



Executive Network Committee Terms of Reference

The committee is constituted under Part 4 section 14 of the Murray Darling Association constitution (2016).

Purpose

The Executive Network Committee provides advice to, and is a reference and support mechanism for, the MDA. The executive network committee is not a policy-making body, nor does it have substantive executive function.

Name of Committee

Executive Network

The title for the senior executive officer in councils in NSW is General Manager, while in SA, Vic and Qld the same position is referred to as the Chief Executive Officer. The Executive Network Committee or Executive Network is so named to avoid confusion or duplication between Basin states.

Key Objectives

The role of the committee is

- To provide high level strategic advice to the MDA about its identified priority issues.
- To arrange and coordinate reports to the MDA on those priority issues.
- To initiate reports and advice to the MDA on other matters identified by the Committee to be of strategic regional and Basin scale significance.
- To assist and advise the MDA about the development and implementation of its Strategic Plan and other plans.

Members

Membership of the Executive Network will comprise the Chief Executive Officers or General Manager of all Councils which have an appointed regional chairs of the MDA subject to the following:

- A Chief Executive Officer/General Manager who is a member of the committee may appoint a proxy to attend a meeting of the committee in his/ her place, provided the proxy is a member of the relevant Council's executive staff.
- Other regional organisations CEOs/GMs will also be invited to attend the meetings on a regular or as needs basis.
- Other State or Federal Government Agency staff may be invited to the committee on a regular or as needs basis.

Convenor/Chairperson

The Executive Officer of the MDA shall be the chairperson and convenor.

Meeting Frequency

The Executive Network Committee will meet the day prior to each meeting of the MDA Board.

Regional sub-committees of the network will meet the day prior to each meeting of MDA region of which their council is a member.

In lieu of a formal meeting, the Convenor may decide to communicate with Committee members via email, telephone or digital video conferencing.

Notwithstanding the above, the Committee shall meet at least three times per year prior to the MDA Board meetings (with the exception being the MDA Board meeting held in conjunction with the annual National Conference).

Meeting Procedures

- The Committee will operate on an informal basis and will not therefore be subject to formal meeting procedures.
- Agendas will be prepared for each meeting and circulated to members at least 5 working days in advance of the scheduled meeting.
- Detailed minutes will not be taken, but proceedings from the meeting will be verbally presented to the EPLGA Board meeting following the CEO meeting.

Executive Support and Implementation

- The Chief Executive Officer of the MDA will provide executive support to the Committee.
- In addition, the Committee may from time to time establish working groups or appoint individual members to consider and advance work on a particular issue or issues.

Reporting

The Executive Network Committee will be responsible for reporting outcomes from its own operations and the working groups to the MDA Board.