

Water New Zealand Modelling Group

Terms of Reference

The Mission Statement

To be agreed upon by wider group

The Purpose

- ④ To provide a forum for discussion of matters particular to this group
- ④ To facilitate the exchange of information between relevant organisations including operating and regulating organisations, both national and international
- ④ To determine the most appropriate mechanisms to further learning and skills development within the membership of the group
- ④ To be advised by Water New Zealand of any matters, positive or negative, likely to impact on the group
- ④ To assist Water New Zealand staff with expert advice on the appropriate position for Water New Zealand to take in relation to initiatives likely to impact on the group
- ④ To advise Water New Zealand of matters the group requires assistance or advice on
- ④ To support any other matters relevant to the group

The Objectives

- ④ Provide a forum for discussion between users of planning and management tools in the areas of stormwater, wastewater (reticulation and treatment), surface water (piped stormwater and rivers), ground water and water supply (reticulation and treatment) and the coastal environment.
- ④ Facilitate the exchange of information between relevant organisations including operating and regulating organisations and other interested or experienced bodies.
- ④ Identify areas of improvement in the use of models as planning tools and their application through research and previous experience of the group.
- ④ Provide a mechanism through Water New Zealand for promoting excellence in the use of models as planning tools in the industry.
- ④ Report on progress and activities of the Group through Water New Zealand.

The Activities

- ④ Organise symposia and other meetings to fulfil the Group's objectives.
- ④ Publish e-newsletter quarterly

Modelling Group Committee

Management Committee

The Modelling Group shall meet at least once a year and elect the management committee for the following two years.

All the group's membership will be given four weeks' notice of the intention to elect a management committee with a minimum of four members, once of whom shall be elected Chair.

Chair

The role is defined as:

- Ⓢ To co-ordination of regular group Committee meetings
- Ⓢ To approve minutes prepared by the Water New Zealand Liaison
- Ⓢ To attend and provide input to Water New Zealand Group Chair meetings and teleconferences
- Ⓢ To approve the annual Groups Work Plan
- Ⓢ To provide liaison with Water New Zealand Board where required.

Tenure of role:

- Ⓢ The Chair shall occupy the role for two years, after which the Deputy Chair will take over the role of the Chair for the next two years.

Deputy Chair

The role is defined as:

- Ⓢ To take on the duties of the Chair in the Chair's absence

Tenure of role:

- Ⓢ The Deputy Chair shall occupy the role for a minimum of one year and maximum of two years, after which they will take over the role of Chair for the next two years.

Co-opt Members

Co-opted members will serve as part of the committee for one year. After this term potential co-opted members will be put forward at the first committee meeting after the AGM. Once the committee has agreed on the co-opted, they will be officially co-opted onto the committee from the second committee meeting.

Co-opted Members:

- Ⓢ Tom Parsons – Stormwater Modelling Guidelines
- Ⓢ Clare Feeney

Committee Elections

- Ⓢ As required by Water New Zealand, the Committee and the Committee Chair are elected on an annual basis at the Groups AGM. This election is timed to occur at the annual approved SIG conference, seminar or symposium but no later than the annual Water New Zealand Conference & Expo to facilitate involvement of as many SIG members as possible.

- ④ Prior to the AGM, the Groups Chair will confirm what current members intend to step down, what current members seek to be re-appointed.
- ④ Water New Zealand may email members to seek nominations for the forthcoming years group.
- ④ All nominations received will be put up for consideration.
- ④ The election process will involve:
 - ④ Confirmation of nominations
 - ④ Confirmation of current committee members plus new nominations is less than the recommended committee members, all nominations will be accepted.
 - ④ If the number of available positions is less than the available nominations each candidate will be provided three minutes to verbally present any information that they may wish to the AGM and selection will be by show of hands
- ④ The Committee shall elect one of their members as Chair. The Chair will be elected and confirmed at the AGM.
- ④ The Chairs' position will be confirmed by a majority of support from the committee members.
- ④ The Deputy Chairs' position will be confirmed by a majority of support from the committee members.

Modelling Group Meetings

- ④ Committee meeting administration is undertaken by a designated Water New Zealand liaison
- ④ Meeting agendas are prepared by the Water Zealand liaison, checked by the SIG chair, and distributed by email to the Committee, one week prior to the committee meeting.
- ④ Unless agreed by the Committee, the SIG shall meet once every two months on a date to be agreed by the Committee.
- ④ The meetings will be either face to face for via video/teleconference as agreed by the Committee
- ④ Meetings are scheduled and organised by the Water New Zealand liaison
- ④ Minutes are taken by Water New Zealand liaison, checked by the SIG chair and approved minutes emailed to the Committee members by Water New Zealand following each meeting.

Water New Zealand Board Guidelines for the Modelling Group

The Water New Zealand Board provides the following guidance document for the SIG in relation to their establishment and management.

1. All members of the Modelling Group must be current financial members of Water New Zealand
2. Membership is open to any member of Water New Zealand who works in that sector of the industry covered by the group, or who has a particular interest in that sector.
3. A minimum of 25 interested members are required to form a SIG. Establishment of a SIG requires the formal approval of the Water New Zealand Board.
4. The objectives of the SIG may include:
 - a. To provide a forum for discussion of matters particular to the SIG;
 - b. To advise Water New Zealand on any matters, positive or negative, likely to impact on the SIG
 - c. To assist Water New Zealand staff with expert advice on the appropriate position on matters likely to impact on the SIG
 - d. To determine the most appropriate mechanisms to further learning and skills development within the membership of the SIG
 - e. To assist Water New Zealand in developing cost effective and efficient methods for SIG members to achieve compliance; and
 - f. Any other matters relevant to the SIG
5. All the SIG membership will be given four weeks' notice of the intention to elect a management committee with a minimum of four members, one of whom shall be elected Chair.
6. Water New Zealand shall provide a staff member to be the key liaison person with the SIG
7. The management committee, in conjunction with Water New Zealand, shall develop an annual management committee meeting schedule. The meetings may be face to face or video/tele conference.
8. The management committee, in conjunction with Water New Zealand, shall prepare an annual programme of activities. The programme is to be reported on and reviewed by the Water New Zealand Board once every 12 months.
9. The SIG shall meet at least once a year and elect once a year and elect the management committee for the following year.
10. If a SIG wishes to hold a conference, seminar or symposium the following procedure is to be adhered to in the event the SIG wishes the Association to undertake administrative responsibility including any financial risk:
 - a. The management committee must give their Water New Zealand liaison twelve months' notice of their request to hold a SIG specific conference, seminar or symposium and secure the approval of the Water New Zealand Board;
 - b. If the conference, seminar or symposium can be scheduled at the requested time of year, Water New Zealand will advise the management committee of the conference management arrangements and a time frame for organisation of the conference, seminar or symposium.
 - c. This timeframe will include a specific date at which a breakeven point of registered delegates must be achieved to avoid consideration of cancellation of the conference, seminar or symposium
 - d. The management committee must have the prior approval of the Water New Zealand liaison before any commitment to expenditure is made in regard to the conference, seminar or symposium.

11. Water New Zealand will provide financial and administrative services to the SIG, for which an agreed management fee may be payable. These services will include banking facilities for any funds the SIG may accrue.
12. The Chair, the management committee or any member of the SIG has no authority to speak or issue any written comment on behalf of Water New Zealand without the prior approval of the Water New Zealand Board.

Approved: (date)

President of Water New Zealand:

SIG Chair:

Water New Zealand Liaison: