

Terms of Reference

International Water Association Australia Committee (IWAA)

Introduction

The Board of the Australian Water Association Ltd (AWA) has established the International Water Association Australia Committee (the Committee) as a sub-committee of the AWA as part of the Board's plans to fulfil AWA's responsibilities as the IWA Governing Member for Australia and to facilitate an ongoing and productive collaboration with IWA.

The following paragraphs set out the Committee's function and focus, authority and accountability, composition, meetings and reporting responsibilities.

Context

The Australian Water Association (AWA) Limited is Australia's leading membership association for water professionals and organisations.

AWA is a 'not-for-profit' company limited by guarantee. It supports the Australian water sector in the delivery of effective and sustainable water management practices. Its mission is to foster knowledge, understanding and advancement in sustainable water management – its science, practice and policy – through advocacy, collaboration and professional development.

The Australian Water Association (AWA) is the IWA Governing Member for Australia.

The International Water Association (IWA) is a not-for-profit organisation. Governing Members from geographic regions represent the interests of their regional constituency (individual and corporate members) and nominate representatives to the Governing Assembly.

The International Water Association is a limited liability company, registered as a charity in the United Kingdom.

The objects of IWA as set out in its Memorandum of Association are to:

- promote the art and science of water management for the public benefit, particularly, but not exclusively, by the encouragement of education, training, study and research in water management and the publication of the useful results of such research
- advance education of members of the public in the science and practice of water management
- promote and enable the development and direct provision of water management schemes worldwide for the public benefit, where "water management" means the establishing, maintaining and securing the supply of safe and sustainable water supplies, stormwater systems and wastewater treatment and disposal systems.

The IWA network is structured to promote multi-level collaboration among its diverse membership groups, and to share the benefit of knowledge on water science and management worldwide.

IWA Governing Member

The duties of an IWA Governing Member, in support of the objectives of IWA, are to:-

- Promote Corporate, Individual and Student membership in their Geographic Area;
- Promote IWA's publications, to solicit papers and referees for international congresses;
- Promote and seek support for IWA's World Congress;
- Initiate and/or approve and support as appropriate specialist conferences and workshops in their Geographic Area;
- Support all other relevant activities of IWA.

Australian Representation at IWA's Governing Assembly will be:

- i) The CEO of AWA or his nominee;
- ii) The Chairperson of IWAA Committee; and/or
- iii) A nominated representative that is approved by AWA and that is willing to cover their own expenses to attend the IWA Governing Assembly.
- iv) AWA will fund the attendance of the CEO (or nominee) to exercise it's vote at the Governing Assembly. AWA's Board will review funding applications for additional representatives to the Governing Assembly on their merits.

IWA AUSTRALIA COMMITTEE (IWAA)

Strategic Focus and Functions

The strategic focus of the IWAA committee is to foster close collaboration between IWA and AWA to benefit the complementary objectives of both organisations and their respective members.

This collaboration will include the IWAA Committee implementing and undertaking the following functions and activities:-

- Facilitate opportunities for AWA/IWA members to engage locally and globally in IWA governance, thematic activities, specialist groups, publications and events;
- Coordinate activities and communication between AWA Specialist Networks and IWA Specialist Groups to maximise the exchange of knowledge and expertise between IWA and AWA;
- Recommend and assist in securing IWA events in Australia as approved by AWA;
- Promote the benefits of joint AWA and IWA membership and advise and recommend how IWA benefits can be best promoted to and understood by AWA members; and
- Promote IWA's publications in Australia as sold through the AWA Bookshop in accordance with the AWA's reseller agreement with IWA publishing,
- Solicit Australian papers and referees for international IWA conferences and congresses;
- Recommend strategies for AWA to promote and support IWA's conferences and World Congresses;
- Utilising AWA's planning and budgeting protocols, initiate, select and support as appropriate IWA specialist conferences and workshops for inclusion in AWA's programme and calendar of Events; the target is for AWA to incorporate up to three IWA specialists conferences and/or workshops in Australia per annum;
- Through AWA generally support and promote participation of Australian water professionals and organisations in all other relevant activities of IWA.

Accountability and authority

The IWAA Committee operates and is supported in the same way as a branch committee of the AWA and is accountable to the AWA Board of Directors:-

- Operating the Committee in accordance with these Terms of Reference, AWA By-laws and the Constitutions of Both AWA and IWA¹
- Approving IWA events in Australia in consultation with the AWA CEO as an ex officio member of the IWAA Committee and subject to AWA Board approval based on the business case presented.

¹ Where a conflict exists between these Terms of Reference, the AWA Rules (Constitution, By-laws, Policies and Procedures) and the IWA Rules (Constitution, By-laws, Policies and Procedures) the AWA Rules will take precedence. In such circumstances the AWA Board will consult with IWA HQ to determine an appropriate course of action.

- With support from appropriate AWA staff, deliver the annual AWA-IWAA programme of activities and financial outcomes in accordance with the associated budget targets approved by the AWA Board.

Composition and Election of Committee members

- The Committee shall comprise a maximum of 15 members including the ex-officio appointments
- Committee members (and nominees for election to the Committee) must be members of both IWA and AWA.
- The election of the IWAA Committee will be in accordance with AWA Branch Committee election procedures as detailed in the AWA By-laws.
- Committee Elections will be held every two years (or every year for half committee elections)
- The terms of office of all Committee members will be two years with no limitation on the number of terms served consecutively although re-nomination and successful re-election is required.
- Only members of both IWA and AWA will be eligible to vote at IWAA Committee elections. The following Office Bearer positions will be elected by the committee members; The Chair, Vice-Chair and a 2nd SAC Representative if not the Vice-Chair. There is no requirement for other office holders.
- The CEO of AWA (or their nominee) will have a position on the Committee ex-officio.
- The CEO of WSAA (or their nominee) will have a position on the Committee ex-officio whilst ever WSAA provides financial support for AWA's governing member status with IWA.

Meetings

- The Committee will meet at least 6 times per annum.
- Meeting notes and Actions will be recorded for all meetings and circulated to all Committee members.

Representation on AWA Strategic Advisory Council

- Two IWAA Committee Members (The Chair and one other) will represent the Committee on the AWA Strategic Advisory Council.
- The Chair of the IWAA Committee will enjoy the rights and status afforded all AWA Branch Presidents;

Review of Terms of Reference

These Terms of Reference will be reviewed in conjunction with AWA's By-laws review cycle or earlier as required. Such reviews will involve the IWAA Committee in the first instance prior to the normal review and approval processes of the AWA Board.