



# *Coliban Rural Modernisation*

## *Working Group*

### Terms of Reference

Draft 27 October 2009

## 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 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. Coliban Rural Modernisation Working Group Terms of Reference

The Coliban Rural Modernisation 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 the Working Group members on their roles and responsibilities
- guidance to the group on its operation; and
- information to Coliban Water staff and key stakeholders on the roles and responsibilities of the group.

## 3. Establishment and Role of the Rural Modernisation Working Group

Through appropriate participation and consultation with the wider community, the 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 Rural Modernisation Working Group is designed to facilitate these outcomes.

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

- Implementation of rural reconfiguration program
- Community preferences in relation to pipeline alignment options
- Rural customer perspectives on community needs and project impacts
- The arrangements for new and future connections
- Requirements on prospective new customers for connection, including contributions towards capital costs.

## 4. Authority

Working Group authority extends only to making recommendations to management. The Working 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 Rural Modernisation Working Group success

To ensure success of the Working Group structure, certain principles must drive Coliban

Management and staff, and Working Group members. These principles are:

**That Coliban Water will:**

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

**That Rural Modernisation Working Group will:**

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

**That Staff will:**

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

## 6. Time Commitment

Coliban Rural Modernisation 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 agendas, strategies and other material to be discussed at meetings.

## 7. Appointment of Members

### Community Representatives

Following an expression of interest process, appointment of community members to the Coliban Rural Modernisation 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 Working Group has been established. A good spread of membership, throughout the geographic area of the Working Group is also sought. Equal opportunity principles apply.

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

- Should reside in the 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 Working Group, from within the Working Group membership. The Working Group may also choose to elect a Deputy Chair.

## 8. Termination of Appointment

The Managing Director reserves the right to terminate membership of any member of the Coliban Rural Modernisation Working Group for breach of the Charter.

## 9. Term of Appointment

### Working Group Members

Members shall be appointed for a six month period

If the position of a Working Group member becomes vacant, the 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.

## 10. Voting Rights

Community Members	Full voting rights
Chairperson	Casting vote

## 11. Administration Arrangements

### Resourcing

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

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

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

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

## 12. Meeting Procedure

It is anticipated that this Working Group will have an operational period of six months. Six 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 termination of appointment.

### Agendas

Agendas will be coordinated by the EO from information supplied by Coliban Water managers, 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		WG Executive Officer
Pecuniary Interest Declarations	Pecuniary interests to be declared at the beginning of the meeting or as an issue arises	WG Members
Open Forum Outcomes	Discuss issues arising from the Open Forum and decide on any required actions.	WG Members
Confirmation of Previous Minutes and Matters Arising	Confirm previous minutes Action List to be attached to agenda Discuss Action List	WG Members WG Executive Officer WG Members
Other Matters for Decision	Other agenda items that require decision approved for inclusion	WG Chair
Other Matters for Information	Other agenda items approved for inclusion	WG Chair
Next Meeting	Next six months meeting dates and venues to be included in agenda	WG Officer

### Quorum

The quorum for a meeting of the Working 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 Working 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.

## 13. Communications Protocol

It is expected that Coliban Rural Modernisation Working Group members will respect Coliban Water's 'Media Statements' policy and communications protocols.

### Media Policy

The Coliban Water 'Media Statements' policy is provided to all Working Group members as part of their induction. The policy is also available on request from the Working Group Executive Officer. All media enquiries with regards to Coliban Water should be directed to Coliban Water on 1300 363 200.

### Working Group Members

Working Group members must take all issues of concern to the Working Group Chairperson to raise with the Managing Director. If the matter is in relation to the Working Group Chairperson the group member must take the matter directly to the Managing Director.

### Within the community

Effective communication processes are an integral part of Coliban Water's commitment to public participation. Each member of the Working Group has a responsibility to communicate effectively with their community of interest to ensure that the group is effective in meeting the communities aspirations, expectations and in addressing key issues.