

Honours and Awards Committee Terms of Reference (updated November 2019)

1. Objective

- 1.1 The Board of the Australian Water Association Ltd (the Association) has established the Honours and Awards Committee (the Committee) as a sub-committee of the Board under clause 19.3(a) of the Constitution.

2 Term

- 2.1 The Committee shall 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 the Association's Awards Program, any submission for the Order of Australia Awards, or other Australian or international awards.

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

- 3.2 Review the national implementation of the Association's Awards Program (including the Branch processes) and making any recommendations for change;
- 3.3 Review the Association's Awards Program's terms and conditions, selection criteria, eligibility and nomination requirements and make any recommendations for change;
- 3.4 Manage and resolve any challenges to the Association's Award Program;
- 3.5 Review of the Association's National Award Program's judging panels and for oversee both the State and National judging processes and the implementation of any required changes;
- 3.6 Be the final decision-making authority to resolve any judging panel disagreements or indecision on both State and National awards.
- 3.7 Review recommendations from Branches and /or Directors for the award of the Association's Member Service Awards (Exceptional Service and Lifetime Achievement) that will be determined by a panel, appointed by the Board, usually including the 3 most recent and available Past Presidents.
- 3.8 Identify relevant Australian water leaders and persons to be considered for nomination for an Order of Australia Award and for recommending information and/or names for referees to support such awards.
- 3.9 Identify Australian candidates for other Australian or International awards including but not limited to the Lee Kuan Yew Water Prize, the Stockholm Water Prize, the IWA Awards and the SDG's Banksia Awards.
- 3.10 Review and decide on any recommendations received on proposed changes to the Association's awards.

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 at appropriate times having regard to the Award schedules. However, they must meet at least twice per year.
- 5.2 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.
- 5.3 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.
- 5.4 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 on the Committee's activities and any specific recommendations for Board approval 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 2011, reviewed in 2017 & 2019 and will be reviewed as required but no later than June 2021.