

Water New Zealand Stormwater Group

Terms of Reference

Mission Statement

We are innovative collaborative platform for future-focused stormwater professionals

Purpose

The Stormwater Group caters to all people involved or interested in the management of stormwater in an urban (but not exclusively to urban) context. The purpose of the group is to:

- ④ To provide a forum for discussion of matters particular to the Terms of Reference.
- ④ To advise Water New Zealand of matters the group requires assistance or advice on.
- 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 Provide relevant expertise to support decision making on further learning and skills development within the Group.

Objectives

- ④ Assist in the definition and promotion of best industry practice for the management of stormwater within New Zealand.
- ④ Provide a platform for the advancement of stormwater operation and management in order to:
 - Align with our responsibilities under the Treaty of Waitangi
 - Protect and enhance the environment
 - Protect people and assets
 - Encourage innovation
- ④ To disseminate information related to stormwater issues.
- ④ To provide a forum for the discussion of stormwater management issues.
- ④ To promote and undertake projects in areas of common need and interest.
- ④ Assist and provide comment on national industry standards and policies.
- ④ To promote lines of communication within all sectors of the stormwater community.
- ④ To promote education and public understanding of stormwater issues.

Activities

The membership of the Group contributes to the following activities:

Technical and Policy

- ④ Communicate developments in regional and national stormwater policies
- ④ Review regional and national stormwater related policies for consistency and industry best practice
- ④ Provide specialist stormwater expertise to participate in cross-discipline or cross-sector initiatives that influence the group.

Conference

- ④ Deliver an annual national Stormwater Conference that is profit-making (refer to Conference Delivery Guide)
- ④ Ensure high quality papers and presentations which reflect the current and future needs of the industry
- ④ Engage keynote speakers with highly significant industry relevance
- ④ Engage with members through feedback to continuously improve year-on-year

Education and Training

- ④ Hold regional meetings for sharing industry best practice and a forum for discussing regional issues
- ④ Hold national webinars via Water New Zealand for sharing industry best practice
- ④ Provide support to the Water New Zealand Training and Development Manager in delivering the actions and recommendations in the Stormwater Education, Training and Sector Development Plan

Engagement and Communications

- ④ Provide contribution to SIG communications and media, including Water magazine, LinkedIn group, Pipeline
- ④ Contribute relevant communications from cross discipline or cross sector groups of relevance to the group

Stormwater Group Committee

Management Committee

The Stormwater Group Management Committee shall have a minimum of six members and a maximum of 15 members.

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

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

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

To achieve the objectives of the group, the Committee members are divided into four sub-committee's that focus on the particular committee activities

1. Technical and Policy sub-committee
2. Conference sub-committee
3. Education and Training sub-committee
4. Engagement and Communication sub-committee

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

The Chair shall occupy that role for no more than two terms (years) unless there are no committee members prepared to accept the position.

Committee members shall occupy their role for no more than two 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 group via the 'Friends of the Committee'.

Friends of the Committee

The term "Friends of the Committee" was established by the group as a response to group members who wished to be involved when needed but did not wish to be involved in regular SIG meetings or business. The Friends of the Committee provides a resource to co-opt assistance for tasks, such as review of abstracts, papers for the annual conference, or specialist advise on technical or policy matters.

Committee Election

As required by Water New Zealand, the Stormwater SIG Management Committee and the Committee Chair are elected on two-year basis. This election is timed to occur at the annual Stormwater Conference AGM to facilitate involvement of as many group members as possible.

Prior to the AGM, the Group Chair will confirm which current members intend to step down, and which current members seek to be re-appointed.

Water New Zealand will email members to seek nominations for the forthcoming years group.

The group's membership will be given four weeks' notice of the intention to elect a Group Management Committee.

All nominations received will be put up for consideration.

The election process will involve:

- ④ confirmation of nominations
- ④ confirmation of number of available positions on the group Committee
- ④ if the number of current committee members plus new nominations is less than the recommended Committee member numbers, all nominations will be accepted
- ④ if the number of available positions is less than the available nominations each candidate will be provided with 3 minutes to verbally present any information that they may wish to the AGM and selection will be by a show of hands.

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

Group Meetings

- ④ Committee meeting administration is undertaken by the designated Water New Zealand liaison.
- ④ Meeting agendas are prepared by the Water New Zealand liaison, checked by the Group Chair, and distributed by email to the Committee, one week prior to the committee meeting.
- ④ Unless agreed by the Committee, the Group shall meet once a month on a date to be agreed by the Committee.
- ④ The meetings can be via video/tele conference or face to face
- ④ Meetings will be recorded and held securely by Water New Zealand and made available to committee members upon request
- ④ Meetings will be scheduled and organised by the Water New Zealand liaison.
- ④ Sub-committees (e.g. the Conference Committee) can meet as required to achieve the sub-committee goals.
- ④ Minutes are taken by Water New Zealand liaison, checked by the Group Chair and approved minutes emailed to Committee members by Water New Zealand following each meeting.

Stormwater Group Committee Roles

The Committee has the following key member roles.

- ④ Committee Chair
- ④ Committee Deputy Chair (to fill chair role if Chair is unavailable)
- ④ Conference Sub-Committee Chair
- ④ Education and Training Sub-Committee Chair
- ④ Policy and Technical Sub-Committee Chair
- ④ Communications and Engagement Sub-Committee Chair.

Chair

The role is defined as:

- ④ The co-ordination of regular Group committee meetings.
- ④ To approve minutes prepared by the Water New Zealand liaison.
- ④ To attend and provide input to Water New Zealand Group chair meetings and video/tele conferences.
- ④ To approve the annual Group Work Plan.

- ☞ To provide liaison with Water New Zealand Board where required.

Conference Sub-Committee Chair

The role is defined as:

- ☞ To co-ordinate and chair conference sub-committee meetings.
- ☞ To approve minutes prepared by the Water New Zealand liaison.
- ☞ In conjunction with the Water New Zealand liaison the sub-committee is to:
 - ☞ allocate specific tasks and responsibilities to sub-committee members
 - ☞ identify potential keynote speakers
 - ☞ prepare the conference technical programme e.g. abstracts, awards, paper reviews
 - ☞ liaise and provide guidance, where appropriate, on conference organisational matters such as site visits, etc
 - ☞ report on conference sub-committee meetings to the Stormwater Group meetings.

Education and Training Sub-Committee

The role is defined as:

- ☞ To identify opportunities for Regional meetings that assist the SIG Group to fulfil its duty to SIG Group members
- ☞ Co-ordination and identification of stormwater education and training needs for industry and territorial authorities.
- ☞ Responding to member queries regarding education and training needs.
- ☞ Co-ordinating recommendations for new training.
- ☞ Co-ordinating with key training and professional organisations (e.g. WIPA, ENZ, IPWEA).
- ☞ Maintaining a register of stormwater-related education and training knowledge and to make this available to Group members through the SIG Group website.
- ☞ Co-ordinate Group inputs to Water New Zealand where required in relation to education and training projects.
- ☞ Providing support to the Water New Zealand Training and Development Manager in delivering actions in the Stormwater Education, Training and Sector Development Plan.

Policy and Technical Sub-Committee

The role is defined as:

- ☞ To co-ordinate with national organisations/bodies with similar interests to the Stormwater Group.
- ☞ To co-ordinate with national organisations/bodies seeking feedback through Water New Zealand on particular matters.

Communications and Engagement Sub-Committee

The role is defined as:

- ☞ To ensure there is effective communication with other Water New Zealand Special Interest Groups.
- ☞ To co-ordinate and assist Water New Zealand staff with regional meetings.
- ☞ To co-ordinate with professional organisations nationally and internationally with similar interests to the Stormwater Group.

- ④ To co-ordinate with professional organisations seeking feedback through Water New Zealand on particular matters.
- ④ To assist with the communication of the education and training materials to industry.
- ④ To co-ordinate input from the Group in relation to specific publishing projects being undertaken by Water New Zealand.
- ④ To communicate website needs of the Stormwater Group to the Water New Zealand liaison.

Current Chairs 2021/2022

- ☺ Stormwater Group
 - ☺ Chair: Kate Purton
 - ☺ Deputy Chair: Peter Christensen
- ☺ Conference Chair: Hannah Breeds
- ☺ Education and Training Chair: Clare Feeney
- ☺ Policy and Technical Chair: TBC
- ☺ Communications & Engagement Chair: TBC

Current Committee Members 2021/2022

- ☺ Clare Feeney
- ☺ David Buttenshaw
- ☺ Frances Charters
- ☺ Hannah Breeds
- ☺ Kalyan Chakravarthy
- ☺ Kate Purton
- ☺ Kevin Jonathan
- ☺ Peter Christensen
- ☺ Wolfgang Kanz
- ☺ Linda Norman
- ☺ Bruce Balaei
- ☺ Oliver Ferrick
- ☺ Thomas Nikkel
- ☺ Michael Arthur
- ☺ Darren Tiddy

Water New Zealand Board Guidelines for the Stormwater 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 Stormwater 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 group. Establishment of a group requires the formal approval of the Water New Zealand Board.
4. The objectives of the group may include:
 - a. to provide a forum for discussion of matters particular to the group
 - b. to advise Water New Zealand on any matters, positive or negative, likely to impact on the group
 - c. to assist Water New Zealand staff with expert advice on the appropriate position on matters like to impact on the SIG
 - d. to determine the most appropriate mechanisms to further learning and skills development within the membership of the group
 - e. any other matters relevant to the group
5. All the group 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 group.
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 group shall meet at least once a year and elect the management committee for the following year.
10. If a group wishes to hold a conference, seminar or symposium, the following procedure is to be adhered to in the event the group wishes the Association to undertake administrative responsibility including any financial risk:
 - a. the management committee must give their Water New Zealand liaison 12 months' notice of their request to hold a group 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 timeframe for organisation of the conference, seminar, or symposium.
 - c. this timeframe will include a specific date at which a break-even 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 group, 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)

Water New Zealand Chief Executive: _____

Group Chair: _____

Water New Zealand Liaison: _____