



Capability Development Group (CDG)

Terms of Reference

Role

The Capability Development Group (CDG) is a pan industry, innovative, inclusive, and trusted group that provides engagement, leadership, coordination, collaboration with industry to support and enable sustainable capability development in engineering, asset management, technical and safety.

The CDG works with the electricity supply industry and other key stakeholders to connect the industry across Aotearoa, New Zealand to understand needs and opportunities solve health and safety issues, share knowledge and promote standardisation.

The CDG is an independent consensus builder, its work is evidence based and quality driven; and it is representative and connected to stakeholders.

OBJECTIVES

- Provide a focal point that supports, informs and influences decision makers and stakeholders.
- Collaborates, coordinates, leads and promotes knowledge, quality, and good practices in capability development in the NZ electricity industry.
- Provide advice and guidance to improve industry capability development including understanding issues, decision making, planning, learning processes and practices, and quality benchmarking.
- Identify current and future capability needs - collaborate with industry, learners, training providers and Government to understand current and future skill, knowledge and professional development needs in the electricity supply industry.
- To enhance the value and uptake of skill development for engineers, technical and safety professionals, engineering technicians and trades people who are part of the electricity supply industry.
- To create support and/or implement delivery of relevant and quality learning and development programmes to meet industry needs.

Delivery

The CDG objectives will be delivered through:

- The development of courses and guidance use of standards by the electricity supply industry and other key stakeholders
- Facilitating professional development opportunities including workshops/forums
- Responding to industry queries
- Monitoring New Zealand and overseas trends.
- Liaising with Government agencies, and other local and international organisations
- Benchmarking best practice in education and training
- Disseminating relevant information to industry.
- Undertaking other matters as determined by the EEA Executive Committee.

Operating Principles

The CDG operates under the following principles:

- The CDG reports to the Chief Executive (CE)
- The CDG must prepare an annual work plan to be approved by the EEA Executive Committee
- The CDG must engage and consult with industry in the development and delivery of its work programme.
- The CDG must act in the best interests of the industry as a whole and its members must support this through their interactions with each other and industry.
- Decisions are to be made by consensus.
- If consensus cannot be achieved the CDG must agree on how to deal with the outstanding issue. This may include a vote, continued discussion, defer discussion to another meeting.
- If consensus cannot be reached within two months the CDG shall take the issue to the EEA Executive Committee for resolution and their decision will be final.
- The CDG must consider and implement any legal advice that EEA receives.
- Internal discussions are confidential to ensure free and frank conversation. This also applies to all advice, materials and submissions provided to the group by industry.
- The CDG may create Working Groups to assist them in delivering agreed outcomes.
- The CDG must liaise with other associated EEA standing committees and working groups, Members and other stakeholders as appropriate.

CDG Meetings

Unless otherwise agreed by the CDG, meetings will be held a minimum of three times a year.

The Secretary will, after the CDG has agreed a workplan for the coming year, give members an indicative schedule of dates and times for meetings to be held during that year, but those dates may be subsequently changed if the Chair decides.

The Secretary, in conjunction with the Chairperson, shall draw up an agenda to be circulated, together with any papers, at least 7 business days prior to each meeting.

Administration and Finance

The EEA will provide secretariat service including meeting, administration, and any other support required by the CDG.

Minutes of meetings are to be prepared by the secretariat and reviewed by the Chairperson prior to distribution.

The CDG will

- Provide an annual work plan and budget to the Chief Executive
- Report against key work plan and budget outcomes to the CE and the EEA Executive Committee
- Undertake other work as required by the CE or the EEA Executive Committee
- Maintain an CDG members "Interests register"
- Review the Terms of Reference every two years.

Any unbudgeted projects/work up to \$5k, shall be approved by the CE.

For unbudgeted projects/work project greater than \$5k a business case must be approved by the EEA Executive Committee.

Membership

The CDG will consist of up to 12 members who must be a Member of the EEA or a Corporate Member employee.

- The EEA Executive Committee appoints the CDG Chairperson for a three-year term.
- CDG members are appointed by the EEA Executive Committee for up to three years
- Previous CDG members, including the Chairperson, are eligible for reappointment by the EEA Executive Committee.
- If a member misses two meetings in a given financial year, without notice, this will be treated

as withdrawal from the CDG.

- If a member leaves their organisation or changes roles, that means it is no longer appropriate that they hold a position on the CDG, they must resign from the CDG.
- Any resignation from the CDG must be in writing.

PROCESS FOR APPOINTING MEMBERS

Vacancies will be advertised to EEA Members through EEA channels as required including the monthly members' newsletter, the website, on-line forums and via direct email.

- The CDG Terms of Reference and a position description will be included in the advertisement.
- Applicants must submit their CV, a letter of application and confirmation of their employer's approval for them to join the CDG.
- The CDG will recommend CDG members to the EEA Executive Committee based on the current need of the CDG, sector representation, subject matter expertise, relevant experience, or other criteria as agreed by the EEA Executive Committee.

The CDG may appoint working groups of subject matter to assist with specific tasks.

- Working group members must be individual members of the EEA or a staff member of a corporate member of the EEA.
- Working group members will be appointed based on the current need of the CDG, sector representation, subject matter expertise, relevant experience or other criteria as agreed by the CDG.
- If a working group member leaves their organisation or changes roles, and it is no longer appropriate that they hold a position on the working group, they must resign from the working group.
- Any resignation from the CDG must be in writing.

Managing Conflicts of Interest

Any potential for a conflict of interest from CDG members must be declared to the Chairperson and documented by the EEA as soon as is reasonably practicable upon realisation.

The chairperson and the individual to whom the potential conflict relates will work together to determine and agree whether and how the potential conflict can be managed.