

# Water Services Managers Group

## Objectives and Rules

November 2015

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1	Draft Document updated for review	Lorraine Kendrick	WSMG committee	September 2015
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## **PART 1 - OBJECTIVES**

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### **1. Overview**

The Water Service Managers Group (WSMG) is an active group of Water New Zealand, the membership is mainly made up of Territorial Local Authorities. The group was formed by a merger of the Water Supply Managers and the Drainage Managers in November 2007.

The WSMG represent the management of activities of what is commonly defined as the “3 Waters” as used in a municipal sense. The 3 waters refer to the provision and management of safe drinking water and safe discharge of wastewater and stormwater. Land drainage is also a component of the 3 Waters and for the purposes of this document it is classified as part of the stormwater activity.

### **2. Objectives**

- Promote the interests and needs of 3 Waters with all sectors through Water New Zealand
- Provide advice on new technology, best practice and share technical knowledge for the advancement of the 3 Water services.
- Involvement and participation in Regional and National Standards; provide technical leadership and advice.
- Undertake projects in areas of common need and interest.
- Provide a support network for all WSMG members.

## **PART 2 - RULES**

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### **1. Relationships**

- 1.1 The Water Services Managers Group is a group formed under the umbrella of Water New Zealand.
- 1.2 The Objectives, rules and actives of the Group shall be aligned to the constitution, aims and objectives of Water New Zealand.
- 1.3 Water New Zealand shall provide such administrative, accounting and project management services necessary for the effective and efficient function of the Group.
- 1.4 Water New Zealand shall, through the Board and Chief Executive, provide general oversight of the group to ensure its activities are in accordance with its rules.
- 1.5 WSMG shall work closely with associated industry groups.

### **2. Membership**

- 2.1 Full financial member of the group is available to any local government organisation as defined in section 124 of the Local Government Act (2002) and are a fully paid Corporate member of Water New Zealand. Membership is available only when all membership fees and dues are fully paid in accordance with WSMG rules.
- 2.2 Associate membership is available to local government organisations who are a fully paid Corporate member or the nominated staff member is an individual member of Water New Zealand. Membership is available only when all membership fees and dues are fully paid in accordance with WSMG Rules.

### **3. Powers and Duties**

- 3.1 WSMG in carrying out the activities authorised by these rules:
  - Shall not commit or incur expenditure beyond the limits of the budget approved by Water New Zealand;
  - Shall not incur expenditure other than through the accounts of Water New Zealand; and
  - Shall, in setting of membership and project levies, provide sufficient funds to cover the activities of the group.

## **4. Management of the WSMG**

- 4.1 The affairs of WSMG shall be managed by a committee to be known as the Management Committee.
- 4.2 The Management Committee shall comprise Representatives of full financial members of the Group, being the Chairperson, Deputy Chairperson and up to four other representatives and the President, or nominee of Water New Zealand. The meetings shall be open to the attendance of the CEO of Water New Zealand or his/her appointee.
- 4.3 The Management Committee may co-opt a further two Representatives of full financial members to ensure there are adequate skills to facilitate the management of the WSMG, or to fill any vacancy which may occur.
- 4.4 The Management Committee shall be responsible to the members of WSMG for the administration of the group and carrying out its functions. It shall be empowered to carry out the following functions through Water New Zealand:
- the management of the WSMG financial affairs
  - make decisions on behalf of WSMG between meetings; and
  - guide and implement the strategic direction of WSMG
- 4.5 The Management Committee shall meet or communicate as often as the business of the WSMG may require. Indicative meeting terms are included in Appendix A.
- 4.6 The Management Committee shall ensure a Project Report and a financial Position Report is prepared for each meeting of the WSMG and circulated not less than seven days prior to the meeting.
- 4.7 The Management Committee shall ensure an Annual Report is prepared which shall be circulated to all members not less than seven days before the Annual General Meeting (AGM).
- 4.8 The members of the Management Committee are detailed on the Water New Zealand website.

## **5. Levies**

- 5.1 If required, the project fund shall be financed by levies on Members to fund a programme of research for projects approved by WSMG. Participation is mandatory. The levies are determined by the classification for each local authority and are detailed in Appendix B. The sum to be paid will be reviewed annually by WSMG.

- 5.2 The Management Committee may approve variations in the allocation of levies amongst members in a region to reflect the actual responsibilities for 3 Waters provision if the members in that region agree.

## **6. Financial Management**

- 6.1 The financial and subscription year shall be 1 July to 30 June.
- 6.2 All Members of WSMG shall pay a subscription. The annual subscription shall be due on the first day of July, and shall be paid in the WSMG account through Water New Zealand.
- 6.3 Any Member whose annual subscription has not been paid by the last day in September shall cease to be considered a financial member of WSMG until the arrears have been paid. When a Member has failed to meet the accumulated arrears by the end of the financial year, their membership will be cancelled.
- 6.4 WSMG will not incur any liability or expend any money except in accordance with its rules. Unless otherwise approved or directly by Water New Zealand, all financial transactions in respect to subscriptions, research/project levies, conferences, seminars and meetings shall pass through the accounts of Water New Zealand.
- 6.5 The Chief Executive of Water New Zealand shall be responsible for providing all administration services to WSMG and keep a separate record of income and expenditure transactions of WSMG.
- 6.6 At the end of the financial year, the Chief Executive of Water New Zealand shall prepare an audited Annual Statement of Accounts, which shall be circulated to each financial member not less than seven days before the Annual General Meeting of WSMG.
- 6.7 The annual subscription and project levy will be set by the AGM.

## **7. Annual General Meeting and Special Meetings**

- 7.1 The Annual general Meeting (AGM) shall be held within the first six month of the financial year on a date and at a time and place decided upon by the Management Committee (generally in conjunction with a normal meeting of WSMG).
- 7.2 A notice advising the date, time and place of the AGM shall be distributed to each financial member not less than six weeks before the meeting.

- 7.3 The business of the AGM shall be to receive and consider the Annual Report and Annual Statement of Accounts, to elect the membership of the Management Committee on a biennial basis, to set the level of membership subscriptions and such general business as is appropriate for the meeting (e.g. change to the Objectives and Rules).
- 7.4 Representatives of ten full financial members shall constitute a quorum of the AGM.
- 7.5 A Special meeting may be called by the Management Committee at any time, and shall be called by that Committee within eight weeks if demanded by ten or more financial members.
- 7.6 The rules for notification of a Special meeting and the quorum are as for an AGM.
- 7.7 Indicative meeting times for the Management Committee, AGM and Normal meetings are included in Appendix A. Note these are subject to change at any time by the Management Committee.

## **8. Voting**

- 8.1 Voting at meetings shall be conducted as follows;
- each full and associate financial member is entitled to have one voting Representative at meetings of WSMG;
  - each Voting Representative is able to cast one vote;
  - a simple majority of the financial members Representatives voting shall decide any question;
  - the Chairperson may exercise their casting vote in addition to her or her deliberative vote.
- 8.2 Management Committee positions shall be filled in accordance with the following procedure:
- any financial members Representative may verbally nominate or second any other financial member's Representative at the AGM;
  - separate ballots shall be held, if required, in the following manner for the positions of the Chairperson and Committee Members;
    - the names of consenting nominees shall be place on a ballot paper;
    - the AGM will appoint as scrutineers two financial Representatives not including the Chairperson or candidates for election; and
    - the scrutineers shall count the votes and announce the results of the election at the AGM.

## **9. Project Management**

- 9.1 WSMG may fund projects on issues of common interest to the 3 Waters sector throughout New Zealand.
- 9.2 Members may propose a project by presenting to any meeting of WSMG an outline brief containing the project objectives, stating how the project supports the strategic intent of WSMG, estimated costs and timeframe, including any commitment to ongoing maintenance and review costs,
- 9.3 A meeting of WSMG will prioritise and commit project and budgets. The projects will typically be managed by Water New Zealand staff with input from members appointed from WSMG, as required. Alternatively with Water New Zealand approval, WSMG may engage an external service provider to manage the project.
- 9.4 Progress reports on each project shall be presented to WSMG meetings. Final Reports resulting from a project will be made available to financial members of WSMG.
- 9.5 The copyright and intellectual property rights for research outputs shall be held by Water New Zealand on behalf of WSMG, to be released, amended or updated at the direction of the Management Committee.

## **10. Alteration to the Rules**

- 10.1 Notice of motion to alter the Rules shall be sent to each member of WSMG not less than six weeks to the AGM.
- 10.2 Alterations of the Rules may be made by a majority vote at an AGM of the WSMG.
- 10.3 Changes to the WSMG Rules shall not come into effect until ratified by the Board of Water New Zealand.

## **11. Other Matters**

- 11.1 In the event of any question arising which is not covered by these Rules, it shall be competent for the Management Committee to make a recommendation to Water New Zealand for approval of the Water New Zealand Board.



## APPENDIX A – INDICATIVE MEETING TIMES

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<b>Annual General Meeting</b>	<b>November</b>	<b>1 Day (Wellington)</b>
<b>Normal Meeting</b>	<b>April</b>	<b>2.5 Day with site visit (Location varies)</b>
<b>Management Committee</b>	<b>August, February (bimonthly teleconferences)</b>	

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## APPENDIX B – PROJECT LEVY CRITERIA

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<b>WSMG members</b>	<b>Sector</b>
Auckland Council	Metro
Watercare Services Ltd	Metro
Wellington Water	Metro
Christchurch City Council	Metro
Hamilton City Council	Metro
Dunedin City Council	Metro
Tauranga City Council	Metro
Palmerston North City Council	Provincial
Whangarei District Council	Provincial
New Plymouth District Council	Provincial
Hastings District Council	Provincial
Rotorua District Council	Provincial
Waikato District Council	Provincial
Far North District Council	Provincial
Napier City Council	Provincial
Waimakariri District Council	Provincial
Invercargill City Council	Provincial
Porirua City	Provincial
Kapiti Coast District Council	Provincial
Selwyn District Council	Provincial
Nelson City Council	Provincial
Waipa District Council	Provincial
Tasman District Council	Provincial
Gisborne District Council	Provincial
Western Bay of Plenty District Council	Provincial
Timaru District Council	Provincial
Marlborough District Council	Provincial
Manawatu and Rangitikei District Council	Provincial
Taupo District Council	Provincial
Ashburton District Council	Provincial
Horowhenua District Council	Provincial
Queenstown Lakes District Council	Provincial
Southland District Council	Provincial
South Taranaki District Council	Provincial
Masterton District Council	Provincial
Waitaki District Council	Provincial
Central Otago District Council	Rural
Hauraki District Council	Rural
Clutha District Council	Rural

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Central Hawkes Bay District Council	Rural
Ruapehu District Council	Rural
Hurunui District Council	Rural
South Wairarapa District Council	Rural
Stratford District Council	Rural
Carterton District Council	Rural
Westland District Council	Rural
Waimate District Council	Rural

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