

IRRIGATION AUSTRALIA REGIONAL COMMITTEE CHARTER

Introduction:

Irrigation Australia's **purpose** is to be the centre of excellence for driving the adoption of efficient irrigation practices across Australia's food and fibre production markets, leisure activity spaces and commercial activities to ensure the best use of our most precious resource, being water. Irrigation Australia also serves as a representative body for the irrigation industry, advocating for policy, regulatory, and market conditions that benefit its members. Additionally, it provides essential resources, networking opportunities, and professional development to support industry growth and innovation.

We will achieve this by:

1. Ensuring our RTO is the Centre of Excellence for Irrigation Training in Australia, and delivers the highest quality training with contemporary materials and knowledge, and access to the best equipment and facilities.
2. Ensuring our members have the most up-to-date information, tools and policies to give best practice and sound advice to their customers and communities.
3. Delivering local regional efficiency initiatives through supporting and engaging regional committees and utilising their depth and breadth of knowledge to advance water efficiency at ground level.
4. Advocating best practice irrigation efficiency to policymakers through best practice policy development and distribution.
5. Building strategic partnerships through forming alliances with academic institutions, industry leaders, and governmental agencies to drive collaborative efforts in water efficiency and sustainable practices.

Purpose:

Irrigation Australia Regional Committees are grouped by location and are made up of dedicated financial members who report to and advise Irrigation Australia's management and board on key topics of interest in that region. The Irrigation Australia board has made support for the establishment and operation of effective regional committees a priority for 2024/2025.

Each committee has a crucial role in representing Irrigation Australia members in its region.

Committees shall:

- Reinforce Irrigation Australia's purpose;
- Promote the broader Irrigation Industry to key stakeholders including customers and policymakers;
- Promote the benefits of Irrigation Australia membership and work with management and the board to continually improve our value proposition;
- Promote and support the industry services offered by Irrigation Australia including training, certification and events;
- Help to ensure that Irrigation Australia's policy and advocacy agenda is relevant and meeting the needs of members in the region.
- Support Irrigation Australia in two-way communication with members in the region through providing timely input into regular updates.

Composition:

- Each committee will elect:
 - o a Chair;
 - convene meetings, approve guests etc
 - o a Deputy Chair;
 - work with the chair and back up as required
 - o a Secretary
 - ensure the capture and timely distribution of accurate minutes and other coordination
 - o other office bearers to carry out additional roles as assigned by the committee from time to time, including for example event coordinators, specific initiatives, such as rural-based or youth-focused efforts, training and development, policy, and advocacy.
- Positions of Committee Chair, Deputy Chair and Secretary will be declared as vacant every two (2) years, at a date and using a process determined by the regional committee. Nominations for these positions shall be called from members located in the region.
- Nominations may be made by any financial member of Irrigation Australia, or an employee of a financial member in the instance of a Company or Branch Member.
- If the number of nominations exceed the number of vacancies, then a ballot shall be held, and the results shall be announced when this process is completed.

Conduct of meetings:

- Minimum of four (4) times per year (as per board) but more frequently as desired or required (e.g. in proximity to events)
- Minimum numbers for meetings will be determined by common sense, however as a guide key decisions and recommendations must not be made with fewer than 5 present.

Reporting arrangements:

- The activities of each committee shall be supported by the Membership Manager and Irrigation Australia staff;
- At the commencement of each calendar year, the Membership Manager will develop a reporting schedule based on board meetings;
- Each committee is expected to prepare a short statement for inclusion in board reporting. The statement should include major activities, any regional issues that are important to consider (especially policy and regulation), event reports etc;
- The committee may present a brief annual report and proposed work plan for consideration by management, especially where resourcing may be required.
- Irrigation Australia management shall approve an annual budget for the committee.

Other:

- Seek financial support opportunities for Irrigation Australia programs including regional events;
- Ensure that regional events are fit for purpose for the members and the region – there is no single national formula for regional events;
- Recognise, celebrate and reward member and committee achievements including participation in Irrigation Australia awards.

Irrigation Australia’s Responsibilities:

1. Maintaining a register of members, and producing reports for each meeting which include a breakdown of company, branch (and employees) plus individual members in the region;
2. Establishing a SharePoint site to enable committee members to easily access documents and resources;
3. Establishing/ trialling member engagement platforms including CRM/ Higher Logic, forums;
4. Advising the committee of any training events in or near the region;
5. Providing financial reports;
6. Ensuring that a management representative shall attend each committee meeting and that a board representative shall attend a minimum of two (2) times per year;
7. Providing support and redundancy (including staff support) for all events.
8. Membership updates by facilitating two-way communication between the committee and members, including sharing member names and engaging them in relevant review processes where applicable.

Conduct

Members must comply with the Irrigation Australia Limited constitution and any by-laws and must at all times act professionally to positively promote the Association.

How do I support this initiative?

Irrigation Australia members who are interested in joining a local regional committee shall contact their local committee chair/representative or contact the Irrigation Australia National Membership & Regions Manager. Contact details are on the Irrigation Australia website at www.irrigationaustralia.com.au

This charter template is to be tabled at the first committee meeting for a new region, and either adopted or modifications proposed to Irrigation Australia for consideration. The charter should be reviewed annually.

Adoption Date:	November 2024
Next Review Due:	November 2026