



STORMWATER  
AUSTRALIA

# Call for Expressions of Interest for membership of Project Groups

Issued: 28 October 2021

STORMWATER INDUSTRY ASSOCIATION LTD

ACN 093578164

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## Establishing Stormwater Australia project groups

The Stormwater Australia (SWA) Board has four permanent Committees, each with its own Charter:

1. Finance Audit and Risk Committee (Board only)
2. Stakeholder Engagement Committee
3. Policy and Advocacy Committee
4. Innovation Committee

Links to the Charters can be found on Stormwater Australia's webpage [here](#).

As a result of the recent Strategic Priorities workshop, held in July 2021, members identified four priorities that the Board and States should pursue together to progress their industry goals.

1. Advocacy and influence
2. Admin and resourcing (sharing)
3. Knowledge sharing and celebration
4. National Conference

At the Stakeholder Engagement Committee (SEC) meeting held in August 2021 it was recommended that SWA establish project groups to progress each of the above priorities and the Board approved this action at the subsequent Board meeting held in September 2021.

At the SEC meeting held in October 2021 it was agreed that, given the similarity of scope, that projects become a part of the relevant Board Committee as follows:

<b>Board Committee</b>	<b>Project Area</b>
Stakeholder Engagement	Admin and resourcing (sharing)
Policy and Advocacy	Advocacy and influence
Innovation	Knowledge sharing and celebration

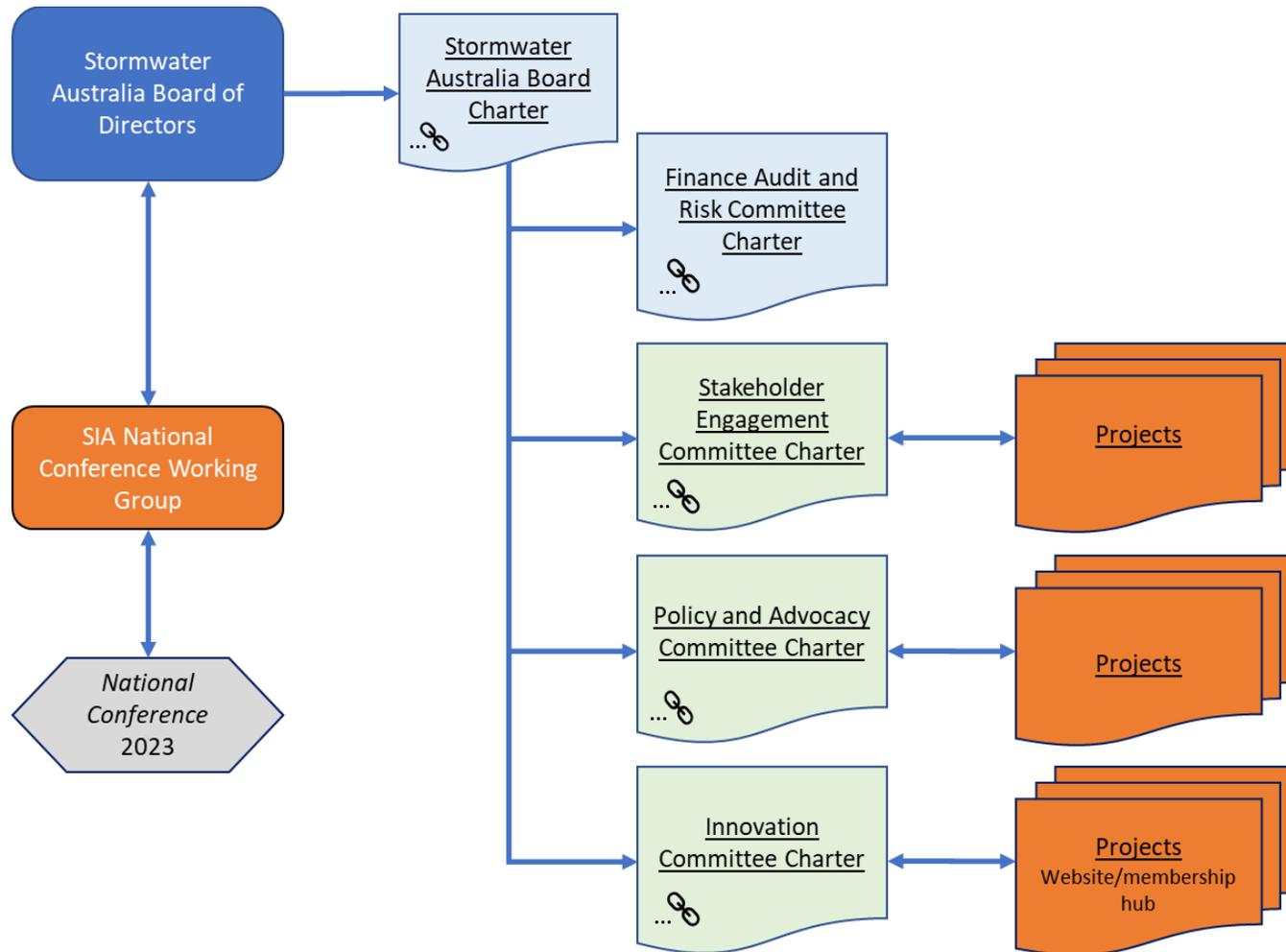
- The Finance Audit and Risk Committee would remain a Board-only Committee.
- The National Conference working group would report directly to the Board as it has done in the past and will be convened and disbanded as conferences come and go.

Note that the scope of projects and membership may naturally change over time as tasks are completed and new priorities emerge.

## Call for membership of project groups

- The SWA Board are calling for membership of project groups.
  - This will create resource groups and help find the best match of skills to the tasks we have.
  - It provides a good opportunity for people from National and State to work together to achieve their agreed goals.
- The scope for each project group is broad. For example, within the *Knowledge sharing and celebration* area there are discrete projects and tasks that need to be done, such as redevelop the national website, so your contribution can be as narrow or as broad as you wish it to be.
- Once a project scope is agreed by the Board, the project group will be able to work with a degree of autonomy.
- Cross-group engagement is encouraged.
- The next National Conference is scheduled for 2023 and the conference working group shall decide the location and therefore the host state.
- If you are interested in contributing, please contact [NationalAdmin@stormwater.asn.au](mailto:NationalAdmin@stormwater.asn.au).

# Projects Structure



## Appendices

### APPENDIX 1: Advocacy and Influence Projects - Terms of Reference

#### **Goal**

To build strong networks and influence decision makers at all levels of government through Stormwater Australia and State Association connections. The intended result is for Stormwater Australia and the State Associations to be recognised by governments and the stormwater sector as the “go to” organisation for stormwater matters.

#### **Initial Deliverable**

Prepare a two-year, high-level plan (Advocacy and Influence Plan) to describe the action to be led by the group to deliver the goal. Identify the deliverables, timeframes, resources, and budget required. Identify any key dependencies, issues, or risks.

#### **Scope**

Each Project Group will be responsible for achieving the Group goal. The Plan will be approved by the Stormwater Australia Board.

#### **Resources and Budget**

The resources and budget will be approved as part of the Plan.

#### **Governance**

Advocacy and Influence projects operate as part of the Policy and Advocacy Committee. The projects will include a minimum of one director of Stormwater Australia Board and one State Association executive member. The project members may also include State Association members and Sustaining Members.

#### **Information Storage**

Information, such as plans and contact information, will be stored using Google Drive managed by NationalAdmin.

#### **Project Group Meetings**

Meetings will be held virtually and will be scheduled on a frequency determined by the Project Group.

#### **Reporting**

Reporting will occur through the Stormwater Australia Board.

#### **Group Communications**

An email distribution group has been created by NationalAdmin where the email addresses of the members of the working group will be added. Changes to email addresses, additions of new members and removal of email addresses will be managed by NationalAdmin@stormwater.asn.au.

The email distribution group name is: advocacy-workgroup@stormwater.asn.au

## **APPENDIX 2: Administration and Resourcing Projects - Terms of Reference**

### **Goal**

Identify and implement efficiencies by leveraging administration resources, processes and systems across Stormwater Australia and the State Associations.

### **Initial Deliverable**

Preparing a two-year, high-level plan (Administration and Resourcing Plan) to describe the action to be led to deliver the goal. Identify the deliverables, timeframes, resources, and budget required. Identify any key dependencies, issues, or risks.

### **Scope**

Each Project Group will be responsible for achieving the Group goal. The Plan will be approved by the Stormwater Australia Board.

### **Resources and Budget**

The resources and budget will be approved as part of the Plan.

### **Governance**

Administration and Resourcing projects operate as part of the Stakeholder Engagement Committee. The projects will include a minimum of one director of Stormwater Australia Board and one State Association executive member. The project members may also include State Association members and Sustaining Members.

### **Information Storage**

Information, such as plans and contact information, will be stored using Google Drive managed by NationalAdmin.

### **Project Group Meetings**

Meetings will be held virtually and will be scheduled on a frequency determined by the Project Group.

### **Reporting**

Reporting will occur through the Stormwater Australia Board.

### **Group Communications**

An email distribution group has been created by NationalAdmin where the email addresses of the members of the working group will be added. Changes to email addresses, additions of new members and removal of email addresses will be managed by NationalAdmin@stormwater.asn.au.

The email distribution group name is: resourcing-workgroup@stormwater.asn.au

## **APPENDIX 3: Knowledge Sharing and Celebration Projects - Terms of Reference**

### **Goal**

Create and implement a knowledge hub to be the key platform used by Stormwater Australia and the State Associations to share knowledge and celebrate industry innovation and excellence. The intended result is for the knowledge hub to be a single, central hub for all members to sharing and access information.

### **Initial Deliverable**

Prepare a two-year, high-level plan (Knowledge Sharing and Celebration Plan) to describe the action to be led by the group to deliver the goal. Identify the deliverables, timeframes, resources, and budget required. Identify any key dependencies, issues, or risks.

### **Scope**

Each Project Group will be responsible for achieving the Group goal. The Plan will be approved by the Stormwater Australia Board.

### **Resources and Budget**

The resources and budget will be approved as part of the Plan.

### **Governance**

Knowledge Sharing and Celebration projects operate as part of the Innovation Committee. The projects will include a minimum of one director of Stormwater Australia Board and one State Association executive member. The project members may also include State Association members and Sustaining Members.

### **Information Storage**

Information, such as plans and contact information, will be stored using Google Drive managed by NationalAdmin.

### **Project Group Meetings**

Meetings will be held virtually and will be scheduled on a frequency determined by the Project Group.

### **Reporting**

Reporting will occur through the Stormwater Australia Board.

### **Group Communications**

An email distribution group has been created by NationalAdmin where the email addresses of the members of the working group will be added. Changes to email addresses, additions of new members and removal of email addresses will be managed by NationalAdmin@stormwater.asn.au.

The email distribution group name is: knowledge-workgroup@stormwater.asn.au

## **APPENDIX 4: National Conference Working Group - Terms of Reference**

### **Goal**

Plan and host the 2023 Stormwater Australia National Conference.

### **Initial Deliverable**

Prepare a high-level plan (2023 National Conference Plan) to describe the action to be led by the working group to deliver the National Conference. Identify the timeframes, resources, and budget required. Identify any key dependencies, issues, or risks.

### **Scope**

The National Conference Working Group will be responsible for planning and hosting the 2023 Stormwater Australia National Conference. The 2023 National Conference Plan will be approved by the Stormwater Australia Board.

### **Resources and Budget**

The resources and budget will be approved as part of the 2023 National Conference Plan.

### **Governance**

The National Conference Working Group operates as a Working Group of the Stormwater Australia Board. The Working Group members will include a minimum of one director of Stormwater Australia and the host State Association executive member. The Working Group members may also include State Association members and Sustaining Members.

### **Information Storage**

Information, such as plans and contact information, will be stored using Google Drive managed by NationalAdmin.

### **Working Group Meetings**

Working Group Meetings will be held virtually and will be scheduled on a frequency determined by the Working Group.

### **Reporting**

Reporting will occur through the Stormwater Australia Board.

### **Group Communications**

An email distribution group has been created by NationalAdmin where the email addresses of the members of the working group will be added. Changes to email addresses, additions of new members and removal of email addresses will be managed by NationalAdmin@stormwater.asn.au.

The email distribution group name is: conference-workgroup@stormwater.asn.au

**APPENDIX 5: Expression of Interest Form**

Name	Company	Email	State Representing	Administration and resourcing – Projects	Advocacy and influence – Projects	Knowledge sharing and celebration – Projects	National Conference – working group
			<input type="checkbox"/> NSW <input type="checkbox"/> QLD <input type="checkbox"/> SA <input type="checkbox"/> VIC <input type="checkbox"/> WA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/> NSW <input type="checkbox"/> QLD <input type="checkbox"/> SA <input type="checkbox"/> VIC <input type="checkbox"/> WA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/> NSW <input type="checkbox"/> QLD <input type="checkbox"/> SA <input type="checkbox"/> VIC <input type="checkbox"/> WA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/> NSW <input type="checkbox"/> QLD <input type="checkbox"/> SA <input type="checkbox"/> VIC <input type="checkbox"/> WA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please send your completed form to: [NationalAdmin@stormwater.asn.au](mailto:NationalAdmin@stormwater.asn.au)