



DRAFT

Strategic Advisory Committee
Terms of reference

21 April 2016

DRAFT

1. Establishment

- 1.1 GMW establishes a Strategic Advisory Committee ("the Committee") and these Terms of Reference.

2. Application

- 2.1 These Terms of Reference apply to all members of the Committee.
- 2.2 The Committee members are required to acknowledge to GMW their compliance with these Rules by making a signed declaration to GMW (refer to Appendix 1).

3. Function

- 3.1 The function of the Committee is to advise and assist GMW on a range of strategic issues.

4. Appointment

- 4.1 GMW will appoint individuals to the Committee for a term of 2 years, with a maximum of two terms.
- 4.2 To be eligible for appointment to the Committee a person **must have completed and signed a:**
- statement of compliance with these Terms of Reference (refer Appendix 1); and
 - declaration of interests (refer Appendix 2) which must be updated annually

5. General duties

- 5.1 A Committee member in performing their functions should demonstrate:
- (a) **Responsiveness** – Committee members should demonstrate responsiveness by:
- Providing frank, impartial and timely advice to GMW
 - Committing to continuous improvement and adopting a best practice approach to the performance of their role.
- (b) **Integrity** – Committee members should demonstrate integrity by:
- Ensuring that Committee information is treated confidentially and only used for Committee purposes

- Behaving in a manner that does not bring themselves, the Committee or GMW in to disrepute
- (c) **Impartiality** –Committee members should demonstrate impartiality by:
- Making decisions and providing advice on merit and without bias, caprice, favouritism or self interest
 - Acting fairly by objectively considering all relevant facts and fair criteria
- (d) **Accountability** –Committee members should demonstrate accountability by:
- Exercising care and diligence in preparing for and participating in Committee meetings
 - Attending at least 50% of Committee meetings in any year unless GMW has granted a leave of absence
 - Continuing to comply with these Terms of Reference (including the Eligibility Criteria in section 4.2)
- (e) **Respect** – Committee members should demonstrate respect for other Committee members, GMW and other Agency Directors.

6. Confidentiality

- 6.1 The deliberations of the Committee should remain confidential and so not be communicated outside the Committee without GMW's permission.
- 6.2 A Committee member must not use any confidential information:
- for purposes other than those of the Committee
 - for personal gain of any kind
 - to further the activities or purpose of any association, group, or organisation of which the Committee member may be a member of, affiliated with, employed by or represent.
- 6.3 Confidential information includes:
- (a) information designated as confidential by GMW: for example GMW may provide the Committee with information or briefings which GMW designates as confidential.
- (b) GMW information not released or not yet released to the general public

7. Publication of personal information

- 7.1 Committee members agree to allow GMW to use names, phone numbers and photos in relevant publications, including newsletters, annual report, brochures, promotional material, GMW website and general media releases if required.

8. Resignation

- 8.1 A Committee member may resign by notice in writing to GMW.

9. Meetings

- 9.1 The frequency, location and timing of meetings are determined by GMW in consultation with Committee members.
- 9.2 GMW will circulate an Agenda to Committee members before the meeting.
- 9.3 Meetings will be chaired by the Committee Chair.
- 9.4 The role of the Committee is to provide Committee members advice and views to GMW on strategic issues. Consequently there will not be a need for a vote on issues. Where the Committee does reach a consensus, this will be recorded in the notes of the meeting.

10. Chair

- 10.1 The Committee Chair is the GMW Chairman or other person nominated by GMW.
- 10.2 The Committee Chair is responsible for:
- (a) developing meeting agendas in conjunction with committee members.
 - (b) ensuring the business conducted by the Committee is within its functions and is conducted efficiently
 - (c) chairing Committee meetings
 - (d) facilitating a performance review of the Committee

11. Conflict of Interest

- 11.1 Committee members must declare and manage conflicts of interest. These conflicts of interest may be personal or on behalf of any organisation they represent.
- 11.2 Conflicts of interest can be either:
- actual:

- potential and/or:
- perceived.

12. Expenses

- 12.1 GMW will reimburse Committee members for reasonable personal expenses that have not been already paid for by any organisation they may represent.

13. Removal

- 13.1 GMW may at any time appoint or remove or suspend from office a member or members of the Committee.
- 13.3 Where the panel of Committee members so removes or suspends a member or members, a letter will be provided to the member/s confirming the removal or suspension.

Appendix 1: Declaration

I have read and understand the Goulburn-Murray Water Terms of Reference for the Strategic Advisory Committee.

I hereby undertake to comply with the Terms of Reference.

Signed: _____

Print name: _____

Date: _____

Appendix 2: Declaration of interests

Surname: _____ **First name:** _____

Strategic Advisory Committee Member	
Registrable Interests	Details of Interests
1. The name of any company or other body, association, institute, organisation or group (corporate or unincorporated) in which you are a member and any office held, whether as director, councilor, committee member, staff, volunteer or otherwise (and indicate if the positions are voluntary or paid).	
2. The name or description of any company, partnership, association or other body in which you hold a beneficial and material interest which exceeds \$2000 in value.	
3. The address or description of any land in the district of the water corporation or in a district which adjoins the water corporation’s district in which you hold any beneficial interest (other than by way of security for any debt).	
4. A concise description of any trust in which you hold a beneficial interest or of which you are a trustee and in which a person related to you by blood or marriage holds a beneficial interest.	
5. Particulars of any gift of \$2000 or more in value received by you in the last 12 months from a person other than a person related to you by blood or marriage.	
6. Any other interests (whether of a pecuniary nature or not) of yours or of a person related to you by blood or marriage, of which you are aware and which you ought reasonably to consider might appear to raise a material conflict between your private interest and your duty as a member of a GMW Strategic Advisory Committee. This includes any interest in water entitlements, regardless of size, and should include information on volume, type of entitlement and location.	

I declare this information is complete, true and correct at the date of signing:

Signature of declarer.....**Date**.....

Signature of witness:**Name of witness**