

APPENDIX A

ENGINEERING PRACTICE ADVISORY COMMITTEE TERMS OF REFERENCE

Updated May 2017

ROLE

The primary role of the Engineering Practice Advisory Committee (EPAC) is to advise the Governing Board (Governing Board) on matters arising in, or affecting, engineering practice that could have a major impact on the profession and its reputation with stakeholders, or the Institution as the lead body in maintaining a healthy self-regulating profession.

As a secondary role EPAC provides prioritisation of the engineering practice work programme, and oversight of the processes for the development of engineering practice guidance and other technical related output. The Governing Board may from time to time request EPAC to investigate specific areas of engineering practice.

RESPONSIBILITIES

In this respect EPAC will:

- Regularly scan the operational environment in which engineers practise, to seek to identify existing and have foresight of future engineering practice risks and opportunities that could have major impact. This could include:
 - changes or proposed changes in legislation or regulation or policy;
 - changes or proposed changes in Standards;
 - the impacts of new engineering knowledge and its translation into codified knowledge suitable for use by practitioners;
 - dated or inappropriate use of codified knowledge in the light of new or emerging knowledge;
 - evidence of any systemic issue in any field of practice.

Engage with other relevant Engineering New Zealand Boards and committees to identify areas of concern or trends in practice where additional practice guidance is warranted.

- Prioritise, on a risk basis, matters against other engineering practice programme work undertaken by the Engineering Leadership group;
- Monitor overall progress of the engineering practice work programme;
- Ensure quality in the processes for developing practice guidance and technical outputs;
- Facilitate and promote relationships with, and between, members, technical groups and other representative bodies;
- To host an Engineering Professions Forum if recommended and agreed by the Governing Board.

In fulfilling its responsibilities the EPAC will not:

- Contribute to the day to day interaction between the Chief Executive and President in responding to urgent matters, unless specifically requested;
- Have a role and authority beyond ensuring good process is applied in the approval of particular submissions on engineering practice issues, or guidance notes issues by the Institution.

OPERATING PROCEDURES

EPAC papers shall be available to all Governing Board members.

EPAC will meet a minimum of three times per year, but up to six times (at the discretion of the Chair), normally immediately prior to Governing Board meetings, or at other times set by the Chair.

The EPAC Chair shall report verbally at the ensuing, or next available, Governing Board meeting with documentation of that report to be referenced in the Governing Board minutes.

Meetings may be held face to face, by teleconference or video conference, or electronically at the discretion of the Chair.

As an advisory committee, the Chair will endeavour to reach agreement by consensus. Where a recommendation is approved by majority rather than unanimously, this shall be noted in the minutes.

A quorum of the Committee is 50 per cent of the Committee members.

The Chair shall in consultation with the General Manager Engineering Leadership:

- Set the meeting dates;
- Confirm the meetings;
- Prepare regular reports for the Governing Board;
- Prepare an Annual Report and present this to the Governing Board in February, or a time requested by the President of the Institution;
- Provide advice to the Governing Board of the composition of EPAC.

COMPOSITION

Appointments to the EPAC including the appointment of the Chair will be at the discretion of the Governing Board. When the Governing Board make the appointments they will take into consideration the diverse nature of the profession, continuity and succession.

The EPAC shall consist of no less than five (5) and no more than nine (9) members and shall comprise:

- At least two Governing Board members;
- Three (3) to seven (7) Members of the Institution, nominated as representatives of the community of practising engineers, and may include representatives of the Consulting Engineering Advancement Society (CEAS), Association of Consulting Engineers New Zealand (ACENZ), and Technical Interest Groups (TIGs) and Collaborating Technical Societies (CTSs).

Appointments will be for periods of either two or three years and members may serve for a total of six concurrent years.

From time to time EPAC may recommend to the Governing Board co-opting additional members to the Committee to provide specialist input/advice.

In attendance:

- General Manager Engineering Leadership;
- Engineering Practice Manager;
- Experts: the EPAC may invite people with specific expertise on particular matters to attend.

The Governing Board shall retain the right to review the composition of the Engineering Practice Advisory Committee at any time.

ENGINEERING PROFESSIONS FORUM

Subject to the agreement of the Governing Board, EPAC shall host and facilitate the technical consultative sessions of the Engineering Professions Forum held annually. This includes recommending to the Governing Board the theme for the Forum, and approving the programme for the day and the keynote speakers. The EPAC shall host the joint Technical Interest Group (TIG), Collaborating Technical Society (CTS), and kindred bodies' session normally conducted at the end of the formal technical programme.

REVIEW

These Terms of Reference shall be reviewed annually by EPAC for approval by the Governing Board.