

Terms of Reference – Community Advisory Committee

1. BACKGROUND

The South Gippsland Water Community Advisory committee will be established at its first meeting in May 2021.

The committee is being established as part of our ongoing commitment to South Gippsland Water's customer and community participation and information sharing in South Gippsland, Bass Coast and the eastern part of Wellington Shire.

These Terms of Reference have been prepared in line with the [Victorian Public Service Code of Conduct](#).

South Gippsland Water will reimburse members to help them attend meetings.

2. KEY FUNCTIONS

The purpose of the South Gippsland Water Community Advisory Committee is, in partnership with the organisation's staff, to increase customer and community participation in the areas of strategy and planning for the region's water and wastewater services.

Initially the committee will focus on an important planning process for the business: the five-year plan – known as the Urban Water Strategy.

The Urban Water Strategy is a 50-year plan that plans for the security of water and wastewater services across South Gippsland.

It is revisited every five years in response to the constantly changing outlook in supply and demand for water supplies. This year, for the first time, the Urban Water Strategy will also include analysis and planning for wastewater systems.

While discharging their obligations under this Committee, members will ensure they take into consideration the health, safety and welfare of persons at South Gippsland Water in all decision making, including a commitment to the organisation's workplace behaviour and occupational health and safety policies.

Role

The role of the South Gippsland Water Community Advisory Committee is to listen to proposed strategies and/or activities and:

- provide direction and community leadership to ensure customer and community participation is included in the areas of strategy and planning;
- provide strategic advice to South Gippsland Water on priority areas from a customer and community perspective.

Responsibilities

The responsibilities of the South Gippsland Water Community Advisory Committee are to:

- advise South Gippsland Water on priority areas and issues requiring a customer and community perspective;
- advocate on behalf of customers and community;
- assist with the planning and implementation of the strategic Urban Water Strategy and other strategies, such as Pricing Submissions to the Essential Services Commission
- participate in South Gippsland Water's strategic planning processes and provide input into strategic priorities, outlined in the Urban Water Strategy and Pricing Submissions;

- help facilitate two-way communication between customers, community and South Gippsland Water through members’ networks and provide advice or feedback back to South Gippsland Water.

3. MODUS OPERANDI

Composition

South Gippsland Water’s Executive Leadership Team (Managing Director and General Managers) shall appoint the members of the Community Advisory Committee.

The Committee will be chaired by South Gippsland Water’s Community and Engagement Leader to help facilitate meetings.

Community Members are appointed for a term of three (3) years. At the end of this three-year term, South Gippsland Water will undertake a review of the committee’s role.

Application and appointment process

Applications will be made through a public Expression of Interest process. The Expression of Interest process will be conducted via South Gippsland Water’s website www.sgwater.com.au

As part of this process, individuals who have previously served on South Gippsland Water’s community committees, or expressed an interest in the organisation, may also be invited to apply.

All applicants must provide a Letter of Interest reflecting these terms of reference and their background, or interest in joining the committee.

Applicants are advised they may have to undergo a police check prior to commencement.

The Community Advisory Committee shall comprise of the following members:

Community Members

Community members contribute specialist knowledge and expertise by providing customer and community perspectives. Community members will need to have the capacity to reflect on and present community issues, rather than focusing on personal concerns or individual issues.

To bring diversity to the Committee and ensure all towns in the region are represented, ideally the Committee will be made up of representatives from each of the following towns:

Port Franklin	Port Welshpool
Toora and district	Welshpool (Hedley)
Fish Creek	Korumburra
Foster	Inverloch (Wattle Bank)
Cape Patterson	Wonthaggi (South Dudley, Glen Alvie, Kongwak, Lance Creek)
Loch	Nyora
Poowong	Koonwarra
Leongatha (Kardella, Leongatha South, Ruby)	Alberton
Devon North (Tarra Valley)	Port Albert (Langsborough)
Yarram	Dumbalk
Meeniyan	Warratah Bay
Venus Bay	

Additionally, representatives of the region's Gunaikurnai and Bunurong traditional owners will be invited to join if they wish.

Other participants such as residential or business associations, and local councillors, staff or other government officials, may be invited to attend, observe or contribute, when and where relevant.

Community membership will be set at a minimum of 10 and maximum of 25 persons. Some members may represent several towns.

South Gippsland Water will appoint the members following the Expression of Interest process as outlined previously.

South Gippsland Water staff

South Gippsland Water's Communications and Engagement Team Leader is the officer responsible for administration, co-ordination and facilitation of this committee.

For this reason, the Communications and Engagement Team Leader will chair the Committee and liaise with members.

South Gippsland Water will delegate a proxy for the Communications and Engagement Team Leader in their absence.

Members are deemed to have resigned from the Community Advisory Committee on their resignation from the position on which their membership is based.

Community committee members are able to cease membership at any time by notifying their intention to the Chair in writing. Membership will also cease at the end of a community committee member's term if they are not reappointed by South Gippsland Water. Community committee members will receive written notification of their reappointment.

Operations

The Community Advisory Committee meets formally every quarter, with at least four (4) meetings being held per annum. A quorum is required for member meetings. A quorum is reached when 50 per cent plus one, and the Chair are in attendance.

Disclosure of Interest

Any member or guest of the Community Advisory Committee who has a direct or indirect pecuniary interest in a matter being considered, or about to be considered by the Community Advisory Committee shall, as soon as practicable after the relevant facts come to the person's knowledge, disclose the nature of that interest at the next meeting of the Community Advisory Committee.

The Chair must cause the declaration to be recorded in the Minutes of the Meeting.

Agenda and Minutes

Meeting documentation, including the agenda, minutes of the previous meeting and other relevant documents, will be distributed to the committee members and attendees prior to each the meeting.

The proceedings of all meetings will be minuted to reflect the work done by the Community Advisory Committee and these minutes will be considered for approval of recommendations by South Gippsland Water and then endorsed by this committee at the following meeting.

Performance

The Community Advisory Committee shall provide an annual report of the committee, due December, to South Gippsland Water, including a review of the committee Terms of Reference.

Membership of the committee will be noted in South Gippsland Water’s annual report.

AUTHOR	Communications and Engagement Team Leader
ENDORSED BY	General Manager, Infrastructure and Planning General Manager, People, Customer and Culture
APPROVED BY	Managing Director, South Gippsland Water
DATE OF APPROVAL	April 2021
DATE OF REVIEW DUE	April 2023