

S&HLGA CWMS COMMITTEE

TERMS OF REFERENCE

1. Background

In December 2011, the S&HLGA formally passed a resolution S&H 11/0075 at its Board meeting to establish a regional CWMS User group following background information from the Executive Officer and various presentations from several existing SA CWMS User Groups

This Committee is established with the support of the following S&HLGA Member and Associated regional Councils as well as the LGA (SA):

- o Adelaide Hills Council
- o Alexandrina Council
- o Kangaroos Island Council
- o Mt Barker District Council
- o Rural City of Murray Bridge
- o City of Tea Tree Gully Council
- o District Council of Yankalilla.

2. Purpose and Role of the Committee

The key purpose of the Committee is to:

- Assist the establishment of a user group to facilitate knowledge sharing across Council's operating CWMS'
- Identification of regional capacity and skills gaps to provide for the efficient and compliant ongoing operation and maintenance of existing and new Community Wastewater Management Schemes
- Promote regional training to maintain skill sets required to ensure sustainability
- Development and implementation of standardised recording and reporting mechanisms
- Facilitated development of up-to-date, user friendly operation, maintenance, monitoring and contingency plans
- Schematic mapping of existing schemes to assist with understanding of catchment capacities and constraints
- Development and implementation of standardised accounting systems to assist in comparisons between schemes and Council's
- Identify opportunity for shared resources, including platforms for remote access and environmental and compliance officers
- Identification of potential shared procurement opportunities in areas such as spare parts inventories, septic tank desludging and drain flushing
- To work supportively and collaboratively
- Support advocacy at the local, State and Federal levels for programs, funding and services that respond to local government CWMS objectives.
- Monitor new policy directions and their implications for the group and advise the Stakeholders as appropriate.

3. Membership

Membership will be representatives of the above identified Stakeholders or their agreed proxy

Stakeholders can make their own decisions about the term of office for their nominated representative or agreed proxy and will advise the Committee. The expectation is that representatives will willingly and regularly attend all meetings and contribute.

4. Roles and responsibilities of members

Representative of member councils are expected to:

- Prepare for and attend meetings – at least 50% plus one member of the Committee shall constitute a quorum
- Support the overall governance and mandate of the Committee
- Be mindful of the potential for a conflict of interest, and to declare such interests as and when they arise
- Represent their Stakeholder Group and the region honestly and fairly
- Maintain confidentiality at all times
- Treat other members with courtesy and respect
- Follow through on agreed actions
- If unable to attend, send their agreed proxy in their absence

5. Chairperson

The Chairperson will be nominated and appointed by the Committee.

In the absence of the Chairperson the Committee will appoint a member present to chair the meeting.

The Chairperson is responsible for authorising any correspondence or media arising from the Committee

6. Executive Support

Executive support will be provided by the S&HLGA Executive Officer and will include issuing notice of meetings, developing the agenda, keeping records of meetings and providing other support for the operations of the Committee.

7. Related Expertise/Working Parties

The Committee may appoint a technical references working party or co-opt technical experts as it considers necessary, provided that such experts and all actions are approved or confirmed by a quorum of the Committee.

8. Meetings

Frequency of meetings will be determined by the Committee and may vary be varied on an as needed basis.

9. Voting

Decision making will be achieved via consensus of a quorum.

10. Legal status

The Committee is an informal committee of the S&HLGA

11. Finances

The Committee will not operate its own bank account. Revenue funding and project expenses will be managed and administered by the S&HLGA.

12. Reporting

Committee members will be responsible for reporting back to their nominating stakeholders based on the agreed Communique at the end of each meeting.

Terms of Reference agreed at the meeting of the S&HLGA CWMS Committee

HELD(date).

SIGNED(Chair)