



Terms of Reference – Civil Contractors NZ Member Support Group

Name	CCNZ Member Support Group (MSG)
Responsible to	CCNZ Technical Advisory Group (TAG)
Purpose and Scope	<ul style="list-style-type: none"> • Provide a connection between CCNZ strategic outcomes and member requirements through an agreed work plan focussed on matters that will support members including, but not necessarily limited to: <ul style="list-style-type: none"> ○ Regional technical network ○ Commercial/contract ○ AI/digital ○ Disruptive/productivity/lean technology ○ Health and safety ○ Sustainability ○ Quality ○ Standards • Oversee and direct our investment in relevant technical and other relevant industry groups (e.g., CHASNZ, etc) • Oversee the work/output of working parties to ensure that they remain focussed on their purpose. • Lead or influence technical delivery • Ensure working parties have good administrative support and follow effective meeting best practice (agenda, papers, minutes & corresponding action items by who & when).
Membership	<p>Member Support Group (MSG) members are employees of CCNZ contractor member companies.</p> <p>Members nominate representatives via Expressions of Interest (EOI).</p> <p>For the inaugural cohort, the CCNZ Technical Advisory Group shall review all EOIs and determine the RG membership.</p> <p>Chair is decided by the TAG</p>
Criteria for Membership	<p>In order to ensure wide representation and a broad level of experience and expertise, MSG members' expertise shall represent a matrix of operational and technical; construction and maintenance; smaller and larger members; South Island and North Island.</p>
Members' Responsibilities	<ul style="list-style-type: none"> • Attend all meetings • Prepare for meetings • Actively participate in meetings • All members' costs in attending meetings are covered by their respective organisations • Agree to discuss only industry technical matters that involve more than 1 CCNZ member and no discussions of a commercial nature

	<ul style="list-style-type: none"> • Behave in a positive, constructive and progressive manner to assist in achieving the Group's workplan within agreed horizons • Bring information / feedback to the Group from associated industry groups and other Civil Contractors New Zealand members • Keep abreast of latest developments and innovation in the industry • Identify issues that arise in the industry and bring forward for discussion at meetings
CCNZ Responsibilities	<ul style="list-style-type: none"> • Admin support • Consistent templates and tools for meeting agendas and minutes, reports and other documentation • Meeting venues (normally a Tier 1 member facility) or Teams • Costs of catering & other consumables during meetings
Meeting Schedule	At least 4 meetings per annum to review & update the workplan; normally a minimum of 2 meetings in person
Deliverables	<ul style="list-style-type: none"> • Maintain a 2-year rolling work plan and update 6 monthly <ul style="list-style-type: none"> ○ work plan shall normally consist of a maximum of 5 unique pieces of work ○ each piece of work to be delivered by a dedicated working party or other resource • Determine which pieces of work are best achieved by: <ul style="list-style-type: none"> ○ a focussed working party consisting of CCNZ members (and others if appropriate e.g., AQA) to address it ○ by influencing other industry groups or organisations to adopt them in their work plans • Terms of Reference for each working party to ensure that each is focussed on an appropriate piece of work and delivers on that work item within a defined timeframe • Confirm membership of each working party • 6 monthly progress reports on the MSG workplan to the TAG