

Developing a Construction 4.0 transformation of Aotearoa New Zealand's Construction Sector

Industry Advisory Group Terms of Reference

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1. Introduction

Developing a Construction 4.0 transformation of Aotearoa New Zealand's construction sector is an Endeavour funded project lead by HERA, with some key activities contracted out to a range of sub-contractors. It aims to apply an Industry 4.0 approach to develop decision support tools for designers that considers a range of complex and interacting data sets, covering design, construction, monitoring, cost, carbon and Mātauranga Māori considerations.

2. Purpose of the Construction 4.0 Industry Advisory Group (IAG)

The initial funding proposal envisaged creation of a Construction 4.0 IAG to ensure that the intended impacts of the Construction 4.0 project are achieved.

3. Objectives and functions of the Industry Advisory Group

The objectives of the Construction 4.0 IAG are to:

- provide ongoing research direction from an industry need and relevance perspective;
- provide advice to ensure that the research outcomes will be relevant to the industry;
- identify impediments to industry adoption of the research outcomes;
- provide advice to ensure that the research outcomes will deliver the desired impacts; and
- identify opportunities for broader industry engagement and adoption of research outcomes.

4. Appointment to the Construction 4.0 IAG

Appointments to the Construction 4.0 IAG will be made by HERA following a public call for expressions of interest. Two Co-Chairs were named in our funding proposal. One has since moved to a new role and is no longer able to fill the role. The other named Co-Chair is Nicki Luis, Marketing Lead - IoT Growth Squad at Spark.

Co-Chairs

HERA must appoint at least 2 of the members to be Co-Chairs, one of whom must be Māori. HERA must collaborate with mana whenua when appointing the Māori Co-Chair.

Each Co-Chair must have demonstrated a commitment to working with each other as active partners with a shared kaupapa aligned with the intended outcomes of the Construction 4.0 project.

The Co-Chairs will be responsible for:

- Co-Chairing meetings and ensuring all member's voices are heard.
- setting meeting agendas;
- reporting back to HERA on key outcomes and recommendations; and
- ensuring that the IAG's objectives are achieved.

Matters to be considered when appointing members

HERA must appoint as members of the Construction 4.0 IAG persons who have:

- leadership experience in the construction sector;
- demonstrated interest to transform the construction sector through innovative practices, new technology and mindsets;
- demonstrated a commitment to act with impartiality, honesty, integrity, and manaakitanga; and
- demonstrated a commitment to honouring Te Tiriti o Waitangi.

When appointing members, HERA must, as far as is reasonably practicable, ensure that the IAG has:

- a diversity of ages, ideas, ethnic backgrounds, and genders;
- representatives from both large and small enterprises within the sector;
- enough members with skills in te ao Māori, including te reo Māori and mātauranga Māori, to ensure that the IAG has proper regard for Māori perspectives in performing its functions;
- an understanding of kaitiakitanga, including in relation to the low-carbon, low-waste circular economy; and
- a deep understanding of, and commitment to the principles of, Te Tiriti o Waitangi.

Term of appointment

The anticipated term of the appointment will be two years.

Each Member and Co-Chair holds that office until:

- they resign from that office;
- they are removed from it by HERA;
- they cease to hold office as a member; or
- the term of office otherwise specified on appointment expires.

A person may be reappointed as a member or Co-Chair for a further term.

Resignation

Any member or Co-Chair may resign from that office by giving written notice to HERA. The notice of resignation must state the date on which the resignation takes effect.

Removal

HERA may, after consulting the person concerned, remove a Co-Chair or Member of the IAG from that office by written notice to the person (with a copy to the IAG). The notice of removal must state the date on which the removal takes effect.

Members will have the following responsibilities

- Providing feedback on research initiatives, direction, outcomes in terms of sector relevance.
- Identifying improvement ideas and opportunities to ensure the research outcomes are sector relevant.
- Providing direction on sector trends, barriers to research outcomes being adopted.
- Acting as a conduit to broader sector input and engagement.
- Supporting the use of the Construction4.0Hub as a repository for relevant research, publications etc.

- Identifying areas where industry will require related training and identifying appropriate mechanisms for that delivery.
- Assistance with sharing research outcomes for the benefit of the sector more broadly.
- Identifying and linking in any related initiatives.

5. Operating principles, guidance and support

All members of the IAG, to the best of their ability must:

- act with honesty and integrity, in good faith, always in the interests of ensuring the intended outcomes of the Construction 4.0 research project are delivered.
- understand and comply with their responsibilities as members of the IAG and fulfil their individual duties and functions.
- ensure the IAG asks for and receives the information it needs to fulfil its responsibilities.
- advise the Co-Chairs and HERA immediately of any circumstances, conflicts of interest, or perceived conflicts of interest, which may prevent them from performing their role in a fair and impartial way; and
- read IAG papers, agendas and related material and come prepared to meetings.

6. Meetings

Frequency of meetings

Frequency and length of meetings will be determined by the IAG Co-Chairs with a minimum of quarterly meetings. We anticipate the commitment from the Co-Chairs and members will total no more than 4 meetings per year. Meetings may be held in person or by conference call or video conference, with minutes taken in the same way. If a Member is not able to attend a meeting, they may send an alternative approved by the Co-Chairs.

Progress reports and other papers

Meeting papers, including agendas, actions from previous meetings and papers will be provided to the Committee members within agreed timeframes prior to a meeting.

Logistics, travel and accommodation

Each member will bare their own costs of participating in the IAG and attending required meetings. Co-Chairs will receive an honorarium and their costs of travel will be reimbursed. Meeting catering and venue hire costs will be covered by HERA.

Conflict and dispute resolution

The Co-Chairs are responsible for resolving any conflicts or disputes that arise within the IAG.

Management of interests

Members are required to declare any actual or perceived interests in respect of meetings, agenda items or any other aspects of the IP Committee's work, to the Co-Chairs, as soon as they become aware of them. The Co-Chairs will discuss the interest with the member and the Co-Chair will ultimately determine whether the interest represents a conflict, and if so, what action should be taken to manage the conflict. All declarations and the management of any conflict will be recorded in each instance in the Interest Register.