

Lower Burdekin Water



Governance Policy

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Contents

1.	NATURE OF LOWER BURDEKIN WATER	3
1.1.	Establishment.....	3
1.2.	Date Authority was Established	3
1.3.	Definitions.....	3
1.4.	Policies, Standards and Procedures.....	3
2.	WATER SERVICE PROVIDER	3
3.	OBJECTIVES, PURPOSE AND FUNCTIONS.....	4
3.1.	Statement of Objectives.....	4
3.2.	Purpose of the Authority	4
3.3.	Functions of the Authority	4
3.4.	Compliance Reporting.....	4
3.5.	Human Resources and WHS.....	5
3.6.	Financial	5
3.7.	Administration	5
3.8.	Resource Management	5
3.9.	Customer Relations.....	5
3.10.	Operations and maintenance – Water distribution and recharge activities	6
3.11.	Project and Contract Management.....	6
3.12.	Asset Holding and Management	6
3.13.	Funding and Expenditure	6
4.	BOARD OF DIRECTORS	6
4.1.	Outline of the Authority’s Structure.....	6
4.2.	Composition of the Board of Directors.....	7
4.3.	Board Wholism	7
4.4.	Quorum	7
4.5.	Decision-Making Process	7
4.6.	Delegation.....	7
4.7.	Implementation of Board Decisions	7
4.8.	Conflict of Interest.....	7
4.9.	Strategic Planning.....	8
4.10.	Director Position Description	8
4.11.	Obligations of the Board	8
4.12.	Term of Appointment.....	8
4.13.	Election of Chairperson and Deputy Chairperson	8
4.14.	Specific Duties of Directors.....	8
4.15.	Expected Meeting Attendance, Preparation and Participation.....	8
5.	ORDINARY MEETINGS OF THE BOARD OF DIRECTORS.....	9
5.1.	Who may call Meetings	9
5.2.	How Meetings Convened.....	9
5.3.	Conduct of meetings.....	9
5.4.	Cancellation or adjournment	9
5.5.	Minutes	9
5.6.	Flying Minutes	9
5.7.	Rules for meetings and procedures.....	9
5.8.	How Directors may participate.....	10
6.	SPECIAL MEETINGS OF BOARD OF DIRECTORS OR COMMITTEES	10
6.1.	Chairperson may call Meeting.....	10
6.2.	Directors may call Meeting	10
6.3.	Committees.....	10
7.	NOMINATION OF DIRECTORS	10
7.1.	Nomination of Directors	10
7.2.	Procedure for Nomination of Directors	11
7.3.	Eligibility for Appointment as Director	11
7.4.	Expertise Criteria for Directors.....	11
7.5.	Nominations for Non-Ratepayer Directors	11
7.6.	Selection Committee.....	11
7.7.	Ratepayer Nominated Directors	12
8.	POWERS OF AUTHORITY TO MAKE AND LEVY RATES AND CHARGES	12
8.1.	Rates and Charges	12
9.	COSTS AND EXPENSES.....	13
10.	FINANCIAL REQUIREMENTS.....	13
11.	EXECUTION OF DOCUMENTS.....	13
11.1.	Execution of documents.....	13
12.	STAFF.....	13
12.1.	Executive Officer	13
12.2.	Secretary	13
13.	NOTICES.....	13
13.1.	Persons authorised to give notices.....	13
13.2.	Method of giving notices	13

1. NATURE OF LOWER BURDEKIN WATER

1.1. Establishment

The Authority is a Category 2 Water Authority pursuant to the *Water Act 2000* (Qld) ("the Act") authorised to carry out Water Activities within the Lower Burdekin Water ("LBW") Authority Area as identified in the plan attached at Schedule 1.

1.2. Date Authority was Established

The Authority was established on 18 February 2015 under regulation by the Governor in Council.

1.3. Definitions

Act	means the <i>Water Act 2000</i> (Qld) or any subsequent legislation which replaces or amends that act and all associated regulations and rules
Authority	means LBW
Board	means the Board of Directors for the Authority
Burdekin Aquifer	means that part of the subterranean water system or aquifer located in the Burdekin Basin that is within the Lower Burdekin Authority Area
Casual Vacancy	has the meaning as defined in section 607 of the Act
Customer means	a person to whom the Authority supplies open water and/or other services
Department	means the Department of Natural Resources, Mines and Energy and its successors
Director	means a person elected, nominated, or appointed to the Authority's Board
DOL	means the Lower Burdekin Distribution Operations Licence under the Act
Law	means any and all state and federal legislation, regulations, and rules as in force and as amended from time to time
LBW Authority Area	means that area set out in the maps in Schedules 1 and 2
Mill	means a mill situated within the Lower Burdekin Authority Area that processes sugar cane and contributes financially to the Authority for any purpose
Mill Owners	means the owners of any sugar milling operations which contribute financially to the operations of the Authority
Minister	means the Minister of the Department of Regional Development, Manufacturing and Water or its successors
Nominated Director	means a director who is nominated by: <ul style="list-style-type: none">• the Mill owner; or• the local government council• to a position on the Board
Operations Manual	means the Burdekin Basin Lower Burdekin Distribution Operations Licence Operations Manual May 2017 as amended from time to time
Ratepayer	means a person or entity who pays rates and charges or fees to the Authority as per the Authority's Rating Policy (RP001)
Ratepayer Representative	means a director, employee or lessee of a Ratepayer entity or organisation who has been nominated in writing by the Ratepayer as its representative.
ROP	means the <i>Burdekin Basin Resource Operations Plan 2009</i>
Seal	means the common seal of the Authority
Secretary	means a person appointed to perform the duties of a secretary of the Board in an administrative role
Voter	means a Ratepayer eligible to vote in accordance with clause 7.1
Water Activities	has the meaning ascribed to it by the Act
Water Authority	has the meaning ascribed to it by the Act
Water legislation or regulation	means any legislation, order in council, regulation or rule enacted or promulgated by the State or Commonwealth government concerning the management and distribution of water
Water Management Protocol	means the Burdekin Basin Water Management Protocol 2017
Water Plan	means the Water Plan (Burdekin Basin) 2007
Water Service Provider	has the meaning as that term appears in the Water Supply Act
Water Supply Act	means the <i>Water Supply (Safety and Reliability) Act 2008</i> (Qld) and any legislation which replaces or amends that act and all associated regulations and rules

1.4. Policies, Standards and Procedures

The Authority shall by resolution adopt policies, standards, and procedures to govern the conduct and behavior of Directors and personnel employed by the Authority. The purpose of the policies, standards and procedures is to enhance transparency, accountability, and integrity in the delivery of services to Ratepayers, Customers, and the community. The Authority's policies, standards and procedures are listed in the Authority's Document Control Register. Copies of the register and documents are saved electronically, in the Authority's filing system.

2. WATER SERVICE PROVIDER

The Authority is:

- (a) a Category 2 Water Authority for the purposes of the *Act*; and
- (b) a Water Service Provider for the purposes the *Water Supply Act*;
- (c) a DOL holder; and

- (d) a public utility provider for the purposes of the *Land Title Act 1994* (Qld).

3. OBJECTIVES, PURPOSE AND FUNCTIONS

3.1. Statement of Objectives

The Authority's objectives are aimed at achieving:

- (a) the safety and wellbeing of people;
- (b) an engaged and productive workforce;
- (c) a manage aquifer heights and water delivery to prevent saltwater intrusion;
- (d) engaged and informed stakeholders;
- (e) a proactive and transparent governance;
- (f) financial sustainability while delivering services at the lowest possible cost;
- (g) managed assets and infrastructure to ensure reliable services; and
- (h) system health and ecological function.

3.2. Purpose of the Authority

The purpose of the Authority is to sustainably manage water resources within and around the LBW Authority Area.

3.3. Functions of the Authority

The functions of the Authority are:

- (a) to primarily replenish, recharge, manage, distribute, and protect ground water and surface water in the LBW Authority Area to the extent permitted by law for the purpose of maintaining ground water levels and to restrict/limit saltwater intrusion by the promotion of the conjunctive use of surface water and ground water;
- (b) to represent the interests of Ratepayers and Customers in the LBW Authority Area to the extent necessary to achieve the Authority's objectives;
- (c) to engage in Water Activities outside the LBW Authority Area, provided those Water Activities do not –
 - (i) limit the Authority's ability to perform its primary function; or
 - (ii) financially prejudice the Authority or its Ratepayers or Customers;
- (d) to generate revenue, including by levying rates and charges upon Ratepayers and Customers;
- (e) to construct, acquire, own, operate and maintain infrastructure for the purposes of water distribution and aquifer replenishment and recharge;
- (f) to establish and maintain services of a commercial or non-commercial nature in accordance with the purposes of the Authority;
- (g) to carry out research and development in areas that will add value and or improve the long-term sustainability and health of the Burdekin Aquifer and LBW Authority Area and to inform Ratepayers and Customers of the best practice for water use for the services provided by the Authority;
- (h) to borrow money and to secure funds in accordance with all legislative and regulatory requirements for the purposes of the Authority and so as to enable the Authority to carry out its functions;
- (i) to expend money for the purposes of the Authority and to enable the Authority to carry out its functions.

3.4. Compliance Reporting

Preparation of all compliance reporting including:

- (a) monthly Board papers including health, safety, environment, and community ("HSEC"), financial and operational reports;
- (b) monthly financial and quarterly and annual statistical reports to the Department and SunWater Ltd;
- (c) Business Activity Statements ("BAS") reports and other Commonwealth requirements;
- (d) annual financial reporting to the State government;
- (e) Bureau of Meteorology reports;
- (f) event reporting as required by the DOL and regulation;
- (g) environmental reporting as required (future requirements) e.g. discharge water quality, fish movements; and
- (h) preparation and publishing of the strategic plan, operations plan and annual report.

3.5. Human Resources and WHS

The main human resources functions include:

- (a) development and implementation of position descriptions clearly defining roles and responsibilities and key performance indicators;
- (b) performance management;
- (c) payroll;
- (d) human resources reporting;
- (e) development and application of human resources policies to support the organisation and employees;
- (f) recruitment processes; and
- (g) development and management of the occupational, health, safety, environmental and community systems and supporting policies for the Authority.

3.6. Financial

The main financial functions include:

- (a) maintaining financial accounting systems including general ledgers, asset registers, accounts payable, accounts receivable;
- (b) preparation of annual operational and capital budgets;
- (c) preparation of monthly and annual financial accounts, analysis and assessment of actual performance against budget and preparation of related exception reports;
- (d) managing investments and loans;
- (e) preparation and management of financial management strategy;
- (f) management of internal and external audit requirements;
- (g) preparation of BAS and Fringe Benefit Tax, Fuel Tax Credit reports;
- (h) banking and bank reconciliations;
- (i) preparation of guidelines for financial management of major contracts;
- (j) responsibility for monitoring compliance to financial policies and requirements of the *Financial Accountability Act 2009* (Qld) and other relevant legislation; and
- (k) long term financial planning and forecasting with respect to asset renewals.

3.7. Administration

The main administration functions include:

- (a) preparation and maintenance of effective record systems;
- (b) management of reception and customer liaison functions;
- (c) maintaining visitor register and customer contact records;
- (d) management of incoming and outgoing mail;
- (e) administrative support to human resources, financial and operational functions;
- (f) management of water accounting and billing systems;
- (g) management of organisational databases; and
- (h) providing an effective communication strategy and process to disseminate information to Ratepayers, Customers and other stakeholders.

3.8. Resource Management

Main functions/activities carried out include:

- (a) represent the interest of Ratepayers and Customers;
- (b) maintain detailed understanding of emerging resource management issues and assess their likely impact on the Authority's operations;
- (c) utilise science to develop strategies and actions for consideration by the Technical Committee and the Board;
- (d) manage the implementation of these strategies and actions;
- (e) liaise with State, Commonwealth and local agencies in respect of issues and management strategies / actions being implemented within the LBW Authority Area; and
- (f) identify external funding opportunities that will benefit the Authority in managing resources.

3.9. Customer Relations

The main functions of customer relations include:

- (a) preparation and management of all communications to Ratepayers, Customers and other stakeholders;
- (b) maintenance of Customer service contracts and obligations;
- (c) management of Ratepayer meetings as requested by the Board and/or committees;

- (d) management of stakeholder queries and complaints;
- (e) management of community queries and complaints;
- (f) management of SunWater Ltd customers as per the requirements of the Water Management Protocols, DOL and Operations Manual.

3.10. Operations and maintenance – Water distribution and recharge activities

The main functions of operations and maintenance include:

- (a) management of water distribution for the Burdekin Aquifer recharge and surface water to Ratepayers and Customers;
- (b) operating the water infrastructure and to supply water in accordance with the DOL and Operations Manual;
- (c) recording water usage via meter reading;
- (d) management of the Authority's maintenance activities on assets and infrastructure;
- (e) implementation of the Authority's Workplace Health and Safety system;
- (f) management of contractor operational and maintenance works;
- (g) identification of operational and maintenance improvements;
- (h) monitoring compliance with the Authority's policies; and
- (i) other activities including:
 - (i) maintenance of asset registers; and
 - (ii) developing strategic plans to implement emerging water policy, resource management requirements and energy reduction.

3.11. Project and Contract Management

The main functions of project and contract management include:

- (a) developing and managing capital renewals programs;
- (b) developing and managing projects for additional infrastructure;
- (c) conducting condition assessments on existing assets and infrastructure, including schedules, budgets, and strategies in conjunction with Authority's asset renewals annuity;
- (d) negotiate and manage contracts for the Authority;
- (e) project reporting; and
- (f) at the Authority's discretion, the engagement of a project manager for complex or extended projects.

3.12. Asset Holding and Management

The Authority shall:

- (a) hold all of its assets including land, buildings, infrastructure, equipment, and plant, whether listed in the asset register or not, on behalf of the State of Queensland;
- (b) utilise its assets in the manner determined by the Board for the purpose of carrying out its functions and achieving its purposes; and
- (c) ensure that all assets and infrastructure purchased or constructed are entered on the Authority's asset register.

3.13. Funding and Expenditure

The Authority shall:

- (a) shall derive revenue and obtain and raise funds in any lawful manner as determined by the Authority from time to time;
- (b) be entitled to dispose of and/or to charge its assets including undertakings, and revenue as security to obtain funds for its purposes and functions, subject to the lawful requirements of government and/or any restriction or prohibition set out in any legislation or regulation;
- (c) ensure that all expenditure is applied in pursuit of the purposes of the Authority set out in clause 3.2 and for the purpose of carrying out the functions set out in clause 3.3.

4. BOARD OF DIRECTORS

4.1. Outline of the Authority's Structure

The Authority's internal operating structure is comprised of:

- (a) the Board; and
- (b) such committees or bodies as the Board or the Executive Officer may determine from time to time.

4.2. Composition of the Board of Directors

- (a) The Board shall consist of at least seven (7) up to eight (8) directors (at the Board's discretion) comprised of:
 - (i) one director nominated by the Burdekin Shire Council; and
 - (ii) four directors nominated from and by Ratepayers; and
 - (iii) two directors nominated by the Mill Owners; and
 - (iv) an independent director to be employed at the discretion of the Board.
- (b) All directors must be appointed by the Minister.

4.3. Board Wholism

- (a) All policy and governance decisions will be made by the Board as a whole. No single member or committee may decide any issue of policy, represent the entire Board, or direct staff actions except where explicitly spelled out in Board policies.
- (b) Whenever a Board member or committee is in need of Board action, they shall make arrangements through the Chairperson to place an item upon the agenda.
- (c) Board members may also seek Board action via electronic mail.
- (d) Board members and committees will regularly bring recommendations for action to the Board as whole.

4.4. Quorum

The quorum for a Board meeting is 4 or more or otherwise set out in the Act.

4.5. Decision-Making Process

- (a) Before any decision is brought to the Board, the Chairperson will:
 - (i) ensure that all Directors have received adequate and timely information about the issue at hand; and
 - (ii) publish the decision item on a meeting agenda; or
 - (iii) request a Board discussion and vote via electronic mail.
- (b) The Board will make all governance decisions for the Authority based on a majority vote of Directors present at any meeting at which a quorum is present. Alternatively, Board decisions may be made according to electronic voting.
- (c) Committees established by the Board may advise and make recommendations to the Board regarding matters within the scope of the committee. The Board is the decision-making body and shall review the advice and/or recommendations and make its decision.

4.6. Delegation

- (a) The Board may, in writing, delegate its decision-making powers to a Director or an appropriately qualified employee of the Authority.
- (b) Any delegation must be in accordance with the Authority's Delegation of Authority Policy.
- (c) A person must not, in relation to a matter, exercise a power that has been delegated to a person under subsection (a) if the person has a direct or indirect financial or personal interest in the matter.

4.7. Implementation of Board Decisions

- (a) The Directors are responsible for carrying out and publicly supporting every decision made by the Board.
- (b) Directors who fail to perform according to agreements reached or according to planning documents approved by the Board shall be held accountable by the Chairperson and committee chairs.

4.8. Conflict of Interest

- (a) A conflict of interest exists when the personal or professional interests of a Director conflict with their fiduciary obligation to the Authority. As Directors are likely to be affiliated with many organisations in our communities, it is not unusual for actual or potential conflicts of interest to arise. Each Director has the duty to place the interest of the Authority foremost in any dealings on behalf of the Authority.
- (b) Directors shall:
 - (i) at all times comply with the requirements set out in HRM015 - Code of Conduct and HRM020 Related Parties Policy;

- (ii) disclose any significant personal or professional financial interest in any matter before the Board before any discussion or negotiation of such transaction takes place. This includes matters that may involve an organisation for which the Director works or serves as a trustee or director;
- (iii) refrain from participating in any discussion of the matter unless invited to respond to questions or provide factual information by the Board; and
- (iv) refrain from using for personal or professional gain any privileged information acquired by virtue of his or her role as a Director.

4.9. Strategic Planning

The Board shall annually review and approve the Authority's Strategic and Operational Plans and Budget.

4.10. Director Position Description

Directors serve as decision-makers, developing policies to govern the operations of the Authority and monitoring the finances, strategic risks, programs, and performance of the Authority.

4.11. Obligations of the Board

The Board shall:

- (a) define policy, program outcomes, and monitor their effectiveness; and
- (b) monitor finances and ensure the financial health of the Authority.

4.12. Term of Appointment

- (a) A Director is appointed for the term of no more than four (4) years starting on the day stated in the director's instrument of appointment.
- (b) The Director continues holding office after the Director's term of office ends until the Director's successor is appointed.
- (c) If a person is appointed to fill a casual vacancy in the office of a Director, the person is appointed only for the remainder of the Director's term of office.
- (d) When a Casual Vacancy occurs, the position may be filled in accordance with clause 7.

4.13. Election of Chairperson and Deputy Chairperson

- (a) The Chairperson of the Board will be elected at the first meeting of the Board by the Directors comprising the Board.
- (b) The Directors of the Board may elect a Deputy Chairperson at the first meeting of the Board.
- (c) A Chairperson and Deputy Chairperson each holds office until the meeting on the annual anniversary of their appointment to the positions by the Board.
- (d) The Board must choose the Chairperson and may choose the Deputy Chairperson again at the annual anniversary meeting.
- (e) Any of the Elected or Nominated Directors are eligible for election as Chairperson and Deputy Chairperson.
- (f) There is nothing to preclude the same person being chosen by the Board as Chairperson or Deputy Chairperson for consecutive terms.

4.14. Specific Duties of Directors

Directors shall:

- (a) serve on at least one Board committee;
- (b) read and understand all Board policies and program plans;
- (c) contribute skills, knowledge, and experience, when appropriate;
- (d) listen carefully for other viewpoints;
- (e) assume leadership role in Board activities with special emphasis on those undertaken by a committee on which the Director serves;
- (f) support all decisions made by the Board and represent the Authority in a positive light to public;
- (g) hold fellow Directors and officers accountable for performing according to these policies; and
- (h) must attend training and up skilling sessions as required to perform Director duties.

4.15. Expected Meeting Attendance, Preparation and Participation

Directors shall:

- (a) regularly attend and participate in Board meetings;
- (b) attend and participate in committee meetings, where relevant;

- (c) be well-informed and prepared for meetings, including reviewing all agenda documents and meeting materials;
- (d) attend and participate in Ratepayer meetings and other events as required; and
- (e) notify fellow Directors whenever another commitment or illness will prevent attendance at one of the above.

5. ORDINARY MEETINGS OF THE BOARD OF DIRECTORS

5.1. Who may call Meetings

The Directors may meet together for the dispatch of business, adjourn, and otherwise regulate their meetings, as they think fit.

5.2. How Meetings Convened

Board meetings are to be held at a day, time and place fixed by the Board and:

- (a) at least seven (7) clear days notice of an ordinary meeting must be given to each Director;
- (b) a notice of the Board meeting must state the day, time, and place of the meeting; and
- (c) notice of an ordinary meeting may be waived if a majority of the Directors agree;
- (d) a notice of Board meeting may be given by electronic and other means of communication, including without limitation by email and SMS.

5.3. Conduct of meetings

- (a) The Chairperson will preside at Board meetings.
- (b) If the Chairperson is absent, the Deputy Chairperson must preside.
- (c) If the Deputy Chairperson is also absent, the Director chosen by the Directors must preside.

5.4. Cancellation or adjournment

- (a) A meeting of the Board may be:
 - (i) cancelled before the meeting is held if a majority of the Directors agree; or
 - (ii) adjourned or cancelled at the meeting.

5.5. Minutes

- (a) The Executive Officer shall ensure that minutes are kept for all Board and committee meetings.
- (b) This clause applies to a meeting that has lapsed, cancelled, or adjourned.
- (c) A draft of the minutes of each meeting must be given to the next meeting of the Board or committee for confirmation.
- (d) If the draft minutes are confirmed, the presiding Director at the next meeting must sign the minutes as the true minutes of the preceding meeting.

5.6. Flying Minutes

A written resolution which is signed and dated by all the Directors for the time being in Australia shall be as valid and effectual as if it had been duly passed at a Board meeting duly convened and constituted and the following applies:

- (a) any such resolution may consist of several identical documents signed by one or more Directors;
- (b) the resolution shall be deemed to have been passed on the day (according to the dates of signing) when the resolution shall have been last signed by the last of all the Directors for the time being in Australia;
- (c) if a signed copy of the resolution shall be returned to the Secretary undated, the Secretary shall insert as the date the date on which it was so received by the Secretary and the resolution shall be deemed to have been passed on that day; and
- (d) a facsimile or email transmission issued or sent by a Director shall be deemed to be signed and dated by such Director on the day of transmission.

5.7. Rules for meetings and procedures

- (a) The Board may make such other rules and regulations which it considers necessary or desirable for governing the convening of Board meetings, the conduct of business and quorums for meetings of a committee ("**Meeting Procedures**").
- (b) The Board may at any time and from time to time delete, vary, amend, or add to the Meeting Procedures whenever the Board considers it necessary or desirable to do so.
- (c) Every member of the Board or of a committee must observe and comply with the Meeting Procedures.

- (d) A certificate under the signature of the Chairperson of Board listing the Meeting Procedures for the time being in force or any amendment to them shall be conclusive evidence that those Meeting Procedures are for the time being in force.

5.8. How Directors may participate

The contemporaneous linking together of a quorum of Directors (whether in Australia or not) by technology that gives the Directors as a whole a reasonable opportunity to participate in the meeting and allows the participants to hear and be heard by each other ('electronic communication devices') shall be deemed to constitute a meeting of the Board duly convened and held provided that:

- (a) all the Directors for the time being entitled to receive notice of a meeting of the Directors receive notice of any such meeting. Notice of any such meeting and of the general nature of the business for discussion may be given by facsimile transmission or by electronic communication devices or by any other means authorised under this Constitution for the giving of notice of Board meetings; and
- (b) each of the Directors taking part in the meeting by electronic communication devices is able to hear each of the other Directors taking part, for the duration of the meeting; and
- (c) at the commencement of the meeting, each Director must acknowledge their presence for the purposes of the meeting to all the other Directors taking part; and
- (d) a Director does not leave the meeting by disconnecting their electronic communication device unless they have previously obtained the consent of the Chairperson of the meeting to do so.

6. SPECIAL MEETINGS OF BOARD OF DIRECTORS OR COMMITTEES

6.1. Chairperson may call Meeting

- (a) The Chairperson may call a Board meeting or a special meeting of the Board or a committee meeting by giving reasonable notice to each Director of the Board.
- (b) The Chairperson can call a meeting at any time.

6.2. Directors may call Meeting

The Chairperson must call a special meeting if requested by 4 or more of the Directors.

6.3. Committees

- (a) The Board may establish committees to:
 - (i) review, investigate and monitor matters affecting the business in detail; and
 - (ii) advise and make recommendations to the Board.
- (b) In establishing a Committee, the Board shall determine:
 - (i) whether the chairperson for the Committee is to be appointed by members of the Committee or by the Board;
 - (ii) whether the chairperson is to be a Director of the Authority or an independent chairperson. If the chairperson is to be an independent person, then the term of the position is to be set by the Board; and
 - (iii) the purpose, function, scope, and where necessary charter of the committee.
- (c) The time, place and frequency of committee meetings shall be determined by the committee.
- (d) In the event that there are insufficient directors appointed to the Board to form a quorum, an Emergency Executive Committee shall be formed and consist of the appointed directors and the Executive Officer. If no directors are appointed, the Executive Officer shall have the full delegations of the Board without limitation and to the extent permissible by law to enable the business of the Board to function until a quorum of directors can be achieved.

7. NOMINATION OF DIRECTORS

7.1. Nomination of Directors

- (a) At least six months, but not more than twelve months, before the end of a Director's term of office the Board must:
 - (i) establish the Selection Committee to select suitable candidates for appointment; and
 - (ii) seek nominees for consideration by the Selection Committee; and
 - (iii) give the Minister the names of suitable candidates for appointment to the office of director.
- (b) Where the office of a Director becomes vacant through resignation, disqualification or they are otherwise removed under the Act the Board must comply with section 7.1(a) above within three months.

7.2. Procedure for Nomination of Directors

The following procedure will apply to the nomination of directors to the Authority's Board.

7.3. Eligibility for Appointment as Director

- (a) A person is not eligible to be elected, or nominated for appointment, as a Director if the person
 - (i) becomes mentally or physically incapable of satisfactorily performing the Director's duties: or
 - (ii) is an undischarged bankrupt or is taking advantage of the laws in force for the time relating to bankrupt or insolvent debtors: or
 - (iii) has been convicted of an indictable offence, whether in Queensland or elsewhere, and the rehabilitation period for the offence has not expired or has been revived under the *Criminal Law (Rehabilitation of Offenders) Act 1986*: or
 - (iv) is an employee of the Authority; or
 - (v) is directly interested in an agreement with, or on behalf of, the Authority.
- (b) Subsection (a)(v) does not apply to a person to the extent the person is directly interested in an agreement with the Authority for the supply of water.

7.4. Expertise Criteria for Directors

Skills and experience in the following areas have been determined as necessary for the Authority's directors:

- (a) good governance – the understanding of the processes and behaviours required;
 - (b) strategic expertise – the ability to understand and review strategy;
 - (c) sound financial and accounting knowledge. The ability to read and understand business accounts, financial statements and management reports presented to the board as well as financial reporting requirements;
 - (d) compliance – the board's responsibility involving overseeing compliance with numerous laws as well as understanding an individual director's legal and fiduciary duties and responsibilities;
 - (e) risk management – experience in managing areas of major risk within business;
 - (f) managing people and achieving change – managing relationships and engagement with key stakeholders and staff;
 - (g) information technology – basic understanding of the use of electronic communication and media; and
 - (h) industry knowledge – background understanding of agricultural and water or similar industries.
- Demonstrated ability in each area above is to be addressed in application for Director.

7.5. Nominations for Non-Ratepayer Directors

- (a) The Mill Owners are entitled to nominate two suitable candidates for appointment as Directors to the Board.
- (b) The Burdekin Shire Council is entitled to nominate one suitable candidate for appointment as a Director to the Board.
- (c) The appointment of the Directors is subject to the approval of and the appointment by the Minister.
- (d) At least eight months prior to the end of the term, the Authority shall
 - (i) advise the Mill Owners and the Burdekin Shire Council of the impending expiry of the director term; and
 - (ii) request they advise their nominees for the coming term within 30 days.

7.6. Selection Committee

- (a) Prior to calling for nominations for Ratepayer Director candidates, the Authority will appoint a Selection Committee to complete the nomination and selection process of suitable candidates for appointment to the Board by the Minister.
- (b) The Selection Committee shall be comprised of two current Directors, the Executive Officer.
- (c) The nomination and selection process of Ratepayer nominated Directors shall be completed in accordance with the criteria set out in section 7.4 of this policy.
- (d) Prior to calling for nominations, the Selection Committee shall evaluate the current composition (eg diversity with respect to age, gender and ability with succession planning to be considered), skills and experience of the board for the board to determine the weighting to be applied in the assessment of the expertise criteria of nominees.

- (e) The Selection Committee shall provide the names of the preferred Ratepayer candidates for recommendation to the Minister.

7.7. Ratepayer Nominated Directors

- (a) LBW must, by notice to Ratepayers, call for nominations of Ratepayer Director candidates for consideration by the Selection Committee.
- (b) Ratepayer Director nominees shall be nominated by Ratepayers.
- (c) All Ratepayers are eligible to be nominated for Ratepayer Nominated Director positions.
- (d) Only one Ratepayer Representative from any one Ratepayer entity is eligible to stand for nomination.
- (e) However, the requirement to be a Ratepayer (as set out in 7.7 (b) above), does not apply where the Selection Committee selects a candidate pursuant to the provisions of 7.7 (j).
- (f) The notice must state:
 - (i) the day and time, at least 10 business days after the notice is given, when nominations close; and
 - (ii) the day not more than 20 business days after nominations close, when selection material will be given to voters if a ballot is necessary.
- (g) A nomination for a Ratepayer Director position must be:
 - (i) written; and
 - (ii) demonstrate how they meet the criteria listed in section 7.4;
 - (iii) signed by the candidate and 2 Ratepayers or Ratepayer Representatives; and
 - (iv) given to the Authority before nominations close.
- (h) A nominee may withdraw their nomination by notice to the Authority no later than 1 hour before nominations close.
- (i) If the Selection Committee determines that no nominees are suitable candidates for appointment or if insufficient nominees are suitable, then the Selection Committee shall again call for nominations.
- (j) Where insufficient candidates are identified by the Selection Committee, OR there are no suitable candidates identified by the Selection Committee at its discretion may:
 - (i) select suitable candidates from the Queensland Register of Nominees to Government Bodies; or
 - (ii) advertise for expressions of interest in the position/s for consideration.
- (k) The Selection Committee will provide the names of suitable candidates, and the information required under the Act to the Minister for appointment as each suitable candidate is determined.
- (l) The nominees shall be informed of the outcome of their nomination at the conclusion of the selection process.

7.8. Independent director and chair

- (a) The Authority may (at the Board's sole discretion) seek a suitable person to fill the Independent Director position.
- (b) The Authority must review the Queensland Register of Nominees for government boards for suitable candidates.
- (c) The Independent Director must accept and make themselves available for the role as Chair of the Board if elected by the Board.

8. POWERS OF AUTHORITY TO MAKE AND LEVY RATES AND CHARGES

8.1. Rates and Charges

- (a) The Authority is empowered under the Act to levy rates and charges upon Ratepayers within the LBW Authority Area.
- (b) The Authority levies rates upon Ratepayers on an area basis as defined and set out in the Authority's Rating Policy.
- (c) Water taken directly from channels or waterways within the LBW Authority Area will be charged on a volumetric basis in accordance with terms set out in the Authority's Rating Policy and/or relevant Water Supply Agreement or Water Transfer Agreement.
- (d) The Authority also provides a range of specific water and non-water related services for which it charges at the published rates.

9. COSTS AND EXPENSES

Directors and employees must not incur any expenditure on behalf of the Authority unless the expenditure-

- (a) has been previously authorized by the Board; or
- (b) is approved by the Board after it is incurred; or
- (c) is within their delegated authority as set out in the Financial Practice Management Manual and Delegations of Authority Policy.

10. FINANCIAL REQUIREMENTS

- (a) The Authority must manage its finances responsibly and ensure that it conducts its operations efficiently, effectively, and economically in accordance with commercial principles. Expenditure must be for legal purposes, with reasonable value for money being the rule.
- (b) The Board shall direct, control and otherwise manage the financial requirements of the Authority in accordance with legislative requirements through written policies approved by the Board from time to time.
- (c) The Board will delegate authority for financial decisions in accordance with the Financial Practice Management Manual and Delegations of Authority Policy.

11. EXECUTION OF DOCUMENTS

11.1. Execution of documents

- (a) The activity or business which the document represents must be dually authorised by the Board in accordance with legislative requirements prior to execution.
- (b) The Authority may execute a document if the document is signed by:
 - (i) a Director and the Executive Officer; or
 - (ii) two (2) Directors; or
 - (iii) a Director and some other person appointed or delegated by the Directors for this purpose.
- (c) The levels of authority in relation to various documents are as per the Delegations of Authority Policy.

12. STAFF

- (a) The Authority may engage on behalf of the Board such employees, agents, and consultants as it considers necessary.
- (b) The terms on which an employee, agent or consultant is engaged by the Authority are to be decided by the Board.

12.1. Executive Officer

- (a) The Board may appoint an Executive Officer to manage and administer the operations of the Authority on the terms and conditions it considers appropriate.
- (b) A Director cannot be appointed as Executive Officer.

12.2. Secretary

The Secretary shall be appointed by the Executive Officer for the purposes of minute taking and administration at Board and committee meetings and must be an employee of the Authority.

13. NOTICES

13.1. Persons authorised to give notices

- (a) A notice by the Board in connection with this Governance Policy or other Board matters that may affect or have cause to have effect on Ratepayers may be given on behalf of the Authority by its solicitor, the Chairperson of the Board, Executive Officer, or another authorised officer of the Authority.
- (b) The signature of a person on a notice given by the Board may be written, printed, or stamped.

13.2. Method of giving notices

In addition to the method for giving notices permitted by statute, a notice by the Board in connection with this Governance Policy may be given to the addressee by:

- (a) delivering it to a street address of the addressee;
- (b) sending it by prepaid ordinary post (airmail if outside Australia) to a street or postal address of the addressee; or
- (c) sending it by facsimile or e-mail to the facsimile or e-mail address of the addressee.

SCHEDULE 1

LOWER BURDEKIN BASIN MAPS

