



E-mail: office@stormwatervictoria.com.au

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ABN 13 151 464 564

Association Secretariat

PO Box 1221

Burwood NSW 1805

Dear Member

Stormwater Victoria will hold its Annual General Meeting for all members on **Tuesday 31st August 2021** from 12.00 noon until 12.30 pm via zoom and this will be followed by a mandatory Induction Program for new Committee members from 12.30 pm until 2.00 pm.

Stormwater Victoria is an incorporated, not for profit, association. Stormwater Victoria aims to be the leading association for the promotion and advancement of stormwater management.

All members of Stormwater Victoria are invited to nominate for a position on the management committee for 2021/2022. Stormwater Victoria is seeking committee members that are eager and enthusiastic to advance the stormwater industry and who want to play an active role in setting the direction of the Association and its activities. Participation on the committee is also of personal benefit, providing professional development and networking opportunities.

Nominees should take note of the following:

1. Committee meetings are held generally on the first Tuesday of every second month. The timing of meetings may change; however they are generally held from 12.00 pm to 2.00 pm. Meetings will be held via zoom until Covid-19 restrictions are eased at which time inner city locations may be used (typically the National Bank Business Hub or Melbourne Water) for face to face meetings. Committee members are expected to attend the majority of meetings.
2. All committee members are expected to play an active role in Association activities and will be required to undertake a specific role or task, including participation on a sub-committee. This will require attendance or involvement in meetings or teleconferences outside of the bi-monthly committee meetings. Sub Committee meetings are typically held via zoom and will be held around the first week of the month following a full committee meeting. Committee members are expected to attend the majority of sub committee meetings.
3. All elected committee members for the 2021/2022 year, are required to attend an Induction Session to be held via zoom following the AGM on Tuesday, 31st August from 12.30 pm to 2.00 pm.
4. All nominees who wish to apply for a position on the committee are required to:
 - Be a financial member of Stormwater Victoria or Stormwater Australia for the 2021/2022 financial year. If your individual, corporate or sustaining membership is outstanding by the close of nominations, you will not be eligible to nominate for the committee. If you wish to verify your financial status please email office@stormwatervictoria.com.au
 - Submit a brief bio and a brief introduction explaining the reason for your nomination (maximum 100 words each) in their nomination form prior to the AGM.
 - Sign and return the Stormwater Victoria Code of Conduct and return with your nomination form.

Nominations for the Stormwater Victoria Committee for 2020/2021 must be completed and returned by 5pm on **Tuesday, 17th August, 2021** to the Stormwater Victoria Secretariat via email to office@stormwatervictoria.com.au. **No further nominations will be accepted after this time.** Should a vote be required to elect members of the committee, the voting portal will be available to members from Thursday, 19th August until 5pm on Monday, 30th August. The results of the vote will be tabled at the Stormwater Victoria Annual General Meeting.

If you have queries regarding participation on the committee or the nomination process, please feel welcome to contact the secretariat on 02 9744 5252 or via email at office@stormwatervictoria.com.au

Regards
Jamie Tainton
President, Stormwater Victoria



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NOMINATION FOR OFFICE BEARER ON THE MANAGEMENT COMMITTEE

Nominations close 5pm on Tuesday, 17th, 2020

I,[full name] hereby nominate for the following position (please ✓)

- Committee Member** [responsibilities include attendance at monthly committee meetings and active contribution to Association activities by becoming a member of at least 1 sub committee]

at Stormwater Victoria for the 2021 – 2022 year and state I am a current financial member of Stormwater Victoria or Stormwater Australia and am entitled to nominate for office. Where only one nomination is received for any of the Executive Committee positions, the nominee will be immediately accepted onto the Committee at the AGM.

Note: All Executive positions listed below are appointed for a two-year term. As the current executive members are completing their two term at the 2021 AGM, all positions on the Executive are available for nomination. As per the Rules of Association (2020) a prerequisite for consideration for the Executive is at least 12 months service as an ordinary Committee member.

If elected as a Committee Member for Stormwater Victoria, I would like to nominate for the following Executive Committee position. The election for the Executive Committee will be completed at the first committee meeting following the Annual General Meeting.

- President** [responsibilities include attending and organising the chairing chair of bi- monthly committee meetings, chairing or speaking at SV events and general oversight of the activities of the Association]
- Vice President** [responsibilities include assisting the President and acting as a proxy for the President if they are unavailable at meetings and events]
- Secretary** [responsibilities including liaising with the Secretariat regarding correspondence and intellectual property].
- Treasurer** [responsibilities includes liaising with the Secretariat on matters relating to Stormwater Victoria’s finances and preparation of the annual budget]

Name: _____ Signature: _____ Date: _____ 2021

PROPOSER AND SECONDER

I, _____ of _____ being a current member of the Association hereby propose the nomination of the above named for election to the position/positions sought.

Name: _____ Signature: _____ Date: _____ 2021

I, _____ of _____ being a current member of Association hereby second the nomination.

Name: _____ Signature: _____ Date: _____ 2021



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STORMWATER VICTORIA SUB COMMITTEES FOR 2021 – 2022

Name: _____

Please confirm that you or your organisation is a financial member of either Stormwater Victoria or Stormwater Australia and that you are listed as an individual member or a representative on a corporate or sustaining membership.

Yes, I confirm that I am a financial member of Stormwater Victoria or Stormwater Australia

Biography: (Max 100 words)

Biography should include (but not limited to) your place of current employment (including name, position and size of organisation), your profession/degree, time within the industry, areas of the industry that you interact with (design, flood modelling, construction, product supplier, maintenance, policy etc.), other associations you are involved with etc.

Reason for Nominating for the Stormwater Victoria Committee: (Max 100 words)

Reason for nominating should cover your passions, any vision that you have for SV and/or the industry and any expectations of what your involvement in the committee may provide you. If you are a current committee member you should include your contributions to the committee and the advancement of SV over the last year.

Attendance at Committee Meetings and Sub Committee Involvement

All Committee Members are expected to attend the majority of committee and sub committee meetings held throughout the year. Committee meetings are held on the first Tuesday of every second month and sub committee or bi monthly catchup meetings are held during the first week of the following month. The time and location of all meetings will be re-confirmed approximately two weeks prior to the meeting.

Each committee member must nominate for at one sub committee only. Note that each sub committee will have several members, and that a sub committee chair will be appointed at the first committee meeting after the AGM to have a lead responsibility in tracking and reporting progress.

Name	Nomination (minimum 1)	Description
Conference & Awards for Excellence	<input type="checkbox"/>	Assist with co-ordination of the Annual Conference & Awards for Excellence and provide assistance to the Conference Chair and the secretariat when required. Liaise with any partner organisations and provide assistance to the Conference Chair in the area of theme, speakers and program. It would be envisaged that all members of the Annual State Conference Sub Committee would register and pay to attend the State Conference. Assist with co-ordinating any review awards criteria and update based on feedback from entrants and in discussion with other states. Organise judges, market the program & communicate event in liaison with Member Communications and the Secretariat. Confirm budget requirements with President and Treasurer.
Events	<input type="checkbox"/>	Assist with co-ordination of seminars, workshops, webinars and other events throughout the year. Identify/organise theme, speakers and procure sponsorship for these technical events. Liaise with the Event Manager in relation to marketing, sponsorship and program of activities. Liaise with other relevant organisations for joint events eg AILA, AWA. Confirm budget and pricing requirements with President and Treasurer.
Membership Services and Communications	<input type="checkbox"/>	Assist Stormwater Australia in implementing the National Communications Strategy and applying this to Stormwater Victoria. Coordinate website maintenance & updates with Secretariat, coordinate member communications including articles for Bulletin. Assist in the development and application of a member recruitment strategy to increase the existing profile of Stormwater Victoria. Review and update policy statements and prepare fact sheets on Stormwater Victoria policy for communication to members and other relevant stakeholders. Seek representation on policy working groups and identify opportunities to further promote Stormwater Victoria ideals.
Advocacy and Strategic Direction	<input type="checkbox"/>	Aid in the preparation of and advocacy of policy positions for SV. Prepare responses and appear in workshops for policy responses from both state and local governments. Aid in a number of strategic direction projects, setting up the future direction of SV.
Social Media Coordinator	<input type="checkbox"/>	One position available. To be responsible for keeping all social media accounts up to date across multiple platforms.

Note: Special Project Sub Committees may be established at the discretion of the Stormwater Victoria Executive.

Stormwater Victoria Committee & Meeting Attendee Code of Conduct

Version 1 2020

If you wish to nominate for a position on the Management Committee of Stormwater Victoria, please read and agree to the Stormwater Victoria Code of Conduct and submit this document with your nomination papers.

All committee members, employees, contractors, sub-contractors and attending members of Stormwater Victoria (SV) are required to sign and adhere to the SV Code of Conduct (“Code”). By signing the SV Code of Conduct all signatories agree to conduct their activities with integrity, respect, transparency and accountability. This means they undertake to assist in the running of a well-managed organisation, to be financially transparent in all matters relating to SV, and to uphold the agreed set of values and principles in the work they undertake for and on behalf of SV. The SV Code of Conduct aims to maintain and enhance standards throughout the SV community, ensuring public confidence in the integrity of individuals and organisations comprising the SV community and quality and effectiveness of SV programs.

SV committee members, employees, contractors, sub-contractors and attending members are required, under the Code, to behave at all times in a way that upholds the SV Values.

The Code requires that committee members, employees, employees, contractors must:

1. Behave honestly and with integrity in the course of their SV membership, engagement or employment;
2. Act with care and diligence in the course of their SV membership, engagement or employment;
3. When acting in the course of SV membership, engagement or employment, treat everyone with respect and courtesy and without harassment;
4. Seek to enhance gender equity;
5. In all of its activities and particularly through their communications with the public, members, contractors and staff will accord due respect to the dignity, values, history, religion, sexual preference, culture and diversity of the people with whom they work consistent with principles of basic human rights and environmental protection;
6. At all times seek to uphold a principle of fairness, to build on relationships that ensure fairness with regard to the common environment and life opportunities;
7. At all times seek to uphold a principle of care recognising that actions should be managed in a precautionary and responsible manner to protect the health and well-being of current and future generations and the environment;
8. When acting in the course of their SV membership, engagement or employment, comply with all applicable Australian laws;
9. Maintain appropriate confidentiality about dealings that the member, contractor, sub contractor or employee has with any government or industry representatives;
10. Members, contractors and staff will not be a willing party to wrongdoing, corruption, bribery, or other financial impropriety in any of their activities. They shall take prompt and firm corrective action whenever and wherever wrongdoing is found among SV, paid staff, contractors, volunteers and partner organisations;
11. Disclose, and take reasonable steps to avoid, any conflict of interest (real or perceived) in connection with SV membership or employment;
12. Use SV resources in a proper manner;
13. Not provide false or misleading information in response to a request for information that is made for official purposes in connection with the member or employee's SV membership or employment;
14. Not make improper use of inside information, or the member or employee's duties, status, power or authority, in order to gain, or seek to gain, a benefit or advantage for the member or employee or for any other person;

15. At all times behave in a way that upholds the SV Values and the integrity and good reputation of SV;
16. Comply with any other conduct requirement that is prescribed by the SV Constitution or any other SV policy;
17. Be familiar with the Association's Rules;
18. Be respectful in questioning issues and making reasonable enquiries to ensure that the Association is operating efficiently, effectively and legally towards achieving its goals, as much as possible keeping personal opinions and perceptions of other committee members out of discussions;
19. During any SV meeting, seminar or other organised event, including virtual, face to face, written transcript or electronic documents, persons must not undertake in any type of media recordings (including but not limited to photography, video or voice recording) of others without the prior written consent of all directly or indirectly involved within the recording, with the exception of presentational recordings conducted or directed by the committee where non-presenters may be recorded but have been notified.

The following are commitments only apply for committee members, employees & sub-contractors;

20. While on duty, at all times behave in a way that upholds the good reputation of the SV as a peak body;
21. Make every effort to be available for a two-hour meeting once a month;
22. Attend meetings having read the Agenda and associated papers prior to the meeting and be ready to participate in all discussions and reach decision where required;
23. Respect others in all manners;
24. Give their specific expertise generously to the Association;
25. Be familiar with the responsibility of a committee member as detailed in the position descriptions and other relevant information;
26. Use the Committee meetings as the opportunity to have all discussions to ensure that the message taken back to members and stakeholders of the Association is consistent.
27. Where motions or communications via email require clarification, in the first instance communicate directly with the initiator before circulating to the Committee;
28. Be open to ideas, listen with care, grant all Committee members the dignity & respect to speak without interruption before responding;
29. Allow and encourage alternate views;
30. Be decisive when required;
31. Don't gossip or spread misinformation about other members;
32. Taking responsibility and accountability for actions or inactions of yourself and the Association

I agree to the Stormwater Victoria Code of Conduct

Signed _____

Name _____

Date: _____

Please attached a signed copy of the Code of Conduct to your Nomination Form and email to office@stormwatervictoria.com.au by 5pm on Tuesday, 17th August 2021.