



Water New Zealand Climate Change Group

Terms of Reference

Mission Statement

We provide leadership across the New Zealand water sector to enable it to act to limit warming to 1.5 degrees. We actively work across all three waters to provide guidance to meet 'zero carbon' goals and adapt to the impacts and risks of a changing climate.

Purpose

The purpose of this group is:

- ④ to provide a forum for discussion of matters particular to the group.
- ④ to advise Water New Zealand of matters the group requires assistance or advice on.
- 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 policy initiatives likely to impact on the group.
- ④ to determine the most appropriate mechanisms to further learning and skills development within the membership of the group.
- ④ to facilitate the exchange of information between relevant organisations including operating and regulating organisations, both national and international.
- ④ to support any others matters relevant to the group.

Objectives

- ④ To support all '3 Waters' of the New Zealand water sector to achieve climate goals
- ④ To work across both mitigation and adaptation
- ④ To work in a way that upholds our Treaty of Waitangi partnership responsibilities by engaging with and seeking to understand the perspectives of *mana whenua* and working to integrate knowledge systems and pathways from *Te Ao Maori*.
- ④ To be a focal point of where to find information (including benchmarking and knowledge sharing) to enable the New Zealand water sector to act to meet climate goals
- ④ To interact with others (including other parallel / support industries) across New Zealand



Activities



Communications

- Provide ongoing seminars
- Provide ongoing conference



Framework for Zero Carbon in the New Zealand water industry

- To assist water organisations in NZ to mitigate capital and operational carbon emissions
- To develop a framework that can be applied in NZ but draws on international best practice
- To deliver a draft that can be implemented during 2021



Technical (mitigation)

- Improving understanding of emissions from water sector activities,
- Supporting improved information gathering on emissions, through funding and seeking input from technical experts,
- Gathering data via the WNZ National Performance Review questionnaire on asset owners and their current emission factor information,
- Identifying subjects and resources that require further attention in the water sector



Adaptation

- Provide a link between government risk / adaptation guidance and the water industry
- Promote best practice and identify gaps in knowledge. Share international guidance



Climate Change Group Committee

Management Committee

The Climate Change Carbon Zero Group Management Committee shall have a minimum of 6 members and a maximum of 15 members.

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

- ④ Territorial authorities
- ④ Industry and suppliers
- ④ Consultants and academic/technical institutions

It is preferred that no single organisation has more than 1 member on the committee.

The Climate Change Group shall elect 1 of their members as Chair. The Chair will be elected and confirmed at the AGM.

The chair shall occupy the 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 as a response to group members who wished to be involved but did not wish to be involved in regular group meetings or business. Friends of the Committee provide a resource to co-opt assistance for tasks, such as review of abstracts, papers or any other activities the group may require additional assistance on.

Committee Election

As required by Water New Zealand, the Climate Change Group Management Committee and the Committee Chair are elected on a two-year basis. This election is timed to occur no later than the Annual Water New Zealand Conference & Expo 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 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 Unless agreed by the committee, the group shall meet bi-monthly on a date to be agreed by the Committee.
- ④ Committee meeting administration is undertaken by the appointed 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 The meetings can be either by video/tele conference or face to face.
- ④ Meetings shall be recorded and held by Water New Zealand and made available to all committee members when requested
- ④ Meetings will be scheduled and organised by the Water New Zealand liaison
- ④ Sub-committees can meet as required to achieve the sub-committee goals. However, every quarter is a minimum with feedback to Water New Zealand liaison and the full committee
- 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



Climate Change Group Committee Roles

The committee has the following key member roles

- ④ Committee Chair
- ④ Committee Deputy Chair
- ④ Communications Sub-Committee
- ④ Technical (mitigation) Sub-Committee
- ④ Framework for Zero Carbon in the New Zealand water industry Sub-Committee
- ④ Adaptation Sub-Committee

Chair

Role definition

- 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
- ④ To provide liaison with Water New Zealand Board where required.

Communication Sub-Committee

Role Definition

- ④ To ensure there is effective communication with other Water New Zealand groups
- ④ To co-ordinate and assist Water New Zealand staff with regional meetings
- ④ To identify opportunities for online gatherings and / or regional meetings that assist the group to fulfil its duty to group members
- ④ To co-ordinate with professional organisations nationally and internationally with similar interests to the Climate Change Group
- ④ To co-ordinate with professional organisations seeking feedback through Water New Zealand on particular matters
- ④ To assist with the communication 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 group to the Water New Zealand liaison



Technical Sub-Committee

Role Definition

- ④ To co-ordinate with national organisations/bodies with similar interests to the Climate Change Group
- ④ To co-ordinate with national organisations/bodies seeking feedback through Water New Zealand on particular matters
- ④ To develop/collaborate on the development of technical guidance material to assist the sector to adapt and mitigate against climate change.

Framework Sub-Committee

Role Definition

- ④ To co-ordinate with national organisations/bodies with similar interests to the Climate Change Group
- ④ To develop and provide stewardship of a framework for climate mitigation

Adaptation Sub-Committee

Role Definition



Water New Zealand Board Guidelines for the Climate Change Group

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

1. All members of the Climate Change Group must be current 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 likely to impact on the group
 - 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 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 time frame 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 group may accrue.
12. The Chair, the management committee or any member of the group 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 President: _____

Group Chair: _____

Water New Zealand Liaison: _____