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**Legatus Group CWMS Advisory Committee**

Friday 6th March 2020

10.00 – 11.30 am

Legatus Office

155 Main North Road, Clare

**AGENDA**

1. **Welcome and introductions** (Simon Millcock, CEO, Legatus Group)

**1.1 New members and Terms of Reference**

Expressions of interest were called for the vacant positions on the Advisory Committee and in compliance with the Terms of Reference (see Appendix 1), Andrew MacDonald CEO (Wakefield), Riaz Uddin (Goyder) and Matthew McRae (Copper Coast) were approved as members, joining current members Adam Broadbent (Light) and Gary Easthope (Clare and Gilbert Valleys).

The Terms of Reference set out the powers of the Legatus Group Board to establish the Advisory Committee and its functions, the primary being “to coordinate and progress CWMS issues and activities”. More details are set out in the Appendix, including how the Advisory Committee is comprised and the role of its members over their two-year term. It is important to note that this Committee operates in an advisory capacity only, under direction from the Legatus Board.

* 1. **Appointment of Chair**

In accordance with the terms of reference, the Chair shall be appointed by and from within the committee.

1. **Background to the Advisory Committee**

Since March 2018, the Legatus Group has been managing and reporting on regional CWMS Service Arrangements (focussed on the Legatus Group) through funding from the LGA CWMS Management Committee.  Along with the annual regional CWMS forum the Legatus Group has developed a list of all systems, worked on common compliance issues, undertaken a report on a regional sludge processing viability and identified training programs as an area for resource sharing.

An extension of the Arrangements has been approved with funding of $45,000 for the period to June 2021 during which Legatus will work closely with all Regional LGAs in a more state-wide coordination approach. More details of the work plan are included in Item 5 below which explains the role of the Project Officer. Dr Paul Chapman has agreed to extend his contract as the CWMS Project Officer to June 2021.

1. **Previous Minutes**

Draft Minutes from the meeting of the Legatus Group CWMS Advisory Committee (the Advisory Committee) on 4th November 2020 are attached:



CEO Andrew Cole, the then Chair of the Advisory Committee, provided a report of the Legatus Grooup meeting which summarised the Motions:

1. That the Legatus Group call for nominations for the vacant positions on the committee.
2. That the Legatus Group seek approval to extend the Joint CWMS Services Arrangements by Legatus Group from the LGA CWMS Management Committee.
3. That the Legatus Group supports the further scoping of a proposal to work with ESCOSA to develop and promote a trial of Ethical Business Regulation for CWMS among Legatus Councils in 2020.
4. That the Legatus Group seek clarification from the Office Technical Regulator regarding access to the codes and any cost implications to Councils if the proposed draft Infrastructure Standard were adopted.
5. **Matters Arising**

**4.1 Proposed training course in regulatory compliance**

The LGA and Legatus have proposed development of an on-line, on-demand training course for Council staff who prepare the documents required by CWMS regulation. At the last meeting, the Advisory Committee supported further work to define the process and cost.

Legatus has developed an indicative costing which is now being considered by the LGA as part of its 2020-21 budget. Legatus has also undertaken the preliminary work for the course by creating, in conjunction with the regulators, an introductory explanation of CWMS regulation. The document is now available, complete except for delayed input from SA Health. In addition, Legatus will develop a hypothetical CWMS illustration and the related documents which will form a second part of the foundation for the course. Drafts of that illustration will be shared with the Advisory Committee.

*It is recommended that the Advisory Committee notes the progress with this proposal and supports its consideration for funding by the LGA.*

**4.2 OTR draft Infrastructure Standard**

At the last meeting the Advisory Committee sought clarification regarding the implications if the Office of the Technical Regulator (OTR) adopts its draft Infrastructure Standard, based on Water Services Association of Australia (WSAA) codes. Councils are not members of WSAA and cannot view the codes without payment.

The advice received from the OTR is that the new Standard would not constitute a change in expectations nor require Councils to have direct access to the Codes. WSAA codes are already part of SA CWMS Design Criteria.

*It is recommended that the advice be forwarded to member Councils.*

**4.3 Update on ESCOSA’s Ethical Business Regulation**

At its last meeting, the Advisory Committee indicated its support for further work with ESCOSA to develop and promote a trial of EBR for CWMS among Legatus Councils in 2020. ESCOSA have clarified that, rather than a trial, the intention is to make this option widely available. However, the ESCOSA Board is yet to endorse the further development of this proposal.

*This item is for noting.*

**4.4 Asset management by remote sensing proposal**

The Advisory Committee endorsed on-going discussions with Professor Chow on opportunities for trial and demonstration of remote sensing technology and invited Professor Chow to the meeting. He and one of his colleagues, Professor Rameezden, will attend at 11 am.

Subsequent discussions with the Professor have indicated the need to better identify the CWMS assets that should be the focus. Professor Chow has suggested the Advisory Committee consider two dimensions: the criticality of the asset (will the CWMS stop without this asset?) and the risk of its failure (what is the chance and the consequences of failure of this asset?).

*It is recommended that the Advisory Committee supports the drafting a short list of CWMS assets that are critical and high risk to discuss with Professors Chow and Rameezden.*

1. **Work plan for Project Officer, Mar 2020 – June 2021**

LGA funding for the Project Officer at Legatus has been extended to June 2021. The Legatus Group will take a leading role in waste and wastewater. The elements of the work plan are to

* conduct a series of Communication Sessions during April – August, one in each of the LGA regions
* repeat the State-wide annual conference in September to maintain the dialogue established among practitioners, researchers and regulators
* work with ESCOSA to trial a simplified model of reporting
* continue develop an online, anytime course for compliance officers
* undertake research into waste, wastewater, remote sensing and asset management in CWMS using the MoU with UniSA
* investigate further the possibility of a biosolids processing plant, intersecting with another Legatus activity developing a draft regional waste management strategy.

*It is recommended that the Advisory Committee supports the work plan and continues to provide input to the work of the Project Officer.*

1. **Cross-Council collaboration**

Legatus’ CWMS Advisory Committee is itself an instance of cross-Council collaboration. During 2019, the Committee succeeded in coordinating Councils to have a TAFE wastewater training course presented from Clare and, in 2020, we plan to develop the training discussed in Item 4 above. However, training is the only activity where Legatus has been able to foster cross-Councils collaboration.

*The Advisory Committee is asked to consider the potential value of collaboration and to indicate areas where Legatus might help.*

The types of activities where collaboration might be considered include:

* Procurement of materials and consumables
* Joint contracts for third party management of CWMS operations
* Standard equipment specifications.

1. **Sludge**

A previous report by Legatus looking at the viability of a sludge processing plant concluded that volumes in the Legatus Councils were insufficient. The report also raised questions about the quality of sludge and the suitability of current practices.

It is now proposed that this issue be carried forward as part of the Legatus work in drafting a Regional Waste Management Strategy. That work intends to consider the viability of a processing facilities for various waste streams, including a composting facility for sludge and other organic waste streams in the regions.

*It is recommended that the Advisory Committee supports the proposal and continues to review this work in conjunction with the Reference Group for the Regional Waste Management Strategy.*

1. **Visit from Professors Chris Chow and Rameez Rameezden**

School of Natural and Built Environments, University of South Australia

U nder the Memorandum of Understanding is developing a strategic research action plan in partnership with the University that will look to progress Wastewater, Asset Management, Waste and Stormwater. Asset management for CWMS is a potential topic research and a special area of interest for Professor Chow. Professors Chow and Rameezden will discuss with the Advisory Committee, possible topics for this research collaboration.

**Appendix 1:**

**Terms of Reference**

**Introduction and Context**

The Legatus Group Charter states:

7.10 Committees

7.10.1 The Board may establish a committee of Board Members and/or other persons for the purpose of:

7.10.1.1 enquiring into and reporting to the Board on any matter within the Legatus Group’s functions and powers and as detailed in the terms of reference given by the Board to the Committee; or

7.10.1.2 exercising, performing or discharging delegated powers, functions or duties.

7.10.2 A member of a committee established under this Clause holds office at the pleasure of the Board.

7.10.3 The Board may establish advisory committees consisting of or including persons who are not Board Members for enquiring into and reporting to the Board on any matter within the Legatus Group’s functions and powers and as detailed in the terms of reference determined by the Board.

7.10.4 A member of an advisory committee established under this clause holds office at the pleasure of the Board.

7.10.5 The Chair of the Board is ex-officio a member of any committee or advisory committee established by the Board.

**Terms of Reference**

The primary function of the Legatus Group CWMS Advisory Committee is to coordinate and progress CWMS issues and activities, and particularly to:

* Oversee the role of the Legatus Group in the implementation of the Joint Services Arrangement
* Assess and prioritise regional CWMS projects as necessary
* Coordinate and support submissions for funding on regional CWMS issues but in particular for regional funding in conjunction with Councils
* Encourage greater cross-Council and stakeholder liaison and collaboration
* Foster regional CWMS planning throughout the Region
* Raise and discuss CWMS issues of common interest or concern and develop appropriate courses of action for recommendation to the Legatus Board
* Facilitate greater awareness and understanding across member councils of CWMS issues
* Monitor project reporting and requirements of any project funding agreements
* Undertake actions or tasks as directed by the Legatus Board

**Membership**

The membership to the Legatus Group CWMS Advisory Committee shall comprise:

* Maximum of 1 x Board Member Legatus Group
* Maximum of 2 x member Council CEO’s
* Maximum 5 x technical engineering or works delegates nominated from the member Councils

The Chair shall be appointed by and from within the committee.

The Legatus Board reserve the right to appoint a specific assessment sub-committee if so desired.

**Appointment to Committee**

The process for appointment to the committee and filling of casual vacancies will be through a call for written nominations from the member councils/representative stakeholder groups for participants with skills, interest and experience relevant to the committee.

There shall be a maximum of one delegate from any one-member council at any particular time.

Nominations will be assessed by the Legatus Group Chair, Deputy Chairs and CEO giving due consideration to:

* geographical spread
* maximising wide member council participation
* staggering membership across terms to ensure some continuity of experience

Membership (including proxies) shall be reported to the Board by the Legatus Group CEO following their assessment.

**Term of Office**

Members shall be appointed to the committee for a two-year term with a maximum of two consecutive terms for any one member.

**Committee Support**

Executive Support to the committee will be provided by the Legatus Group CEO.

The committee may seek representation or advice from the freight, tourism or other industry or group specialist on an adhoc basis as required.

**Delegated Authority**

None. This committee will operate in an advisory capacity only, under direction from the Legatus Board.