



Institute of Water Administration

Special Interest Group (SIG) Convenor Induction Guide

LAST UPDATED: 2019

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Acknowledgement of Country

The Institute of Water Administration (IWA) respectfully acknowledges the Traditional Owners/Custodians of the land and waterways throughout Victoria of which our industry serves and pays our respects to their Elders past, present and emerging.

Item 1. Welcome to the IWA

1.1 History of the IWA

IWA has a proud history, commencing life as a group of Water and Sewerage Trust Secretaries in Gippsland getting together in 1967 to share ideas and experiences to improve their individual and collective administrative capability and performance.

During the next couple of decades, the IWA became a statewide body and played a leading role in developing skills and networks which helped the industry transform during the 1980's & early 90's. By the mid 1990's the reform of the industry had reduced the number of Water Authorities by about 80%, and the IWA faced significant challenges with membership and attendances.

In 1997, the Institute responded to these challenges by undertaking a strategic planning process, which amongst other things, led to the birth of the Special Interest Groups, which have revitalised the IWA over the last decade or so.

Fast forward to present day and more than 50 years young, the IWA and its 10 different Special Interest Groups, in collaboration with VicWater and the Victorian Branch of the AWA is going stronger than ever.

1.2 Vision

We exist to help our industry be extraordinary, to provide greater value for our customers and community.

1.3 Core Purpose

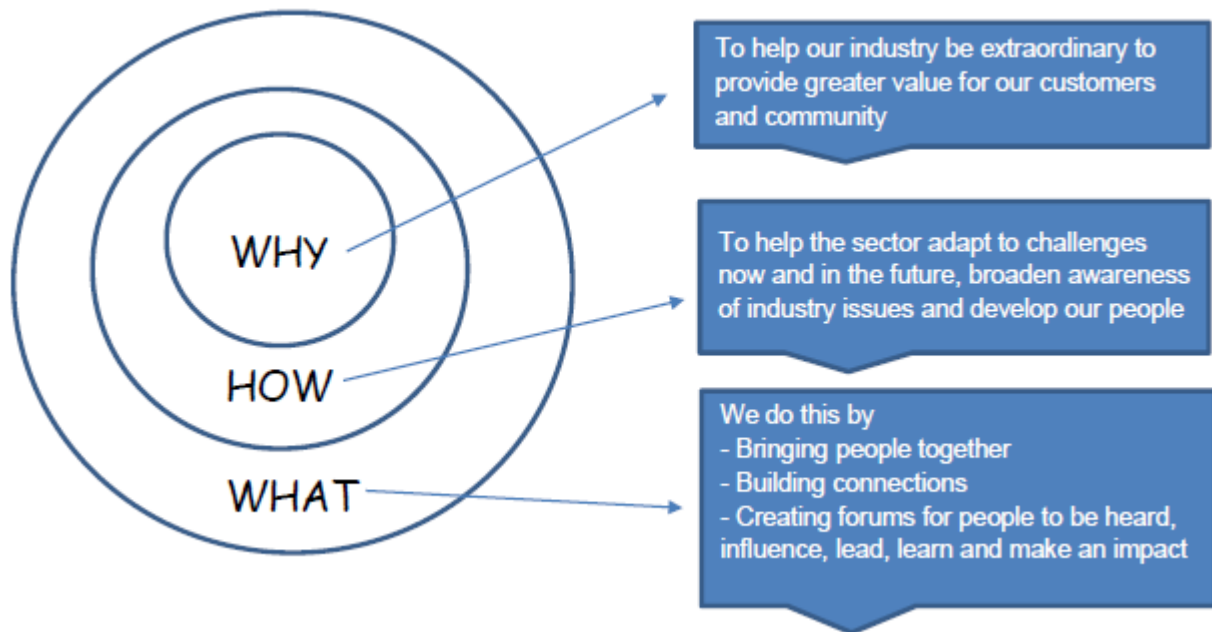
We exist to help the Victorian water sector adapt to challenges now and in the future, broaden awareness of industry issues, and develop our people.

We do this by:

- Bringing people together
- Building connections
- Creating forums for people to be heard, influence, lead, learn and make an impact.

1.4 The way forward for the IWA

In our 50th year we set about to reevaluate who we are and why we exist. In March 2017 with the help of a strategic facilitator we were able to get our 'Why' statement based on the Simon Sinek model as shown below.



1.5 How we align to the rest of the Victorian Water Industry

a) Victorian Water industry associations comparison chart

There are a number of associations in the water industry, and each serves a different purpose. The below provides a high-level summary of the differences and cross collaboration that the IWA provides in conjunction with WSAA, IWN, AWA, WIOA and VicWater.

	IWA <i>Institute of Water Administration</i>	IWN <i>Intelligent Water Networks</i>	VicWater <i>Victorian Water Industry Association</i>	AWA <i>Australian Water Association</i>	WIOA <i>Water Industry Operators Association of Australia</i>	WSAA <i>Water Services Association of Australia</i>	IWA <i>International Water Association</i>
COVERAGE:	Victoria	Victoria	Victoria	State/National	National	National (Urban)	International
EMPHASIS:	Networking Collaboration Learning	Collaboration Technology Leadership Development	Peak Body Advocacy Policy	Advocacy Prof development	Facilitating the collection, development and exchange of information	Peak Body National advocacy & collaboration	Networking Research Prof development
MEMBERS:	Water Utilities, Corporates & Individuals	Victorian Water Corporations, VicWater & DELWP	Water Corporations	Private sector Utilities Individuals	Private Sector Utilities & Individuals	Major urban water utilities	Primarily Individual
NOTES:	Management orientation	Business Improvement	Addresses strategic issues common across sector	Technical orientation	Focus on operations	Deals with Fed Govt, NWC, Productivity Commission etc.	Close links with the AWA: European centric

b) MOU's

The IWA has established strategic Memorandums of Understanding (MOUs) with both VicWater and the AWA that outline a commitment to work together in areas that are complimentary to maximise value to the respective memberships.

1.6 IWA Constitution (Rules)

The Institute of Water Administration Incorporated Association Rules can be found on the IWA Website:

- <https://iwa.org.au/documents/rules>

1.7 IWA Annual Report

The Annual Report provides a yearly summary of the key outcomes and learnings of each of our 10 different Special Interest Groups as prepared by the relevant SIG convenor, as well as information on the performance of the IWA during the previous year.

The Annual Report is prepared for presentation to our members at the Annual General Meeting held in mid-late November just prior to the November Conference Dinner. All paid individual members of the IWA are encouraged to attend.

The IWA Secretary will approach each SIG convenor between August – October seeking your input to the Annual Report in the form of a one pager annual report of your SIGs key outcomes and learnings for inclusion in the final report.

Our most recent annual report as well as previous years can also be accessed on our website (<https://iwa.org.au/documents/annual-reports>).

Any photos taken of SIG meetings throughout the year are also most welcome to be forwarded to the IWA Secretary for inclusion in the Annual report. Photos can be emailed at any time during the year to iwaexecutive@gmail.com .

Item 2. IWA Board & Membership

2.1 The IWA Board

The Board means the Board of the IWA, whom acting with a quorum of Directors, is the committee that has management of the IWA for the purposes of the Associations Act.

In accordance with the Association Rules, Board positions are held for a 3 year period by which members can renominate to service additional terms. Any individual member of the IWA can nominate for a vacant board position. Should the number of nominations exceed the number of vacancies, a members ballot is conducted by the IWA Secretary (returning Officer) in the weeks prior to the AGM. Outcomes of the ballot are announced at the AGM.

The role of President and Vice President is rotated every 12 months



Dona Tantirimudalige - General Manager Distribution Services, Yarra Valley Water (IWA President 2018/19)

Dona has been in the water industry for over 20 years and has recently got more actively involved with the IWA having joined the Board in 2016.

Her qualifications are: B Eng (Hons), M. Public Policy & Management, GAICD, MIWA



Sarah Johnston - Manager People Diversity & Inclusion, East Gippsland Water

Sarah has been involved in the industry and IWA for 12 years and served as President in 2017-2018 and Public Officer for a number of years prior to that.

Her qualifications are: BCom/LLB, CPA, GAICD and FIWA



David Ryan - Managing Director, City West Water

David has been involved in the industry for 14 years. David served as IWA President in 2016-2017.

His qualifications are: B.Env.Sc., MBA, MCorpEnv&SusMgt and GAICD



Sarah Cumming - Managing Director, Gippsland Water

Sarah joined the IWA Board in 2018 and has extensive experience in successfully leading transformational change and implementing large scale technology solutions across multiple tiers of government. Her expertise is in governance, strategic leadership, business transformation and creating enabling cultures to deliver process improvements.

Her qualifications are: B.A., LLB (Hons), EMBA, GAICD, MIWA



Peter Quinn - Managing Director, Goulburn Valley Water

Peter joined Goulburn Valley Water in 1996 and was appointed to the role of Managing Director in 2008. He has extensive experience in strategic planning, organisational capacity building, risk management and governance. Peter has previously served as IWA President and Public Officer.

His qualifications are: AAPI, CPV, MBA (Exec), FIWA, MAICD



Brett Millington - IWN Flagship Program Manager, VicWater

Brett has been involved in the water industry for over 13 years and IWA for 9, in a wide variety of roles. Brett served as IWA President in 2012/13.

His qualifications are: B Sc. (Hons), Grad Dip BA, GAICD, FIWA



Charmaine Quick, Managing Director, Goulburn-Murray Water

Charmaine has been involved in the water industry for over 20 years and joined the IWA Board in 2017.

Her qualifications are: (B.Eng.), Civil, GAICD and MIWA



Paul O'Donohue - Managing Director, Central Highlands Water

Paul is the Managing Director of Central Highlands Water. Since joining the organisation in 2003, he has overseen many key business areas including major project delivery, strategy, long term planning, communications and account management. Paul has also been involved with IWA for over 10 years and joined the Board in 2012 and served as President in 2013/14.

His qualifications are: BA (Mgt), Dip (Ldrshp), GradDip (BusMgt), GAICD, FIWA



Ian Johnson - Director Water Futures Consulting, FIWA

Ian has an extensive 40 years of experience in the Victorian water sector across a range of disciplines and sectors. Ian holds a Graduate Diploma in Business Administration and a Bachelor Engineering (Civil).

He has been on the IWA Board since November 2005.



Peter Robinson - Director, Pt3b consulting

Peter has been involved with the Victorian Water industry across both private and public sectors for over 30 years and a member of IWA since 1998. Peter is past National President and a Life Member of the Australian Water Association (AWA).

His qualifications are: BE (Civil), Grad Dip Industrial Relations, Grad Dip Marketing.



David Thomas - Manager Finance, Western Water (IWA Treasurer)

David has 11 years in the water industry and has involvement in the IWA as a past convenor to the Finance Special Interest Group for three years and current as Treasurer for four years.

His qualifications are: CPA, BComm, SA Fin, GAICD, FIWA



Rebekah Foster - Digital Comms & Change Lead, Central Highlands Water (IWA Secretary)

Rebekah commenced in the water industry 9 years ago having transitioned from Local Government and joined the IWA Executive as Secretary in 2013.

Her qualifications are: Adv Dip Bus. Mgt/HR, GIA (Cert), GAICD, Prosci Cert., AIWA

2.2 IWA Membership

a) Individual membership for Convenors

As per the Charter for each SIG, Convenors are required to apply for individual membership at the commencement of their term. Applications for membership can be downloaded from the IWA website: <https://iwa.org.au/documents/membership>

b) Classes of Membership

As per the Association Rules, the following classes of individual Membership exist:

- **Honorary Life Fellow (F.I.W.A. Hon.)** – shall be a person who has been nominated for such Membership class by the Board in its absolute discretion on the basis that the person has rendered such services to the Association or possesses such knowledge and experience of and connected with the provision of Water Administration as entitles the person to that distinction and after such nomination election shall occur only by a majority vote of those Members present at a General Meeting.
- **Fellow (F.I.W.A.)** – shall be a person who has been elected to that Membership class by the Board on the basis that the person:
 - holds an approved certificate of qualification as determined acceptable by the Board;
 - is and has been for a period of not less than 10 years in a full-time capacity (or equivalent accepted by the Board) involved in Water Administration; and
 - has held the Membership class of Associate for at least five (5) years; or
 - has rendered such services in the field of Water Administration or for the Association in particular which in the opinion of the Board entitles the person to such a distinction (which may include serving the role of President;
 - provided however, that the Board may only elect additional persons to this class if the number of persons elected as Fellows does not exceed 40% of the total number of Members at the date of the Board's decision.
- **Associate (A.I.W.A.)** – shall be a person who has been elected to that Membership class by the Board on the basis that the person:
 - holds an approved certificate of qualification as determined acceptable by the Board;
 - is and has been for a period of not less than five (5) years employed in a full-time capacity (or equivalent accepted by the Board) in Water Administration by a Water Organisation; and
 - has held the Membership class of "Member" for at least three (3) years; or
 - has rendered such services in the field of Water Administration or for the Association in particular which in the opinion of the Board entitles the person to such distinction, which may include serving the role of a Director.
- **Member (M.I.W.A.)** – shall be a person who applies for Membership in this class and has been elected to that Membership class by the Board on the basis that the person:
 - holds an approved certificate of qualification as determined acceptable by the Board; and
 - is and has been for a period of not less than three (3) years (full time equivalent) employed in Water Administration by a Water Organisation whether on a full-time or part-time basis; and
 - has attained an approved status acceptable to the Board in the capacity as either a full-time or part-time water manager.

- **Corporate Member (M.I.W.A. Corp.)** - shall be any Federal or State Government Department, Authority, Trust, Statutory Body, or other corporation, partnership or business entity, which has made application to the Association and the Board elects that person into such Membership class.
- **Honorary Member (M.I.W.A. Hon.)** - shall be a person nominated by the Board who in the opinion of the Board has rendered such service to the Association or Water Administration generally or possesses such knowledge and experience of and connected with the profession of Water Administration as reasonably entitles that person to the distinction and after such nomination of the Board the election to Membership shall occur only by a majority vote of those Members present at a General Meeting.
- **Retired designation (add "Ret." to prior Membership designation e.g. A.I.W.A.-Ret.)** - shall be any person who:
 - held Membership under any class of Membership ;
 - permanently retires and wishes to maintain their Membership ; and
 - who has applied to the Board which shall in its discretion be entitled to classify that Member as retired.

c) Additional Membership Provisions

A Member of the Association who is entitled to vote has the right:

- to receive notice of General Meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
- to submit items of business for consideration at a General Meeting; and
- to attend and be heard at General Meetings; and
- to vote at a General Meeting; and
- to have access to the minutes of general meetings and other documents of the Association as provided under rule 75; and
- to inspect the register of Members; and
- to nominate for the position of Elected Director; and
- to be a recipient or apply for any awards offered by the Association from time to time.

A Member is entitled to vote if:

- the Member is a member other than an Honorary Member or Corporate Member; and
- more than 10 business days have passed since he or she became a Member of the Association; and
- the Member's membership rights are not suspended for any reason.

Item 3. Special Interest Groups

3.1 Why I became a convenor?



SIG name: Corporate Governance

Name: Rebecca Hanley

Title: Manager Governance & Risk

Organisation: Central Highlands Water

Why did you nominate as a Convenor? As a personal and professional development opportunity.

Why would you recommend this role to others? It's an accelerated learning curve which enables you to enrich your knowledge of the water sector while connecting with peers and key industry leaders.



SIG name: Energy and Greenhouse Gas

Name: Richard Fincher

Title: Energy Performance Analyst

Organisation: East Gippsland Water

Why did you nominate as a Convenor? It was an exciting leadership opportunity for my personal development.

Why would you recommend this role to others? It is a great opportunity to lead others in your specialised field, especially for professionals working in the smaller water corporations.

Any other comments? Having a direct responsibility for the meeting agenda, gives me a greater awareness of industry trends and issues that I can learn from and apply in my position at EGW.



SIG name: Executive Assistant

Name: Roslyn Shipton

Title: Assistant to the Managing Director

Organisation: Yarra Valley Water

Why did you nominate as a Convenor? After attending my first EA SIG meeting in 2016, I was impressed by the generosity of the IWA to provide a forum for EAs and PAs from across the metro, regional and rural Victorian Water industry to be able to discuss relevant issues and to present on topics of interest. I applied for the role of Convenor as I wanted to learn more about the water industry and also contribute to the growth and development of the special interest group.

Why would you recommend this role to others? I was relatively new to the water industry when I took over the role of convenor. I've thoroughly enjoyed being the Convenor of the EA SIG and would I recommend the role to anyone seeking a

personal and professional development opportunity; seeking knowledge about the water industry and is passionate about making a positive contribution to those in a similar profession.



SIG name: Technical

Name: Stephen Answerth

Title: General Manager Capital Delivery and Network Field Services

Organisation: Central Highlands Water

Why did you nominate as a Convenor? After participating as a member of the Technical SIG for a number of years now I thought it was my turn to give back to the SIG by taking on the Convenor role.

Why would you recommend this role to others? As convenor, you have a unique opportunity to help shape and drive the direction of the SIG, specifically the subject matters to be discussed and explored at future SIG meetings. The opportunity to network and connect with a range of people from across the industry is also a major benefit of the role.

3.2 Role of expectations of our SIGs

From time to time, the Board may establish Special Interest Groups (SIGs) in order to create supporting specialist networks for the industry to foster collaboration and information sharing.

Each SIG is required to adopt their own set of rules (Charter) with the approval of the Board.

Meetings of SIGs will generally be held in conjunction with any or all of the Conferences run by the Association and agendas will be developed by the Special Interest Groups.

Each SIG will appoint their own Convenor. This Convenor must be endorsed by the IWA Board.

The IWA President (or his or her nominee) has the right to attend a SIG meeting as an ex-officio member of the group to discuss issues, directions and any other matters pertaining to the purposes of the Association.

The IWA currently supports 10 SIGs who are represented by technical specialists within their individual fields from within the Victorian Water Industry.

3.3 SIG charters and meeting agenda

Each SIG generally meets three times a year (generally in February, June and November) in conjunction with the IWA conferences. The Convenor may call additional meetings if required. Note that this may vary depending on the individual needs of various SIGs.

Individual SIG Charters and Agendas can be found on the IWA website: <https://iwa.org.au/sigs>.

Charters are reviewed every two years to ensure they remain relevant and current, with changes ratified at Board and can be viewed via the above link.

3.4 Role of the SIG convener: so, what's in it for me?

The IWA provides a means for Victorian water industry staff to meet and exchange ideas helping to build professional networks, and creating opportunities for collaboration across the industry. This in turn provides benefits to all water industry businesses in the State through collaborative efforts and sharing of information. The SIG Convener takes a significant role in facilitating and leading this.

The nominated SIG Convener is responsible for:

- Engaging with members of the relevant SIG to create an agenda for the SIG meeting;
- Engaging with IWA Board and support in organising the SIG meetings as appropriate;
- Chairing SIG meetings;
- Gathering and circulating minutes from SIG meetings;
- Reporting on attendees, discussion items and any other matters to the Board (no later than the next Board meeting);
- Attending the IWA Board and Convener strategic meeting / dinner as part of the February conference; and
- Contributing to the IWA Annual Report

Specific SIG Charters may contain additional responsibilities for the Convener, and other specific details relating to terms of office.

Convenors are also provided with;

- One complimentary ticket to one IWA Conference per annum as a guest of the IWA Board as a gesture of thanks from the IWA Board.
- Complimentary invitation to end of year VicWater-IWA Board dinner also attended by all MD's.
- Invitation to IWA Board and Convener strategic planning meeting held in February/March annually.
- Optional mentoring with an IWA Board member: The IWA Board would also like to provide SIG Convenors with the opportunity to have an IWA Board member as a mentor for a period of 12 months (one meeting per quarter, unless otherwise agreed between mentor and mentee), if they so desire.

3.5 Convener terms of appointment

As per the SIG Charters, Convener terms of appointment are generally for a 2 year period unless agreed otherwise by the individual SIG. Many SIG's also appoint a Deputy Convener who support the convener and to act as a successor to the current serving Convener. This process ensures a smooth handover process for all parties.

The role of Convener can also be shared between 2 members.

3.6 Deputy Convener and Succession Planning

A number of SIGs have successfully introduced a Deputy Convener role which can provide a number of benefits such as:

- Back up convener in the case that you are unable to chair a meeting

- Additional person to contribute to agenda preparation and/or meeting coordination
- Minute taker

The role of Deputy Convenor can also be used for succession planning to enable knowledge transfer in the instance that the Deputy is intending on succeeding the current convenor at the end of their current term.

Item 4. The Nitty Gritty

4.1 Posting/sharing of draft agendas

As soon as the next upcoming meeting agenda for your SIG is finalised, we ask that you please forward a copy to the IWA Secretary via iwaexecutive@gmail.com to be uploaded on the IWA website and shared with the Board. It is at the discretion of the SIG Convenor as to what other platforms the agenda may be shared on (refer item 4.3 below).

4.2 SIG Member attendance eligibility

As you would appreciate the running costs to host our 10 SIGs is extensive when you consider venue hire, AV and catering costs. As a member based not for profit Association, we solely rely on the support from our corporate members to financially sustain these meetings and avoid having to charge a registration fee to each SIG attendee. As such, only employees of an IWA Corporate Member (this includes all Vic. Water Corporations) and/or an individual IWA Member are entitled to participate in a SIG meeting.

Industry consultants may only attend if they fit under either of the above membership categories above. The only exception to this is Government entities such as DELWP, ESC, DTF, DHHS and DPC by which invitations are at the discretion of the SIG Convenor.

For those SIGs who have regular attendance by industry consultants and/or private firms, please encourage them to apply for either corporate or individual memberships. Application forms can be downloaded from our website: <https://iwa.org.au/documents/membership>

4.3 Online Collaborative Platforms & Privacy

It is at the discretion of the SIG Convenor as to what platform they choose to share meeting information and papers on. Privacy of all materials including attendee contact details are the responsibility of the convenor to manage. Any materials or databases related to the SIG, should only be shared with a 3rd party once consent is given from all relevant parties.

The preferred platform for SIGS to use is the [Public Sector Innovation Network](#). Designed by and for VPS staff, this free network brings together case studies, toolkits, events and people to help you do your work better. This platform also meets all current PROV security standards.

Other platforms which have previously been used by SIGs include:

- [Workplace by Facebook](#)
- [Slack](#)

4.4 Joint SIG meetings and/or presentations

In the spirit of cross collaboration and industry networking, from time to time 2 SIGs may like to host a joint presentation. This practice is strongly encouraged by the IWA. To ensure that we can allocate large enough rooms to host joint groups, please notify the IWA Event Coordinator and/or Secretary as early as possible as we may need to adjust venue bookings to accommodate.

4.5 Speaking fees and gifts for presenters

As the IWA is a not for profit member based organisation, we are unable to cover any costs for external presenters to SIG meetings.

In most cases, external presenters will be more than happy to present for free just for opportunity to present a product or service to the subject matter experts from all 19 Water Corporations in our state.

In the instance that a presenter fee is unavoidable, it is the responsibility of the SIG to seek a sponsor organisation to cover this cost or arrange for the speaker fee to be disbursed across all attendees.

4.6 Pre-conference IWA President & SIG meetings

In the 4-6 weeks prior to the next scheduled conference, a teleconference meeting is scheduled by the Secretary for all SIG convenors, the IWA President and Events Coordinator to participate in.

The meeting provides an opportunity for the group to discuss the program for the next Conference, SIG meeting agendas and to finalise room & catering requirements required for your meeting. If you are unable to participate in the phone call, it would be appreciated if you can please arrange for a SIG delegate to call in on your behalf.

Prior to this meeting, we ask Convenors to please have the following information prepared and ready to talk to:

1. Draft agenda
2. Will you be joining any other SIGs for a joint presentation
3. Approx. no of attendees –this will assist in room allocation so as close to the final number would be preferred
4. SIG meeting start and finishing times
5. Any other details we will need to assist you to hold an effective SIG meeting?

4.7 SIG attendance forms

Every SIG meeting is required to complete an attendance list at the meeting and submit to the Events Coordinator within 2 business days of the meeting for reporting purposes. Template copies of these attendance forms are provided (refer to Appendix 2).

4.8 Minutes of meetings and escalation process to IWA Board

Every SIG is required to record minutes of the meetings which are then submitted to the IWA Secretary for inclusion in the papers for the next meeting of the Board. The expected time frame for this is within 2 weeks of the SIG meeting being held.

Minutes do not need to be extensive but rather capture any key messages, outcomes and actions for the SIG or if there is a particular item that the SIG wish to raise with the IWA Board.

Appointment of a minute taker for each SIG can be managed in a number of ways including:

- Rotational turn as minute taker by each SIG attendee or by each Water Corporation
- Deputy Chair may assume this task
- The Chair may assume this role however this is not recommended as it can be difficult to effectively Chair a meeting and record minutes.

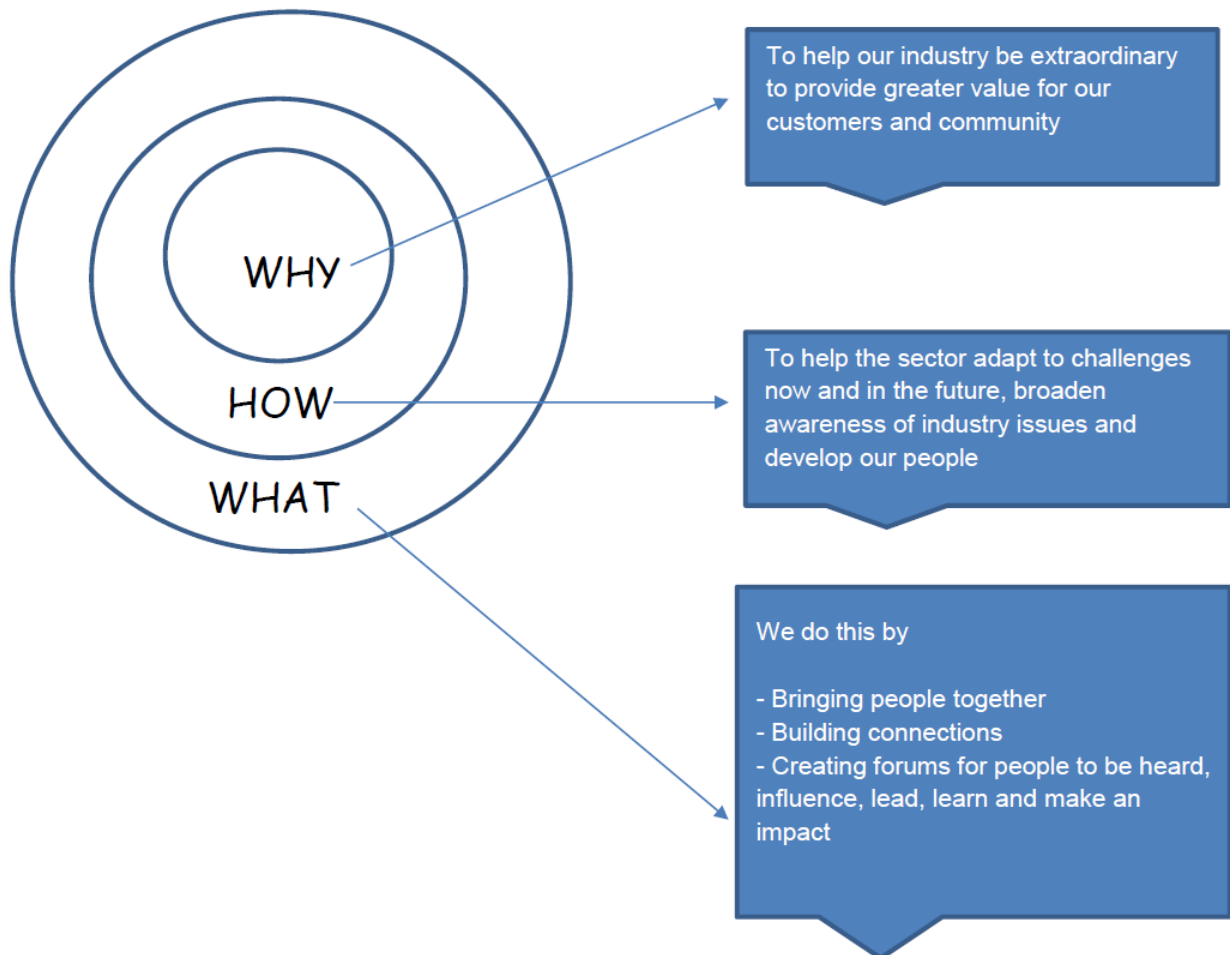
Item 5. Continuous Improvement

The IWA are focussed on continuous improvement. The IWA Board actively encourages feedback via the IWA Secretary iwaexecutive@gmail.com to ensure we continue to offer value to the water industry.

In addition, surveys seeking feedback after every conference support the development of future conferences.

Item 6. Attachments

6.1 Our Why Statement Slide



6.2 IWA Constitution

The Institute of Water Administration Incorporated Association Rules can be found on the IWA Website: <https://iwa.org.au/documents/rules>

6.3 Industry Organisational Comparison Slide

Industry Organisational Comparison



	IWA <i>Institute of Water Administration</i>	IWN <i>Intelligent Water Networks</i>	VicWater <i>Victorian Water Industry Association</i>	AWA <i>Australian Water Association</i>	WIOA <i>Water Industry Operators Association of Australia</i>	WSAA <i>Water Services Association of Australia</i>	IWA <i>International Water Association</i>
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EMPHASIS:	Networking Collaboration Learning	Collaboration Technology Leadership Development	Peak Body Advocacy Policy	Advocacy Prof development	Facilitating the collection, development and exchange of information	Peak Body National advocacy & collaboration	Networking Research Prof development
MEMBERS:	Water Utilities, Corporates & Individuals	Victorian Water Corporations, VicWater & DELWP	Water Corporations	Private sector Utilities Individuals	Private Sector Utilities & Individuals	Major urban water utilities	Primarily Individual
NOTES:	Management orientation	Business Improvement	Addresses strategic issues common across sector	Technical orientation	Focus on operations	Deals with Fed Govt, NWC, Productivity Commission etc.	Close links with the AWA: European centric

Item 7. Appendix

7.1 SIG Convener Induction/Handover Checklist

To be completed by outgoing convener

Explain the IWA:

- History of the IWA (Item 1.1 attached)
- Vision (Item 1.2 attached)
- Core Purpose (Item 1.3 attached)
- Organisational Comparison (Item 1.5 attached)

Role of the SIG Convener:

- SIG Charter (Item 3.2 attached)
- Expectations as specific to the relevant SIG (Item 3.1 attached)
- Length of term of role (Item 3.4 attached)
- Deputy role (If relevant) (Item 3.4 attached)

Note that it is suggested that a Deputy Convener be nominated to both support the Convener in their duties, and from a succession planning point of view.

Access to resources:

- Location of past agendas and minutes (Items 4.1 & 4.6 attached)
- Explain any shared platforms or methods of communication specific to individual SIG
- Names and email contact details of members of the SIG
- Names and contact details of other SIG Convenors

Individual SIG Charters, SIG Convener contact details, and Agendas can be found on the IWA website: <https://iwa.org.au/sigs>

Draw Convener's Attention to:

- IWA Website - <https://iwa.org.au>
- IWA Constitution (Rules) - <https://iwa.org.au/documents/rules> (Item 1.6 attached)
- IWA Annual Report - <https://iwa.org.au/documents/annual-reports> (Item 1.7 attached)
- The IWA Board (Item 2.1 attached)

Notify IWA Secretary of Convener change to update website and mailing lists:

- IWA Secretary iwaexecutive@gmail.com

7.3 TEMPLATE: SIG meeting agenda

AGENDA

IWA <INSERT SIG NAME> SIG MEETING

<INSERT DATE>

<INSERT DATE>

<INSERT MEETING ROOM & VENUE NAME>



Institute of Water
Administration

Conference Theme:	<insert conference theme title>	
Date:	Time:	Location
<Insert SIG meeting date>	9:30 am – 4:00 pm, SIG meeting	<insert venue & address>
<Insert Conference Dinner date>	Conference Dinner 6.30pm Pre-dinner drinks, 7pm start	<insert venue & address> https://iwa.org.au/events
<Insert Conference date>	Half Day Conference	<insert venue & address> https://iwa.org.au/events
Meeting Objective	<Insert a brief statement outlining the key purpose of this meeting – can refer back to the SIG charter> i.e. To provide a forum to enhance the standard of governance in the Victorian Water Industry.	

INVITEES:

GUESTS:

APOLOGIES:

Item No.	Allocated Time	Description	Presenter
1.		Arrival tea and coffee	
2.			
3.			
4.			
5.		Morning Tea	
6.			
7.			
8.		Lunch	
9.			
10.			
11.		Afternoon Tea	
12.			
13.		Next meeting and appointment of minute taker for next meeting	Convenor
14.		Close	

Action Items

No.	Meeting	Action	Responsibility	Status
1				

2				
3				
4				

7.4 TEMPLATE: SIG meeting minutes

MEETING MINUTES

IWA <INSERT SIG NAME> SIG MEETING

<INSERT DATE>

<INSERT DATE>

<INSERT MEETING ROOM & VENUE NAME>



Institute of Water
Administration

SIG Purpose:

*<Insert a brief statement outlining the key purpose of this meeting – can refer back to the SIG charter>
I.e. To provide a forum to enhance the standard of governance in the Victorian Water Industry.*

Attendees:

<i.e. John Citizen, Citizen Rural Water>

Guests

Apologies

Summary of key outcomes/recommendations from this meeting:

<Use this space to highlights any items for the attention of the IWA Board and/or SIG attendees>

- 1. xxx.
- 2. Xx
- 3. Xxx

1. Welcome by Convenor

xxx

2. Agenda item: xxx

<insert high level overview of the key points from this item>

3. Agenda item: xxx

<insert high level overview of the key points from this item>

4. Agenda item: xxx

<insert high level overview of the key points from this item>

5. Agenda item: xxx

<insert high level overview of the key points from this item>

6. Agenda item: xxx

<insert high level overview of the key points from this item>

7. Agenda item: xxx

<insert high level overview of the key points from this item>

8. Next Meeting and appointment of minute taker for next meeting

<insert details of the next confirmed meeting date, location and minute taker>

The meeting closed at 3:00pm.

9. Action Items

No.	Meeting	Action	Responsibility	Status
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1				
2				
3				
4				