



**Water New Zealand**

**Stormwater Special Interest Group**

**Work Plan 2011-2012**

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## 1 Introduction

The purpose of this document is to describe to the Board of Water New Zealand the key activities comprising the annual work plan for the Stormwater Special Interest Group (SIG).

It is hoped and expected that the production of this work plan will strengthen the links between the Stormwater SIG and Water New Zealand (WaterNZ) such that member services can be improved and the membership base can grow and develop.

The Water New Zealand Stormwater SIG was formed in 2000 to facilitate the specific interests of Water New Zealand (WaterNZ) members involved primarily in urban stormwater issues.

The Stormwater SIG comprises:

- Members.
- The Stormwater SIG Committee.
- Friends of the Committee.

The number of members served by the Stormwater SIG as at May 2010 is 468.

This SIG Work Plan covers the following:

- SIG terms of reference.
- WaterNZ SIG guidelines.
- Stormwater SIG committee.
- Stormwater SIG committee roles.
- 2010 annual work programme.
- Funding.

## 2 SIG Terms of Reference

The terms of Reference as set out in the WaterNZ SIG guidelines are:

- To provide a forum for discussion of matters particular to the SIG.
- To advise WaterNZ of matters the SIG requires assistance or advice on.
- To be advised by WaterNZ of any matters, positive or negative, likely to impact on the SIG.
- To assist WaterNZ policy staff with expert advice on the appropriate advocacy position for WaterNZ to take in relation to policy initiatives likely to impact on the SIG.
- To determine the most appropriate mechanisms to further learning and skills development within the membership of the SIG.
- To assist WaterNZ in developing cost effective and efficient methods for SIG members to achieve compliance.
- To develop unit standards.
- To develop codes of practice.

### 3 WaterNZ SIG Guidelines

The WaterNZ Board provides a guidance document for SIGs in relation to their establishment and management. The key elements of this guidance are as follows:

- All members of the Stormwater SIG must be current financial members of WaterNZ.
- Membership is open to any member of WaterNZ who works in that sector of the industry covered by the SIG, or who has a particular interest in that sector.
- The SIG Management Committee, in conjunction with WaterNZ, shall prepare an annual programme of activities. The programme is to be reported on and reviewed by the WaterNZ Board once every 12 months.
- The SIG shall meet at least once a year and elect the Management Committee for the following year.

### 4 Stormwater SIG Committee

#### 4.1 Management Committee Membership

The Stormwater SIG Management Committee shall have a minimum of six members and a maximum of 12 members.

The Committee membership shall as far as possible reflect the diversity of the SIG membership. As such the Committee shall include representatives of:

- Territorial authorities
- Industry and suppliers
- Consultants and Academic/technical institutions.

It is preferred that no single organisation has more than one member on the Committee.

The Stormwater SIG Committee shall elect one of their members as Chairperson. The Chairperson will be elected and confirmed at the AGM.

The Chairperson shall occupy that role for no more than three terms (years) unless there are no Committee members prepared to accept the position.

Committee members shall occupy their role for no more than three successive terms (years) unless there are no nominations for the Committee in the third year and the Committee supports the further reappointment. Committee members may continue their contribution to the SIG via the 'Friends'.

The Committee can co-opt assistance at any time from the 'Friends' to assist in relation to specific Committee tasks.

#### 4.2 Current Management Committee Members

Stormwater SIG Management Committee membership as at 3 March 2011 is as follows:

Member	Organisation	Email contact details	Year of Election
Paul Kennedy	Golder Associates	pkennedy@golder.co.nz	
Keith Caldwell	Beca Infrastructure	keith.caldwell@beca.com	
Peter Carroll	Hynds Environmental	peterc@hyndsenv.co.nz	2006
Mike Hannah	Stormwater 360	michaelh@stormwater360.co.nz	2000
Peter Hartley	Maunsell	peter.hartley@aecom.com	2006
Peter Mitchell	OPUS	peter.mitchell@opus.co.nz	2009
Jon Stammers	J&J environmental	jonstammers@yayoo.co.nz	2010
Nick Simpson	Aurecon	SimpsonN@ap.aurecongroup.com	2010
John Palmer	Tauranga City Council	john.palmer@tauranga.govt.nz	2006
Vijesh Chandra	GHD	Vijesh.Chandra@ghd.com	2010
Frank Tian	Auckland Council	Frank.Tian@aucklandcouncil.govt.nz	2004
Bronwyn Rhynd	Stormwater Solutions Consulting Ltd)	bronwyn@stormwatersolutions.co.nz	2011

### 4.3 Friends of the Committee

The term Friends of the Committee was established by the SIG as a response to SIG members who wished to be involved when needed but did not wish to be involved in regular SIG meetings and business. The Friends of the Committee provides a resource of talented SIG members who are willing to assist if the Committee needs to co-opt assistance for tasks, conference or seek advice.

Current friends are identified in Appendix A.

### 4.4 Committee Election

As required by WaterNZ, the Stormwater SIG Management Committee and the Committee Chair are elected on an annual basis. This election is timed to occur at the annual stormwater conference AGM to facilitate involvement of as many SIG members as possible.

Prior to the AGM, the SIG Chair will confirm what current members intend to step down, what current members seek to be re-appointed.

WaterNZ will email members to seek nominations for the forthcoming years SIG.

All of the SIG membership will be given four weeks notice of the intention to elect a SIG Management Committee.

All nominations received will be put up for consideration.

The election process will involve:

- Confirmation of nominations.
- Confirmation of number of available positions on the SIG Committee.
- If the number of current Committee members plus new nominations are less than the recommended Committee member numbers, all nominations will be accepted.
- If the number of available positions is less than the available nominations each candidate will be provided 3 minutes to verbally present any information that they may wish to the AGM and selection will be by a show of hands.

The SIG Chair position will be confirmed by a majority of support from the SIG Committee members.

## 4.5 SIG Meetings

The Stormwater SIG shall meet on a regular basis.

Committee meeting administration is undertaken by a designated WaterNZ administrator. Meeting agendas are prepared by the WaterNZ administrator, checked by the SIG Chair, and distributed by email to the Committee, one week prior to the committee meeting.

Unless agreed by the Committee, the SIG shall meet once a month on a date to be agreed by the Committee.

The meetings will be by teleconference unless agreed by Committee.

Meetings are scheduled and organised by the WaterNZ administrator who organises the teleconferences.

Sub-committees (e.g., the Conference Committee) can meet as required to achieve the sub-committee goals.

Minutes are taken by WaterNZ administrator, checked by the SIG Chair and approved minutes emailed to Committee members by WaterNZ following each meeting.

## 5 Stormwater SIG Committee Roles

### 5.1 Roles

The Committee has the following key member roles:

- Committee Chair.
- Committee Deputy Chair (to fill chair role if Chair is unavailable).
- Conference Sub-committee Chair.
- Professional organisation liaison.
- Publishing Co-ordinator.
- WaterNZ website information Co-ordinator.
- Meeting Co-ordinator.
- Training.
- Education.
- SIG Member queries.

### 5.2 Chair

The role is defined as:

- The co-ordination of regular SIG Committee meetings.
- To approve minutes prepared by the WaterNZ administrator.
- To attend and provide input to WaterNZ SIG Chair meetings and teleconferences
- To approve the annual SIG Work Plan.

- To provide liaison with WaterNZ Board where required.

**2010-11 Chair: Paul Kennedy.**

**2010-11 Deputy Chair: Keith Caldwell.**

### **5.3 Conference Sub-Committee Chair**

The role is defined as:

- To co-ordinate and chair conference sub-committee meetings.
- To approve minutes prepared by the WaterNZ administrator.
- To prepare a timeline of key milestones and deadlines for the conference.
- To allocate specific tasks and responsibilities to sub-committee members.
- To identify potential keynote speakers
- To liaise and co-ordinate with the Modelling SIG and the Rivers Group over their participation in the conference.
- To prepare the conference programme
- To liaise with and provide guidance to Water NZ on conference organisational matters as required.
- To report on conference sub-committee meetings to the Stormwater SIG meetings.

**2010-11 Conference SC Chair: John Palmer.**

### **5.4 Professional Organisation Liaison.**

The role is defined as:

- To co-ordinate with professional organisations with similar interests to the Stormwater SIG.
- To co-ordinate with professional organisations seeking feedback through WaterNZ on particular matters.

**2010 POL: Vijesh Chandra, Peter Hartley.**

### **5.5 Industry Liaison.**

The role is defined as:

- To co-ordinate with industry/industrial organisations with similar interests to the Stormwater SIG.
- To assist with the communication of training and educational materials to industry.
- To co-ordinate with industry groups seeking feedback through WaterNZ on particular matters related to the Stormwater SIG.

**2010 IL: Peter Carroll.**

### **5.6 Publishing Co-ordinator**

The role is defined as:

- Co-ordination and liaison between the SIG and the WaterNZ publications co-ordinator.

- To communicate publishing needs for Pipeline relating the Stormwater SIG.
- To communicate publishing needs and seek input for 'Water' the WaterNZ premier publication.
- To co-ordinate input from the SIG in relation to specific publishing projects being undertaken by WaterNZ.

**2010 PC: Peter Mitchell.**

## 5.7 WaterNZ Website Information Manager.

The role is defined as:

- Co-ordination and liaison between the SIG and the WaterNZ publications co-ordinator.
- To communicate publishing needs for pipeline relating the Stormwater SIG.
- To communicate publishing needs and seek input for 'Water' the WaterNZ premier publication.
- To co-ordinate input from the SIG in relation to specific publishing projects being undertaken by WaterNZ.
- To communicate publishing opportunities to WaterNZ.

**2010 WIM: Peter Mitchell.**

## 5.8 Regional Meeting Co-ordinator

The role is defined as:

- To co-ordinate and assist WaterNZ staff with regional meetings.
- To identify opportunities for Regional Meetings that assist the SIG fulfill its duty to SIG members.

**2010 RMC: Role to be filled at 2011 AGM.**

## 5.9 Training

The role is defined as:

- Co-ordination and identification of stormwater training needs for industry and territorial authorities.
- Responding to member queries regarding training needs.
- Co-ordinating recommendations for new training.
- Co-ordinating with key training organisations (e.g., NZWETA and ARC).
- Maintaining a register of know stormwater related training and to make this available to SIG members through the SIG website.

**2010 Training Coordinator: Keith Caldwell, Mike Hannah**

## 5.10 Education

The role is defined as:

- Co-ordination and identification of stormwater education needs.
- Co-ordinate SIG inputs to WaterNZ where required in relation to education projects.
- Identify available stormwater education materials for members through the SIG website.

**2010 Education Coordinator: Mike Hannah.**

## 5.11 SIG Liaison and Member Queries

The role is defined as:

- To assist WaterNZ with member queries.
- To ensure there is effective communication with other WaterNZ SIGs.

**2010 SIG and member Liaison: P Kennedy.**

## 6 Stormwater SIG 2011-12 Annual Work Plan

### 6.1 Work Plan Timetable

A draft Work Plan is to be provided to WaterNZ no later than 31 March each year.

The work plan is to:

- Identify any specific requests for funding that the SIG wishes to make to WaterNZ for the year.
- Any specific items or projects that the SIG may wish to undertake in that year that may require non-financial assistance from WaterNZ.

### 6.2 Annual Conference

The SIG Conference Sub-Committee will assist WaterNZ to plan, organise and run the annual Stormwater Conference. This conference is the second to largest event run by WaterNZ each year and attracts 250-300 delegates. A three day international conference one year alternates with a two day local conference the following year.

In 2011 the three day biennial South Pacific Stormwater Conference is to be held in Auckland 4-6 May.

Prior to the conference the SIG Committee will assess options for the 2012 conference. At the first meeting of the SIG Committee following the AGM the location, venue and timing for the 2012 Conference will be confirmed.

### 6.3 Regional Meetings

The Regional Meetings co-ordinator will present any recommendations for Regional meetings that aid in promoting the terms of reference of the SIG to the Committee.

Any recommendations will be communicated to WaterNZ.

## 6.4 Professional Relationships

The following Professional groups have agreed contact with the Stormwater SIG. The specific committee member with responsibility for that liaison are identified below:

Group or Body	Details	Committee Contact

All established and on-going organisational contacts are to be advised to WaterNZ.

## 6.5 Training

TBC

## 6.6 Publications

TBC

# 7 Funding Requirements

## 7.1 Funding Categories

Funding can be sought in any one of the following categories:

- Travel.
- Accommodation.
- Professional Fees.
- Conference Activities.
- Conference Underwriting.
- Publications.
- Training: materials and development.

## 7.2 Funding Requirements

No funding requests have been identified for submission to WaterNZ and the Board for 2010.

Annual funding requests to support the annual work plan must be submitted to the Board for approval no later than the end of March with the current version of the Stormwater SIG Plan.

The SIG Committee will consider ongoing funding requirements every 2 months as a specific agenda item.

# **8 Appendix A**

## **Management Committee Guidelines**

# Appendix A

## 9 Appendix B ‘Friends’

Warren Bird	Opus International	(09)353 7352	(0274)351 484	Warren.Bird@opus.co.nz
Clare Feeney	Consultants Environment & Business Group	(09)360 9566	(021)628 222	clare@ebg.pl.net
Sioban Hartwell	URS	(03)374 8546	(029)355 1247	Sioban.hartwell@urscorp.com
Nigel Mark-Brown	Environment & Business Group	(09)361 2229		nigel@ebg.pl.net
Tony Miller	GHD	(09)261 1544	(0274)721 393	tony.miller@ghd.co.nz
Roger Seyb	PDP	(09)523 6900		Roger.Seyb@pdp.co.nz
Claudia Hellberg	Auckland Regional Council	(09)366 2000	(021)594 029	Claudia.hellberg@arc.govt.nz
Dugald Ley	Tasman District Council	(03)544 8176		dugald.ley@tdc.govt.nz
Chris Thorpe	Humes	(09)580 7973	(0273)012 341	chris.thorpe@humes.co.nz

# Appendix B

# Appendix C

## Example Calendar of Events

# Appendix C