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## **Safety Standards and Procedures Group (SSPG)**

### **Terms of Reference**

#### **Role**

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The Safety Standards and Procedures Group (SSPG) is a pan industry, innovative, inclusive, and trusted group that provides leadership, guidance, and expertise to support continual improvement on health, safety and wellbeing in the electricity supply industry (ESI).

The SSPG collaborates across the ESI and other key stakeholders to connect the industry across Aotearoa New Zealand to coordinate, collaborate and develop consensus outcomes that continually improve health, safety and wellbeing outcomes, share knowledge, and promote standardisation.

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

#### **Objectives**

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- Provide a focal point that supports, informs and influences decision makers and stakeholders.
- Collaborate, coordinate, lead and promote knowledge and good practices in health, safety and wellbeing outcomes in the NZ electricity industry.
- Provide advice and guidance to improve industry health, safety and wellbeing.
- Lead and promote knowledge and good practices in safety, health and wellbeing in the NZ ESI, aligning with the requirements of the Health and Safety at Work Act 2015, Electricity Safety Regulations 1992 and any other relevant legislation.
- Lead and promote improved safety and health performance through standardisation, self-regulation, recognised good practice systems, data analytics, and sound safety and engineering principles and practice.
- Provide working level practical advice and guidance to improve industry understanding, support decision making, planning and the management of technologies and issues impacting safety, health and wellbeing

- Provide understanding on the health, safety and wellbeing implications of new and emerging technologies
- Enable the reporting and sharing of information relating to industry critical risks, and national and international safety and health trends.

## **Delivery**

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The SSPG objectives will be delivered through:

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

## **Operating Principles**

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The SSPG operates under the following principles:

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

## **SSPG Meetings**

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

The Secretary will, after the SSPG has agreed a work plan for the coming year, give members an indicative schedule of dates and times and location 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**

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

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

The SSPG 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 SSPG 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 Executive Committee.

## **Membership**

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The SSPG 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 SSPG Chairperson, this position is to be reviewed by the EEA Executive Committee for a three-year term.
- SSPG members are appointed by the EEA Executive Committee for up to three years
- Previous SSPG 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 committee.
- If a member leaves their organisation or changes roles, that means it is no longer appropriate that they hold a position on the SSPG they must resign from the SSPG.
- Any resignation from the SSPG must be in writing.

## **Process for Appointing Members**

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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 SSPG 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 committee.
- The SSPG will recommend to the EEA Executive Committee an individual based on the current need of the committee i.e. sector representation, subject matter expertise, relevant experience or other criteria as agreed by the SSPG.

- The SSPG 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 SSPG, sector representation, subject matter expertise, relevant experience or other criteria as agreed by the SSPG.
  - 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 SSPG must be in writing

## **Managing Conflicts of Interest**

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Any potential for a conflict of interest from SSPG 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 SSPG 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.