies

Present:	Peter Elder	President
	Carolyn Ax	Vice President
	Gemma Scott	Secretary
	Juliet Dalley	Treasurer
	Wayne Young	Past President
	Peter Sheppard	Honorary CEO
	Graeme Dalley	Mid-South Representative
	Matthew Campbell	Northern Representative
	Jim Furneaux	Motorcycle Representative
	Liz McLellan	Central Representative
	Sarah Bailey	Upper-South Representative
	Stephen Jones	Midlands Representative
	Daryl Stephen	Member
	Kasia Wypych	Member
	Mark Oliver	Member
	Eddie Van Der Westhuizen	Member
	Mike Doran	Member
	Geoff Strother	Member
	Alison Bell	Member
	Theresa McCardle	Member
	David Millar	Member
	Gavin Buchanan	Member
	Brian Bagley	Member
	Martin Vikerman	Member

Proxy Votes

With Apology:	Daniel Gerard	Member
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Apologies:	Angelene Waitohi	Member
	Emani Soane	Member
	Sharon Stewart	Northern Representative

Conflicts of Interest – Members that have a current testing officers endorsement or published peer reviewed research.

Noted - Memo distributed 27 July 2023 - Special Meeting Sunday 06 August 2023 - Testing Officers as NZIDE Members – Verified Email - NZIDE Constitution and Rules Update

New Zealand Institute of Driver Educators Amended Constitution and Rules (NZIDE) dated November 2022

Mission Statement

To Promote and develop better driving standards among motorists and promote greater road safety by the encouragement of better driving through professional instruction.



The New Zealand Institute of Driver Educators Inc.

1. Testing officers and driver training researchers accepted for NZIDE full membership

Motions

1.1. That rule 10(b) sub rules be amended to read

A member shall be either:

- i. *The owner, lessee, partner, director of an established driving school, or*
- ii. *The owner, lessee, partner, director of a Waka Kotahi NZ Transport Agency approved provider of driver training, or*
- iii. *The holder of a Waka Kotahi NZ Transport Agency Driving Instructor (I) endorsement, or a Testing Officer (O) endorsement, or*
- iv. *A published peer reviewed author of driver training, driver testing or driver focused road safety research.*

1.2. That rule 10(e) of the NZIDE Constitution and Rules be amended to read

Any person who does not fit the membership requirements of rule 10(b) and its sub rules shall be able to apply for Associate Membership subject to the same conditions as set out in clause 10a. The Associate Member shall have no voting power and shall not be considered for any office or position.

Moved: Jim Furneaux

Seconded: Mark Oliver

Carried.

2. Verified email accepted as reliable as is appropriate to replace written and signed requirements

Motions:

2.1 That rule 10(a) read

*The number of members shall be declared to be unlimited. New members shall be admitted by resolution of the Executive. An application for membership must be through means approved by the Executive. This may include *approved online membership software, verified email or other verified appropriate means.**

2.2 That rule 12 read

Any member of the Institute may resign from the Institute by sending their resignation by verified email or other verified means to the Secretary, after payment of all subscriptions due from them, including those of the current year.

2.3 That rule 13(a)(i) read

*The Executive shall have the right, by majority of two-thirds (2/3) of those present at any Executive meeting, to expel from the Institute any member whose conduct, in the opinion of *that majority of the Executive, is unfit for connection with the Institute provided that at least fourteen (14) days' notice of the meeting shall have been sent to the said members verified email or other verified means, inviting them to be present and to be heard, or to make a written submission.**

2.4 That rule 13(a)(ii) read

*Any person expelled by the Executive shall have the right to *appeal against the decision to the appeal**

Mission Statement

To Promote and develop better driving standards among motorists and promote greater road safety by the encouragement of better driving through professional instruction.



The New Zealand Institute of Driver Educators Inc.

board. The appeal shall be sent to the Secretary, in writing, by verified email or other verified appropriate means, within 14 days of the person receiving notice of the Executive's decision.

2.5 That rule 14(a)(iii) read

Nominations for officers of the Institute must be submitted by the nominee and proposer with approved online software, verified email or other verified appropriate means, and to be in the hands of the Secretary (60) sixty days prior to the Annual General Meeting. In the event of there being no nomination for an office received by that time, nominations may be accepted on the day of the Annual General Meeting.

2.6 That rule 14(f) read

The President, when present, shall preside at all meetings, authorise minutes by verified by means, and shall generally conduct the meetings. The President shall have a deliberative vote only. In cases of equality of voting the President shall not have a casting vote. In the absence of the President the Vice-President shall possess and may exercise in all respects the powers of, and shall perform, all the duties of the President.

2.7 That rule 15(c) read

Special Meetings of the Institute shall be held whenever the President, Secretary, or Executive think fit, or shall be called by the Secretary upon receipt of a notice from ten (10) members of the Institute. Such notice shall specify the nature of the business to be transacted. It shall be sent by approved online software, verified email or other verified means.

2.8 That rule 15(g) read

Remits for the Annual General Meeting shall be given to the Secretary with the name of the proposer and seconder, at least sixty (60) days before the Annual General Meeting. Remits shall be sent by approved online software, verified email or other verified means.

2.9 That rule 16(c) read

When any such poll is taken proxy votes shall be permitted, provided that any member authorising such a proxy vote shall give the Secretary the name of the person authorised. It must be given not less than twenty - four (24) hours before the commencement of that meeting. The person so authorised shall be a financial member of the Institute. Authorisation shall be delivered by approved online software, verified email or other verified means.

Moved: Matthew Campbell

Seconded: Liz McLellan

Carried.

3. Transactions specified by cheque in the constitution are replaced by two electronic authorisations

Motion

3.1 That rule 14(i) read

The Treasurer shall receive all levies and any other monies into an account nominated by the Executive. The Treasurer shall pay all accounts when duly vouched and approved by the Executive; provided that the Treasurer may elect to pay any account not exceeding ten dollars (\$10.00) or such other sum as may be determined from time to time by the Executive, from a petty cash fund kept for that purpose. All payment transactions shall be authorised by two Executive Officers and/or such other authorities as shall be determined by the Executive. The Treasurer shall keep a record of all transactions and show a balance. This record shall be open to the inspection of the President at any time, and to any member of the Executive at any meeting. At each Annual General Meeting of the Institute the Treasurer shall submit a statement, showing expenditure and income for the year, and the assets and liabilities of the Institute.

Moved: Matthew Campbell

Mission Statement

To Promote and develop better driving standards among motorists and promote greater road safety by the encouragement of better driving through professional instruction.



The New Zealand Institute of Driver Educators Inc.

Seconded: Liz McLellan
Carried.

4. **Regional representative nominations to be managed by the NZIDE Secretary at the same time as nominations for President, Vice-President, Treasurer, Secretary**

Motion

- 4.1 That rule 14(b)(ii) read
Prior to every Annual General Meeting, *members may nominate a financial member from their region to be the region representative. Nominations will follow the same election process as officers of the Institute.*

Moved: Matthew Campbell
Seconded: Liz McLellan
Carried.

5. **No Requirement for Regions to have a Representative**

Motion

- 5.1 That rule 14(b)(iii) read
Notwithstanding anything in rule 14(b)(i), *sub-region(s) use the nearest region for representation on the Executive Committee. They will not have an elected representative on the Executive Committee. This does not limit invitation for sub-regions to participate in parts of Executive Committee meetings. Members may choose not to nominate a representative for their region. This does not limit the Executive Committee from co-opting a member as a region representative.*

Moved: Matthew Campbell
Seconded: Liz McLellan
Carried.

6. **Executive Committee Co-opt Members to Assist**

Motion

- 6.1 That rule 14(d)(ii) be amended to read
The Executive may co-opt further members, as it *deems necessary, to assist the Executive in the execution of its duties or powers. Any person so co-opted shall be co-opted only until the next annual general meeting or a time specified by the Executive. Co-opted roles can be inside or outside the Executive at the Executive's discretion. A person in a co-opted role may present themselves for reconsideration by the Executive for a co-opted role.*

Moved: Matthew Campbell
Seconded: Liz McLellan
Carried.

7. **NZIDE mission statement and slogan**

Motion

- 7.1 That rule 4(a) be amended to read

Mission Statement

To Promote and develop better driving standards among motorists and promote greater road safety by the encouragement of better driving through professional instruction.



The New Zealand Institute of Driver Educators Inc.

To promote training, experience, and testing that produces competent responsible road users

7.2 That the NZIDE slogan be "competent responsible road users"

Deferred to another meeting

8. Close meeting 7.39pm

Mission Statement

To Promote and develop better driving standards among motorists and promote greater road safety by the encouragement of better driving through professional instruction.



The New Zealand Institute of Driver Educators Incorporated

Memo

To: NZIDE Membership Cc: None
From: NZIDE Executive Date: 27 July 2023
Re: Special Meeting Sunday 06 August 2023 - Testing Officers as NZIDE Members –
Verified Email - NZIDE Constitution and Rules Update

On Sunday 06 August 2023 a special meeting of the NZIDE membership will be held. The NZIDE Executive Committee resolved to call this meeting. The meeting is to introduce annual constitution changes. The meeting allows members to debate each motion and then vote on each motion. Motions resolved at the meeting will be submitted for confirmation at the Annual General Meeting on Friday 25 August 2023. This is your time to contribute. Help us make informed decisions that achieve our intent. Contact any member of the Executive Committee before the debate if you have questions¹. Attendance and voting at this meeting is tracked for your professional development record.

Conflicts of Interest for the Special Meeting²

NZIDE has a conflicts of interest register for members. It records potential and actual conflicts of interested notified by members. Information about conflicts of interest is in the footnote to this page. For this meeting, members with a testing officer endorsement or that have published peer reviewed research are encouraged to declare that interest before the meeting or at the meeting. It is estimated such members make up less than 10% of the current NZIDE membership. It is likely they will total no more then 10% of those who attend and vote at this meeting. Their participation in this meeting will inform decision making. It is assessed the conflict will not adversely affect voting and not create significant bias. At the start of the meeting, all members will be reminded to act in the best interests of the Institute. At the time of this memo, based on the assessment, the determination of the NZIDE Executive committee is to allow participation and voting for motions of interest by such members.

¹ [Contact Us | New Zealand Institute of Driver Educators \(nzide.org.nz\)](https://nzide.org.nz)

² [Conflicts of interest guide | IoD NZ](#)

Mission Statement

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The New Zealand Institute of Driver Educators Incorporated

Interpretation

Motion for rule changes refer to rules of the *New Zealand Institute of Driver Educators Amended Constitution and Rules* (NZIDE) dated November 2022. They are publicly listed with the Companies Office on the Incorporated Societies Register [Home | Incorporated Societies \(companiesoffice.govt.nz\)](https://www.companiesoffice.govt.nz/).

Summary of reasons for constitution changes

1. Testing Officers and Driver Training Researchers Accepted for NZIDE Full Membership

In 2007 the New Zealand Institute of Driving Instructors (NZIDI) changed its name to the New Zealand Institute of Driver Educators (NZIDE). The reason for that change was for membership to include testing officers, driver training and driver education researchers and other professional contributors to best practice driver education. Our name changed but membership requirements did not. This constitution change fixes that. The motion at this meeting will welcome driver licence testing officers and driver training researchers.

Motions

1.1. That rule 10(b) sub rules be amended to read

A member shall be either:

- i. *The owner, lessee, partner, director of an established driving school, or*
- ii. *The owner, lessee, partner, director of a Waka Kotahi NZ Transport Agency approved provider of driver training, or*
- iii. *The holder of a Waka Kotahi NZ Transport Agency Driving Instructor (I) endorsement, or a Testing Officer (O) endorsement, or*
- iv. *A published peer reviewed author of driver training, driver testing or driver focused road safety research.*

1.2. That rule 10(e) of the NZIDE Constitution and Rules be amended to read

Any person who does not fit the membership requirements of rule 10(b) and its sub rules shall be able to apply for Associate Membership subject to the same conditions as set out in clause 10a. The Associate Member shall have no voting power and shall not be considered for any office or position.

Mission Statement

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The New Zealand Institute of Driver Educators Incorporated

2. Verified Email as Reliable and Appropriate to replace Written and Signed Requirements

NZIDE membership application is now online. Annual membership renewal is online. Conference registration and payments are online. Parts of the NZIDE election process are not. This motion aims to fix that. The motion uses a legal concept 'is as reliable as is appropriate'. It is in the Contract and Commercial Law Act 2017. To concept legalises electronic signature and other verified electronic means as appropriate for the purpose they serve. It does this as an alternative to signature on paper. The intent of this motion is to make voting and communication easy by means linked to the member as the signatory³. A footnote on this page gives general legal comment on digital signatures⁴. This motion also fixes a numbering error with rule 10(a) in the current constitution. Reference to affiliate regions is removed. Affiliate entities named as NZIDE regions were dissolved and merged into NZIDE in the 1980's.

Motion

2.1. That rule 10(a) read

The number of members shall be declared to be unlimited. New members shall be admitted by resolution of the Executive. An application for membership must be through means approved by the Executive. This may include approved online membership software, verified email or other verified appropriate means.

2.2. That rule 12 read

Any member of the Institute may resign from the Institute by sending their resignation by verified email or other verified means to the Secretary, after payment of all subscriptions due from them, including those of the current year.

³ NZIDE links signatories (each member) to an email address specific to that member. We use member management software to do that. The email address is used as a login ID with a password controlled by the signatory. Mobile numbers are linked to the email address. These verification steps are considered reliable and appropriate for the purpose they serve. They replace a requirement for written signed paper documents in the constitution.

⁴ [Electronic Signature Law and New Zealand \(NZ\) Legality \(pandadoc.com\)](https://www.pandadoc.com)

Mission Statement

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2.3. That rule 13(a)(i) read

The Executive shall have the right, by majority of two-thirds (2/3) of those present at any Executive meeting, to expel from the Institute any member whose conduct, in the opinion of that majority of the Executive, is unfit for connection with the Institute provided that at least fourteen (14) days notice of the meeting shall have been sent to the said members verified email or other verified means, inviting them to be present and to be heard, or to make a written submission.

2.4. That rule 13(a)(ii) read

Any person expelled by the Executive shall have the right to appeal against the decision to the appeal board. The appeal shall be sent to the Secretary, in writing, by verified email or other verified appropriate means, within 14 days of the person receiving notice of the Executive's decision.

2.5. That rule 14(a)(iii) read

Nominations for officers of the Institute must be submitted by the nominee and proposer with approved online software, verified email or other verified appropriate means, and to be in the hands of the Secretary (60) sixty days prior to the Annual General Meeting. In the event of there being no nomination for an office received by that time, nominations may be accepted on the day of the Annual General Meeting.

2.6. That rule 14(f) read

The President, when present, shall preside at all meetings, authorise minutes by verified by means, and shall generally conduct the meetings. The President shall have a deliberative vote only. In cases of equality of voting the President shall not have a casting vote. In the absence of the President the Vice-President shall possess and may exercise in all respects the powers of, and shall perform, all the duties of the President.

2.7. That rule 15(c) read

Special Meetings of the Institute shall be held whenever the President, Secretary, or Executive think fit, or shall be called by the Secretary upon receipt of a notice from ten (10) members of the Institute. Such notice shall specify the nature of the business to be transacted. It shall be sent by approved online software, verified email or other verified means.

Mission Statement

To Promote and develop better driving standards among motorists and promote greater road safety by the encouragement of better driving through professional instruction.



The New Zealand Institute of Driver Educators Incorporated

2.8. That rule 15(g) read

Remits for the Annual General Meeting shall be given to the Secretary with the name of the proposer and seconder, at least sixty (60) days before the Annual General Meeting. Remits shall be sent by approved online software, verified email or other verified means.

2.9. That rule 16(c) read

When any such poll is taken proxy votes shall be permitted, provided that any member authorising such a proxy vote shall give the Secretary the name of the person authorised. It must be given not less than twenty - four (24) hours before the commencement of that meeting. The person so authorised shall be a financial member of the Institute. Authorisation shall be delivered by approved online software, verified email or other verified means.

3. Transactions specified by cheque in the constitution are replaced by electronic authorisations

Most payments by New Zealand banks are now electronic. Our constitution specifies cheque payment. This change fixes that.

Motion

3.1. That rule 14(i) read

The Treasurer shall receive all levies and any other monies into an account nominated by the Executive. The Treasurer shall pay all accounts when duly vouched and approved by the Executive; provided that the Treasurer may elect to pay any account not exceeding ten dollars (\$10.00) or such other sum as may be determined from time to time by the Executive, from a petty cash fund kept for that purpose. All payment transactions shall be authorised by two Executive Officers and/or such other authorities as shall be determined by the Executive. The Treasurer shall keep a record of all transactions and show a balance. This record shall be open to the inspection of the President at any time, and to any member of the Executive at any meeting. At each Annual General Meeting of the Institute the Treasurer shall submit a statement, showing expenditure and income for the year, and the assets and liabilities of the Institute.

Mission Statement

To Promote and develop better driving standards among motorists and promote greater road safety by the encouragement of better driving through professional instruction.



The New Zealand Institute of Driver Educators Incorporated

4. Regional representative nominations to be managed by the NZIDE Secretary at the same time as nominations for President, Vice-President, Treasurer, Secretary

Since 2020, regions have chosen to nominate a representative at the time nominations are opened for President, Vice-President, Treasurer, Secretary. This practice has not been updated in the constitution.

Motion

4.1. That rule 14(b)(ii) read

Prior to every Annual General Meeting, members may nominate a financial member from their region to be the region representative. Nominations will follow the same election process as officers of the Institute.

5. No Requirement for Regions to have a Representative

There is no requirement for each NZIDE region to have a representative. Some regions choose not to meet. Rule 6 allows for the Executive to form and dissolve regions as demand requires. Based on demand, in the past, sub-regions were created. They met just like regions but did not have a representative on the Executive. This managed the size of the Executive. This motion intends to clarify the intent of rule 14(b)(iii)

Motion

5.1. That rule 14(b)(iii) read

Notwithstanding anything in rule 14(b)(i), sub-region(s) use the nearest region for representation on the Executive Committee. They will not have an elected representative on the Executive Committee. This does not limit invitation for sub-regions to participate in parts of Executive Committee meetings. Members may choose not to nominate a representative for their region. This does not limit the Executive Committee from co-opting a member as a region representative.

Mission Statement

To Promote and develop better driving standards among motorists and promote greater road safety by the encouragement of better driving through professional instruction.



The New Zealand Institute of Driver Educators Incorporated

6. Executive Committee Co-opt Members to Assist

From time to time the Executive co-opt members to positions based on role rather than region. For example, motorbike trainers, heavy vehicle trainers, testing officers, instructor endorsement approved trainers and researchers. Rule 14(d)(ii) allows this. These roles can be inside and outside the Executive. This manages the size of the Executive. This motion clarifies co-opted roles.

Motion

6.1. That rule 14(d)(ii) be amended to read

The Executive may co-opt further members, as it deems necessary, to assist the Executive in the execution of its duties or powers. Any person so co-opted shall be co-opted only until the next annual general meeting or a time specified by the Executive. Co-opted roles can be inside or outside the Executive at the Executive's discretion. A person in a co-opted role may present themselves for reconsideration by the Executive for a co-opted role.

7. NZIDE Mission Statement and Slogan

A good mission statement is a concise summary of purpose. A good slogan is short, simple, and represents the mission. A slogan differentiates one brand from another. Recognised global brands use mission statements with less than 15 words. The NZIDE mission statement has 23 words. Global brands have slogans with less than five words. NZIDE does not have a slogan. This motion changes that. It proposes a slogan and mission statement that summarise what we already do. It will clarify NZIDE's purpose for media.

Motion

7.1. That rule 4(a) be amended to read

To promote training, experience, and testing that produces competent responsible road users

7.2. That the NZIDE slogan be "competent responsible road users"

Mission Statement

To Promote and develop better driving standards among motorists and promote greater road safety by the encouragement of better driving through professional instruction.

“THESE RULES RESCIND ALL PREVIOUS RULES”

THE NEW ZEALAND INSTITUTE OF DRIVER EDUCATORS (INC.) AMENDED CONSTITUTION AND RULES

1. NAME

The name of the Institute shall be “The New Zealand Institute of Driver Educators Incorporated”.

2. INTERPRETATION

The Institute means The New Zealand Institute of Driver Educators Incorporated.

The Executive means The Executive Committee which has been duly elected or appointed under the provisions contained in these rules. Financial Year means the period from the 1st June to the 31st May, both days inclusive. The Secretary means the Executive Secretary of the Institute. A Member means a Full Financial Member.

3. REGISTERED OFFICE

There shall be a Registered Office of the Institute. The situation of the Registered Office shall be fixed from time to time by the Executive Committee having regard to the place from which the Secretary acts in relation to the Institute’s business.

The Secretary shall give to financial members and to the Registrar of Incorporated Societies due notice of every change in the situation of the Registered Office.

4. OBJECTS

The objects of which the Institute is established are:

- a. To promote and develop better driving standards among motorists, and to promote greater road safety by the encouragement of better driving through professional instruction.
- b. To cooperate with the appropriate Government Authority, the local traffic departments, and any other institute or organisation concerned with road safety.
- c. To aim for registration through The New Zealand Institute of Driver Educators (Inc.) for all Driver Educators throughout New Zealand and for the issuing of certificates in conjunction with the appropriate Government Authority.
- d. To have a means of representation on all matters concerning road safety and driver education.
- e. To draw up and prescribe courses of driving instruction, to conduct and oversee tests and examinations in respect of such courses, and to issue certificates of attainment.
- f. To use the funds of the Institute as the Executive may consider necessary or proper in the payment of costs and expenses in furthering or carrying out the objects of the Institute, including the employment of counsel, agents, solicitors, officers and servants as shall appear necessary or expedient.
- g. The Institute shall remain at all times Non Party Political.
- h. The Institute shall be non-profit making.

5. INCOME AND PROPERTY

The income and property of the Institute whencesoever derived shall be applied solely towards the promotion of the objects of the Institute as explained in these rules. No portion thereof shall be paid or transferred, indirectly, or by way of dividend, profit, bonus or otherwise howsoever to members of the Institute. Provided that nothing herein shall prevent payment in good faith of reasonable and proper remuneration to any officer or servant of the Institute, in return for any services actually rendered to the Institute, nor prevent the payment of interest to, nor prevent the gratuitous distribution among, or the sale at a discount, to any member of the Institute of any books or publications relating to any of its aims or objects as set out above.

6. **REGIONS**

Regions of the Institute may be formed in the main centres of New Zealand and at such other centres as the Executive may decide from time to time. Regions shall be formed to enable members of the Institute within a given locality to carry out the objects and policy of the Institute within that locality, but any Region shall, in exercising its functions, conform to any directions which may be given to it from the Executive. Regional Officers shall be elected from Financial Members. Regional meetings shall be conducted and Regional business handled in accordance with by-laws which shall be adopted (and may be varied from time to time) by the Executive. The Executive may modify the requirements of such by-laws for any Region/Sub Region having regard to the circumstances of that Region/Sub Region.

7. **BADGES AND DIPLOMAS**

- a. The Institute may, through its Secretary, supply badges and diplomas to its members. The Executive shall have sole rights to contract for the purchase of such badges and diplomas.
- b. Badges and diplomas issued to members shall be numbered and engraved with the member's name and the badge or diploma number shall be entered in the Register of Members together with the member's name.
- c. Badges and diplomas of the Institute shall be and shall remain the property of the Institute, shall not be transferable, and shall be returned to the Institute on demand and/or surrendered to the Institute on cessation of membership.

8. **ALTERATION OF RULES**

- a. These rules may be altered, added to, rescinded or otherwise amended by a resolution passed by a simple majority of those present at an Annual General Meeting, a General Meeting or a Special Meeting of which seven (7) days notice has been given and confirmed at another Annual General Meeting, General Meeting or Special Meeting as the case may be, (of which seven (7) days notice has been given), not less than fourteen (14) days nor more than three (3) calendar months thereafter, by a simple majority of those present.
- b. Every such notice shall set forth the purpose of the proposed alteration, addition, rescission or other amendment.
- c. Copies of every such alteration, addition, rescission or amendment shall forthwith be delivered to each financial member of the Institute.
- d. No addition or alteration to these rules which would have the effect of creating a personal benefit to a member either in the day to day operation of the Institute affairs, or on a winding up, shall be approved without prior approval of the Inland Revenue Department.

9. **AUDITING**

The books of the Institute and of every Region/Sub Region of the Institute shall be audited every five (5) years or earlier if required by the Executive Committee. The auditor will be appointed at the Institute's Annual General Meeting. The auditor will be a member of Chartered Accountants Australia and New Zealand and will follow all guidelines and standards as set by that organisation for the audit process. An audit report will be supplied to the Executive who will provide details to the Institute's membership at the Annual General Meeting.

10. **MEMBERS**

- a. The number of members shall be declared to be unlimited. New members shall be admitted by resolution of either the Regional Committee or Executive. An application for membership must be in writing, signed by the applicant and presented to the Regional Secretary and National Secretary.
- a. Where there is no affiliated Region the application for membership must be presented to the National Secretary and approved by the National Executive.

- b. A member shall be either-:
 - i. The owner of an established driving school, or
 - ii. The lessee of an established driving school, or
 - iii. A partner in an established driving school, or
 - iv. A director of an established driving school, or
 - v. The holder of the appropriate Government Authorities Driving Tutors certificate.
- c. A member shall undertake to conform with all the rules, Code of Ethics, and Standards of Instruction laid down by the Institute either at the time of application for membership, or at any further date.
- d. Life and honorary members may be elected for outstanding special service to the Institute on the unanimous vote of the Executive, to be confirmed at an Annual General Meeting. Notice of intention to propose a life or honorary member must be in the hands of the Secretary no later than 30 days before the date of the Annual General Meeting. Life members so elected shall have full voting rights.
- e. Any person not being a Practising Tutor shall be able to apply for Associate Membership subject to the same conditions as set out in clause 10a. "The Associate Member shall have no voting power and shall not be considered for any office or position".

11. ANNUAL SUBSCRIPTIONS

- a. The annual membership subscription to be paid for the period 1st June to 31st May shall be such sum as may be determined by the Executive from time to time and approved by a simple majority of those present at an Annual General Meeting, a General Meeting or a Special Meeting.
- b. Where a member of the Institute is also a member of a Region/Sub Region of the Institute, his/her annual subscription shall be paid to the Treasurer of the Executive. Every Region of the Institute shall be paid by the Treasurer of the Executive an annual per capita levy (being an amount less than the total annual subscriptions payable to the Executive) being such sum and payable at such time as may be determined by the Executive from time to time and approved by a simple majority of those present at an Annual General Meeting, a General Meeting or a Special Meeting.

12. RESIGNATION

Any member of the Institute may retire from the Institute by sending his/her resignation in writing to the Secretary, after payment of all subscriptions due from him or her, including that of the current year.

13. TERMINATION OF MEMBERSHIP

- a. Termination due to misconduct
 - i. The Executive shall have the right, by majority of two-thirds (2/3) of those present at any Executive meeting, of which the necessary notice has been given, on the duly circularised agenda, to expel from the Institute any member whose conduct, in the opinion of such majority of the Executive, unfits him/her for connection with the Institute provided that at least fourteen (14) days notice of the meeting shall have been sent in writing to any such person, inviting him/her to be present and to be heard, or to make written submissions.
 - ii. Any person expelled by Executive as aforesaid shall have the right to be exercised by letter delivered to or posted by registered mail to the Secretary, within 14 days of such person receiving notice of the Executive's decision, to appeal against the decision to an appeal board.
 - iii. The appeal board shall consist of three persons, one being nominated by the Executive and being himself/herself an Executive member, one being nominated by the appellant (such nominee being not necessarily a member of the Institute) a consensual dispute resolution provider (for example, mediation, facilitation, or a tikanga-based practice). The decision of the appeal board shall be final. The appeal board shall have jurisdiction to make an order as to payment of the costs of the appeal.
- b. Any person who has failed to pay such annual subscription as may have been approved as in clause 11 of this Constitution shall be deemed to have terminated his/her membership.

- c. The Executive may re-admit to membership any person whose membership has terminated, provided that he/she pay such amounts in respect of arrears of subscriptions as the Executive may determine.

14. OFFICERS AND EXECUTIVE COMMITTEE

- a.
 - i. The Officers of the Institute shall consist of a President, Vice President, a Secretary and a Treasurer.
 - ii. At every Annual General Meeting the officers will be elected by the members for a term of one year and on completion of each such term will be eligible for nomination for a further term.
 - iii. Nominations for officers of the Institute must be in writing, signed by the nominee and proposer and to be in the hands of the Secretary (60) sixty days prior to the Annual General Meeting. In the event of there being no nomination for an office received by that time nominations may be accepted of the day of the Annual General Meeting.
- b.
 - i. The Executive Committee shall consist of the Officers of the Institute and one representative from each Region and the Immediate Past President if appointed in accordance with clause 14 (b) (iv).
 - ii. Prior to every Annual General Meeting each Region will elect a financial member to be its representative on the Executive Committee and will notify the Secretary of such nominee who will be appointed to the Executive Committee for the following year.
 - iii. Notwithstanding anything in para i clause 14b, Sub Region will not have an elected representative on the Executive Committee.
 - iv. At an Annual General Meeting at which a new President has been elected the Immediate Past President may be appointed to the Executive Committee for the ensuing year any person so appointed shall be entitled to vote
- c. Notwithstanding anything in part (a) of this clause, the Secretary may be a paid officer duly appointed by the Executive.
- d.
 - i. Any office or position vacated from any cause whatsoever may be filled by the Executive and any person so appointed shall, save as hereinafter provided, hold his/her position or office only for the unexpired portion of his/her predecessors term of office, but shall be eligible for re-election.
 - ii. The Executive may co-opt further members onto its committee as may be deemed necessary to assist the Executive in the execution of the duties or powers imposed upon or given to it by rules of the Institute. Any person so co-opted shall hold office only until such time as the next election of officers is held for the Executive but may present himself / herself for re-election.
 - iii. Each nominee, proposer or person considered for any office or position, shall be a Financial Member.
 - iv. When 13 (b) is applicable to any Officer of the Institute or member of the Executive, this person shall resign his/her position at once.
- e. Any officer of the Institute, or member of the Executive may be removed from office or position by a majority of two-thirds (2/3) of those present at a Special Meeting of the Institute called for that purpose.
- f. The President, when present, shall preside at all meetings, sign minutes, and shall generally conduct the meetings. The President shall have the deliberative vote only. In cases of equality of voting the President shall not have a casting vote. In the absence of the President the Vice-President shall possess and may exercise in all respects the powers of, and shall perform all the duties of the President.
- g. In the absence of the President and Vice-President, a presiding officer shall be chosen from those present and he/she shall, while so acting, have and may exercise all the powers of, and shall perform all the duties of the President.

- h. The Secretary shall attend all meetings of the Institute and shall take minutes of all proceedings, shall conduct all correspondence, shall issue notices of all meetings, shall keep a register of the names and addresses of the members of the Institute, with the date of their joining the Institute and the date of their withdrawal or death as the case may be.
- i. The Treasurer shall receive all levies and any other monies and pay same into bank nominated by the Executive. The Treasurer shall pay all accounts by cheque when duly vouched and approved by the Executive; provided that the Treasurer may elect to pay any account not exceeding ten dollars (\$10.00) or such other sum as may be determined from time to time by the Executive, from a petty cash fund kept for that purpose. All cheques shall be signed by the Treasurer and/or such other signatories as shall be determined by the Executive. The Treasurer shall keep a book in which accounts of receipts and disbursements shall be regularly stated, so as to show the amount of balance. This book shall be open to the inspection of the President at any time, and to any member of the Executive at any meeting. At each Annual General Meeting of the Institute the Treasurer shall submit a statement, showing expenditure and income for the year, and the assets and liabilities of the Institute.
- j. Notwithstanding anything in part i. of this clause, the Treasurer may, after consultation with the President and one other Executive Officer, pay any account deemed necessary by them.
- k. Any account so paid must be presented in detail at the next Executive Meeting.

15. **MEETINGS - ANNUAL, GENERAL, SPECIAL**

- a. The Annual General Meeting of the Institute shall be held in the month of August on a day and at a time and in a place to be appointed by the Executive.
- b. General Meetings of the Institute may be held in such place and at such times as the President, Secretary, or Executive may decide.
- c. Special Meetings of the Institute shall be held whenever the President, Secretary, or Executive think fit, or shall be called by the Secretary upon receipt by him/her of a notice in writing to that effect signed by ten (10) members of the Institute. Such notice shall specify the nature of the business to be transacted.
- d. Meetings of the Executive may be convened by the President, Vice-President, or Secretary.
- e. All the financial members of the Institute shall be notified of such meetings by the Secretary by notice given to such members by circular at least seven (7) days before the meeting. Such notice shall specify the date, time and place of the meeting and the business to be transacted thereat and in the case of Special Meetings, no business other than that specified in the circular shall be taken.
- f. At any Annual General Meeting, General Meeting or Special Meeting of the Institute a quorum shall be fifteen (15) and at all meetings of the Executive, five (5).
- g. Remits for proposals for the Annual General Meeting shall be given in writing with the name of the proposer and seconder, at least sixty (60) days before the Annual General Meeting, to the Secretary.

16. **VOTING**

- a. A resolution put to the vote of a meeting shall, at the discretion of the President, be decided on a show of hands or on the voices of those present.
- b. On any such resolution, a poll may be demanded by any member present before or on the declaration of the result of the voting by the President, provided that the President shall have discretionary power to refuse such poll where, in his/her opinion, the voting on the voices or show of hands is such as to indicate a majority opinion of those present and entitled to vote.
- c. When any such poll is taken proxy votes shall be permitted, provided that any member authorising such proxy vote shall deliver to the Secretary in writing, not less than twenty - four (24) hours before the commencement of that meeting, the full name and address of that person so authorised. The person so authorised shall be a financial member of the Institute.
- d. Postal voting shall be permitted at the discretion of the Executive and on matters to be determined by the Executive.
- e. Only financial members shall vote at any meeting.

17. **POWER TO FINANCE**

The Institute shall, in addition to the other powers vested in it, have the power to borrow or raise money from time to time, by the issue of debentures, bonds, mortgages, or any other security, founded or based on all or any of the property and/or rights of the Institute, or without such security and upon such terms as to priority and otherwise as the Institute shall think fit, but the powers of such borrowing or raising money shall not be exercised except pursuant to a resolution of the Institute, passed at a General Meeting.

18. **INDEMNITY**

The members of the Executive or Regional/Sub Regional Committees, and any officer appointed by the Executive shall be indemnified out of all funds and property of the Institute from and against all costs, charges and expenses whatsoever, which they or any of them shall sustain by reason of their accepting office or acting in execution of their duties or powers imposed upon or given by the rules of the Institute.

19. **COMMON SEAL**

The Executive shall provide a common seal of the Institute and make rules for the safe custody thereof. The common seal shall never be used except by the authority of the Executive, previously given, and only used in the presence of the President and/or Vice President, one of whom shall sign every instrument to which the seal is affixed, and every such instrument shall be counter-signed by the Secretary or some other person appointed by the Executive.

20. **DISSOLUTION**

If upon winding up or dissolution of the organisation there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid or distributed among the members of the organisation but shall be given or transferred to some other organisation or body with similar objects to the first organisation or for some other charitable purpose, within New Zealand.



10 August 2023

The NZIDI Training Group Limited
C/- Mr Wayne Young
P O Box 14-144
Kilbirne
WELLINGTON 6241

Dear Wayne

THE NZIDI TRAINING GROUP LIMITED

The Accounts for the above Company have now been completed and are enclosed together with the Company Tax Return and Minutes for the 2023 Year.

Please sign both the unbound set of accounts, Minutes and Tax Returns and return them to this office as soon as possible.

Yours faithfully
MACDONALD PERNISKIE

STAPLED ACCOUNTS
PAGE 3
PAGE 7.

Jack Perniskie
jackp@mpltd.co.nz

NZIDI Training Group Limited

Pursuant to S122 of the Companies Act 1993 the shareholders resolve the following:

1 Financial Statements

THAT the shareholders adopt the annual financial statements for the year ended 31 March 2023 presented by the directors.

2 Auditor

THAT unanimously, that pursuant to S196 of the Companies Act 1993 no auditor be appointed for the year ended 31 March 2024.

3 Completion of Annual Accounts

(i) **THAT** the financial statements for the year ended 31 March 2024 be prepared within nine months of balance date in accordance with Section 208(2) of the Companies Act 1993, and

(ii) **THAT** the decision to extend the date for preparing the Financial Statements for the year ended 31 March 2024 until nine months after balance date be confirmed.

4 Disclosure

THAT the items required to be disclosed in the Annual Report pursuant to S211(1)(a) and S211(1)(e) to S211(1)(j) of the Companies Act 1993 not be disclosed.

5 Deemed Dividends

THAT shareholders acknowledge deemed dividend/s may have been paid during the financial year ended 31 March 2023. Imputation credits may be attached to any such deemed dividend thus giving rise to a debit entry in the Imputation Credit Account

6 Major Transactions

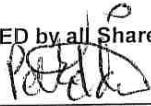
THAT (as a special resolution) any transaction shown in the Annual Report which are major transactions pursuant to Section 129 of the Companies Act 1993 be hereby authorised

7 Shareholder Salaries

THAT no shareholder salaries be paid

DATED **Monday, 7 August 2023**


SIGNED by all Shareholders


PRESIDENT
The NZ Institute of Driving Educators Inc


The NZ Institute of Driving Educators Inc


Vice President
The NZ Institute of Driving Educators Inc

The NZ Institute of Driving Educators Inc


secretary
The NZ Institute of Driving Educators Inc

The NZ Institute of Driving Educators Inc


Treasurer
The NZ Institute of Driving Educators Inc

The NZ Institute of Driving Educators Inc

The NZ Institute of Driving Educators Inc

NZIDI Training Group Limited

Pursuant to clause 7 of the third schedule to the Companies Act 1993 the directors resolve the following:

1 Financial Statements

THAT the special purpose Annual Report of the company for the year ended 31 March 2023 be approved and adopted.

2 Remuneration

(i) THAT the remuneration for the year ended 31 March 2023 to the directors / shareholders for services provided to the company be, and is, hereby authorised to the following:

Wayne Young	\$ 8,347.83
	<u>\$ 8,347.83</u>

The directors are satisfied that, in their opinion, the above remuneration is fair to the company, on the grounds that the payment is commensurate with the knowledge, experience, time, effort and skills provided to the company by the recipient.

(ii) THAT the remuneration for the year ended 31 March 2024 to the directors / shareholders for services provided to the company be, and is, hereby authorised to the following:

Wayne Young	\$ 8,347.83
	<u>\$ 8,347.83</u>

The total remuneration provided for in clause 2(ii) is to be paid and / or credited for the year ended 31 March 2024 to the directors and / or shareholders for their services shall be quantified when and not until, the financial results of the company have been determined.

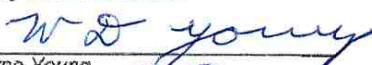
3 THAT any advances, loans or current accounts made by the Directors, Shareholders or third parties (lenders) to the company as shown in the Annual Report for the year ended 31 March 2023 and further funds advanced or credited during the year ended 31 March 2024 are fair to the company and as such carry interest at a rate that is fair to the company unless the lender/s, at their discretion, agree to accept a lesser or zero rate for any one year.


The interest rate charged will reflect all potential risks to the lender/s.

4 THAT any payments of interest made by the company to the lender/s, under clause 3, are fair to the company on the grounds that the company would have otherwise have to borrow and pay interest on the borrowed funds.

DATED Monday, 7 August 2023

SIGNED by all the Directors


Wayne Young

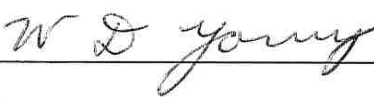

Harald Leuwelburgh

The NZIDI Training Group Limited (075-626-606)
2023 IR4

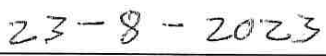
1 April 2022 to 31 March 2023

Declaration

The information in this return is true and correct and represents my assessment for the year ended 31 March 2023 as required under the Tax Administration Act 1994.



Signature



Date

The NZIDI Training Group Limited (075-626-606)
2023 Company Tax Summary (IR4)

1 April 2022 to 31 March 2023

Income:

Income from Interest	2,399.97
Business and/or Rental Income	45,150.00
Taxable Income	47,549.97

Tax on Taxable Income	13,313.72
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Less Tax Paid at Source:

Interest RWT	1,079.92
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2023 Residual Income Tax	12,233.80
Less 2023 provisional tax paid	6,869.00
2023 Terminal Tax to Pay	5,364.80

2024 Provisional Tax

2024 Provisional Tax of \$12,845.00 will be payable.
 This is equal to 2023 Residual Income Tax plus 5%.

Payments Schedule

	1st Inst. 28/08/23	2nd Inst. 15/01/24	Terminal 07/04/24	3rd Inst. 07/05/24	Total
2023 Terminal Tax to Pay			5,364.80		5,364.80
2024 Provisional Tax	4,281.00	4,282.00		4,282.00	12,845.00
Amounts Due	4,281.00	4,282.00	5,364.80	4,282.00	18,209.80

The NZIDI Training Group Limited (075-626-606)

2023 Company Tax Summary (IR4)

1 April 2022 to 31 March 2023

Interest

Payer	RWT	Gross Interest
ASB BANK	1,079.92	2,399.97
	<u>1,079.92</u>	<u>2,399.97</u>

Business / Rental Income

Type of Business	Net Revenue
DRIVER TRAINING	45,150.00
	<u>45,150.00</u>

Primary Return Details

Submission Key	
Is this a nil return?	False
Is this a final return?	False
Is this an amended return?	False
Amendment Reason	
Amendment Details	

IR4 Income Details

Non-Resident Indicator?	False
Schedular WHT	0.00
Schedular Payments	0.00
Interest RWT	1,079.92
Interest Income	2,399.97
PIE Credits	0.00
PIE Income	0.00
Dividend Imputation Credits	0.00
Dividend RWT Credits	0.00
Total Gross Dividends	0.00
Total Māori Authority Credits	0.00
Total Māori Authority Distributions	0.00
Partnership and Estate/Trust Credits	0.00
Partnership and Estate/Trust Income	0.00
Total Tax Credits	1,079.92
Overseas Tax Paid	0.00
Overseas Income	0.00
Residential Rental Calculation Method	
Gross Residential Rental Income	0.00
Net Bright-Line Profit	0.00
Other Residential Income	0.00
Total Residential Rental Income	0.00
Residential Rental Deductions	0.00
RR Excess Deductions Brought Forward	0.00
RR Deductions Claimed This Year	0.00
Residential Rental Net Income	0.00
RR Excess Deductions Carried Forward	0.00
Total Interest on Residential Property	0.00
Interest Expense Claimed	0.00
Not Residential Land/Māori Exempt Co	False
Prop Non-NZ/Sched 15 Excl	False
Loans Drawn Prior 27 March 2021	False
Emergency/Transitional/Social/Council Housing	False
New Build Exemption	False
Development Exemption	False
Approved Build to Rent Exclusion	False
Business or Rental Income	45,150.00
Total Gross Premium Paid	0.00
Total Gross Premium Paid to Switzerland	0.00
Total Taxable Premium	0.00
Other Income	0.00
RLWT Credit	0.00
Taxable Property Sales/Disposals	0.00
Donations Made	0.00
Losses Brought Forward	0.00
Losses Claimed	0.00
Loss Continuity	False
Net Losses to/from Other Companies	0.00
Subvention Payments to/from Other Companies	0.00
Total Taxable Income	47,549.97

The NZIDI Training Group Limited (075-626-606)
2023 IR4

1 April 2022 to 31 March 2023

IR4 Tax Details

Tax on Taxable Income	13,313.72
R&D Brought Forward	0.00
Non-Refundable R&D Credits	0.00
Refundable R&D Credits	0.00
Foreign Investor Tax Credit	0.00
Residual Income Tax	12,233.80
Provisional Tax Start Date	
Provisional Tax Option	STD
2024 Provisional Tax Payable	12,845.00

IR4 Other Details

Payments made to Non-Residents?	False
Was NRWT or NRCT withheld from all payments?	False
Foreign Income Disclosure?	False
Shares repurchased, redeemed or cancelled during year?	False
Total value of shares	0.00
Receive foreign-sourced dividends during year?	False
Controlled or owned by Non-Residents?	False
Lowest Economic Interests of Shareholders during year	100.00%

IR4J Details

Opening Balance	(111,844.41)
Income Tax Paid	5,374.93
Total FDP Paid	0.00
Total RWT on Interest	1,079.92
Imputation and FDP Credits	0.00
Other Credits	0.00
Income Tax Refunded	0.00
Total FDP Refunds	0.00
Imputation Credits Attached	0.00
Other Debits	0.00
Closing Balance	(118,299.26)
Adjustments	0.00
Further Income Tax Payable	0.00
Imputation penalty tax*	0.00
Total payable*	0.00

*NB: Information not transmitted to IRD

The NZIDI Training Group Limited (075-626-606)
2023 IR4

1 April 2022 to 31 March 2023

IR10 Details

Multiple activity indicator	False
Sales and/or services	128,840.00
Opening stock (including work in progress)	7,831.00
Purchases	37,292.00
Closing Stock (including work in progress)	10,561.00
Gross profit	94,278.00
Interest received	0.00
Dividends received	0.00
Rental, lease and licence income	0.00
Other income	0.00
Total income	94,278.00
Bad debts	0.00
Accounting depreciation and amortisation	234.00
Insurance (excluding ACC levies)	0.00
Interest expense	0.00
Professional and consulting Fees	2,603.00
Rates	0.00
Rental, lease and licence payments	0.00
Repairs and maintenance	0.00
Research and development	0.00
Associated person's remuneration	8,348.00
Salary and wages paid to employees	0.00
Contractor and sub-contractor payments	0.00
Other expenses	37,943.00
Total expenses	49,128.00
Exceptional items	0.00
Net profit/loss before tax	45,150.00
Tax adjustments	0.00
Current year taxable profit/loss	45,150.00
Accounts receivable (debtors)	0.00
Cash and deposits	306,208.00
Other current assets	14,486.00
Vehicles	0.00
Plant and machinery	379.00
Furniture and fittings	0.00
Land	0.00
Buildings	0.00
Other fixed assets	0.00
Intangibles	1,500.00
Shares/ownership interests	0.00
Term deposits	0.00
Other non-current assets	0.00
Total assets	322,573.00
Provisions	0.00
Accounts payable (creditors)	1,175.00
Current loans	0.00
Other current liabilities	9,056.00
Total current liabilities	10,231.00
Non-current liabilities	0.00
Total liabilities	10,231.00
Owners' equity	312,342.00
Tax depreciation	234.00
Untaxed realised gains/receipts	0.00
Additions to fixed assets	0.00
Disposals of fixed assets	0.00
Dividends paid	0.00
Drawings	0.00
Current account year end balances	0.00
Tax-deductible loss on disposal of fixed assets	0.00

The NZIDI Training Group Limited
Financial Statements
For the Year Ended 31st March 2023

The NZIDI Training Group Limited
Compilation Report
For the Year Ended 31st March 2023



Compilation Report to the Directors of The NZIDI Training Group Limited

Scope

On the basis of information you provided we have compiled, in accordance with Service Engagement Standard No. 2: Compilation of Financial Information, the special purpose financial statements of The NZIDI Training Group Limited for the period ended 31 March 2023. These financial statements have been prepared in accordance with the policies as detailed in Note 1 to the financial statements.

Responsibilities

You are solely responsible for the information contained in the financial statements and have determined that the accounting policies used are appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

Disclaimer

As mentioned earlier in our report, we have compiled the financial information based on information provided to us which has not been subject to an audit or review engagement. Accordingly, neither we, nor any of our employees accept any responsibility for the reliability, accuracy or completeness of the compiled financial information nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on the compiled financial information.

Macdonald Perniskie Limited
Chartered Accountant
Winton

12 / 8 / 2023

The NZIDI Training Group Limited
Company Directory
As at 31st March 2023



Issued Capital	1000 Ordinary Share Fully Paid
Registered Office	101a Freyberg Street Wellington 6022
Directors	Wayne David Young Harald Leeuwenburgh
Company Number	1007688
Accountants	Macdonald Perniskie Limited Winton
Bankers	ASB Bank Ltd
Date of Formation	12 January 2000
Nature of Business	Driver Training
Shareholders	The NZ Institute of Driving Educators Incorp <u>1,000</u> Ordinary Shares <u>1,000</u>

*The accompanying notes form part of these financial statements.
These financial statements have not been subject to audit or review, and should be read in conjunction with the attached Compilation Report.*

The NZIDI Training Group Limited
Directors' Annual Report
For the Year Ended 31st March 2023



The Directors present here their Annual Report including Financial Statements of the Company for the year ended 31st March 2023.

Auditors

A unanimous resolution was passed by the company that no auditor be appointed.

Annual Report Non-Compliance

A unanimous resolution was passed by the company pursuant to subsection 211(3) of the Companies Act, 1993 that the Annual Report need not comply with paragraphs (a) and (e) to (j) of subsection 211(1) of the Act.

For and on behalf of the Board of Directors,

Director

W D Young

Director

[Signature]

Dated this 16 day of August 2023

*The accompanying notes form part of these financial statements.
These financial statements have not been subject to audit or review, and should be read in conjunction with the attached Compilation Report.*

The NZIDI Training Group Limited
Trading Account
For the Year Ended 31st March 2023



	2023	2022
	\$	\$
INCOME		
Sales	128,840	121,307
LESS COST OF SALES		
Opening Stock	7,831	4,502
Purchases	37,292	31,086
Closing Stock	<u>(10,561)</u>	<u>(7,831)</u>
Total	<u>34,562</u>	<u>27,757</u>
GROSS PROFIT FROM TRADING	<u><u>\$94,278</u></u>	<u><u>\$93,550</u></u>
GROSS PROFIT MARGIN	73.2%	77.1%

*The accompanying notes form part of these financial statements.
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The NZIDI Training Group Limited
Statement of Profit or Loss
For the Year Ended 31st March 2023



	2023	2022
	\$	\$
Gross Profit from Trading	94,278	93,550
SUNDRY INCOME		
Interest - ASB	2,400	225
Total Income	96,678	93,775
Less Expenses		
Accountancy Fees	2,165	1,970
Auditing	-	457
Bank Charges	118	153
Bookkeeping Services	438	-
Company Office Fees	50	45
Directors Meetings	4,696	500
Group Training / Street Talk	9,487	4,324
Management Fees	8,348	8,348
Meeting Expenses / Sponsorship	5,700	5,468
Postage & Stationery	8,812	7,647
Data Base & Web Upgrading	1,115	5,220
Street Talk Redevelopment	3,826	33,147
Subscriptions / Advertising	3,355	426
Telephone & Tolls	787	1,903
Total Expenses	48,894	69,608
Net Profit Before Depreciation	47,784	24,166
Less Depreciation Adjustments		
Depreciation as per Schedule	234	395
Depreciation - Loss on Sale	-	45
Net Depreciation Adjustment	234	440
NET PROFIT BEFORE TAX	47,550	23,726
Income Tax Expense	13,314	6,643
NET PROFIT/(LOSS)	\$34,236	\$17,083

*The accompanying notes form part of these financial statements.
These financial statements have not been subject to audit or review, and should be read in conjunction with the attached Compilation Report.*

The NZIDI Training Group Limited
Statement of Changes in Equity
For the Year Ended 31st March 2023



	<i>Note</i>	2023	2022
		\$	\$
EQUITY AT START OF YEAR		278,106	261,023
PROFIT & REVALUATIONS			
Profit after Tax		<u>34,236</u>	<u>17,083</u>
Total Recognised Incomes & Expenses		34,236	17,083
OTHER MOVEMENTS			
EQUITY AT END OF YEAR		<u><u>\$312,342</u></u>	<u><u>\$278,106</u></u>
MOVEMENTS IN RETAINED EARNINGS			
Retained Earnings at start of year		277,106	260,023
Net Profit		<u>34,236</u>	<u>17,083</u>
Retained Earnings at End of Year		311,342	277,106
MOVEMENTS IN ISSUED CAPITAL	7		
Balance at Start of Year		<u>1,000</u>	<u>1,000</u>
Balance at End of Year		1,000	1,000
		<u><u>\$312,342</u></u>	<u><u>\$278,106</u></u>

The accompanying notes form part of these financial statements.
These financial statements have not been subject to audit or review, and should be read in conjunction with the attached Compilation Report.

The NZIDI Training Group Limited
Balance Sheet
As at 31st March 2023



Macdonald Perniskie
 CHARTERED ACCOUNTANTS

	2023 \$	2022 \$
CURRENT ASSETS		
ASB - Business Saver	264,267	222,947
ASB Bank Limited	41,941	39,562
Taxation	-	2,077
Sundry Debtors	3,925	9,759
Stock on Hand	<u>10,561</u>	<u>7,831</u>
Total Current Assets	320,694	282,176
NON-CURRENT ASSETS		
Property, plant & equipment	379	613
Intangibles		
Franchise Fee	1,500	1,500
Total Non-Current Assets	<u>1,879</u>	<u>2,113</u>
TOTAL ASSETS	<u>322,573</u>	<u>284,289</u>
CURRENT LIABILITIES		
GST due for payment	359	1,041
Taxation	5,365	-
Sundry Creditors	<u>4,508</u>	<u>5,142</u>
Total Current Liabilities	<u>10,231</u>	<u>6,183</u>
TOTAL LIABILITIES	<u>10,231</u>	<u>6,183</u>
NET ASSETS	<u><u>\$312,342</u></u>	<u><u>\$278,106</u></u>
Represented by;		
EQUITY		
Share capital	1,000	1,000
Retained Earnings	<u>311,342</u>	<u>277,106</u>
TOTAL EQUITY	<u><u>\$312,342</u></u>	<u><u>\$278,106</u></u>

The Financial Statements have not been audited. The accompanying notes form part of these Financial Statements and should be read in conjunction with the reports contained herein.
 For and on behalf of the Board ;

Director W D Young Director [Signature]
 Date 16 August 2023

*The accompanying notes form part of these financial statements.
 These financial statements have not been subject to audit or review, and should be read in conjunction with the attached
 Compilation Report.*

The NZIDI Training Group Limited
Schedule of Fixed Assets and Depreciation
For the Year ended 31st March 2023



Asset	Purchase Date	Cost Price	Book Value	Additions Disposals	--- Depreciation ---		Accum Deprec	Book Value	
			01/04/2022		Mth	Rate	\$	31/03/2023	31/03/2023
PLANT & EQUIPMENT									
Data Projector	Apr 2017	599	142		12	25.0% DV	36	493	106
Synology Computer Server	Jan 2019	876	95		12	50.0% DV	48	829	47
Blackmagic HyperDeck Studio Mini	Mar 2020	1,081	376		12	40.0% DV	150	855	226
TOTAL			<u>2,556</u>	<u>613</u>			<u>234</u>	<u>2,177</u>	<u>379</u>

The NZIDI Training Group Limited

Notes to the Financial Statements

For the Year Ended 31st March 2023

1. STATEMENT OF ACCOUNTING POLICIES

Reporting Entity

These are the financial statements of The NZIDI Training Group Limited ('the company'). The NZIDI Training Group Limited is a company incorporated in New Zealand registered under the Companies Act 1993. The NZIDI Training Group Limited is engaged in the business of Driver Training.

The special purpose financial statements was authorised for issue in accordance with a resolution of directors.

Measurement Base

The financial statements have been specifically prepared for the purposes of meeting the company's income tax requirements and to comply with obligations under the entity's loan agreement(s).

The financial statements of The NZIDI Training Group Limited have been prepared on an historical cost basis, except as noted otherwise below.

The information is presented in New Zealand dollars.

Changes in Accounting Policies

There have been no changes in accounting policies. All policies have been applied on bases consistent with those used in previous years.

Specific Accounting Policies

In the preparation of these financial statements, the specific accounting policies are as follows:

(a) Property, Plant & Equipment

The entity has the following classes of Property, Plant & Equipment;
Plant & Equipment

All property, plant & equipment except for land is stated at cost less depreciation.

Depreciation has been calculated in accordance with rates permitted under the Income Tax Act 2007.

(b) Goods & Services Tax

These financial statements have been prepared on a GST exclusive basis with the exception of accounts receivable and accounts payable which are shown inclusive of GST.

(c) Taxation

Income tax is accounted for using the taxes payable method. The income tax expense charged to the Statement of Profit or Loss is the estimated tax payable in the current year, adjusted for any differences between the estimated and actual tax payable in prior years.

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These financial statements have not been subject to audit or review, and should be read in conjunction with the attached Compilation Report.*

The NZIDI Training Group Limited
Notes to the Financial Statements
For the Year Ended 31st March 2023



(d) Inventories

Inventories are stated at the lower of cost and net realisable value. Cost is determined using the first-in, first-out (FIFO) method.

(e) Revenue recognition

Revenue is measured at the fair value of the consideration received or receivable for the sale of goods and services, to the extent it is probable that the economic benefits will flow to the entity and revenue can be reliably measured.

Sales of services are recognised in the period by reference to the stage of completion of the transaction at the end of the reporting period.

Interest income is recognised when payment is received, gross of tax credits.

(f) Receivables

Receivables are stated at their estimated realisable value. Bad debts are written off in the year in which they are identified.

(g) Going Concern

These financial statements have been prepared on the basis that the company is a going concern.

2. AUDIT

These financial statements have not been audited.

3. CONTINGENT LIABILITIES

At balance date there are no known contingent liabilities (2022:\$0). The NZIDI Training Group Limited has not granted any securities in respect of liabilities payable by any other party whatsoever.

4. ASSOCIATED PERSONS'

There were no associated persons' transactions during the year under review.

5. IMPUTATION CREDIT ACCOUNT

At the 31st March 2023 the imputation credits available to the shareholders were \$118,299.26 (2022:\$111,844.41).

6. LOSSES CARRIED FORWARD

The NZIDI Training Group Limited has no losses available to carry forward to use against future profits.

7. ISSUED SHARE CAPITAL

These shares have full voting rights and participate fully in all dividends and proceeds upon winding up.

	2023	2022
	\$	\$
1000 Ordinary Share Fully Paid	1,000	1,000
Total	<u>1,000</u>	<u>1,000</u>

The accompanying notes form part of these financial statements.

These financial statements have not been subject to audit or review, and should be read in conjunction with the attached Compilation Report.