

CHARTER

Auckland Lifelines Group (ALG)

Version 2.0: February 2015

1 ALG OBJECTIVES

- 1.1 Encourage and support the work of all lifeline utility organisations in identifying hazards and mitigating the effects of hazards on lifeline utilities.
- 1.2 Facilitate communication between all lifeline utility organisations and other organisations involved in mitigating the effects of hazards on lifelines, in order to increase awareness and understanding of interdependencies between organisations.
- 1.3 Coordinate lifeline utilities input into Civil Defence Emergency Management (CDEM) planning activities.
- 1.4 Represent lifeline utilities on the CDEM Coordinating Executive Group (CEG).
- 1.5 Develop best practice approaches to mitigation, readiness and response measures for lifelines.
- 1.6 Promote ongoing research and technology transfer aimed at protecting and preserving the lifelines of the Auckland Region.
- 1.7 Coordinate national research activities into volcano impacts on lifeline utilities through the *Volcanic Impacts Study Group*.
- 1.8 Create and maintain awareness of the importance of lifelines, and of reducing the vulnerability of lifelines, to the various communities within the Auckland Region.

2 ALG MEMBER BENEFITS

- 2.1 Enhanced ability to identify interdependency issues with other Lifelines, leading to more robust business continuity plans.
- 2.2 Access to best practice risk and asset management concepts and procedures for utility and transportation sector lifelines.
- 2.3 Access to workshops, exercises and other activities organised by the ALG.
- 2.4 The co-ordinated development of information, concepts and procedures which would be expensive and less effective for utility organisations to develop individually.
- 2.5 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.
- 2.6 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.
- 2.7 Linkage with national lifelines and emergency management initiatives and mechanism to influence national policy.

3 ALG ACTIVITIES IN PURSUIT OF OBJECTIVES

- 3.1 Undertake projects which meet the ALG's mission and objectives.
- 3.2 Educate lifeline utilities by providing best practice guidelines and latest developments from NZ and overseas, and informing them through regular seminars.
- 3.3 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.
- 3.4 Motivate members by providing analysis of international incidents and disasters affecting lifelines organisations and presenting them in the form as applicable lessons at talks /and seminars.
- 3.5 Advocate the importance of lifelines to the community.
- 3.6 Membership on the Auckland CDEM CEG.

4 STEERING COMMITTEE ROLE

- 4.1 The ALG is governed by a Steering Committee which has the power to perform all acts to enable the ALG to meet the requirements of this Charter.
- 4.2 Membership of the Steering Committee is as determined in Clause 5.
- 4.3 The Steering Committee shall elect a Chair every second year from members of the Steering Committee in the first meeting of the year.
- 4.4 The Steering Committee shall appoint a Project Manager every second years, the process for procurement to be determined by the Steering Committee.

5 MEMBERSHIP STATUS

- 5.1 Participation in ALG is open to all lifeline utilities operating in the Auckland region and not-for-profit organisations.
- 5.2 There are three levels of participation in the ALG:
 - a) Full members contribute an annual funding amount, determined as part of the bi-annual business plan. Full members participate on the Steering Committee, have voting privileges (though most decision making is by consensus) and access to the member's area of the website.
 - b) Other Steering Committee members are lifeline utilities or not-for-profit organisations which participate actively on the Steering Committee (attend a minimum of two meetings per year) and have access to the member's area of the website.
 - c) Other lifeline utilities and stakeholders receive ALG correspondence on request and participate in relevant ALG projects.
- 5.3 Other members and observers may be permitted at the sole discretion of the Steering Committee.

6 RIGHTS AND DUTIES OF MEMBERS

- 6.1 The **Chairperson** is responsible for chairing meetings, coordinating project manager engagement, representing the organisation on CEG and at other relevant forums, and other responsibilities assigned by the Steering Committee.
- 6.2 The **Project Manager** is responsible for overall coordination of the ALG, preparing the business plan, coordinating all activities in the business plan, managing contracts on behalf of ALG, 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.
- 6.3 The **Auckland Council** is the administrator of assets and financial records and enters into legal contracts on behalf of the ALG.
- 6.4 All **Steering Committee Members** are responsible for sending appropriate representatives to meetings (typically the infrastructure or risk manager), representing their organisation in ALG activities and promoting ALG work back into their organisation.

7 VOLCANIC IMPACTS STUDY GROUP (VISG)

- 7.1 The Volcanic Impacts Study Group (VISG) is a sub-committee of ALG and provides reports to ALG Steering Committee meetings.
- 7.2 VISG undertakes research into the impacts of volcanic hazards on lifelines.
- 7.3 VISG shall submit funding applications for ALG for input into the ALG business plan.
- 7.4 The VISG charter can be downloaded from the ALG website www.aelg.org.nz.

8 RELATIONSHIP WITH CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP

- 8.1 The ALG is an independent, voluntary group of lifeline utilities.
- 8.2 The ALG coordinates lifelines utility input into CDEM activities and is a full member of CEG.
- 8.3 CEG encourages all lifeline utilities to participate in ALG as the most effective mechanism for fulfilling CDEM Act obligations to participate in regional CDEM planning.
- 8.4 The CDEMG separately appoints a Lifeline Utility Coordinator for coordinating utility response and recovery in the Group EOC. The ALG may help to facilitate planning and development of the 'operational' relationships, but the primary responsibility lies with the CDEM Group.
- 8.5 The ALG continues to seek funding from utilities on a voluntary basis but monitors additional resource requirements imposed by taking on additional CDEM roles and seeks CDEM Group funding where appropriate.
- 8.6 Prior to the establishment of CDEM budgets each year, CEG and ALG co-ordinate annual work programmes to ensure a collaborative approach on projects with joint funding and/or participation.

9 STEERING COMMITTEE MEETING ADMINISTRATION

- 9.1 The Steering Committee shall meet, adjourn and otherwise regulate its meetings as it thinks fit, typically four times per year.
- 9.2 Steering Committee Meetings shall be attended by Steering Committee members and others by invitation of the Chair.

- 9.3 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).
- 9.4 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 ALG funds.
- 9.5 At all meetings of the Steering Committee the Chairperson will chair the committee. In the absence of the Chairperson, the Chairperson may nominate a meeting Chair from among the Members of the Steering Committee.
- 9.6 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.
- 9.7 Resolutions circulated in writing (including email) 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.

10 MAINTENANCE OF CONFIDENTIAL INFORMATION

- 10.1 All information in the member's areas of the website, or circulated by ALG or member organisations, shall be considered confidential.
- 10.2 Confidential information shall not be circulated outside the organisation receiving it, or used other than for the purposes of ALG projects or initiatives.

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.

12 NATIONAL LIFELINES REPRESENTATION

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

13 FINANCIAL MANAGEMENT

- 13.1 The financial year of the ALG shall end on 30 June.
- 13.2 The annual member funding contribution shall be determined by the Steering Committee and invoiced in February each year, payable by members by March each year.
- 13.3 Financial reports will be prepared by the Auckland Council for quarterly Steering Committee meetings.
- 13.4 The income and property of the ALG shall be held by the Auckland Council titled in the name of the ALG.
- 13.5 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.
- 13.6 The Project Manager has authority to spend funds within budgets approved in the business plan or as subsequently modified by the Steering Committee.
- 13.7 The funding level shall be managed to ensure surplus funds throughout the financial year.