**IWA**

**Development Services**

**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 and who are also individual IWA members.

The IWA's 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 Development Services SIG exists to provide a forum for sharing information, networking and professional development in the Victorian water industry.

**OBJECTIVES**

To consider Development Services issues relevant to the Victorian Water Corporations, including:

* Share practices, experiences and knowledge for the benefit of other Water Corporations across land development and new connections functions
* Collaboration on common challenges and opportunities
* Considering common ways of working for consistent and efficient service delivery
* Exploring industry trends and developments through the availability of data and information
* Managing impacts Industry level stakeholders have on Water Corporations, such as regulators and other government departments

**ACTIVITIES**

* Provide a forum for interaction at all levels around strategic Development Services issues, and;
* Provide value to Development Services SIG and to current and aspiring managers, within water corporations and associated organisations, and;
* Share information, learn from each other’s experiences and identify and adopt best appropriate practice, and;
* Foster networks and communications between water sector Development Services SIG participants into land development and new connections teams.

**TIMEFRAME**

Ongoing

**GROUP MEMBERSHIP**

Open to all individuals with appropriate responsibilities in land development and new connections related functions in rural, regional and urban water authorities in Victoria. Special consideration may be given by the Development Services SIG to other organisations, including interstate water corporations, participating in the SIG.

External stakeholders e.g. developers, land development consultants, plumbers, will not be permitted membership to the Development Services SIG, rather may attend Meetings at the discretion of the Convenor.

**POLICIES**

SIGs may create Policies. These can only be endorsed industry wide through the approval of the IWA Board and subsequent escalation to the VicWater Board.

**MEETINGS**

Meetings will be held at least 3 times per annum, in accordance with the scheduled IWA Plenary Sessions / Annual Conference.

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 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](https://iwa.org.au/documents/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.

**MINUTES**

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

Minutes are to be submitted to the IWA Secretary ([iwaexecutive@gmail.com](mailto:iwaexecutive@gmail.com)) for inclusion with the agenda papers for the next meeting of the Board. The expected time frame for this is within 2 weeks of the SIG meeting being held.

**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.