



# 25 Year GMID Asset Strategy

Working Group Terms of Reference and  
Appointment Process

October 2017

# Terms of reference

## 1. Purpose

GMW is establishing a 25 Year GMID Asset Strategy working group for the purpose of ensuring that GMW's delivery system continues to provide the required level of service to its customers, community and stakeholders. The working group will provide customer, stakeholder and community input during the planning, development and implementation of this project.

## 2. Related policy and procedures

GMW's is committed to improving our engagement approach which is reflected in the following principles;

- Fit for purpose
- Genuine and transparent
- Inclusive and accessible
- Continual improvement

## 3. Context

GMW's role is to efficiently manage, store and deliver water within northern Victoria. Included within GMW's remit is an area generally known as the Goulburn-Murray Irrigation District (GMID), the single largest irrigation asset in the country.

We are currently in a challenging and changing environment with changing climate and international markets impacting on both our customers and GMW. We must plan to deliver a confident future to ensure our customers and GMW remains sustainable now and into the foreseeable future.

In order to achieve this GMW has developed Strategic Plan which identifies the development of a 25 Year GMID Asset Strategy as one element in delivering an effective plan for the future.

## 4. Role of the Working Group

The objective of the working group will be to work with GMW in developing;

- a 25 Year GMID Asset Management Strategy;
- an Implementation Plan for the 25 Year GMID Asset Management Strategy;
- asset forecasts in the GMID over the 25 year period; and
- Customer, Community and Stakeholder communication and engagement plans in relation to the project (informed by another key project already under way being GMW's Engagement Approach).

The role of the Working Group will be to objectively provide input and advice to GMW about;

- The future service needs of customers within the GMID;
- Innovative capital and/or maintenance activities on GMW assets that will assist in reducing the future cost of maintaining and renewing the assets; and
- The opportunities to optimise the extent and utilisation of assets within the GMID.

Information from the working group will be a key input into the GMW Steering Committee who will make recommendations to the GMW Board for a final decision on matters related to the 25 year GMID asset strategy.

## 5. Membership of the Working Group

Working group membership will consist of up to 15 members which may include:

- Current GMW customers and stakeholders within the GMID
- Community representatives within the GMID;
- Industry and Industry Association representatives relevant to the GMID; and
- Government departments and agencies.
- GMW staff

The Working Group will be chaired by a GMW representative. Additional GMW staff will attend meetings as required, to provide technical information and administrative support to the member group.

Shortlisting and final appointment will be made by the GMW Steering Committee.

## 6. Working Group Selection Criteria

Community and Customer members will be appointed to the Working Group based on an expression of interest to an open selection process, including their response to the selection criteria. Applicants may be interviewed as part of the selection process.

The following general criteria will be used in selecting members for this working group:

- Involvement in a diverse network that enables a sound understand of the needs of customers within the GMID and an ability to represent a range of views to the working group;
- A demonstrated understanding of the GMID operations and its importance to the sustainability of GMW and communities within our region.
- A knowledge, understanding and ability to objectively discuss the relationship between customer service levels, relevant asset infrastructure costs, and the arising costs to serve customers.
- Interest in exploring innovative asset management techniques and encouraging investment in the GMID region.

Applicants will also be required to satisfy the following eligibility criteria. Candidates must not;

- have been found guilty of an offence under the Water Act 1989; or
- have been convicted of any indictable offence within the last 5 years; or
- be more than 12 months in arrears in the payment of water charges to GMW unless the person:
  - has made an arrangement to pay the arrears which is acceptable to GMW; and
  - continuously complies with that arrangement.
- be a current employee of GMW or have been an employee of GMW within the 12 months prior to nomination.
- have an active dispute, complaint or claim with/or against GMW.

GMW may seek nominations from relevant government departments and agencies and/or relevant Industry groups for direct appointment to the Working Group.

## 7. Term & Sitting Fee

The Working Group will be operational until the completion of the 25 Year GMID Asset Management Strategy, currently scheduled for September 2018 or until otherwise determined by GMW.

Working Group members will be appointed initially until September 2018. If the term of the working group extends beyond this time a review (undertaken by the GMW Steering Committee) of the group's activities and membership will determine the need for reappointment, or re-advertising of positions.

Fees and expenses will be determined as per the Department of Premier and Cabinet's Appointment and Remuneration Guidelines. These guidelines currently allow for advisory committee members to receive a daily fee of \$221 plus reasonable out of pocket expenses.

## 8. Vacancies

Positions will automatically become vacant if a member:

- Resigns in writing to the Chair of the Working Group;
- Becomes a Director or an employee of GMW;
- Behaves in a manner GMW determines is not in keeping with the principles of engagement, or is not conducive to achieving the objectives and/or role of the Working Group including maintaining confidentiality of the Working Groups materials unless otherwise advised;
- Fails to continue to meet the selection criteria; or
- Does not attend three consecutive meetings without due notification or prior arrangements.

The Working Group Chair will advise the Steering Committee Chair of a potential vacancy meeting one of the above criteria and the Steering Committee by vote will make a final and binding decision on whether the position has become vacant. Each Steering Committee member has one vote. The Chair will have a casting vote where required.

## 9. Operating procedures

### Nature of representation

As the Working Group provides advice to GMW, it is not necessary that members reach a consensus on issues of discussion. Working group members are expected to reflect their own views at meetings, however they may choose to informally canvas views from others on relevant non-confidential matters. Final decisions regarding implementation will be made by GMW, after consideration and assessment of the working group's input.

### Meetings

GMW will arrange meetings at a mutually convenient location and time for members of the working group. A meeting calendar will be developed with the working group to coincide with key project stages. It is expected that meetings will be held quarterly as a minimum however may be more frequently as required.

## **Values, behaviours, confidentiality and conflict of interest**

The working group commits to the Terms of Reference and agrees to behave in a manner consistent with the principles of the engagement process. Working group members will be discussing non-confidential elements of the project with members of the public. During these communications a Working Group member agrees to;

- indicate, in an open and transparent manner, which views are representative of GMW and which are representative of other members of the Working Group when conflicting views are presented;
- in the event that the Working Group has a view which is contrary to a decision by GMW, in any communications the member shall fairly present GMW's decision and the basis of that decision; and
- not disclose confidential information.

Working Group members shall not communicate with journalists, the media or Members of Parliament on matters related to the working group unless approved by the GMW Steering Committee Chair.

If a member believes they may have a conflict of interest about an agenda item or general business item, that member must notify the working group Chair prior to the start of the meeting. This may preclude the member from joining in discussion on the subject.

## **Minutes and agenda**

The agenda for the working group meetings will be compiled by GMW officers and distributed to members at least five business days before each meeting. Members are encouraged to raise general business items in advance for discussion at each meeting. Minutes will be taken by GMW officers at each meeting of the working group. A copy of the minutes will be reviewed by the Chair and forwarded to all members as soon as practicable after the meeting.

The Project Steering Committee receives all minutes.

## **Management support**

GMW will coordinate and provide support to the working group.

## Appendix 1: Declaration

I have read and understand the Goulburn-Murray Water Terms of Reference for the 25 Year GMID Asset Management Strategy Working Group.

I hereby undertake to comply with the Terms of Reference.

**Signed:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Appendix 2: Declaration of interests

Surname: \_\_\_\_\_

First name: \_\_\_\_\_

Working group 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, councillor, 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. 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 Project Reference 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 .....