











## Water New Zealand Smart Water Infrastructure Group

### Terms of Reference





#### Mission Statement

To share our collective knowledge and experiences of digital and smart water initiatives and solutions, collaboration together and strive towards standards and consistent approaches to enhance the water sector.

Digital and Smart Water initiatives and solutions use data to improve water services. Examples include:

-  Automation
-  SCADA
-  Data management
-  Data analysis
-  BIM
-  AI / Machine learning
-  Statistical models
-  Real-time models
-  Digital twins
-  IoT / Smart meters

#### Purpose

-  **Information Sharing** – Provide forums for sharing collective knowledge and experiences to increase the awareness of digital and smart water initiatives and solutions.
-  **Collaboration** – Identify and support opportunities to collaborate on digital and smart water initiatives to be more effective
-  **Standards** - Support the development and propagation of digital and smart water standards and consistent approaches to improve information flows and increase digital maturity across the water sector in New Zealand.
-  **Support Water New Zealand** – Support Water New Zealand with expert advice as required.

## 2021 Workplan (DRAFT)

| When                        | What  | Details  |
|-----------------------------|---|--|
| 3 <sup>rd</sup> Feb<br>2021 | Committee Meeting                               | <ul style="list-style-type: none"> <li> Confirmation management committee.</li> <li> Workplan coordination</li> </ul>  |
| April 2021                  | Standards Workshop +<br>Networking Event        | <ul style="list-style-type: none"> <li> In person workshop to explore the opportunities and approach to standardising water asset data.</li> <li> Ideally held in-person across multiple locations connected with a video link to support networking.</li> <li> Outcome document to be compiled and distributed.</li> </ul> |
| May 2021                    | Case Studies Webinar                            | <p>Sharing case studies + general discussion</p> <ul style="list-style-type: none"> <li> Presentation from WSAA Digital Program / W-Lab</li> </ul>  |
| July 2021                   | Case Studies Presentation<br>+ Networking Event | <ul style="list-style-type: none"> <li> Sharing case studies.</li> <li> Ideally held in-person across multiple locations connected with a video link.</li> </ul>   |
| 4 <sup>th</sup> Aug<br>2021 | Committee Meeting                               | <ul style="list-style-type: none"> <li> Workplan coordination.</li> <li> Presentation from Water New Zealand Training &amp; Development Manager</li> </ul>   |
| Sept 2021                   | Conference Workshop                             | <ul style="list-style-type: none"> <li> In person workshop – Topic TBD</li> </ul>   |
| 3 <sup>rd</sup> Nov<br>2021 | Annual Committee<br>Meeting                     | <ul style="list-style-type: none"> <li> Election of 2022 Chair + Committee.</li> <li> 2022 Workplan planning.</li> </ul>   |
| Ongoing                     | Communications                                  | <ul style="list-style-type: none"> <li> Sharing updates to LinkedIn</li> </ul>  |

## Smart Water Infrastructure Group Committee

### Management Committee Membership

The SWIG shall meet at least once a year and elect the management committee for the following year.

All of 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.

### Chair

The role is defined as:

- ① The co-ordination of regular SWIG Committee meetings
- ① To approve minutes prepared by the Water New Zealand liaison
- ① To attend and provide input to Water New Zealand Group Chair meetings and teleconferences
- ① To approve the annual SWIG Work Plan
- ① To provide liaison with Water New Zealand Board where required

### Committee Meetings

- ① The SWIG Committee shall meet on a regular basis
- ① Committee meeting administration is undertaken by a designated Water New Zealand liaison
- ① Meeting agendas are prepared by the Water New Zealand liaison, checked by the SWIG Chair, and distributed by email to the committee, one week prior to the committee meeting
- ① Unless agreed by the committee, the SWIG Committee shall meet once every two months on a date to be agreed by the committee
- ① The meetings can be either be face to face, or via video / tele conference as agreed by the committee
- ① Meetings are scheduled and organised by the Water New Zealand liaison
- ① Minutes are taken by Water New Zealand liaison, checked by the Group Chair and approved minutes emailed to the committee members by Water New Zealand following each meeting

## Water New Zealand Board Guidelines for Smart Water Infrastructure 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 Smart Water Infrastructure Group (SWIG) must be current financial member 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 that 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. To assist Water New Zealand in developing cost effective and efficient methods for Group members to achieve compliance; and
  - f. 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 the Group wishes to hold a conference, seminar or symposium the following procedure is to be adhered to in the vent 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 management arrangements and relevant timeframes.
  - c. The 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
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)

**President of Water New Zealand:** .....

**Group Chair:** .....

**Water New Zealand Liaison:** .....