



---

# IWA GOVERNANCE SPECIAL INTEREST GROUP CHARTER

---

The 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.

The IWA now still exists to provide a forum for sharing information, networking and professional development in the Victorian water industry.

The IWA specifically targets offerings to executive management and industry professionals managing business related functions within all Victorian Water Corporations.

The IWA provides a means for Victorian Water Industry staff to meet and exchange ideas helping build professional networks across the industry. This in turn provides benefits to all businesses in the State through collaborative efforts and sharing of information.

The IWA is governed by a Board who are elected representatives from within the industry who are also individual IWA members.

The IWAs Special interest groups (SIGs) focus on a range of business functions within water corporations. SIGs report to the Board who in turn support the activities of all SIGs ensuring they are addressing appropriate issues and providing value to the industry as a whole.

## **PURPOSE**

The Governance SIG exists to provide a forum for sharing information, networking and professional development on governance issues, trends and best practice in the Victorian water industry.

## **OBJECTIVES**

To consider and gain continuous improvement in governance topics of value to the Victorian water corporations, including:

- Board meeting process
- Acts, regulations and compliance activities across the industry
- Best practice governance practices
- Forum issues applicable to all businesses such as policies, appointment processes, storage of information etc.



## **ACTIVITIES**

- Provide a forum for interaction at all levels around strategic Governance issues, including information sharing and learning from each other's experiences to identify and adopt best practice;
- Foster networks and communications between water sector Governance SIG members; and
- Collaborate with other IWA Executive and other Special Interest Groups where expertise, topics of interest or objectives are aligned.

## **TIMEFRAME**

Ongoing

## **GROUP MEMBERSHIP**

Open to all individuals with appropriate responsibilities in Governance related functions in rural, regional and urban water corporations in Victoria with the involvement of guests by invitation only.

## **POLICIES**

SIGs may create policies for review for industry consideration. These can only be endorsed industry wide through the approval of the IWA Executive and the VicWater Board.

## **MEETINGS**

Meetings will be held at least 3 times per annum, in accordance with the scheduled IWA conferences.

The Convenor may call additional meetings when appropriate.

## **ANNUAL REPORTS**

Convenors are to submit a report on the group's functions for the prior financial year including outcomes on all meetings, topics and emerging issues the group addressed. The report is to be submitted to the Public Officer in August each year for inclusion in the IWA Annual Report.

## **MEETING PROCEDURES**

The Group will determine its own procedures for the conduct of its meetings. However, meeting procedures will be consistent with those prescribed for IWA Board Meetings in the [IWA Rules](#).

Group Members will elect the Convenor of the Group. The term of office of the Convenor will be for a maximum of two years, with the intention that the role rotates among water corporations.



The Group Convenor must be endorsed by the IWA Board. Convenors must become an individual member of the IWA within 6 months of being endorsed as the SIG convenor.

**MINUTES**

The Convenor of the meeting will circulate the minutes of the meeting to the Chair for comment within 5 business days of the meeting and then to all other Members and the IWA Board within 7 business days after the meeting.

The minutes are to include an introductory executive summary listing key themes addressed in the meeting and emerging strategic issues.

**CONFIDENTIALITY**

All information nominated as confidential by Group Members must remain confidential and not be divulged outside of the Group’s proceedings, other than to members of the IWA Board.

**APPROVAL AND AMENDMENT**

The Group will review this Charter as required and, at least, every two years. Once amended, the Charter will be submitted to the IWA Board for approval.

