

Policy Title – Research Member In kind Contribution Guidelines

Version: 2	Approved by: CEO
Effective Date: 31 March 2016	Administered by: Program Manager - Research
Review Date: 30 June 2018	Date last modified: 14 April 2016

1. Purpose

- 1.1. The purpose of this policy is to assist WaterRA Research Members to account for their in kind contribution to WaterRA for corporate activities as per the Members Agreement.
- 1.2. The Members Agreement provides that the annual membership fee for Research Members comprises a commitment to provide 0.5 FTE in-kind contributions per annum to:
 - support the management of WaterRA,
 - develop research plans and proposals,
 - supervise students,
 - be involved in project work, both directly and in support roles; and
 - other contributions as agreed between Research Member and WaterRA.

WaterRA will review the in-kind contributions made by Research Members under this clause triennially to ensure that this commitment is being met.
- 1.3. This policy provides guidelines to ensure that a consistent approach is adopted by all Research Member organisations, and to ensure alignment with the company's annual business objectives.
- 1.4. This document outlines WaterRA's policy approach to accounting for Research Member corporate in kind contributions to WaterRA.

2. Scope

- 2.1. This policy applies to WaterRA Research Members for their in kind contributions to WaterRA corporate activities. Attachment 1 provides guidance to Research Members to ensure a transparent and consistent approach across WaterRA; however, individual circumstances may require an increase in time for some activities. Such deviations are to be mutually agreed by the Research Member and WaterRA. Corporate in kind contributions are to be formally recorded using WaterRA FOR-012.

3. Exclusions

- 3.1. Although forming part of the 0.5 FTE, Research Member in kind contributions at the project level are separately recorded in individual project budgets (as captured in

WaterRA's project management system, EDOS) and therefore should not be included in the reporting in FOR-012 of Corporate in kind contributions.

4. Objectives

4.1. The objectives of this policy are to:

- provide guidance to Research Members for the allocation of their Corporate in kind contribution to WaterRA as per the Members Agreement
- provide consistency in approach across Research Members
- ensure optimal alignment of Research Member Corporate in kind contributions with activities that benefit the broader WaterRA membership
- enable WaterRA to report to its members the nature and contribution of Research Member in kind contributions on a triennial basis.

5. Policy

- 5.1. All WaterRA Research Members should contribute 0.5 FTE in kind to WaterRA as either a project or a corporate contribution each year to comply with the Members Agreement.
- 5.2. There is flexibility for each Research Member in the number and scope of activities that may contribute to the in kind 0.5 FTE target.
- 5.3. Guidance to Research Members regarding activities and the suggested time allocation per activity is provided as Attachment 1. The time allocation may be varied depending on the specific circumstances of each Research Member in relation to the specified activity.
- 5.4. WaterRA will make available to each Research Member a template for completion at the commencement of each financial year (FOR-012) and work collegiately with each Research Member to complete the form.
- 5.5. For the purposes of allocating a financial contribution to the in kind contribution, a multiplier of 2.9 should be used.
- 5.6. Research Members may engage directly with WaterRA to identify specific areas that could most benefit WaterRA Members.
- 5.7. WaterRA will record the Research Member Corporate in kind contributions, in the format specified in FORM-012, in order to facilitate;
 - A review of the Research Member in kind contributions on a triennial basis .
 - A report to the Members providing an account of Research Member in kind contributions to the Company.

Communications strategy for this policy

- 5.8. WaterRA will contact all Research Members and provide the template for completing Corporate in kind contributions on a triennial basis. Any known Corporate in kind contributions of the Research member will be populated by WaterRA in advance.
- 5.9. Research members will be asked to complete and return the form/template within (30 days) of the request
- 5.10. This policy will be made available on the WaterRA website.

6. Abbreviations / Definitions

- 6.1. *WaterRA* means *Water Research Australia Limited*
- 6.2. *In Kind* means *non-cash contributions to WaterRA and comprise (but are not limited to) the activities listed in Attachment 1*
- 6.3. *FTE* means *Full Time Equivalent*
- 6.4. *CoI*, *Community of Interest*
- 6.5. *PDW*, *Project Definition Workshop*

7. Governance Framework

- *Water Research Limited Australia Constitution (current version).*
- *Members' Agreement (current version).*

8. Related procedures and forms

- *FOR-012 WaterRA Form V2– Corporate In Kind Member Contributions*

9. Attachments

- *Attachment 1: Table of Guidance to Research Members*

ATTACHMENT 1

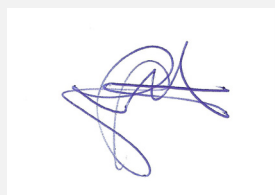
Table of Guidance to Research Members on Corporate in kind contributions

Activity	In Kind (FTE*) Guideline
Peer review of technical documents	0.05 per 100 pages
Attend WaterRA events	0.05 per meeting
Participate in WaterRA committees (PRT, Advisory Committees, Education Committee, PAC)	0.1 per committee
Write WaterRA Fact Sheets#	0.1 FTE per fact sheet
Participate in WaterRA project development activities# <ul style="list-style-type: none"> • Project Development Leader role • Project Development Team Member Role 	0.1 Project Leader 0.05 Team Member
Contribute to the WaterRA Community of Interest process with time spent helping to prepare, answering questions, helping to review requests for funding or attending Col or PDW events etc.	0.05
Prepare topic specific research impact studies#	0.25
Present WaterRA research projects as agreed by WaterRA#	0.05
Represent WaterRA on national & international expert committees	0.1 per committee
Supervise WaterRA Honours student	0.1 per student
Supervise WaterRA Masters or PhD student	0.2 per student
Sponsor a WaterRA Honours student	0.15 per sponsorship
Sponsor a WaterRA PhD student	0.3 per sponsorship
Contribute articles to WaterRA newsletters or publications	0.05 per article
Other...please feel free to suggest additional beneficial contributions	TBA

* For simplicity, the smallest unit of in kind is determined to be 0.05

Providing no cash support provided

Approved by the CEO



Paul Pretto

14 April 2016