

# Trolley Advisory Group Terms of Reference

**Version:** Draft

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**Approved:** TBA

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## **Purpose:**

- The Trolley Advisory Group will provide advice & guidance to the NZPPI Board and management team on the strategic direction and operations of the Trolley Scheme.

## **Operational Advice:**

- Advice and recommendations to the Trolley Manager on logistics, operational and tactical topics, helping to drive the development and improvement of the scheme, ensuring a diverse range of perspectives and expertise.

## **Representation:**

- Represent the interests and issues of trolley users (producers, retailers, and buyers) maintenance and transport providers.
- Members of the Advisory Group must be full members of NZPPI.
- NZPPI may appoint a Board member to the Trolley Advisory group.
- The Trolley Manager may invite guests and advisors to meetings for the benefit of the Scheme.

## **Meetings:**

- Meetings will be held at least twice a year (but preferably 4 times per year), online or face to face.
- Meetings will include the advisory group members and the manager and may include the CE and invited attendees as required.
- Meetings will follow a semi-structured agenda with flexibility.
- Focus on providing advice, dealing with operational issues, project updates, tactical issues, etc.
- Minutes may be captured in an actions register, maintained by the manager.
- Informal operational meetings may be held from time as needed to cover a specific opportunity or issue.

## **Appointment:**

- The Advisory Group for the Trolley Advisory Committee will be selected on the following criteria:

## **Call for Expressions of Interest (EOI):**

NZPPI should issue a call for Expressions of Interest (EOI) from its Full NZPPI member trolley users. This can be done through official communication channels such as newsletters, emails, or the organization's website.

**Verification of Eligibility:**

Ensure that the applicants meet the eligibility criteria of being Full NZPPI member trolley users. This can involve verifying membership status and trolley usage.

**Review of Applications:**

The Board should review the received EOIs to assess the qualifications, experience, and suitability of applicants for serving on the Trolley Advisory Group.

**Selection Process:**

Based on the review, the Board should select members to sit on the Trolley Advisory Group. Consideration should be given to diversity, representation of different perspectives, and expertise relevant to the advisory group's purpose.

**Appointment of Board Member:**

NZPPI reserves the right to appoint a Board member to the Trolley Advisory Group. This can be based on the need for board representation, expertise, or strategic alignment with the goals of the advisory group.

**Announcement of Selected Members:**

Once the selection process is completed, NZPPI should announce the members selected to serve on the Trolley Advisory Group. This can be done through official communication channels to inform both the selected members and the wider membership base.

**Formation of the Advisory Group:**

Once the members are announced, the Trolley Advisory Group should be formed, and its members should convene for their first meeting to establish roles, responsibilities, and objectives.

**Ongoing Support and Monitoring:**

- The Board should provide ongoing support to the Trolley Advisory Group, ensuring that it has the resources and guidance needed to fulfil its mandate. Regular monitoring and feedback mechanisms should be established to assess the group's effectiveness and make any necessary adjustments.
- By following these steps, NZPPI can effectively select and establish a Trolley Advisory Group in line with the specified criteria and ensure that it serves the interests of its members and stakeholders.
- The Advisory Committee is there to consult and provide operational options for the Trolley Scheme Manager to run the Trolley Scheme efficiently. It is permitted to bring in outside consultants during meetings when necessary.

- Formal meeting processes will be in place for Advisory Committee meetings, including the recording of minutes, appointment of a chair, and voting on decisions needed. These meetings will be held each quarter in person and bi-monthly online. A full meeting Calander must be set and sent out to all Advisory Committee members at the start of each financial year by the Trolley Manager

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