



Eppalock Pipeline

Community Working Group

Terms of Reference

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1. Introduction

Coliban Region Water Corporation (Coliban Water), operates under the *Water Act 1989*. The primary function of Coliban Water is to capture, treat and distribute water reserves and provide wastewater services and reuse.

This Community Working Group will play an integral role in Coliban Water maintaining links with the broader community and ensuring our services meet the needs of our customer base.

2. Community Working Group Terms of Reference

The Community Working Group Terms of Reference establishes the responsibilities of the group within Coliban Water's governance system and has been developed to provide:

- direction to Community Working Group members on their roles and responsibilities;
- guidance to the Group on its operation; and
- information for Coliban Water staff and key stakeholders on the roles and responsibilities of the Group.

3. Establishment and Role of Community Working Group

Through appropriate participation and consultation with the wider community, the Community Working Group is the vehicle by which Coliban Water can ensure community ownership of its strategies and projects. The membership and method of operation of the Community Working Group is designed to facilitate these outcomes.

In addition to acting as a conduit to the broader customer base, the role of the Community Working Group within the context of their specific service mechanism is to advise management on:

- the potential for a change to supply by agreement arrangements for some customers on the Eppalock Pipeline rural supply system;
- transitional arrangements for participating customers, including transfer of licence entitlements; and
- the rules that would operate in the event that such a change is made.

4. Authority

Group authority extends only to making recommendations to management. The Group does not have:

- executive powers;
- power to implement action in areas over which management has responsibility;
- delegated financial responsibility, nor
- any management functions.

5. Key to Community Working Group success

To ensure success of the Community Working Group structure, certain principles must drive Coliban management and staff, and Community Working Group members. These principles are:

That Coliban Water will:

- Provide opportunities for the Community Working Group to be involved in policy development as it relates to this specific area;
- Recognise the need to maintain good communication with the Community Working Group; and
- Appropriately resource the Community Working Group to enable the achievement of its objectives.

That Community Working Group will:

- Recognise the need to maintain good communication with management and the community;
- Acknowledge the importance of operating within the scope of the Terms of Reference.

That Staff will:

- Recognise the importance of the role the Community Working Group plays in development of policy.

6. Community Working Group Membership

Community representatives: A minimum of 5 and a maximum of 7 representatives make up this Community Working Group

7. Time Commitment

Community Working Group will meet monthly for its ordinary meetings and schedule additional meetings as necessary. Ordinary meetings are usually of 2 to 3 hours duration. It is expected that members will devote time outside meetings for reviewing material to be discussed at meetings.

8. Appointment of Members

Community Representatives

Following an expression of interest process, appointment of community members to the Community Working Group is made by the Managing Director on the basis of skills and knowledge representing the range of issues relevant to the service delivery system for which the Community Working Group has been established. A good spread of membership throughout the geographic area of the Community Working Group is also sought. Equal opportunity principles apply.

In its appointment of Community Working Group members, the Managing Director shall consider the following eligibility criteria:

- Should reside in the Community Working Group (geographic) area;
- Have a good understanding of key water issues affecting the area;
- Have a basic understanding of governance principles.

Election of a Chair

The Chair shall be elected by the Group, from within the Group membership. The Group may also choose to elect a Deputy Chair.

9. Termination of Appointment

The Managing Director reserves the right to terminate membership of any member of a Community Working Group for breach of the Terms of Reference.

10. Term of Appointment

Community Members

Members shall be appointed for a three-month period.

If the position of a Community Working Group member becomes vacant, the Community Working Group may recommend to the Managing Director the appointment of a person to act in place of that member for the remainder of that person's term of office. Such appointment must be approved by the Managing Director.

11. Voting Rights

Community Members	Full voting rights
Chairperson	Casting vote

12. Administration Arrangements

Resourcing

An Executive Officer (EO) will be appointed to provide support for the Group.

The EO will be responsible for providing services to the Group at a level that enables it to fully carry out its role within Coliban Water. Among these duties are:

- Scheduling Group meetings;
- Preparing Group meeting agendas;
- Taking meeting minutes;
- Facilitating interaction between the Group and Coliban Water staff;
- Preparing Group reports to Coliban management; and
- Undertaking other tasks as appropriately directed by the Community Working Group Chair.

Relevant Coliban Water managers will be expected to attend Community Working Group meetings.

13. Meeting Procedure

It is anticipated that this Community Working Group will have an operational period of three months. Three ordinary meetings will be held over this period. Additional meetings can be called if required.

Attendance Requirements

Members are required to have a minimum attendance record of 80%. Non-attendance at two consecutive ordinary meetings without leave of absence (not including apologies) constitutes unsatisfactory attendance and may lead to dismissal.

Agendas

Agendas will be coordinated by the EO from information supplied by Coliban Water managers, Community Working Group members and Chair, who will approve the final agenda. The general format of agendas will be:

Item	Comments	Responsibility to Prepare/Plan
Apologies		CWG Executive Officer
Pecuniary Interest Declarations	Pecuniary interests to be declared at the beginning of the meeting or as an issue arises	CWG Members
Open Forum Outcomes	Discuss issues arising from the Open Forum and decide on any required actions.	CWG Members
Confirmation of Previous Minutes and Matters Arising	Confirm previous minutes Action List to be attached to agenda Discuss Action List	CWG Members CWG Executive Officer CWG Members
Other Matters for Decision	Other agenda items that require decision approved for inclusion	CWG Chair
Other Matters for Information	Other agenda items approved for inclusion	CWG Chair
Next Meeting	The full schedule of meeting dates and venues will be provided at commencement	CWG Officer

Quorum

The quorum for a meeting of the Group is a majority of the members.

Minutes

Minutes will be taken by the EO. The draft minutes shall be circulated to the Chair for approval and will be circulated to Group members as soon as possible after the meeting and will be confirmed at the next ordinary meeting.

Minutes will be circulated to the Managing Director of Coliban Water.

14. Communications Protocol

The following outlines the normal responsibilities in relation to communicating with Coliban management, staff, the community and the media (in line with Coliban Water's 'Media Statements' policy). At times, it may not be practical to follow these guidelines. In such cases, approval is to be sought from the Managing Director.

Group Members

If a Community Working Group member has an issue, this should be taken up with the Community Working Group Chairperson, who will take the matter up with the Managing Director.

With the community

Communication with the community should always be viewed as two-way.

Each Community Working Group member has the responsibility to communicate Coliban Water's vision and policies in their respective communities; and to listen and take back to the Community Working Group, the community's aspirations, expectations and issues.