

## **Networks & Collaboration Committee Terms of Reference (updated November 2019)**

---

### **1. Objective**

- 1.1 The Board of the Australian Water Association Ltd (AWA) has established the 'Networks & Collaboration' Sub-Committee (the Committee) as an ad-hoc Sub-Committee of the Board under clause 19.3(a) of the Constitution.
- 1.2 The Committee is to assist in the strategic review of Strategy'22 and is responsible for making any recommendations on the strategy's implications for networks and collaborations.

### **2. Term**

- 2.1 The Committee will have a two-year term aligned to the term of the President.
- 2.2 The Board shall have the authority to discontinue the Committee if it deems fit.

### **3. Purposes, Functions & Responsibilities**

- 3.1 The main purpose of the Committee is to review and advise on how to maximise members' benefits from a broad range of networks available across the water sector.

Management and staff will provide briefings and papers to enable the Committee to:

- 3.2 Monitor the implementation of Strategic Goal 3 – Diversity and Inclusion and the Indigenous Water Priority Project;
- 3.3 Review the status, agreed terms, and activities of our Specialist Networks to recommend how the Association can make better use of, and generate more engagement with, the Specialist Networks.
- 3.4 Maintain a watching brief over the issues, challenges, and outputs of the Specialist Networks and take special regard to fostering harmonious relations between the Specialist Networks and the Branch Committees.
- 3.5 Consider and recommend any new or additional arrangements that would facilitate improved cooperation and support between the Association and the International Water Association and its Australian members.
- 3.6 Identify any other networks and advise on strategies, services, or benefits that may be obtained for Association members through a closer association with such networks.

### **4. Composition**

- 4.1 All positions shall be nominated by the elected President (including the appointment of committee chairperson) and ratified by the Board. The Chairperson will be a current Board member.
- 4.2 The Committee will consist of no fewer than two members of the Board. The term of appointment will be for a period of two years. However, re-appointment is permitted to allow for continuity of membership. Members may include individuals who are not Board directors.
- 4.3 The CEO and other management or staff will provide operational insight and administrative support as required.

## **5. Meetings**

- 5.1 The Committee shall meet throughout the year as required. However, they must meet at least once per year. Any member of the committee, President, or CEO may request a meeting if they consider that one is necessary, and such a request is to be met.
- 5.2 Decision making will be by consensus. If a matter cannot be decided on by the Committee, then the Chairperson and the CEO will try to resolve it or refer the matter to the Board for resolution.
- 5.3 A quorum shall be any two members of the Committee.

## **6. Authority**

- 6.1 The Board authorises the Committee to undertake the matters outlined within these terms of reference.

## **7. Reporting**

- 7.1 The Chairperson, or another delegated member of the Committee, will report to Board meetings where minutes of Committee meetings will be tabled and specific recommendations for Board approval (if any) will be submitted as Board papers.
- 7.2 The Committee may decide to report to the Board out of session if required.

## **8. Document Control**

- 8.1 These Terms of Reference were established in June 2019 and will be reviewed as required but no later than June 2021.