

# STORMWATER INDUSTRY PROTOCOL 2006

## 1. Introduction

- 1.1 A number of Australian entities are identified as the Stormwater Industry Association (SIA). These include associations incorporated in individual Australian states and Stormwater Industry Association Ltd. - a non-profit public company. The former are generally described as "State SIAs". The latter is also known as "SIA National".
- 1.2 The State SIAs and SIA National are mutually independent entities but they have previously adopted protocols that detailed the extent to which they agreed to share facilities and objectives and interact co-operatively to provide mutual support.
- 1.3 A number of aspects of the previous protocol have proved to be unsatisfactory, superseded or redundant.
- 1.4 This document seeks to provide a protocol which will satisfy the current requirements of SIA National and the State SIAs and anticipate some future requirements.

## 2. The Parties to the Protocol

- 2.1 The parties to this protocol are Stormwater Industry Association Limited and the State SIAs:
  - Stormwater Industry Association of New South Wales Inc.
  - Stormwater Industry Association (QLD) Inc.
  - Stormwater Industry Association of South Australia Inc.
  - Stormwater Industry Association of Victoria Inc.
  - Stormwater Industry Association (WA) Inc.
- 2.2 The State SIAs are also known as SIA New South Wales, SIA Queensland, SIA South Australia and SIA Victoria and by the acronyms of SIANSW, SIAQ, SIASA, SIAV and SIAWA.
- 2.3 The State SIAs are incorporated associations.
- 2.4 SIA National is a not-for-profit public company limited by guarantee. Its current Members are the incorporated State SIAs noted above. The affairs of SIA National are managed by a Board of Directors. Each member State SIA nominates two of their Committee members to act as their representatives (Directors) on the Board.

## 3. The Agreement

- 3.1 The State SIAs agree that they will continue to interact co-operatively to provide mutual support for each other and further agree that they will empower SIA National to manage this co-operation.
- 3.2 The State SIAs also agree to continue to fund the not-for-profit activities of SIA National and to maintain a pool of resources to enable SIA National to promote the objectives of the Stormwater Industry in the federal arena. The State SIAs agree to provide funding by the payment of levies calculated on the basis detailed in Appendix A.
- 3.3 SIA National, the State SIAs and their members are collectively identified as the "Stormwater Industry".
- 3.4 The Board of Directors of SIA National shall determine and co-ordinate the national policy of the Stormwater Industry and shall liaise with the State SIAs for this purpose and the Directors shall meet at reasonably frequent intervals but not less than twice annually.
- 3.5 SIA National shall represent the interests of the Stormwater Industry at meetings with Federal Government policy advisors and committees, and shall lobby for improved environmental and technological management of stormwater for the national good of Australia.
- 3.6 SIA National shall represent the interests of the Stormwater Industry at meetings of peak federal groups of other water, land and environment related organizations, institutes and associations.
- 3.7 SIA National may enter into agreements and relationships with other organizations which will further the interests of the Stormwater Industry.
- 3.8 SIA National agrees that any representations made or agreements reached on behalf of the Stormwater Industry shall not invalidate any agreements reached between a State SIA and other organizations established and operating within that SIA's home state.
- 3.9 This agreement will not be invalidated by changes in membership fees or categories, the admission of new SIAs or any additions, deletions or revisions of the clauses of the protocol that have been agreed by the Board of Directors of SIA National.

## 4. State Associations

### 4.1 Naming of Member Associations

The format for the name of member associations shall be:

Stormwater Industry Association (location) Inc.

where location shall be text that identifies the geographical area that is serviced by the association.

## **4.2 New Associations & Membership of SIA National**

- 4.2.1 The Stormwater Industry shall encourage the formation of SIAs in all Australian States and Territories. Where a group of stormwater industry stakeholders wish to establish a State SIA, one of the State SIAs that is party to this protocol may be requested to adopt the group as a Regional SIA. The parent association may be required to provide secretarial and banking facilities for this Regional SIA if it is not an incorporated association.
- 4.2.2 The parent SIA will endeavour to ensure that the budgets and execution of all seminars, workshops, symposiums, conferences and other activities of the new entity are designed to operate in a financially responsible manner.
- 4.2.3 The parent association will encourage the Regional SIA to submit a draft set of Rules to SIA National prior to applying for incorporation to ensure that the Rules are compatible with the objectives and policies of the SIA National and the protocols and membership categories and privileges in place at that time.
- 4.2.4 A Regional SIA will become eligible to apply for membership of SIA National if it advises SIA National in writing that it seeks admission and that it agrees to adopt the protocol in effect at the time admission is granted. The application must be accompanied by a consolidated copy of its Rules and a statement of its financial position. The applicant may be required to supply additional information to enable the Board to complete its assessment of the application. Failure to comply with any reasonable requests will cause the application to lapse.
- 4.2.5 If the Directors of SIA National accept the application, the applicant will be bound by this protocol from that date.
- 4.2.6 Upon admission to membership of SIA National, the Regional SIA will be identified as a State SIA and will be eligible to nominate two representatives to SIA National.
- 4.2.7 Only one SIA will be recognised for each state. In the event that more than one state based association seeks membership of SIA National, they will be encouraged to merge to form a single entity that supports the objectives of the Stormwater industry. If the associations wish to continue to operate as separate entities, the eligible association will be determined by the Board of Directors of SIA National.
- 4.2.8 A parent association shall transfer to a new State SIA any net assets and funds that are reasonably attributable to the activities to the start-up phase of the new SIA upon the incorporation of the new SIA, its adoption of this protocol and the appointment of no more than two of its Committee members as Directors of Stormwater Industry Association Limited.

## **4.3 Offshore Stormwater Practitioners, Stakeholders & Entities**

- 4.3.1 SIA National proposes to encourage the participation of individuals and entities based in geographical regions that are not serviced by a State SIA. As an example, stormwater industry stakeholders in New Zealand would be encouraged to form a Regional SIA under the auspices of an SIA which has been incorporated in an Australian State. The formation of a Regional SIA shall not prevent an individual or entity from seeking membership of a State SIA of their choice.

## **4.4 Governance of State SIAs**

- 4.4.1 The State SIAs will continue to be managed as independent entities and shall operate in accordance with the statutory provisions of the Australian State in which they sought incorporation.
- 4.4.2 State SIAs are required to support the national adopted objectives and policies adopted by SIA National.
- 4.4.3 State SIAs shall forward an annual report to SIA National for presentation at the Annual General meeting of Stormwater Industry Association Ltd.
- 4.4.4 State SIAs shall organize seminars, conferences, displays, guest speaker presentations or other events to promote the objectives of the Stormwater Industry and shall encourage the participation of their members in appropriate national activities including the submission of entries for awards.

## **5. Stormwater Industry Association Ltd. (SIA National)**

- 5.1 State SIAs which are party to this protocol will satisfy the requirements of Ordinary Member status of SIA National. All other entities and individuals may join the Stormwater Industry by joining State SIAs.

## **6. SIA National Directors**

- 6.1 The Committees of the State SIAs shall nominate two of their number as Member Representatives (aka National Representatives). Subject to its Constitution and Australian Corporation Law, the representatives may be elected as directors or alternate directors) of Stormwater Industry Association Ltd and will remain eligible to retain that status until their nomination is withdrawn by the nominating State SIA or they elect to resign.

- 6.2 State SIAs may change their nominated representatives at any time. SIA National is to be advised promptly of proposed changes.
- 6.3 In addition to any other business, SIA National will support Annual Awards for Stormwater Excellence which will be presented at an Annual Awards Dinner. The Awards Dinner will be hosted by a State SIA as determined by the Directors of SIA National.
- 6.4 SIA National will hold an Annual General Meeting at a time and venue determined by the Board of Directors. Whenever practical, the AGM will be held at the same venue and on the same day as the National Awards Dinner. The Member Representatives of the State SIAs are entitled to attend the AGM in proxy or person and to vote as provided in the constitution of SIA National. Each State SIA may nominate a member to attend as an observer. In the event that there is to be a change of Directors, the retiring Directors will be invited to attend the AGM.
- 6.5 Where the AGM is held on the same day as the National Awards Dinner, the Directors of SIA National may invite financial members of State SIAs to attend an open forum. The Directors shall provide information about the appointment of its Directors and office bearers and matters which may influence the policy and operations of SIA National, including national stormwater issues, and measures to ensure the assistance of and co-operation between all State SIAs. The meeting will also accept comment from SIA members that may assist in the establishment and revision of national objectives and policy and the operations of SIA National.
- 6.6 SIA National will meet the reasonable travel and accommodation expenses for a maximum of two state representatives for the duration of the annual activity but accommodation is to be limited to a maximum duration of two days and no contribution will be made for travel outside Australia.
- 6.7 The Directors of SIA National will generally be confirmed at the AGM in accordance with the Constitution of SIA National. The office bearers of SIA National (President, Vice-President, Treasurer and Secretary) will be elected by the Directors.
- 6.8 The tenure of SIA National office bearers is subject to the Constitution of SIA National.
- 6.9 The Board of Directors of SIA National shall meet in person, by phone, by post or by email as they determine.
- 6.10 SIA National will refrain from employing staff but may elect to use independent contractors or companies to attend to functions associated with administration, accounting, auditing, publishing, mail house and other activities.
- 6.11 The Directors of SIA National shall have the authority to vary this protocol provided the State SIAs have been advised of the proposed changes at least 30 days prior to their implementation and have been invited to comment upon the proposed changes. The proposed notice period will be waived if the State SIAs unanimously approve the changes.

## **7. Membership of State Associations**

- 7.1 SIA Membership applications and renewals shall be processed by the State SIAs in accordance with their Rules. The names and contact details of members shall be forwarded to SIA National for inclusion on the mailing records database. SIA National will determine the format for the transmittal of this information
- 7.2 State SIAs shall issue their own membership applications and renewals and collect all subscriptions and other fees. The Directors of SIA National will establish a recommended set of membership categories and fees. The recommended categories and fees are to be reviewed annually at the Annual General Meeting but may be varied at other times.
- 7.3 Membership fees shall include a National Levy to be remitted by the State SIAs to SIA National at monthly intervals. The levy is to be used to support the production and distribution costs of regular and occasional publications and the operating expenses of SIA National. The quantum and apportionment of the levy will be reviewed annually by SIA National.
- 7.4 The total monthly levy payable by each State SIA shall be calculated on the basis of the number and category of members registered at 30th June and 31st December in each year. The monthly levy calculated at these dates will remain in place for the subsequent six months provided there is not a significant increase in the number of Associate Members nominated by a State SIA during the period.

## **8. National and Regional Conferences**

- 8.1 SIA National may sponsor and promote National Conferences and may elect to organise activities in partnership with other entities. Such conferences shall promote the advancement of technology and information dissemination within and outside the Stormwater Industry.
- 8.2 National Conferences may be organized at the Directors discretion by a sub-committee comprising Directors of SIA National, members of State SIAs and invited representatives from other entities. National Conferences may be held in different states on a rotational basis as determined by SIA National at its discretion.

- 8.3 SIA National shall determine policy regarding payment of travel and other expenses for “Key Note” speakers and Member Representatives who may be required to attend National Conferences.
- 8.4 SIA National shall encourage State SIAs to hold Regional Conferences on stormwater issues in addition to National Conferences. Regional Conferences shall be organised and managed by local SIAs.
- 8.5 Each year, SIA National shall invite a State SIA, known as the Host SIA, to manage the annual Excellence Awards for Stormwater program.

The Host SIA shall:

- Organise the program schedule, the award categories and documentation and submit their proposal to SIA National for approval.
- Organise the judging panel, receive entries, distributes entries to relevant judges, assembles judges' assessments and attend to all related activities to enable winners to be announced at the dinner and prizes to be presented in person to the recipients.
- Arrange award sponsorships.
- Organise the function - venue, dinner, MC, presentation equipment and display of winning submissions to the attendees
- Confer with the National President and agree a basis for distributing event profits.
- Liaise with all State SIAs and SIA National to promote the program and to encourage award entries and attendance at the Awards Dinner
- Do any anything else that can reasonably be done to ensure the success of the event, to enhance the status of the Stormwater Industry and to enhance the financial outcome of the activity.
- Liaise with all State SIAs and SIA National to seek all levels of support needed.

## **9. Services provided by National**

- 9.1 Represent its members as required to satisfy objectives agreed with the State SIAs.
- 9.2 Publish and distribute periodical and casual publications that promote the objectives of the members and support the individual policies, views and information distribution requirements of each State SIA.
- 9.3 Maintain a database of Stormwater Industry contacts. The ‘SIA Contacts National Database’ will record details of persons and entities that are not members of a State SIA but are of interest to the Stormwater Industry and may include the details of corporations who sponsor Individual Members and Representatives of Corporate and Sustaining Members.
- 9.4 Maintain a database of State SIA members and parties that State SIAs nominate to receive regular SIA publications. The ‘SIA Members National Database’ will record contact details of the members of the State SIAs for the principal purposes of distributing publications and information and calculating levy payments and support refunds. The details will include name, mail address, membership category and sub-category, phone, fax and email address, any flags deemed necessary for publication distribution and, where Individual Members and Representatives of Corporate and Sustaining Members are sponsored by a corporation, the name of the corporation. State SIAs will be required to provide the data in a format and at time intervals nominated by SIA National. Other details recorded by State SIAs should not be transmitted to SIA National.
- 9.5 Maintain a web site which has reasonable provision for the display of information and the collection of data as requested by the State SIAs.
- 9.6 Where the Web hosting entity provides adequate and suitable email facilities, SIA National will provide at least one email account (address) for each State SIA and configure the mailbox to redirect email traffic to one or more addresses nominated by each State SIA.

## **10. Obligations of Member Associations**

- 10.1 Member associations shall:
- Manage their affairs in accordance with their Rules and the statutory provisions of the States of Australia under which they are incorporated
  - Support nationally agreed objectives and policies
  - Maintain a membership registry
  - Issue their own membership application and renewal notices and collect the associated fees
  - Adopt membership fees that are based upon the recommendations of the Directors of SIA National
  - Promptly remit to SIA National all fees, levies and other charges in the amount and to the time schedule detailed in this protocol or as otherwise agreed

- Promptly advise SIA National of any changes in its membership
- Co-operate with SIA National in the conduct of an Awards of Excellence program and Annual Awards Dinner
- Provide SIA National with a consolidated copy of Rules when requested and when revised
- Provide up-to-date lists of Committee members, office bearers and their contact details to SIA National and the Bulletin Editor.
- Contribute articles for inclusion in regular and occasional publications
- Advise SIA National of proposed promotions and events
- When requested, provide SIA National with the names and mailing details, in a format nominated by SIA National, of all members who are scheduled to receive copies of the SIA Bulletin.
- Mail additional copies of SIA Bulletin to Student Members and other parties of their choice - additional copies of the Bulletin are provided to State SIA Secretaries for this purpose.

## **11. Publications, Databases and Internet Facilities**

- 11.1 The official monthly publication of the Stormwater Industry is the SIA Bulletin.
- 11.2 The SIA Bulletin and other publications shall be edited, published and distributed as determined by SIA National. The Bulletin is required to reflect the objectives of the Stormwater Industry and the policies, views and information of the individual State SIAs.
- 11.3 To improve the Association's database of industry contacts, the current Industry Contact's lists will be forwarded by each State Association/Committee to SIA National every six months, with a request that they be reviewed and updated, so that all interests within the stormwater field may be regularly informed of SIA activities.
- 11.4 Information recorded in databases managed by SIA National is the confidential property of the Stormwater Industry. Accepted community and statutory privacy provisions require that database information must not to be sold or released to other parties.
- 11.5 SIA National will provide and maintain a web site and provide an email facility for each State SIA. The State SIAs are required to provide material which is suitable for posting on the web site. SIA National may permit State SIAs to maintain their individual news and information pages on the web site but such permission will depend upon SIA National being satisfied that the security and functionality of the web site will be preserved and may involve the use of contractors nominated by SIA National and access by a State SIA may be limited to the use of content management software rather than the direct posting of material by FTP. SIA National may require State SIAs to fund the preparation, uploading, maintenance and restructuring of their web pages and the provision of any additional hosting facilities required for their web pages.

## **12. Membership Categories**

- 12.1 SIA National may revise the classes of Membership which shall be adopted by the State SIAs. The State SIAs agree that SIA National is not party to the interpretation or application of the provision of their Rules or local statutory provisions and further agree to promptly indicate any difficulties that may arise.
- 12.2 This protocol will not prevent State SIAs from bestowing 'Honorary Life Membership' on an individual member who has given exceptional service and furthered the aims and objectives of the stormwater industry, in the opinion of the committee of the State SIA.
- 12.3 Membership will be transferable between categories and between State SIAs. No monies will be refundable if a member elects to transfer to a lower category. Where a member's subscription is fully paid, no monies will be payable to the State SIA to which the member is transferring. If the member's subscription is overdue, the full amount of the subscription will become payable to the State SIA to which the member is transferring.

## Appendix A - Fees

### A1 Annual Membership Fees

SIA National wishes to promote uniform membership fees throughout the Stormwater Industry.

The fees listed below are recommended by the Directors of SIA National for the 2006-2007 financial year.

State SIAs may vary the scale of fees for all classes of members other than Sustaining Members.

All other fees will remain as scheduled unless the Directors of SIA National determines otherwise.

All fees and levies include GST.

Where appropriate, the membership fees include the amount of the National Levy that is payable by the State SIAs to SIA National.

The subscription year commences on 1st July and subscription renewals are due by that date.

#### Annual membership subscriptions

Individual Membership	\$110
Corporate Membership	\$440 (4 representatives)
Sustaining Membership	\$1,475 (12 representatives)
Student Membership	\$55 (full time students only)

#### Joining fee (payable once only)

Individual Membership	\$33
Corporate Membership	\$66
Sustaining Membership	\$110
Student Membership	nil

Where a member joins during the first half of a subscription year, the amount payable will be equal to the Joining Fee plus the Annual Subscription Fee.

Where a member joins during the latter half of a subscription year, the amount payable will be equal to the Joining Fee plus 50% of the Annual Subscription Fee.

A Student member transferring to Individual Membership within 12 months of graduation will not be required to pay a joining fee.

#### Annual Levy Rates Per Membership

Individual Membership	\$55
Corporation Membership	\$220
Student Membership	\$22
Associate Membership	\$27.50

(Note: The annual Bulletin publishing and mailing cost at Sept 2006 is approximately \$40 per member)

The National Levy is payable by the State SIAs to SIA National.

In the case of Sustaining Members, SIA National will pay an annual 'Support Refund' to the State SIAs for each representative supported by a State SIA up to a national total of 12 representatives. The annual refund for each representative will be based upon the rates for Individual Members and will be equal to the subscription fee charged by the host SIA less the National Levy for that membership category.

The above memberships are applicable to individual States. Corporations having offices in more than one state can apply for Corporate Membership of relevant State Associations. Sustaining Members may nominate representatives in more than one state.

Membership categories and sub-categories for inclusion in SIA National Database:

IM	Individual Member
CM1	The senior representative of a Corporate Member
CM2	The other representatives of a Corporate Member
CM0	Other necessary Corporate Member contacts such as Accounts Payable.
SM	Student Member
SUS1	The senior representative of a Sustaining Member
SUS2	The other representatives of a Sustaining member
SUS0	Other necessary Sustaining Member contacts such as Accounts Payable

AM Associate Member – an individual that a State SIA nominates to receive publications.  
( See also: CT Contact – described in Appendix C )

## **Appendix B - Membership Rules and Privileges**

### **B.1 Geographical Coverage**

- B.1.1 Where an incorporated State SIA exists in a state, the local State SIA will be obliged to register and service all memberships within the state other than Sustaining Memberships.
- B.1.2 Where a state is serviced by a Regional SIA during the establishment phase of a new State SIA, the adopting State SIA will be obliged to register and service all memberships within the state other than Sustaining Memberships.
- B.1.3 In all other circumstances, and at all times at a members discretion, memberships will be serviced by a State SIA of the member's choice.

### **B.2 Membership Transfers & category Changes**

- B.2.1 Members can transfer membership between State SIAs at any time without penalty. Provided they have paid all subscriptions and fees due to their prior SIA.
- B.2.2 Student members may transfer to Individual Membership provided that they contribute an amount equal to the difference between the annual student and individual fees for the balance of the subscription year calculated on a pro-rata basis.
- B.2.3 Individual members may transfer to corporate membership provided that they contribute an amount equal to the difference between individual and corporate joining fees and an additional amount equal to the annual fees for the balance of the subscription year calculated on a pro-rata basis for the additional three representatives.
- B.2.4 Corporate members may transfer their membership to a maximum of four (4) individual memberships, provided that they contribute an amount equal to the difference between corporate and individual joining fees and annual fees at the time of transfer.

### **B.3 Membership Privileges**

#### **B.3.1 Individual Members:**

- May transfer to other state associations at no additional fees
- May upgrade their membership to a higher category at favourable rates
- Receive a subscription to all regular and occasional publications published by SIA National other than special reports, technical papers, conference proceedings other limited distribution publications.
- Are entitled to SIA member's discounts for local and interstate seminars, conferences and workshops organised by the Stormwater Industry.
- Provision is made for Corporate representatives to transfer to Individual membership under favourable terms - see section on Corporate Members.

#### **B.3.2 Corporate Members**

- This membership category is available for all organisations including companies, municipal councils, statutory authorities, unincorporated entities and other formal and informal interest groups with appropriate interests and with established business premises (or offices staffed by their members) in the State of the association they are seeking to join. Corporate members may nominate four representatives. SIA membership is deemed to be vested in the representatives who are obliged to abide by the Rules of the State SIA. The Corporate Member is the sponsor of their representatives.
- The minimum annual fee payable to that state association would be equal to the subscription rate of 4 individual members.
- Corporate members may nominate more than four representatives to any state association provided the annual subscription fee payable to the State SIA is equal to the sum of the fees payable by the same number of individual members. No additional joining fees would be payable.
- The corporation may revise its nominated representatives during the subscription year provided the changes are advised in writing and all new representatives provide an undertaking to abide by the Rules of the State SIA.
- If a representative leaves the corporation during the subscription year or ceases to be a nominated representative of the Corporate Member, the representative will be entitled to take up the status of an individual member of the association. The fee payable by the representative will be the individual member fee calculated on a pro rata basis for the number of a whole months remaining in the subscription year.



- If a representative leaves the corporation during the subscription year or ceases to be a nominated representative of the Corporate Member and moves interstate, the representative will be entitled to take up the status of an individual member of the association operating in the State they have moved to or, if there is no established association in that state, the representative may claim individual membership of an appropriate state association. The fee payable by the representative will be the individual member fee calculated on a pro rata basis for the number of whole months remaining in the subscription year. No joining fee would be payable.
- No refunds will be made to a Corporate Members in a subscription year in the event that one or more representative exercises the right to become an individual member as a consequence of cessation of employment or nomination or interstate transfer.
- Corporate members will receive up to four subscriptions to all regular publications published by SIA National other than special reports, technical papers, conference proceedings and other limited distribution publications.
- All employees of a Corporate member are entitled to SIA Member's discounts for local and interstate seminars, conferences and workshops organised by the Stormwater Industry.

### **B.3.3 Sustaining Membership**

- This is a special membership category which is managed by SIA National.
- Applications for Sustaining Membership must be made directly to SIA National.
- A Sustaining Member may nominate up to twelve representatives. SIA membership is deemed to be vested in the representatives. The Sustaining Member is the sponsor of their representatives. The representatives may be attached to one or more states and will be deemed to be Individual Members of their host State SIAs provided they complete a membership application form provided by their host State SIA and undertake to be bound by the Rules of the host SIA. The representatives will not be recognised until the application form is completed and the undertaking is provided.
- Sustaining Members are not required to pay membership or joining fees to State SIAs.
- SIA National will refund a portion of the Sustaining Membership subscriptions to the State SIAs for the support of each representative hosted by a State SIA up to a national total of 12 representatives. The annual amount for each representative will be based upon the rates for Individual Members and will be equal to the subscription fee charged by the host SIA less the National Levy for that membership category.
- Sustaining Members will be acknowledged by SIA National in regular publications.
- Up to twelve subscriptions to all regular and occasional publications published by SIA National - technical papers and proceedings are excluded.
- All employees of a Sustaining Member corporation are entitled to SIA membership discounts for local and interstate seminars, conferences and workshops organised by the Stormwater Industry.
- Acknowledgement of the sustaining members support and the ability to promote their company or organization at SIA functions.(Recognition printed in each copy of the SIA Bulletin & Waterfall journal)

### **B.3.4 Student Members:**

- May upgrade their membership to the Individual Membership category at favourable rates
- Receive a subscription to all regular and occasional publications published by SIA National other than special reports, technical papers, conference proceedings other limited distribution publications.
- Are entitled to SIA member's discounts for local and interstate seminars, conferences and workshops organised by the Stormwater Industry.

### **B.3.5 Associate Members:**

- This is a nominal classification for parties that are nominated by the State SIAs to receive regular copies of the SIA Bulletin. At the discretion of the State SIAs, Associate Members may receive copies of the Bulletin free or at an annual rate equal to the recommended Individual Membership subscription rate. Employees of Corporate and Sustaining Members will not be eligible for nomination; and
- All fees payable by Bulletin recipients, other than representatives of Sustaining Members, are to be collected by the relevant State SIA..

- The State SIAs will pay a levy to SIA National for all Associate Members they nominate even if the Associate Member does not pay a subscription rate.
- Associate Members are not entitled to SIA member's discounts.

## Appendix C – Databases

### C.1 State SIA Databases

- C.1.1 The State SIAs shall maintain databases to allow member data to be managed efficiently.
- C.1.2 The database shall record a membership category to each member (or member representative) as detailed in Appendix A
- C.1.3 The database may also include contact details for persons and entities that are not members. The membership category for these entities shall be shown as CT.

### C.2 National Database

- C.2.1 SIA National shall maintain a database of all subscribing members who are entitled to receive copies of regular publications and all parties that are nominated by State SIAs as Associate Members.
- C.2.2 The database will be used to facilitate the delivery of publications and other material and to calculate the levies that are payable to SIA National.
- C.2.3 The source data shall be provided by the State SIAs as 'comma separated value' (CSV) files or as an Excel spreadsheets. The first row of CSV files shall include the descriptors of the data fields.
- C.2.4 The source files shall include the following data:  
Given Name, Family Name, Organisation, Mail Address (street number/name or PO Box details, etc), Locality/suburb, State, Postcode, BH phone, BH fax, Email address, State SIA, Membership Category, Publication Flag, Membership Status.
- C.2.5 If necessary, an additional field shall be provided for overseas members and contacts.
- C.2.6 The State SIA should be recorded as SIANSW, SIAQ, SIASA, SIAV or SIAWA. This field identifies the State that will pay levies or receive Sustaining Member Support Refunds calculated on the basis of the entry in the Membership Category field.
- C.2.6 The Membership Category should be set to one of the values shown in Appendix A or set to CT.
- C.2.7 The 'publication flag' has been introduced to satisfy the request of some organisations that do not want regular publications sent to all of their representatives. The default value of the flag should be Y but it should be set to N where a member or representative does not require regular publications. The flag should be set to N if the Membership Category is set to CT.
- C.2.8 The Membership Status field is a text field that may include comment about the financial status of a member, renewal dates, membership transfers or other pertinent comments.

## **Attachment**

### **Sequence of Amendments to Stormwater Industry Protocol 2004**

This attachment does not form part of the Protocol but is provided for reference purposes.

The amendments noted below were determined by the Board of Directors of Stormwater Industry Association Limited on behalf of the Stormwater Industry, as defined in clause 3.3 of the Protocol, and the text of the Protocol was changed accordingly.

#### **21/12/04**

- The Stormwater Industry Protocol 2004 was adopted. The Microsoft Word file was entitled SIAprotocol2004v1.0.doc

#### **18/11/2006**

- The Stormwater Industry Protocol 2006 was adopted. The Microsoft Word file was entitled SIAprotocol2006.doc

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