



**Trade Waste & Networks**

**Restricted Wastewater Committee**

# Terms of Reference

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**Government of  
South Australia**

## Document Controls

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### Approvers

Role	Signature and Date
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## Reviewers

Name	Review Date
Shannon Uern	19/02/2020- Final Draft
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# 1 Introduction

This term of reference document is intended to provide clarity of purpose for the restricted waste committee.

## 1.1 Purpose

This committee has the following Primary focus areas:

- Assist in the communication of restricted waste policy matters, particularly draft & newly proposed trade waste changes to industry responsible for designing trade waste customers pre-treatment and drainage solutions.
- Provide feedback for SA Water's consideration in restricted waste policy determinations
- Provide feedback to SA Water on quality of service offerings relating to restricted waste service offerings.

Secondary focus areas include:

- Assist SA Water in improvement initiatives (such as technical investigations to inform policy reviews)
- Provide feedback to SA Water on quality of service offerings relating to non-restricted waste service offerings (water & sewerage connections, quotes, recycled water)

## 1.2 Glossary

The following glossary items are used in this document:

Term	Description
SA Water	South Australian Water Corporation
RWC	Restricted Waste Committee
OTR	Office of Technical Regulator
MPA	Mast Plumbers Association

## 2 Context

All wastewater non-domestic in nature, is required within South Australia to be granted approval by the local water industry entity (waste defined as 'restricted'). These approvals are granted in the form of a trade waste authorisation by SA Water. These authorisations include details surrounding a customers obligations, particularly as it relates to pre-treating the waste before disposal to SA Water's sewer.

An overwhelming majority of customers engage the services of technical professionals (such as: Hydraulic consultants, Plumbers & Pre-treatment suppliers) to assist them in their endeavours to reliably meet their trade waste obligations.

This design and delivery of a technical solution specifically crafted to a customers needs, is a critical enabler for a customer to remain reliably compliant with the obligations of their authorisation.

In 2014 SA Water formed a technical committee with the primary aim at the time to improve relations with the hydraulic design sector in particular, with the main motivation to improve transparency with industry on trade waste standards and requirements.

Since this time this engagement has expanded to include plumbing installed as part of the trade waste installation, pre-treatment & trade waste standards. The expansion has led to the agenda changing overtime and so to the attendees.

A terms of reference was endorsed as required by the Restricted Wastewater Committee in June 2019 to assist with establishing a framework for how this committee operates and consequently who best supports the objectives of this committee by actively contributing as a committee member.

### 3 Authority and Delegation

The Restricted Wastewater Committee does not engage in votes on matters routinely discussed via standing agenda. This simply is not required, as matters being discussed are largely communication and technical information originating from SA Water that are being openly discussed and considered by All for SA Waters consideration.

On rare occasions technical policy considerations & recommendations from the committee may not be adopted by SA Water. The chairperson is responsible for collation of the recommendations, the Trade Waste Manager however is responsible and has the authority to modify / change policy and fact sheet content within SA Water.

The committee however will consider new members (by expression of interest) and vote accordingly. Each official member (attendees listed in section 4) of committee bares equal weighting in this decision. In event the committee does not arrive at a decision, the chairperson will have authority to make the executive decision.

## 4 Core Roles and Responsibilities

All representatives (SA Water & OTR exempt) aim to:

- Bring industry experiences and expectations to the committee for consideration
- Provide a view of industry practices relating to matters (for example- trade waste policy) being considered by the committee
- Assist with communication to and from industry, inclusive of own clientele

Specific roles and responsibilities articulated below for all attendees

Role	Individual	Responsibilities
RWC Chairperson	Gianina Rogers (SAW)	Agenda, proof and release minutes, facilitate & run meetings, organise internal and external stakeholders to SA Water as required by agenda
Deputy Chair & minutes	Shannon Uern (SAW)	Act for Chairperson as required, take minutes during sessions, organise key speakers, accountable for SA Water policy
RWC member	Ross Wardrope (SAW)	SA Water Policy, communication to and from Trade Waste team
RWC member	Michael Souvertjjs	OTR- provide advise to inform matters being discussed don't conflict with plumbing code
RWC member	Andrew Clarke	Master Plumbers Association
RWC member	Victor Gallo	Hydraulics Association – SA District
RWC member	Bob Mitchell	Freelance Consultant
RWC member	Paul Lind	Lucid Consulting
RWC member	Derrek Harris	Property Council of Australia (SA) and KBR
RWC member	Karl Krenn	Aurecon
RWC member	SA Water others	Upon invitation other SA Water members representing areas such as connections, water & wastewater mains and upgrades, technical services,etc will attend committee.

*#NOTE: A maximum number of 12 people inclusive of chairperson is desired that best represent the diversity of restricted waste design and pre-treatment industry within South Australia*

## 5 Frequency of Meeting

Meeting frequency is Quarterly. Sub committees or working parties on various initiatives will meet as collectively agreed.

### 5.1 Attendance at meetings

If any attendee is unable to reliably attend quarterly meetings, the chairperson may elect to terminate members involvement at future committee sessions.

### 5.2 Confidentiality

All Restricted Wastewater Committee members are required to have entered into a confidentiality agreement with SA Water.

All material and information discussed at committee sessions are considered public and members are actively encouraged to communicate to their members or businesses, unless SA Water has specifically communicated it must remain confidential (for example- a draft policy position prior to release).

### 5.3 Agenda

Agenda will typically consist these elements:

- Minutes endorsement from previous meeting
- review of outstanding action items
- key speakers as appropriate (focus on creating awareness of new ways)
- Trade Waste general business update from Trade Waste Manager
- active items being worked on (legislative/policy reform, standards, fact sheets, etc)
- Other business (particularly encouraging dynamic input here from RWC members)
- SA Water connections and other service offerings (optional attendance)

Agenda will be communicated with sufficient notice prior to any committee meeting, and other business from committee members actively sort from the chairperson prior to meeting.

## 6 Communication Protocol

### Meeting Communications:

Key feedback & items from meetings are expected to be communicated via RWC members to their corresponding represented parties (refer to section 4).

The committee will evaluate communication opportunities in all matters discussed. Where there are opportunities to broadcast updates to industry or customers, the committee will actively discuss this and agree to communication mechanisms that make optimum use of SA Water facilities and that on offer by committee members.

### RWC outcomes:

SA Water will primarily use its corporate website to convey the following:

- Purpose / mission of RWC
- Key outcomes
- Key items currently being considered or worked on by RWC
- Mechanism for bringing a technical matter to the attention of the committee
- Mechanism for expressing interest in becoming an RWC member

Other mechanisms such as various forms of publications will be considered on as needs basis to communicate key outcomes from this committee (example- reformed fact sheets and guidelines).

### 6.1 Review of Terms of Reference

Bi-annually

### 6.2 New Committee members

Industry members can express interest in participating on the Restricted Wastewater Committee as a member.

People can express interest via an application on SA Water's corporate website and provided there are spaces available the committee will consider the merit of their application and advise accordingly by balance of majority.

Key items considered in the merit of an application are:

- The persons motivation for wanting to join this committee?
- What industry segment does the applicant represent and what benefit would this provide the RWC?
- Experience within sector?
- What organisation does the applicant work for?
- What other committees does the applicant attend?
- What can applicant bring to the committee?
- Any obvious conflicts of interest?