



Public Safety Working Group (PSWG)

Terms of Reference

Role

The Public Safety Working Group (PSWG) is a pan industry, innovative, inclusive, and trusted group that works with the electricity supply industry and other key stakeholders to connect the industry across Aotearoa New Zealand to promote continual improvement in public safety outcomes and solutions to public safety issues.

The PSWG is a joint working group established in 2014 by the Electricity Networks Association (ENA) and the Electricity Engineers' Association (EEA).

"Public" includes 'third party contractors' as well as members of the general public. It is also defined as 'anyone who is not an employee or an authorised contractor working on behalf of the asset owner'.

The PSWG works with the electricity supply industry and other key stakeholders to connect the industry across Aotearoa New Zealand to coordinate, collaborate and develop consensus outcomes to solve public safety issues, share knowledge and promote standardisation.

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

Objectives

- Provides a focal point that supports, informs and influences decision makers and stakeholders.
- Collaborate, coordinate, lead and promote knowledge and good practices in public safety matters in the NZ electricity industry.
- Provide advice and guidance to improve public safety outcomes including understanding issues, decision making, planning, process and practices, and benchmarking.
- Enabling the reporting and sharing of information relating to public safety incidents and events including analysis of available data on public safety incident trends
- To identify and communicate critical public safety information to key audiences

- To develop consistent national safety information for public and media releases
- To facilitate in a managed and consistent way the distribution of public safety messages

Delivery

The PSWG objectives will be delivered through:

- A work plan that aligns with the EEA Strategic activities, Business Plan, and Budget
- The development of guidance and use of standards by the electricity supply industry and other key stakeholders
- Facilitating workshops/forums
- Responding to industry queries
- Monitoring New Zealand and overseas trends.
- Liaising with Government agencies, and other local and international organisations on public safety matters
- Benchmarking best practice in public safety management
- Disseminating relevant information to industry.
- Undertaking other matters as determined by the EEA Executive Committee.

Operating principles

The PSWG operates under the following principles.

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

PSWG Meetings

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

The Secretary will, after the PSWG 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 PSWG.

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

The PSWG will

- Provide an annual work plan and budget 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 PSWG 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 PSWG will consist of up to 12 members who must be:

1. A Member of the EEA or a Corporate member employee.
 - PSWG members are appointed by the EEA Executive Committee for up to three years
 - The EEA Executive Committee appoints the PSWG Chairperson for a three-year term.
 - Previous PSWG 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 PSWG.
 - 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.
2. Electricity Networks Aotearoa shall have the right to appoint a person the PSWG.

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

Managing Conflicts of Interest

Any potential for a conflict of interest from the PSWG 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 PSWG 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.