

TERMS OF REFERENCE

Waikato Engineering Lifelines Group (WELG) Steering Committee

Background

Lifelines Groups are voluntary organisations that act as facilitators to promote reduction (mitigation) and readiness work to be carried out by their members. Their emphasis is on educating and motivating by developing and providing best practice information. They also provide a technical forum with appropriate degrees of confidentiality enabling engineering and physical risk management issues of interdependency to be addressed.

Purpose of Document

- To outline a process that fosters good working relationships and the application of best practice risk and asset management principles
- To provide a basis for fulfilling the requirements of Section 60 of the Civil Defence Emergency Management Act 2002 (CDEM) Act which requires all lifelines utilities to:
 - Ensure they can function to the fullest possible extent before, during & after an emergency (even at a reduced level)
 - Have Business Continuity Plans (BCPs) in place
 - Participate in CDEM Plan development and other relevant initiatives
 - Provide technical advice on CDEM issues
 - Develop inter-utility arrangements
 - Establish planning & operational relationships
- To provide for the establishment of the Committee in fulfilment of the obligations set by the WELG at their first meeting in May 2004
- To set out the functions, authority, and duties of the Committee and its members
- To outline the administrative arrangements of the Committee.

Purpose of Steering Committee

(hereafter referred to as "The Committee"):

- To oversee the day to day running of the WELG by providing both technical and administrative support
- To make decisions on behalf of the WELG (such as priority of projects, funding levels, plan/strategy development).

Functional Relationships:

- Regional and National Lifeline Utility Companies
- Waikato CDEM Group and its member organisations
- Lifelines Project Manager

Meeting Frequency:

At least three monthly or as often as required.

Meeting Venue:

To be rotated amongst The Committee members.

Membership Tenure:

- To maintain momentum, knowledge and experience, members will be strongly encouraged to serve as long as they can.

Reporting Structure

- Generally autonomous and self-resourcing, but linked to the CDEM Group through the Coordinating Executive Group (CEG)
- The Committee (and WELG) is therefore a voluntary group comprising representatives of territorial authorities, the Emergency Management Office, and major utility and transportation sector organisations
- Quarterly progress reports to the Waikato Engineering Lifelines Group (WELG) through newsletters and a website (when developed)
- Quarterly progress reports to the CEG

Committee Structure

It is recommended (to ensure ongoing cross-sector representation) that membership of The Committee be comprised as follows:

- Preferably 8-10 members, comprised as follows:
 - At least 3 members representing Territorial Authorities (preferably senior roading and utility staff)
 - At least 2 members representing the energy sector (e.g. electricity companies)
 - 1 from another sector (such as telecommunications)
 - 1 from a national lifelines agency (such as Transit NZ or Transpower)
 - 1 from the EMO (based at Environment Waikato)
 - 1 from the MCDEM (optional)

- 1 Chairperson (appointed within The Committee)
- 1 Deputy Chairperson (as above)
- 1 Administrator (as above)

Membership:

The current member agencies that comprise The Committee are are:

- WEL Networks
- South Waikato District Council
- Ministry of CDEM
- Transit NZ
- Emergency Management Office (based at EW)
- Matamata Piako District Council
- Waipa District Council
- Genesis Energy
- Sponsors and other members may be co-opted onto The Committee (or attend as observers/advisors) as required
- Sponsors can alternatively be involved through receipt of WELG material, attending annual general meetings, and involvement in specific projects.

Responsibilities of Members / Ground Rules

Each member of The Committee will be expected to:

- Foster effective communication linkages amongst CDEM, Utilities and Emergency Services
- Attend all meetings
- Follow up action items (including the delegation of tasks to other members)
- Contribute technical expertise and resources to maintain an effective group and response capability
- Champion the project with other lifeline utilities and within your own organisation
- Provide to The Committee (and wider group if necessary) relevant information or reports that may be useful for lifeline project purposes
- Participate in the preparation of a Lifelines Plan for the Waikato CDEM Group region
- Oversee a subcommittee based on a specific project task

Annual Meeting

- The Committee will hold an annual seminar every February for sponsors and interested parties at which Committee members will report on projects and topical issues. Guest speakers would also be invited.

Key Functions of The Committee:

The key functions of The Committee will be to:

Strategic

- Facilitate the hazard and risk management process at a regional level by providing regular interfaces between members and the emergency management agencies
- Educate wider lifelines agencies by providing best practice guidelines
- Advocating the importance of lifelines to the community
- Coordinate with other lifelines groups and ensure ongoing awareness of benefits
- Maintain good working relationships with sponsors and wider members to ensure ongoing support and involvement

Specific

- Recommend an annual work programme and budget for consideration by the wider group sponsors
- Oversee work undertaken by the Project Manager
- Identify projects for the coming year
- Market and distribute information
- Respond (and provide advice) to CDEM agencies during emergencies.

Variations:

- Any member of The Committee may at any time propose a variation, deletion, or addition to this document by putting the wording of the proposed variation, deletion, or addition to a meeting of The Committee.

SIGNED by each Steering Committee member:

DATE:
