



## **Asset Management Group (AMG)**

### **Terms of Reference**

#### **Role**

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The Asset Management Group (AMG) is a pan industry, innovative, inclusive, and trusted group that provides leadership, guidance, and expertise to support continual improvement in the management of assets and technical capability of in the electricity supply industry (ESI).

The AMG collaborates across the ESI and with other key stakeholders to connect the industry across Aotearoa New Zealand to coordinate, collaborate and develop consensus outcomes that continually improve asset management, planning, practice outcomes, while enhancing technical capability, compliance, sharing knowledge, and promoting standardisation.

The AMG 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 asset management in the NZ electricity industry.
- Provide advice and guidance to improve industry asset management including understanding issues, decision making, planning, asset condition assessment process and practices, benchmarking and the management of technical issues such as reliability, security of supply, power quality. This would include:
  - Facilitation of activities in New Zealand, that will enhance the effectiveness of asset management, and
  - Encouraging the development of practical solutions to improve industry performance.
- Enable the reporting and sharing of information relating to asset performance, asset information, asset condition assessment process and practices, reliability, security of supply, power quality and equipment failure trends.

- Provide understanding on the technical implications of new and emerging technologies on existing asset frameworks, including:
  - Industry support in research projects
  - Network Transformation and integration of new technologies and services, and
  - Support the transformation of New Zealand's power system to become a sophisticated and intelligent
- Facilitate and support the maintaining and improvement of ESI resilience and response to emergencies.
- Strategic guidance to support sustainability and lifecycle management of current and future assets.
- Promote and enable technical engineering capability and professional development in asset management and technical competency.
- Lead and promote improved technical outcomes through standardisation, recognised good practice systems, data analytics, and sound 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 asset management.

## **Delivery**

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The AMG 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 on matters affecting ESI asset management (including issues such as power quality)
- Benchmarking best practice asset management
- Disseminating relevant information to industry.
- Undertaking other matters as determined by the EEA Executive Committee.

## Operating Principles

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The AMG operates under the following principles:

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

## AMG Meetings

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

The Secretary will, after the AMG 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 AMG.

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

The AMG 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 AMG 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 AMG will consist of members who must be a Member of the EEA or a Corporate Member employee.

- The EEA Executive Committee appoints the AMG Chairperson, this position is to be reviewed by the EEA Executive Committee for a three-year term.
- AMG members are appointed by the EEA Executive Committee for up to three years
- Previous AMG 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 AMG they must resign from the AMG. If they wanted to continue participation in the AMG, they would be required to reapply for admission.

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

## **Managing Conflicts of Interest**

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Any potential for a conflict of interest from AMG 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 AMG 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.