



# **Charter**

## **IWA Governance & Legal**

### **Special Interest Group**

Endorsed March 2026

---

The Institute of Water Administration (IWA) began in 1967 as a group of Water and Sewerage Trust Secretaries in Gippsland who met to share ideas and improve administrative practices.

Today, the IWA supports the Victorian water industry by providing opportunities for networking, information sharing, and professional development. It helps industry professionals connect, collaborate, and build strong professional networks.

The organisation is governed by an elected Board and supported by Special Interest Groups that focus on key business areas within water corporations.

#### **Purpose**

The Governance & Legal SIG (the SIG, the group) provides a forum for sharing information, networking and professional development on governance, legal and risk issues, trends and best practice in the Victorian water industry.

#### **Objectives**

To strengthen governance capability, consistency, and performance across Victorian water corporations by sharing expertise, aligning practices, and developing tools and insights that support effective Boards, accountable leadership, and resilient organisations.

From a sector-wide perspective, the group exists to:

- Develop consistent governance practices across the sector
- Share intelligence on emerging risks and regulatory expectations
- Strengthen governance capability across all corporations
- Promote good practice and innovation
- Support consistent interpretation of legislation
- Contribute to responses to whole of government initiatives

#### **Activities**

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



## **Group membership**

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

## **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. Meetings can be held in person or online.

## **Annual Reports**

Convenors 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. 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

## **Minutes**

The Convenor of the meeting will circulate the minutes of the meeting within 5 business days of the meeting to all other Members and an IWA Representative.

The minutes 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 five years. Once amended, the Charter will be submitted to the IWA Board for approval.