



Water Efficiency and Conservation Network Group

Terms of Reference

Mission Statement

To Lead the national conversation on water efficiency and conservation

Purpose

To enable collaboration and knowledge sharing across the New Zealand water industry and develop tools and practices for improving water use and efficiency.

Key Objectives

- ① To build a community of water industry professionals working in water efficiency and conservation nationwide
- ① To encourage industry collaboration and knowledge sharing on water efficiency and conservation technologies and initiatives through webinars and workshops, for example share case studies on leak detection technologies, both successes and failures
- ① To improve the benchmarking of water efficiency in New Zealand
- ① To consider the Te Ao Māori (Maori world view) and advocate for its inclusion in water use and conservation planning.
- ① To advocate the water efficiency to be effectively embedded in urban water policy, planning, land use planning, building and development requirements.
- ① To foster initiatives that grow an appreciation of the value of water.

Management Committee

WE CAN shall meet at least once a year and elect the management committee for the following year.

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.

Chair

The role is defined as:

- ① The co-ordination of regular WE CAN committee meetings
- ① To approve minutes prepared by the Water New Zealand liaison
- ① To attend and provide input to Water New Zealand SIG Chair meetings either face to face, tele or video conference
- ① Meeting agendas are prepared by Water New Zealand liaison, checked by the WE CAN Chair, and distributed by email to the committee, one week prior to the committee meeting



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- ④ Unless agreed by the committee, the WE CAN committee shall meet once every two months on a date to be agreed by the committee
- ④ The meetings can be either face to face, or via video / tele conference as agreed by the committee
- ④ Meetings are scheduled and organised by Water New Zealand
- ④ Minutes are taken by Water New Zealand liaison, checked by the Chair and approved minutes circulated to the committee members by Water New Zealand following each meeting.

Deputy Chair

A deputy chair is to be appointed to fill the chair role when the chair is unavailable.



Water New Zealand Board Guidelines for Water Efficiency and Conservative Network 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 Water Efficiency and Conservative Network Group (WE CAN) 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. To 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 like 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 further 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 maybe face to face, or video / tele conference
8. The management committee, in conjunction with Water New Zealand, shall develop 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 one 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 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



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- b. If the event 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 event
 - d. The management committee must have 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.