



Electrical Workers Registration Board

SAFETY | COMPETENCY | COMPLIANCE

EWRB Committees

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Signed and dated this 29th day of November 2018.

Mel Orange
Presiding Member

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1. Introduction

- 1.1 The EWRB has a 3-5 year strategy and a yearly work plan. The work plan is the vehicle through which the strategy is advanced.
- 1.2 To assist the Board in carrying out its functions under the Act and in achieving its strategic and work plan goals it will use a number of standing and ad hoc Board committees.

2. Constitution of Committees

- 2.1 Committees will be made up of no less than 2 members with a quorum being 2 members.
- 2.2 The Registrar and or the Presiding Member will be entitled to attend and participate in all committee meetings.

3. Standing Committees

- 3.1 The Board has two types of Committees:
 - (a) Board Committees: A committee which consists of Board Members which conducts business which relates primarily to the operations or functions of the Board; and
 - (b) Steering Committees: A committee which has members from both the Ministry of Business Innovation and Employment (the Ministry) and the Board. These committees are used for strategic projects and initiatives where both the Board and the Ministry are involved in delivering the outcomes.
- 3.2 The following Standing Committees have been established with effect November 2018 with membership as specified:

Committee	Type	Members
Registration and Licensing	Steering Committee	Mike Macklin, Monica Kershaw
Relicensing	Steering Committee and Board Committee	Mel Orange, Neil McLeod
Board Delegations to the Registrar	Board Committee	Presiding Member and Deputy Presiding Member

- 3.3 Members of Committees may be replaced or changed at any time by resolution of the Board without this policy having to be amended.
- 3.4 Completion of the Board's Strategic Plan may identify a requirement for additional standing committees.
- 3.5 The Board Delegations Committee is to provide cover for the Registrar during periods of leave to other unavailability noting that the Act does not provide for the Registrar sub-delegating the delegations.

4. Committee Procedure

- 4.1 The Electricity Act 1992 ("the Act") in Schedule 2 section 12 contains provisions on the appointment and delegations of committees. Committees will, at all times abide by these provisions which are as follows:
 - (a) The Board may from time to time appoint committees, consisting of 2 or more members of the Board and such other persons (if any) as the Board thinks fit, to inquire into and report to the Board on such matters within the scope of its functions as are referred to them by the Board, or to exercise on behalf of the Board any of its functions or powers, and may from time to time delegate to any such committee any such function or power.

- (b) Every committee appointed under this clause shall be subject in all things to the control of the Board, and may at any time be discharged, altered, or reconstituted by the Board.
 - (c) Subject to any general or special directions given or conditions imposed by the Board, any committee to which any function or power is delegated under this clause may exercise that function or power in the same manner and with the same effect as if it had been conferred directly by this Act and not by delegation.
 - (d) Every committee purporting to act pursuant to any delegation under this clause shall, until the contrary is proved, be presumed to be acting in accordance with the terms of the delegation.
 - (e) Any delegation under this clause may be revoked at any time.
 - (f) No delegation under this clause shall prevent the exercise of any function or power by the Board.
- 4.2 Committees will meet as required to complete work in a timely manner or to undertake project work provided such additional meetings are approved by the Board (such approval can be retrospective where appropriate).
- 4.3 Whilst Committees will have the mandate to make decisions (except for any financial decisions which must be approved by the Board) within the scope of their delegation from the Board they will not be able to make decisions outside of their scope or delegation.
- 4.4 Any resolution of a Committee that is outside of its delegation must be approved by the Board. A resolution of a Committee will not necessarily bind the Board and the Board may rescind or vary any Committee resolution.
- 4.5 Any Committee resolutions made must be tabled in writing at the next Board meeting for noting and or approval.
- 4.6 Committee Members are to ensure that the Board Officer is copied in on all communications sent and received by Committee Members in relation to the Committees work. The Board Officer will keep and maintain an electronic copy of all communications received from the Committee Members.
- 4.7 Committees are required to report back to the Board unless the Committee matters are otherwise contained in project or other reporting.

5. Committee Communications

- 5.1 Committee communications will be in accordance with the Board's Standing Orders.

6. Non Board Membership

- 6.1 The Board may, from time to time, appoint persons other than Board Members to take part in or to join the membership of a Committee if to do so would promote the achievement of the Board's functions and powers or its strategic objectives. Any such appointment shall be by way of a Board resolution (not a Committee resolution) setting out the terms and duration of the appointment. Attached at Appendix One is the Board's standard Terms of Reference for a Board Committee.
- 6.2 The Board may, in appointing a person other than a Board Member to a Committee, approve such fee payments and reimbursement of expenses as it considers reasonable and in doing so shall take into consideration the Board Member fee rates and the Ministry of Business Innovation and Employment's policies.
- 6.3 Persons other than Board Members who are appointed to or take part in Committees will not have any voting powers and will be required to agree to and abide by the Board's

Standing Orders and any relevant Ministry policies.¹ They must not make any claims or any representations that they are a Member of the Board as a result of their membership of a Board Committee.

- 6.4 Where a Board Committee includes persons other than Board Members the Chair of that Committee must be a Board Member
- 6.5 Any person who is nominated for Committee membership may be required to sign such disclosures, agreements and or undertakings as the Board considers are necessary for the appointment. Attached as Appendix Two is the Board's standard Nomination Form for persons other than Board Members which may be modified for the requirements of any specific Committee.
- 6.6 The Board will have absolute discretion as to who it selects to be a non-Board Member of a Committee and will not be obliged to select any person nominated.

7. Scope

- 7.1 The Standing Committees have the mandate from the Board to oversee and or undertake work to achieve the Board's strategic goals in accordance with the work plan as it pertains to their scope.
- 7.2 Committees are be able to request (by way of the Registrar) for E-BOLT staff to be appointed to assist with committee work and/or to request that project staff be engaged (subject to approved budget) to undertake work within the committee's scope.

8. Ad Hoc Committees

- 8.1 From time to time a need may arise for the Board to form ad hoc committees to oversee particular projects or pieces of work that are of strategic importance to the Board. These will be formed from members of the Board on the basis of the skill sets they can bring to the committee.

9. Administrative Support

- 9.1 In order to effectively carry out the functions of the committees there will be a requirement for administrative/secretarial support at meetings.
- 9.2 Administrative support will also be required for a range of matters including:
- Development of agendas;
 - Meeting arrangements – travel, venue etc.;
 - Meeting preparation – collation and distribution of documents; and
 - Meeting follow up – meeting minutes.

¹ Non Board Committees members are not protected by the provisions of Schedule 2 Clause 17 of the Act which protects Board Members from personal liability and are not covered by the Board's Professional Indemnity Insurance and should be made aware of the same. As non-voting members their potential liability may be reduced.

Schedules

Legislation – Electricity Act 1992 –Schedule 2

12 Committees

- (1) The Board may from time to time appoint committees, consisting of 2 or more members of the Board and such other persons (if any) as the Board thinks fit, to inquire into and report to the Board on such matters within the scope of its functions as are referred to them by the Board, or to exercise on behalf of the Board any of its functions or powers, and may from time to time delegate to any such committee any such function or power.
- (2) Every committee appointed under this clause shall be subject in all things to the control of the Board, and may at any time be discharged, altered, or reconstituted by the Board.
- (3) Subject to any general or special directions given or conditions imposed by the Board, any committee to which any function or power is delegated under this clause may exercise that function or power in the same manner and with the same effect as if it had been conferred directly by this Act and not by delegation.
- (4) Every committee purporting to act pursuant to any delegation under this clause shall, until the contrary is proved, be presumed to be acting in accordance with the terms of the delegation.
- (5) Any delegation under this clause may be revoked at any time.
- (6) No delegation under this clause shall prevent the exercise of any function or power by the Board.

Appendix - Terms of Reference for Committees

Terms of Reference

The following terms of reference are established under the Electrical Workers Registration Board (EWRB or the Board) Committees Policy and are to be read in conjunction with that Policy. In the event of any conflict between the two the Policy shall prevail.

Committee Objectives

This Committee is being convened to establish:

- [Insert detail of the objectives]

Committee Scope

- [Insert detail of the scope]

Committee Membership

Committee Member	Organisation	Role

The Board will provide a Officer for all meetings to assist with:

- Development of agendas;
- Meeting arrangements – travel, venue etc.;
- Meeting preparation – collation and distribution of documents; and
- Meeting follow up – meeting minutes etc.

Committee Conduct

The Committee will, at all times, adhere to the Board's Committees Policy and to any directions of the EWRB and/or of the Committee Chair.

Responsibilities of the Committee Members

- To consider the principles of fairness and public interest ahead of all other interests.
- To represent the EWRB's and its stakeholder's interests ahead of personal or undeclared interests.
- To respect the directions from the Chair and assist the Chair in the conduct of orderly and productive meetings.
- Not to enter into direct communications about the business of the Committee with persons outside of the Committee without the Chairs express consent.
- To respect the process of consensus where all members have an equal right to state their view without fear or favour.
- To treat all members and other persons present equally with dignity and respect recognising that no member is entitled to dominate discussion or be insulting or dismissive.
- To sign and return to the Chair the Committee Nomination Agreement.
- To abide by these Terms of Reference, and to sign and return the Declaration of Commitment included with this Terms of Reference.

- To refrain from any public communication on the work of this Committee that could bring the work of the Committee or the EWRB into disrepute.

Consensus Based Decision Making Process

Committee Members should note that responsibility and the ultimate decision making power lies with the EWRB and that the Committee can only make recommendations to it. The Committee will adhere to the following when reaching its recommendation:

- The path to consensus will seek to find the common voice of the Committee in a way that ensures that all members have an equal opportunity to comment.
- The consensus process does not necessarily lead to or infer unanimous agreement. What is essential is that all members are provided with a fair and reasonable opportunity to state their views. In the absence of a unanimous position, a majority view shall be considered decisive and should be respected by all member(s) of the Committee.
- Members may refrain from comment in response to a request by indicating 'no comment', rather than not providing any response. The Chair will circulate comments, and their disposition.

Milestones

Milestone	Date for Delivery	Estimated Number of Meetings

NB1: Note that express EWRB approval is required for a Committee of this type to exceed the estimated duration.

Payment Claims

Claims for payment must be on an approved form and accompanied by valid receipts for any expenses incurred.

Member's Declaration

I declare that I have read, understood the above and commit to abide by it:

Name:

Signature: _____

Date:

Appendix - Nomination Form and Agreement

EWRB Committee Nomination Form

The following nomination form is for a committee to be established under the Electrical Workers Registration Board (EWRB or the Board) Committees Policy and is to be read in conjunction with that Policy. In the event of any conflict between the two the Policy shall prevail.

Note this form is for the nomination of persons other than Board Members nominated to join an Electrical Workers Registration Board (EWRB) Committee.

By signing this agreement the nominee makes the commitments detailed below, and acknowledges that EWRB may at its discretion exclude the nominee from further participation in EWRB Committees should the nominee be found to have breached these commitments.

I agree to:

- Read and abide by any Terms of Reference for a EWRB Committee to which I am nominated; and
- Follow the reasonable direction of the EWRB Committee Chairperson; and
- Treat as "Commercial-In-Confidence" all documentation and information, that is not freely available to the public, which is provided in the course of EWRB Committee meetings and any related correspondence; and
- Declare and delineate any personal or company views in any views put forward.

I agree NOT to:

- Disrupt or exploit any activities of the EWRB Committee for any reason, including misrepresentation of my interests or introduction of bias;
- Allow the nature or content of any discussions arising from the conduct of the EWRB Committee to enter the public domain without the approval of the Committee Chair;
- Claim as my intellectual property any documents or materials developed by the EWRB Committee, or to permit such a claim to be made on my behalf;
- Make or allow to be made publicly available any documents provided during the course of the EWRB Committee except with the approval of the EWRB; or
- Exploit for my own benefit, or improperly use or permit to be used for the benefit to others, any information obtained or knowledge gained by reason of my association with the EWRB.

Fee Rate for Attendance

Daily Rate \$ Note the daily rate will be paid on a pro rata basis for any part day worked. Expenses will be paid in accordance with the Ministry of Business Innovation and Employment and the Board's policies.

Signed:

Name: _____

Date: _____

Company: _____