

National Committee for Live Work (NCLW) Terms of Reference

Role

The National Committee for Live Work (NCLW) is a pan industry, innovative, inclusive, and trusted group that provides leadership, guidance acts, and expertise to support continual improvement in high voltage and low voltage live work activities in the electricity supply industry.

The NCLW collaborates across the electricity supply industry and with other key stakeholders to connect the industry across Aotearoa New Zealand to coordinate, collaborate and develop consensus outcomes to promote safe live work principles and practices, and solve live work issues, while enhancing safety, technical capability and compliance, sharing knowledge, and promoting standardisation.

The NCLW 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.
- Collaborate, coordinate, lead and promote knowledge and best practices in live work practices in the NZ ESI, aligning with the requirements of NZECP 46, the Health and Safety at Work Act 2015, Electricity Safety Regulations 1992, international live work practices, and any other relevant legislation.
- Lead and promote improved live work practice and performance through live work assessment procedures, standardisation, recognised good practice systems, data analytics, sound engineering principles, and auditing.
- Provide working level practical advice and guidance to improve industry understanding, support decision making, planning and the management of technologies and issues impacting live work.

- Facilitate activities that will enhance the safety and effectiveness of high voltage and low voltage live work and enable the reporting and sharing of information.
- Promote capability and professional development in live work technical and safety training and competency.

Delivery

The NCLW objectives will be delivered through:

- A work plan that aligns with the EEA Strategic Activities and Business Plan and Budget
- Recommending the adoption by industry of appropriate national or international standards
- Publishing guidance documents to manage live work risks
- Facilitating workshops/forums
- Responding to industry queries
- Liaising with Government regulators on live work matters
- Facilitating development of live working methods including procedures and techniques
- Defining minimum skills and the requirements for managing worker competencies for live work
- Reporting and analysis of live work accidents and near miss incidents
- Monitoring New Zealand and overseas trends.
- Disseminating relevant information on live work issues to industry
- Undertaking other matters as determined by the EEA Executive Committee.

Operating Principles

The NCLW operates under the following principles.

- The NCLW reports to the Chief Executive (CE).
- The NCLW must prepare an annual work plan and budget for approval by the EEA Executive Committee.
- The NCLW must engage and consult with industry in the development and execution of their work programme.
- The NCLW must act in the best interests of the industry as a whole and NCLW 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 NCLW 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 NCLW shall take the issue to the EEA Executive Committee for resolution and their decision will be final.
- The NCLW 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 NCLW may create Working Groups to assist them in delivering agreed outcomes.
- The NCLW must liaise with other associated EEA standing committees, and working groups, Members and other stakeholders as appropriate.

NCLW Meetings

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

The Secretary will, after the NCLW has agreed a work plan 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 five business days prior to each meeting. For matters of urgency the Chairperson in consultation with the EEA CE may agree to a shorter time frame.

There must be a quorum of six members present at any meeting for decisions to be made.

Administration and Finance

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

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

The NCLW will

- Provide an annual work plan and budget to the Chief Executive (CE)
- 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 NCLW 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 NCLW 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 NCLW Chairperson, this position is to be reviewed by the EEA Executive Committee for a three-year term.
- NCLW members are appointed by the EEA Executive Committee for up to three years
- Previous NCLW 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 NCLW.
- If a member leaves their organisation or changes roles, that means it is no longer appropriate that they hold a position on the NCLW they must resign from the NCLW.
- Any resignation from the NCLW must be in writing.

Process for Appointing Members

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

- The NCLW 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 NCLW.
- The NCLW will recommend to the EEA Executive Committee an individual based on the current need of the NCLW, i.e. sector representation, subject matter expertise, relevant experience or other criteria as agreed by the NCLW.
- The NCLW may appoint working groups of subject matter experts 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 NCLW, sector representation, subject matter expertise, relevant experience or other criteria as agreed by the NCLW.
- 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 NCLW must be in writing

Managing Conflicts of Interest

Any potential for a conflict of interests from NCLW or working group members must be declared to the Chairperson and documented by the EEA as soon as is reasonably practicable upon realisation.

The Chairperson, the NCLW Secretary, 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.

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