

Small Wastewater & Natural Systems (SWANS) Group

Terms of Reference

Under the umbrella of Water New Zealand, the Terms of Reference of the SWANS Group shall be:

- to provide a forum for discussion of matters particular to the SIG;
- to advise Water New Zealand of matters the SIG requires assistance or advice on;
- to be advised by Water New Zealand of any matters, positive or negative, likely to impact on the SIG;
- to assist Water New Zealand policy staff with expert advice on the appropriate advocacy position for Water New Zealand 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 facilitate the exchange of information between relevant organisations including operating and regulating organisations, both national and international;
- to assist Water New Zealand in developing cost effective and efficient methods for SIG members to achieve compliance; and
- to support any others matters relevant to the SIG, i.e. development of standards and or Codes of Practice.

Key Objectives

The key objectives of the SWANS Group include:

- provide a forum for interaction and discussion between participants in the small wastewater and natural systems industry;
 - facilitate the exchange of information between members and related organisations and agencies;
 - assist development of provide support for training programs for participants in the small wastewater and natural systems industry;
 - organise seminars, workshops and other meetings to support the objectives of the group; and
 - promote education and public understanding regarding small wastewater and natural systems issues.
- **Onsite Effluent Treatment National Testing Programme (OSET NTP)**
This SWANS Group special project was implemented following resolutions at the 2004 AGM, and led to the setting up of the OSET NTP in 2008 at the Rotorua OSET Test Facility (TestFac) established by Bay of Plenty Regional Council (BOPRC), Rotorua District Council (RDC) and Waikato Regional Council in 2004.
The OSET NTP is governed by an Advisory Group (PAG) under a Memorandum of Understanding (MoU) between Water NZ, BOPRC, RDC and SWANS-Group, and is overseen by SWANS-SIG via SWANS-MAG, a SWANS-Group appointed Management and Auditing Group.

Water New Zealand Special Interest Group Guidelines

The Water New Zealand Board provides guidance for SIGs in relation to their establishment and management. The key elements of this guidance are set out in [Appendix A](#).

Special Interest Group Committee

Management Committee

- Committee members shall occupy their role for two years after which they will be required to seek re-election.

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

Chair

- The Committee shall elect one of their members as Chairperson. The Chairperson will be elected and confirmed at the AGM.
- The Chairperson position will be confirmed by a majority of support from the Committee members.
- The Chairperson shall occupy that role for two years, after which the Vice Chairperson will take over the role of Chairperson for the next two year period.
- The role of the Chair is to:
 - Coordinate regular SIG Committee meetings and approve minutes of same
 - Draft and submit an annual workplan to Water New Zealand for approval
 - Attend and provide input to Water New Zealand SIG Chair meetings, and liaise with Water New Zealand Board where required.

Vice Chair

- The Committee shall elect one of their members as Vice Chairperson. The Vice Chairperson will be elected at the AGM.
- The Vice Chairperson position will be confirmed by a majority of support from the Committee members.
- The Vice Chairperson shall occupy that role for a minimum of one year and maximum of two years, after which they will take over the role of Chairperson for the next two year period.

Co-Opted 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 members they will be officially co-opted onto the committee from the second committee meeting.

Committee Election

- As required by Water New Zealand, the Committee and the Committee Chair are elected on an annual basis at the SIG AGM. This election is timed to occur at the annual Water New Zealand Conference & Expo or at an annual approved SIG Conference 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.
- Water New Zealand may email members to seek nominations for the forthcoming years SIG.
- 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 Committee.
 - If the number of current Committee members plus new nominations is 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.

Committee Meetings

- The SIG Committee shall meet on a regular basis, generally bi-monthly or as outlined in the annual workplan.
- The meetings will be by teleconference unless agreed by Committee, scheduled and organised by the Water New Zealand administrator.
- Meeting agendas and notes shall be emailed to Committee members by Water New Zealand for each meeting.

Appendix A

Water New Zealand Board Guidelines for Special Interest Groups

1. All members of a Special Interest Group (SIG) 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 SIG, 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. All of the SIG membership will be given up to four weeks' notice of the intention to elect a management committee with a minimum of four members, one of whom shall be elected Chairperson.
5. Water New Zealand shall identify a staff member to be the key liaison person with the SIG.
6. The management committee, in conjunction with Water New Zealand, shall develop an annual management committee meeting schedule. The meetings may be physical, electronic or by teleconference.
7. 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.
8. The SIG shall meet at least once a year and elect the management committee for the following year.
9. If a SIG wishes to hold a conference or seminar the following procedure is to be adhered to in the event the SIG wishes the Association to undertake administrative responsibility including any financial risks:
 - The management committee must give their Water New Zealand liaison twelve months' notice of their request to hold a SIG specific conference or seminar and secure the approval of the Water New Zealand Board;
 - if the conference or seminar 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 or seminar;
 - 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 or seminar; and
 - 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 or seminar.
10. Water New Zealand will provide financial and administration 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.
11. The Chairperson, 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.