



Committee Name Research Leadership Program Advisory Committee (RLPAC)

Version 1

Effective date 01 October 2019

Review date 01 October 2021

Approved by

Chief Executive Officer

1. Purpose

The Research Leadership Program Advisory Committee (hereafter referred to as 'the Committee') is a Water Research Australia Limited (WaterRA) operational advisory committee established to contribute to the development and delivery of the Research Leadership Program (RLP) by:

- Advising the CEO and management on: Products and Services that have been identified as a need from the membership, award recipients and governance of the RLP
- Championing research leadership through capability development initiatives that foster and sustain a research and innovation mindset for member organisations and individuals throughout their professional careers from Student through Early Career to Senior career
- Promoting and growing Member participation in the RLP

2. Membership

The Committee will be drawn from the membership as far as possible and will comprise up to ten (10) members including the Research Capability Manager, the Senior Research Manager - Business Development Lead and one (1) Board Representative to ensure that the RLP has the capacity and capability to address the continual professional development needs of the WaterRA membership and to support the evolving industry skillset requirements. WaterRA reserves the right not to fill all positions.

To ensure success of the RLP, the Committee will contain skills and experience in capability building and education, including knowledge and experience covering:

- Those at different stages of their professional career
- Alumni members (CRCWQT, WQRA, WaterRA)
- Current Students
- Research representatives
- Industry Representatives
- Representation from a geographical spread within Australia
- Cultural and gender diversity

The overarching Committee may be divided into sub-committees to champion and develop individual initiatives as identified in the Research Leadership Program Project Plan. The sub-committees will be expected to operate independently out of session and report back to the Committee as a whole when required.

It is envisaged that more contact time will be required in the start-up phase and reduce over time. Committee members need not send a proxy if unable to attend.

Guests may be invited to join the Committee as required.

3. Appointments

Nominations for appointment to the Committee will be called by the Research Capability Manager as required. Nominations will include an Expression of Interest identifying the knowledge, skill set and contribution the nominee can bring to the Committee.

The Chair of the Committee will be selected and appointed by the CEO.

Selection of the Committee members will be made jointly by the Research Capability Manager, the Business Development Lead and the Chair with reference to the desired knowledge and experience detailed as above.



4. Role of Committee Chair

The role of the Committee Chair is to:

- Determine Agenda in consultation with Research Capability Manager
- Chair meetings to ensure a positive and progressive outcome
- Liaise with WaterRA CEO and Board Representatives as required in the capacity of a single voice for the Committee. For clarity, this does not include attendance at Board meetings.

5. Term

Candidates can nominate membership for a two (2) or three (3) year period. The candidate may re-nominate at the end of their term, for a maximum of six (6) years.

At the end of each term, a call will be placed to the membership for expression of interests. The selection criteria will be in line with the Research Leadership Program Advisory Committee Process Guidelines.

6. Functions

Members of the Committee must:

- a) Participate in at least eighty percent (80%) of meetings and actions
- b) Provide feedback on actions within an agreed timeframe
- c) Contribute to the development of Products and Services
- d) Champion Products and Services
- e) Promote and source funding for Products and Services
- f) Provide support in the assessment and the granting of scholarships and awards
- g) Be completely impartial at all times and act in the best interest of WaterRA
- h) Declare any potential conflicts of interest prior to making comments/recommendations on an Initiative
- i) Maintain confidentiality at all times.

7. Meeting Procedures

WaterRA has the authority to call Committee meetings with a minimum of one (1) months' notice and the meeting duration will be dependent upon the business of the meeting.

Committee meetings will generally be held via video or teleconference, with at least one (1) annual face-to-face meeting. In year one (1), four (4) meetings will be held. In year two (2) the frequency of meetings will be reassessed.

WaterRA will provide secretariat support for the meetings, including distribution of meeting agenda and papers and taking of meeting minutes. The Minutes will be distributed to the Committee within 15 working days of each meeting.

WaterRA will circulate meeting papers at least five (5) working days prior to a Committee meeting.

Quorum will be a minimum of fifty percent (50%) including Committee members and at least one WaterRA representative. If quorum is not met, the meeting will be rescheduled where possible.

8. Budget

The Committee budget will include funding for at least one annual face-to-face meeting:

- Travel – flights if required. WaterRA to make initial booking, any changes thereafter are to be made by the traveller including coverage of any additional costs incurred
- One night accommodation - if required
- Venue hire and catering



9. Authority

The Committee assesses the student project applications including consideration of the WaterRA Memorial Awards and makes recommendations to the WaterRA CEO via the Research Capability Manager and the Business Development Lead. The WaterRA CEO either approves or declines the recommendation and advises Board of the outcome.

The Committee makes recommendations to the WaterRA CEO via the Research Capability Manager and the Business Development Lead regarding new Products and Services to be developed for the Research Leadership Program. The WaterRA CEO either approves or declines the recommendation and advises Board on new products to be developed.

Recommendations made by the Committee need to be made by a majority vote of at least fifty-one percent (51%) or greater. For clarity, voting members include the Board Representative but not WaterRA staff.

10. Review of Terms of Reference

The Committee Terms of Reference are to be reviewed every two (2) years.

Approved on behalf of WaterRA

Signature		Date 01/10/2019
Name	Ms Karen Rouse	
Position	CEO	