



**Stormwater Quality Improvement Device
Evaluation Protocol (SQIDEP)**

Technical Review Panel (TRP) Charter

Stormwater Australia Technical Review Panel Charter

1. Purpose.....	3
2. Responsibilities.....	3
3. Organisational Structure	4
4. Composition, Size and Structure of the Panel.....	5
5. Tenure	5
6. Technical Review Panel Member Benefits.....	5
7. Appointment and Responsibilities of Chair	5
8. Secretary/Minute recording.....	6
9. Ethical Standards and Legal Duties.....	6
10. Conflicts of interest	6
11. Confidentiality.....	7
12. Review and Access.....	7

1. Purpose

This charter sets out the role, responsibilities, structure and processes of the Technical Review Panel of the Stormwater Quality Improvement Device Evaluation Process (SQIDEP) and which responsibilities are delegated to Technical Review Panel Members or to management, as well as the membership and operation of the panel.

2. Responsibilities

The purpose and function, and major aims and activities of Stormwater Australia (SWA) are set out in Paragraph 3 of the Constitution of the company.

The Technical Review Panel duties will include:

- 2.1. Evaluation of the existing SQIDEP document;
- 2.2. Evaluation of latest research, publications, publicly-available industry information on stormwater field monitoring, characterisation and laboratory testing;
- 2.3. Advances in Australian stormwater quality impacts and policy changes; and
- 2.4. Meetings with the Governance Panel, if required.

The Technical Review Panel reports to the SQIDEP Governance Panel and SWA Board.

A TRP will be stood up on a biennial basis, or as otherwise decided by the Governance Panel and SWA Board, to evaluate potential improvements to the SQIDEP protocol and process. This panel may consist of as many members as may respond to the Call for Expressions of Interest from time to time, but not less than five.

Recommendations from the TRP may include, but are not limited to;

1. Additions, exclusions or modifications to the existing SQIDEP document;
2. A Laboratory testing Protocol for micro-pollutants (<5mm);
3. A Field and/or Laboratory testing Protocol for gross pollutants (>5mm); and
4. A methodology for lower cost, lower reliability, entry level testing.

The Governance Panel, or a representative thereof, may be requested to mediate for the TRP to ensure clear and consistent recommendations to the SWA Board for improvements to SQIDEP.

3. Organisational Structure

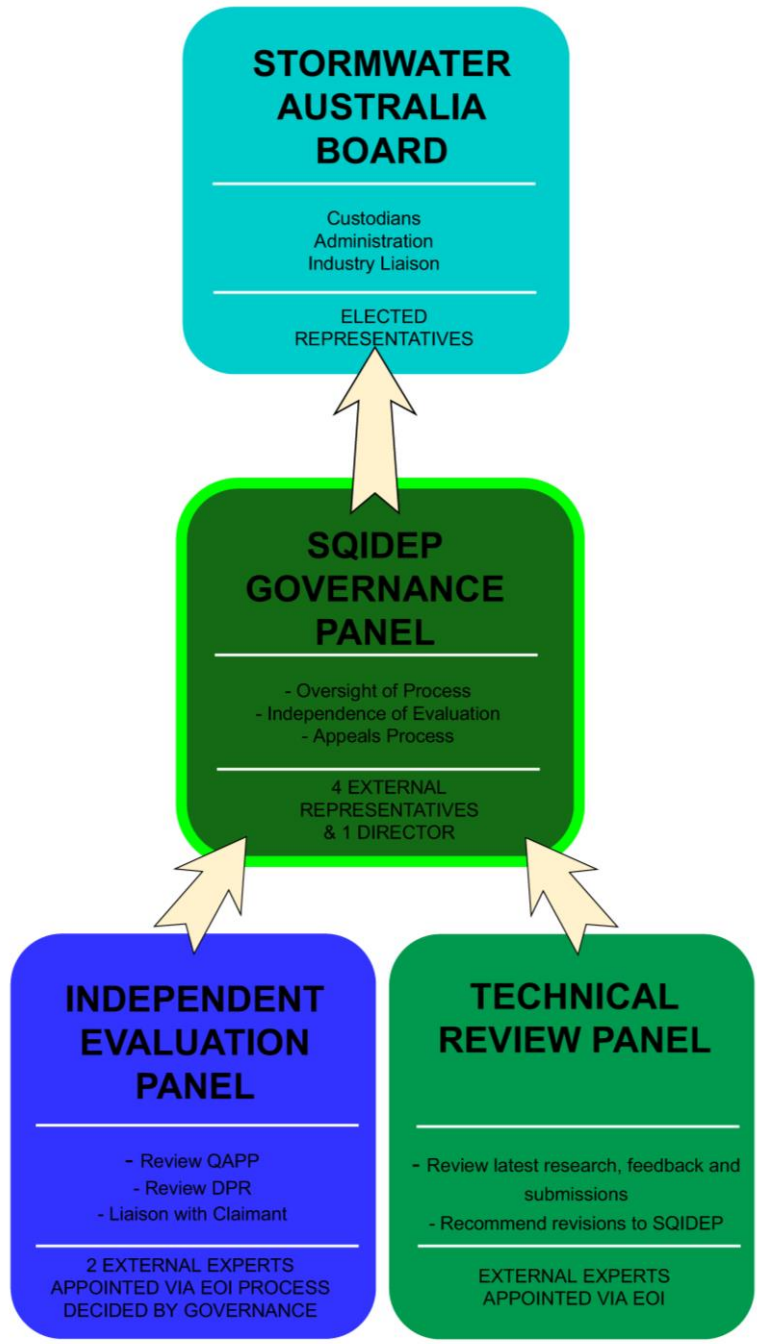


Figure 1. SQIDEP Governance Structure

4. Composition, Size and Structure of the Panel

- 4.1. **Composition:** The Technical Review Panel will consist of members with experience in the stormwater industry, laboratory and/or field testing.
- 4.2. **Size:** The Technical Review Panel will have an unlimited maximum number of potential members but at least five members.
- 4.3. **Structure:** The Technical Review Panel members will be selected according to the information provided in their EOI submissions.
- 4.4. **Appointment:** The Technical Review Panel members will be appointed by the Stormwater Australia Board following the EOI process and referee checks.

5. Tenure

- 5.1. The Technical Review Panel members will be appointed to maximum terms of 3 years.
- 5.2. Meetings shall be called at least once during the Review Process.

6. Technical Review Panel Member Benefits

- 6.1. Technical Review Panel Members will be offered an honorarium of \$500. This will be paid upon completion of the review and recommendations to the Governance Panel and SWA Board. Members may elect to donate this honorarium to a charity of their choice.
- 6.2. Technical Review Panel Members will be identified on the SWA SQIDEP webpage as contributors to the review process.

7. Appointment and Responsibilities of Chair

- 7.1. The Technical Review Panel shall elect a Chair from its members.
- 7.2. The Chair shall ensure that the Technical Review Panel is considering the right matters, considering them thoroughly, coming to clear conclusions and communicating clearly with the Governance Panel and the SWA Board.
- 7.3. The Chair must attempt to recognise when a consensus is emerging, to articulate it and to ensure that decisions are clear.

8. Secretary/Minute recording

- 8.1. Minutes and Decisions of the Technical Review Panel will be recorded.
- 8.2. A Panel member shall be elected to record Minutes of the Panel Meeting.
- 8.3. The Panel Chair will have access to the SWA Zoom subscription and may choose to record the audio.

9. Ethical Standards and Legal Duties

- 9.1. Each Technical Review Panel member shall abide by the terms of the Stormwater Australia's Code of Conduct and are expected to uphold the ethical standards and behaviour described in the Code.
- 9.2. The Technical Review Panel will operate in a manner reflecting the obligations, values and agreed behaviours of Stormwater Australia, the Constitution, the Corporations Act and all other applicable laws and regulations
- 9.3. Where a Technical Review Panel member is found to have breached Clause 9.1 and/or 9.2, the member will be discharged from the Panel, at the discretion of the Chair and SQIDEP Governance Panel.

10. Conflicts of interest

- 10.1. **Each Technical Review Panel member has a duty not to place themselves in a position which gives rise to, or is perceived to give rise to, a real or substantial possibility of conflict, whether it be a conflict of interest or conflict of duties.** In accordance with the Stormwater Australia's Conflicts of Interest Policy, each member is required to ensure that the Stormwater Australia Board is notified (whether by formal standing notice or notification to the Company Secretary or Board immediately on becoming aware) of any such conflicts of interest; and
- 10.2. If any matter is or likely to be brought before the Panel which could give rise to such a material conflict of interest, then the panel member:
 - a) shall disclose this to the Governance Panel and SWA Board;
 - b) shall not receive any or all of those documents related to the review;
 - c) may choose to withdraw from a Panel or Panel meeting for the duration of any discussion; and
 - d) may choose to return any documents already received.
- 10.3. Where a Technical Review Panel member declares a material conflict of interest, or potential material conflict, it shall be recorded in a register maintained by the Governance Panel and/or Stormwater Australia Board.

- 10.4. Where a Conflict of Interest is recorded by the Chair and notification is provided to the Governance Panel and/or SWA Board, should it decide the Conflict of Interest is significant enough, the Board and/or Governance Panel may decide to preclude that member from further participation in the Technical Review Panel either temporarily or permanently to satisfy any Conflict of Interest is no longer in breach of the Stormwater Australia’s Code.

11. Confidentiality

- 11.1. Confidentiality will be in accordance with standard Stormwater Australia confidentiality agreements and the Non-disclosure Agreement signed by the Panel member.

12. Review and Access

- 12.1. The Board will review the Charter every three years to ensure that it meets best practice standards and meets the needs of the SQIDEP process and the Board.
- 12.2. The Charter is available on Stormwater Australia’s website and/ or copy will be made available on request.

Authorisation & Review			
<u>Version</u>	<u>Approved by</u>	<u>Date Approved</u>	<u>Next Review</u>
I	Board	June 2019	June 2022