

Auckland Engineering Lifelines Group Charter

July 2004

1 NAME

- 1.1 The name of the organisation shall be the Auckland Engineering Lifelines Group, hereafter referred to as the AELG.

2 ADMINISTRATIVE OFFICE

- 2.1 The Auckland Regional Council (ARC) is the administrator of assets and financial records. The ARC enters into contracts on behalf of the AELG.

3 PURPOSES AND OBJECTIVES

- 3.1 The AELG's Objectives are:

- i. To encourage and support the work of all organisations, including local authorities and network operators, in identifying hazards and mitigating the effects of hazards on lifeline utilities .
- ii. To facilitate communication between all authorities and organisations, including local authorities and network operators, involved in mitigating the effects of hazards on lifelines, in order to increase awareness and understanding of interdependencies between organisations.
- iii. To coordinate lifeline utilities input into Civil Defence Emergency Management (CDEM) planning activities.
- iv. To represent lifeline utilities on the CDEM Coordinating Executive Group (CEG)
- v. To develop best practice approaches to mitigation, readiness and response measures for lifelines.
- vi. To promote ongoing research and technology transfer aimed at protecting and preserving the lifelines of the Auckland Region.
- vii. To coordinate national research activities into volcano impacts on lifeline utilities through the *Volcanic Impacts Study Group*.
- viii. To create and maintain awareness of the importance of lifelines, and of reducing the vulnerability of lifelines, to the various communities within the Auckland Region.

- 3.2 The AELG aims to provide the following member benefits:

- i. Enhanced ability to identify interdependency issues with other Lifelines, leading to more robust business continuity plans.

- ii. Access to best practice risk and asset management concepts and procedures for utility and transportation sector lifelines.
- iii. Access to workshops, exercises and other activities organised by the AELG.
- iv. The co-ordinated development of information, concepts and procedures which would be expensive and less effective for utility organisations to develop individually.
- v. Forums for regular contact and interaction with counterpart utility and transportation sector agencies for the exchange of information and views, leading to familiarity with the current regional status of mitigation and preparedness programmes and issues of common interest.
- vi. Co-ordination through liaison with the CEG for member organisations to participate in local and regional exercises to test their business continuity and organisational preparedness and interface with civil defence, the emergency services and other response agencies.
- vii. Linkage with national lifelines and emergency management initiatives and mechanism to influence national policy.

4 PURSUANCE OF OBJECTIVES

The AELG carries out the following activities to meet its objectives:

- 4.1 Undertake projects which meet the AELG's mission and objectives.
- 4.2 Educate lifeline utilities by providing best practice guidelines and latest developments from NZ and overseas, and informing them through regular seminars.
- 4.3 Facilitate the risk management process at a regional level and national level by providing regular interfaces between members and emergency management agencies and with other lifeline groups.
- 4.4 Motivate members by providing detailed analysis of international incidents and disasters affecting lifelines organisations and presenting them in the form as applicable lessons at talks /and seminars.
- 4.5 Advocate the importance of lifelines to the community.
- 4.6 Member of Auckland CDEM CEG including attendance at meetings.

5 MEMBERSHIP ADMISSION

- 5.1 Membership of the Auckland Engineering Lifelines Group is voluntary.
- 5.2 Membership is open to all lifeline utilities operating in the Auckland region and not-for-profit organisations, subject to payment of the annual membership grant.

- 5.3 Other members and observers may be permitted at the sole discretion of the Steering Committee.
- 5.4 Membership rules may be established by the Steering Committee.

6 MEMBERSHIP GRANTS

- 6.1 The annual grant shall be determined by the Steering Committee and invoiced in July each year, payable by members by August each year. Typically the range of fees is between \$1,000 and \$5,000 excluding GST.

7 RIGHTS AND DUTIES OF MEMBERS

- 7.1 The **Chairperson** is responsible for chairing meetings, coordinating project manager engagement, representing the organisation, and other responsibilities assigned by the Steering Committee.
- 7.2 The **Project Manager** is responsible for overall coordination of the AELG, preparing the business plan, coordinating all activities in the business plan, managing contracts on behalf of AELG, and other responsibilities assigned by the Steering Committee. The Project manager shall attend all meetings of the Steering Committee to furnish secretarial and executive services.
- 7.3 **Task Group Chairs** for each of the four lifelines sectors (transportation, energy, water services and communications) shall be responsible for convening task groups with representatives from all sector organisations, as required for projects or other AELG initiatives.
- 7.4 All **Members** are responsible for attending meetings (Steering Committee representatives only), paying membership grants, representing their organisation in AELG activities and promoting AELG work back into their organisation.
- 7.5 CDEM CEG representation shall be undertaken by the Chairperson or the Project Manager, or another member arranged by the Chairperson if they are unavailable.

8 STEERING COMMITTEE

- 8.1 The AELG shall be governed by a Steering Committee which shall have the power to perform all acts to enable the AELG to meet the requirements of this Charter.
- 8.2 The Steering Committee will be formed voluntarily from AELG members. Representatives from lifeline utilities will typically be the utility asset manager or risk manager for the organisation. Local authorities may have both a transport and water services representative.
- 8.3 If a representative is unavailable for any meeting then the organisation may appoint an alternative representative for that meeting.
- 8.4 Each member shall nominate their sector group as transport, water services, energy or telecommunications. The member will automatically form part of the sector task group committees.

- 8.5 The Steering Committee will elect Task Group Chairs for each of the four lifelines sectors every second year in the first meeting of the year.
- 8.6 The Steering Committee shall meet, adjourn and otherwise regulate its meetings as it thinks fit, typically four times per year.
- 8.7 Steering Committee Meetings shall be attended by Steering Committee members and others by invitation of the Chair.
- 8.8 The Steering Committee shall elect a Chair every second year from members of the Steering Committee in the first meeting of the year.
- 8.9 The Steering Committee may set up sub-committees to deal with specific projects or aspects of the affairs of the AELG to report back to the Steering Committee.
- 8.10 The quorum for a meeting of the Steering Committee shall be five of the Members of the Steering Committee (including co-opted or alternative members).
- 8.11 At any meeting of the Steering Committee the members shall have one vote each with a majority required to pass resolutions. Only Member organisations who pay annual subscription grants shall be eligible for voting relating to allocation of AELG funds.
- 8.12 At all meetings of the Steering Committee the Chairperson will chair the committee. In the absence of the Chairperson, a meeting Chair shall be elected from among the Members of the Steering Committee (other than co-opted members) present.
- 8.13 Minutes of all meetings of the Steering Committee shall be recorded by the Project Manager and circulated to all members, having been checked by the Chairperson and approved at the next meeting as a true and proper record of the Steering Committee meeting.
- 8.14 Resolutions circulated in writing to all members of the Steering Committee, and approved by at least 50%, shall be as valid and as effectual as if passed at a meeting of the Steering Committee duly called and constituted.

9 PROJECT MANAGER

- 9.1 The Project manager shall be appointed by the Steering Committee to perform such duties and on such terms and conditions as it shall determine from time to time. The duties of the Project Managers are described in Clause 7.

10 REGISTER OF MEMBERS

- 10.1 The Project manager shall keep a register of all members containing contact information and other information as required by the Steering Committee.

10.2 The register of members shall not be released to another organisation except as agreed by the Steering Committee.

11 BUSINESS PLAN

11.1 A draft business plan shall be prepared every two years, approved by the Steering Committee and finalised by June 30 preceding the two year period.

11.2 Projects which contribute to the AELG objectives shall be prioritised based on voting by Members.

12 NATIONAL LIFELINES REPRESENTATION

12.1 The Chair and the Project Manager will represent AELG at the national lifelines meeting, or other AELG representative voted by the Steering Committee. Travel costs will be covered by the AELG.

13 ACCOUNTS AND AUDIT

13.1 The financial year of the AELG shall end on 30 June.

13.2 Financial reports to Steering Committee meetings will be prepared by the ARC.

14 FUNDS AND PROPERTY

14.1 The income and property of the AELG shall be held by the Auckland Regional Council titled in the name of the AELG.

14.2 Authorities for the handling of funds and operation of bank accounts shall be as required by the Steering Committee and managed by the Project Manager who shall be the custodian of funds.

14.3 The Project Manager has authority to spend funds within budgets allocated in the business plan or as subsequently modified by the Steering Committee.

14.4 The funding level shall be managed to ensure surplus funds throughout the financial year.

15 ALTERATION OF CHARTER

15.1 This Charter or any amended Charter for the time being in force may be altered or replaced by a new Charter only by the Steering Committee. A resolution altering or replacing the Charter shall be passed by a two-thirds majority of such members entitled so to do who vote in person or by proxy after proper notice specifying the intention to propose such a resolution has been duly given.