

# LMW Customer Committee Candidate Information Pack

2024 Appointments



LOWER MURRAY  
WATER

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## Introduction

Thank you for considering the opportunity to join a Lower Murray Water customer committee. We appreciate your interest and eagerly anticipate the possibility of collaborating to shape the future of water.

At Lower Murray Water, we understand the vital role that customer committees play in our engagement process. Your insights and perspectives are essential in guiding our water management decisions.

In 2024, Lower Murray Water underwent significant changes to enhance the efficiency and effectiveness of our customer committees. We have consolidated our Customer Service Advisory Committees (CSACs) into three distinct committees:

1. A Rural CSAC, representing the four pumped irrigation districts of Merbein, Mildura Red Cliffs, and Robinvale.
2. A Millewa CSAC, focusing specifically on Millewa-related issues.
3. A Private Diverter CSAC, dedicated to addressing private diverter issues and concerns.

The composition of the Strategic Advisory Committee (SAC) will remain unchanged, continuing to represent each of the four pumped irrigation districts, Millewa district, and Private Diverters.

To ensure committees reflect a broad cross section of our rural customer base, customers will now be appointed to committees through a skill-based Expression of Interest (EOI) and assessment process, moving away from the previous irrigator nomination and election system. This change aims to foster a broader range of skills, drive sustainability, and enable customer committees to have a significant impact on water management. The EOI period is open for ongoing appointments to fill vacancies on all committees.

We have revised the customer committee Terms of Reference to provide clearer guidelines on the roles and expectations of each committee. The SAC will maintain its strategic advice focus, while the CSACs will engage with an operational and customer service lens. This ensures that each committee operates with a well-defined purpose, contributing more effectively to our shared vision.

Should you have any questions or need assistance with the application process, please feel free to contact David Zacher at 0477 561 187 or via email at [david.zacher@lmw.vic.gov.au](mailto:david.zacher@lmw.vic.gov.au)

We look forward to receiving your application and working collaboratively with you in the future.



Paul Northey  
**Managing Director**

## Strategic Advisory Committee (SAC) Vacancies

The Strategic Advisory Committee (SAC) is a 12 member committee comprising two members from each of the four pumped irrigation districts, the Millewa Rural District and Private Diverters.

Some positions are currently vacant and Lower Murray Water is seeking expressions of interest for the following;

- members from the **Mildura** Irrigation District
- members from the **Millewa** Rural District
- members from the **Red Cliffs** irrigation district

## Customer Service Advisory Committee (CSAC) Vacancies

There are three Customer Service Advisory Committees (CSAC's).

- **The Rural Irrigation CSAC** is a 16 member committee comprising four members from each of the four pumped irrigation districts
- **The Millewa Rural CSAC** which comprises five members from the Millewa rural district
- **The Private Diverter CSAC** which comprises five Private Diverters

Some positions are currently vacant and Lower Murray Water is seeking expressions of interest for the following;

### Rural Irrigation CSAC

- members from the **Merbein** Irrigation District
- members from the **Mildura** Irrigation District
- members from the **Red Cliffs** Irrigation District
- members from the **Robinvale** Irrigation District

### Millewa Rural CSAC

- members from the **Millewa** Rural District

### Private Diverters CSAC

- members from the **LMW Private Diverter** community

## Expression of Interest Applications and Timelines

Expressions of interest from eligible customers can be made by completing the 2024 Customer Committee Application Form, the Declaration of Interests Form and the Statutory Declaration.

Completed forms can be lodged in one of the following ways;

- Lodged at the Customer Service desk at the LMW Head Office – 741 – 759 Fourteenth Street Mildura (**Note:** Office hours are 8.30am – 4.30pm Mon-Fri)
- Electronic lodgement to [comms@lmw.vic.gov.au](mailto:comms@lmw.vic.gov.au)

## Eligibility

In order to be a member of an LMW Customer Committee, applicants must meet the eligibility criteria in section 4.2 of the Terms of Reference document.

## Term of Office and Meeting Frequency

As per section 5.1 of the Terms of Reference, successful applicants will be eligible for a term of office of up to 4 years.

Terms of office will comprise 50% of four year terms and 50% two year terms for each district in the SAC and Rural CSAC and for the Millewa and Private Diverter CSAC's three members will be appointed for four year terms and two for two year terms.

This is to ensure that when each subsequent Expression of Interest occurs there remains members with prior knowledge and experience on each committee.

During the 2024 Expression of Interest assessment process a 'draw of the hat' will determine which applicants are allocated a two and four year term.

Four scheduled meetings will be held annually for the SAC, with the Rural CSAC having two meetings as a committee and two as an in-district meeting to discuss pre-irrigation season preparations and post irrigation season operational performance. The Millewa and Private Diverter CSAC's will meet twice annually.

## Assessment of Applications

Following receipt of an EOI, applications will be assessed to ensure that applicants meet the eligibility criteria.

In the event that the number of eligible applications is equal to or less than required for any district in a committee, the applicants will be put forward for formal appointment by the next LMW Board meeting.

If the number of eligible applicants is greater than the number required for any district on a committee, a panel comprising one LMW Board member, one LMW representative, one Irrigation Industry representative and one Independent member will undertake an assessment of the applications, conduct interviews and make a recommendation for formal appointment to the LMW Board at its next scheduled meeting.

# LMW Customer Committee

Terms of Reference and  
Operating Rules



LOWER MURRAY  
WATER

## STRATEGIC AND CUSTOMER SERVICE ADVISORY COMMITTEE

### TERMS OF REFERENCE AND OPERATING RULES

Authorised By: Board of Directors

*See Records Management System note on the master controlled document for evidence of authorisation*

Custodian: General Manager Strategy and Partnerships

To be advised of amendments:

1. Board
2. Managing Director
3. General Managers
4. Manager Community and Communications
5. Members of all rural Advisory Committees

Location of Controlled Document: Content Manager

Intranet

Internet

**CONTROLLED DOCUMENT** – Amendments to be made by Custodian/s only.

**Hard copies are not controlled and may not be a current revision**

Record Table for Review of Procedures/Forms/Documents

Revision	Review Due Date	Date Reviewed/Am ended	Reviewer (Title)	Procedure Re-issued? (Yes/No)	Comments
A	Dec 2014	March 2013	GMCS	Yes	Minor change to 5.3.2 (b)
B	Dec 2014	Feb 2014	MD	Yes	
C	Dec 2014	May 2015	MD	Yes	Minor changes
D	May 2016	April 2016	SMC&S	Yes	No changes
E	Apr 2018	Nov 2017	SMC&S	Yes	Amendment to casual vacancies
F	Nov 2019	Aug 2023	GMP&S		Substantial re-write and amalgamation of SAC/CSAC into one document.
G	Sep 2025	Feb 2024	C&SL		Amendment to clarify roles and MD inclusions following consultation with committee Chairs
H	Feb 2026				

## Part One – Terms of Reference

### 1. Establishment

1.1 Pursuant to section 122C of the Water Act 1989, Lower Murray Water (LMW) may establish a Committee (the “committee”) and may, by resolution, make rules under section 122(2) D, with which the committee must comply.

### 2. Application

2.1 These Operating Rules apply to appointed members of the Strategic Advisory Committee (SAC) and the Rural Customer Service Advisory Committee(s) (CSAC)

### 3. Functions

- 3.1 The functions of the SAC are to advise and assist LMW in:
- better understanding the business strategic issues facing rural customers and their current and future service expectations
  - providing a customer perspective on key business strategic issues identified by the committee or referred to it by LMW
  - providing customer input, including that associated with Water Plans, Corporate Plans and Strategies for the subsequent approval of the LMW Board. These plans may include information such as capital works, prices, investment priorities and service/performance measures and standards.
- 3.2 The functions of the Rural CSAC’s are to advise and assist LMW in:
- better understanding the water service issues facing customers and their current and future service expectations
  - providing input into pre-irrigation season preparations and a review of post-irrigation seasonal operational performance,
  - improving key aspects of its relationships with customers, including communication, their understanding of LMW’s operational environment and assets and how these influence the delivery of services, problem solving and resolving disputes

The Board of LMW has the sole authority for decision making on all functions.

### 4. Appointing members

#### 4.1 Number of members

4.1.1 The SAC shall consist of 12 irrigation customers made up of two members each from the Millewa, Merbein, Mildura, Red Cliffs, Robinvale and Private Diverter regions administered by LMW.

The Rural Irrigation CSAC shall consist of 16 irrigation customers made up of four members each from Merbein, Mildura, Red Cliffs and Robinvale irrigation districts.

The Private Diverters CSAC shall consist of 5 members.

The Millewa CSAC shall consist of 5 members.

### 4.2 Eligibility

- 4.2.1 To be eligible for appointment to the committee a person must not:
- be an undischarged bankrupt; or
  - 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 90 days in arrears in the payment of water charges to LMW, unless the person has made an arrangement to pay the arrears which is acceptable to LMW and continuously complies with that arrangement; or
  - have been found as non-compliant to the Water Act 1989 by LMW in the past 12 months; or
  - be a current director or employee of LMW or have been a director or employee of LMW within the 12 months prior to application.
- 4.2.2 To be eligible for appointment to the SAC or a Rural CSAC a person must be:
- a LMW irrigation customer or Private Diverter in the LMW service area. LMW may approve exceptions to this eligibility requirement where the skills and knowledge of the individual adds value to the committee and LMW.
  - have completed and signed a:
    - statement of compliance with these Operating Rules (refer Appendix 1); and
    - declaration of interests (refer Appendix 2)

### 4.3 Application for committee membership

4.3.1 LMW shall, every four years, publicly call for applications from candidates for vacancies in the membership of the committees.

### 4.4 Appointments

- 4.4.1 Where the number of applications received:
- exceeds the number of vacancies to be filled, interviews will be conducted by representatives of LMW’s Board and an independent panel member. The recommended candidates will then be submitted to the LMW Board for appointment.
  - is equal to or less than the number of vacancies to be filled, LMW will continue to engage with rural customers to



encourage application to join the committee until all vacancies are filled.

The LMW Board will give consideration to matters including diversity when recommending appointments in accordance with its obligations under the Gender Equality Act.

## **5. Being a committee member**

### **5.1 Term**

5.1.1 The LMW Board may appoint a committee member for a period of up to four years.

### **5.2 Eligibility**

5.2.1 To be eligible to remain a committee member a person must continue to comply with the eligibility criteria at 4.2.1 and 4.2.2

### **5.3 Conditions**

5.3.1 Each committee member must comply with the terms and conditions set out both in:

- a. their letter of appointment
- b. the Operating Rules

5.3.2 Failure by a committee member to comply with these terms and conditions may result in LMW removing the member as described in Section 10.

### **5.4 Allowances**

5.4.1 LMW will pay each member the following when attending committee meetings and undertaking official committee member duties:

- a. a session fee
- b. a travelling allowance, for attending a meeting of the committee
- c. reimbursement of out-of-pocket expenses for performing their duties with prior approval of the Manager Community and Communications.

5.4.2 Payment of session fees and travelling expenses shall be paid in accordance with relevant State Government guidelines.

5.4.3 A half-day session fee will be paid for up to 4 hours' time commitment including travel. A full day session fee will be paid for over 4 hours' time commitment including travel.

### **5.5 Resignation**

5.5.1 A committee member may resign from their appointment by notice in writing to the LMW Board.

## **6. Meetings**

### **6.1 Meeting frequency**

6.1.1 Four scheduled meetings will be held annually for the SAC, with the Rural CSAC having two meetings as a committee and two as an in-district meeting to discuss pre-irrigation season preparations and post irrigation season operational performance. The Millewa and Private Diverter CSAC's will meet twice annually.

The Chair and Deputy Chair from each committee will be invited to meet with the LMW Board annually.

### **6.2 Quorum**

6.2.1 A quorum comprises at least 50% of members and at least one LMW employee. The committee Chair is counted as a member (SAC Only).

### **6.3 Agenda**

6.3.1 The agenda for committee meetings is set by the Customer and Stakeholder Liaison Officer in consultation with LMW and the Chair of the committee and other committee members where appropriate.

6.3.2 Additional agenda Items can be added to the agenda for discussion only:

- a. at the commencement of a meeting (before any items of business are dealt with)
- b. with unanimous agreement by all at the meeting
- c. If those items shall be available to LMW including the LMW Board.

6.3.3 The agenda and any required pre-reading material shall be sent by the Customer and Stakeholder Liaison officer to committee members a week before the committee meeting.

### **6.4 Meeting records**

6.4.1 LMW will make and keep an appropriate record of proceedings of every meeting. Minutes of meetings must be treated as confidential by members and will be retained by LMW on the corporate electronic records management system. Draft minutes are to be provided to members a minimum of a week prior to the next meeting.

6.4.2 Records of the committee will not be made public.

6.4.3 A copy of the Draft Minutes will be provided to the LMW Board.

### **6.5 Public attendance**

6.5.1 Meetings are not open to the public unless approved by the Board. Non-members

can make presentations for a particular agenda item or discussion at the invitation of LMW.

## 6.6 Administration

6.6.1 The frequency, location and timing of SAC meetings are determined by LMW through the General Manager Strategy and Partnerships for SAC meetings and by the General Manager Service Delivery and Operations for CSAC meetings in consultation with the relevant Chair and committee. The minimum notice for meetings to be provided to all members is five days.

6.6.2 Administrative support is provided by Lower Murray Water staff as directed by the Manager Community and Communications.

## 7. Roles

### 7.1 Committee Member

7.1.1 SAC Committee members are required to:

- a. review and provide comments as requested by LMW on proposed plans including those associated with the Water Plan, Corporate Plans and Strategies
- b. communicate the work of the committee with customers as described in section 8.2

7.1.2 CSAC committee members are required to:

- a. review and provide comments as requested by LMW on proposed operational plans including those associated with irrigation delivery and winter maintenance schedules
- b. communicate the work of the committee with customers as described in section 8.2

### 7.2 Chair Appointment

7.2.1 The committee Chair is appointed by a vote of the committee annually and appointed by the Board.

7.2.2 The committee Chair is responsible for:

- a. acting as principal spokesperson for the committee (refer to section 8.2)
- b. ensuring the business conducted by the committee is within its functions described in section 3 and is conducted efficiently & effectively
- c. chairing committee meetings
- d. all correspondence on behalf of the Committee (refer to section 8.5)
- e. representing the committee at Board meetings when requested to do so by the LMW Board
- f. liaison with LMW as required

7.2.3 The appointee is eligible for re-appointment annually if eligible and if elected

by the committee and approved by the Board.

7.2.4 The Chair shall cease to hold office if they cease to be a member of the committee.

7.2.5 The Chair may resign their role by notice in writing to the LMW Board.

### 7.3 Deputy Chair Appointment and Term

7.3.1 The committee Deputy Chair is elected by a vote of the committee and appointed by the Board annually.

7.3.2 The appointee is eligible for re-appointment annually if eligible and if elected by the committee and approved by the Board.

7.3.3 If at any meeting of the committee the Chair is not present at the appointed time for holding the meeting, the Deputy Chair must preside at the meeting.

7.3.4 If the committee Chair is unavailable for a period of more than a month the committee may authorise the Deputy Chair to undertake the other committee Chair responsibilities in section 7.2.2

7.3.5 The Deputy Chair shall cease to hold office if they cease to be a member of the committee.

7.3.6 The Deputy Chair may resign their role by notice in writing to the LMW Board.

### 7.4 Customer and Stakeholder Liaison

7.4.1 The responsibilities of the LMW Customer and Stakeholder Liaison Officer are:

- a. primary contact between the committee and LMW
- b. to represent LMW's views to the committee
- c. to prepare meeting agendas and arrange the taking of minutes of the committee meeting in conjunction with the Chair (where applicable)
- d. provide advice to the Chair (where applicable) on matters such as potential conflict of interest and whether committee discussions and actions are relevant to the functions of the committee
- e. provide the committee with required information
- f. to attend committee meetings, but not vote.

### 7.5 Senior staff

7.5.1 Senior LMW management staff including the Managing Director or their nominated representative, General Manager Strategy

and Partnerships (SAC meetings only), General Manager Service Delivery and Operations (CSAC meetings only), Manager Community and Communications and the Customer and Stakeholder Liaison will attend committee meetings:

Other senior management staff may attend committee meetings:

- a. from time to time to discuss or present information on specific agenda items; and/or
- b. in accordance with a program of attendance developed by LMW.

7.5.2 The role of LMW senior management includes:

- a. provide information and discussion input
- b. to report back to the Board on issues raised at the committee meeting

7.5.3 The Managing Director may provide the SAC Chair with information and briefings which the Managing Director designates as confidential. The content of these discussions is confidential information as described in section 8.6

## 7.6 Communication with the Board

7.6.1 A Director of LMW will normally attend committee meetings and minutes will be provided to the Board.

## Part Two – Operating Rules

### 8 Being a Committee Member

#### 8.1 General duties

8.1.1 Committee members in performing their role (refer section 7) should demonstrate:

- a. Responsiveness – Committee members should demonstrate responsiveness by:
  - providing frank, impartial and timely advice to LMW
  - committing to continuous improvement and adopting a best practice approach to the performance of their role.
- b. Integrity – Committee members should demonstrate integrity by:
  - being honest, open and transparent in their dealings and acting in good faith
  - reporting improper conduct to LMW
  - avoiding any real or apparent conflicts of interest (refer Section 9)
  - striving to earn and sustain customer and community trust of a high level
  - ensuring that committee information is treated confidentially and only used for committee purposes (refer section 5.3.1)
  - only making public comment in accordance with Section 8.2 and

publicly supporting agreed positions of the committee

- behaving in a manner that does not bring themselves, the committee or LMW into disrepute
- c. Impartiality – Committee members should demonstrate impartiality by:
    - making decisions and providing advice on merit and without bias, favouritism or self interest
    - acting fairly by objectively considering all relevant facts and fair criteria
    - conducting themselves in an apolitical manner in their role as a committee member (e.g., not using the committee as a political lobbying forum)
    - not seeking or accepting gifts or benefits that could be reasonably perceived as influencing them.
  - d. Accountability – Committee members should demonstrate accountability by exercising care and diligence in preparing for, and participating in, committee meetings
    - accepting responsibility for their decisions and actions
    - seeking to achieve best use of resources
    - attending at least two thirds of Committee meetings in any year unless leave of absence has been granted or unless, as agreed with the committee chair, where extenuating circumstances apply
  - continuing to comply with these Operating Rules
  - informing LMW's Manager Community and Communications as soon as reasonably practicable if they are charged with a criminal offence, which is punishable by imprisonment or, if found guilty, could reasonably be seen to affect their ability to undertake their role as a committee member.
  - e. Respect – Committee members must demonstrate respect for other committee members, LMW staff, LMW Directors, LMW contractors, customers and the community by:
    - treating them fairly and objectively
    - working co-operatively with them, including supporting and learning from them, accepting differences in personal style and using their views to try to improve outcomes on an ongoing basis
    - ensuring freedom from discrimination, harassment and bullying
    - avoiding conduct that puts themselves or others safety at risk and notifying LMW of any event or circumstance that creates a risk to safety.

- f. Leadership – Committee members should demonstrate leadership by actively implementing, promoting and supporting these general duties.

## 8.2 Public Communications

8.2.1 Committee members will not communicate with journalists or the media concerning the committee and its internal discussions without written approval from the LMW Managing Director.

## 8.3 Communication with LMW Employees

8.3.1 Any request for information from LMW must be made through the Customer and Stakeholder Liaison or raised at the committee meeting. An exception to this requirement is where the contact is in relation to normal operational issues directly associated with service delivery as a customer of LMW.

## 8.4 Communication with Members of Parliament

8.4.1 Committees and individual committee members, in their capacity as committee members, shall not communicate with Members of Parliament other than:

- a. when specifically requested by a Member of Parliament or the Office of the Member (in which case the committee member shall advise the Managing Director of such request),
- b. when requested to do so by the LMW Managing Director

8.4.2 Nothing in these Operating Rules shall restrict the right of an individual committee member, in that person's capacity as an individual, from communicating directly with Members of Parliament, subject to section 8.2

## 8.5 Correspondence

8.5.1 Any correspondence to third parties will be using Committee letterhead and will:

- be the subject to prior approval of the Managing Director
- be signed by the Chair of the committee or by the Deputy Chair on behalf of the Chair

## 8.6 Confidential Information

8.6.1 Confidential information includes:

- a. information designated as confidential by LMW, for example, the Managing Director may provide the committee and/or committee Chair with information or briefings which the Managing Director designates as confidential.
- b. LMW information not released or not yet released to the public.

8.6.2 A committee member must not use the confidential information:

- for purposes other than those of the committee
- for personal gain of any kind,

## 8.7 Privacy – Access to Information

8.7.1 LMW will make available to the committee any available information which will assist the committee to perform its functions. LMW will not provide information that would infringe commercial confidentiality agreements, intellectual property of other parties or privacy rights of customers.

8.7.2 Privacy legislation places restrictions on what individual customer information LMW can provide to the committee. Requests by the committee for individual customer information should be referred to LMW's Privacy Officer for a decision on the release of requested information.

## 8.8 Publication of Personal Information

8.8.1 Committee members are required to provide to LMW contact information including, names, address, phone and email to facilitate effective communication, promotion of committee activities and transfer of information. These details may be published from time to time.

## 9. Conflict of Interest

### 9.1 Summary: Act in the public interest

9.1.1 Committee members are required to act in the public interest. It is their responsibility to avoid actual, potential and perceived conflicts of interest.

9.1.2 At a minimum, acting in the public interest for a committee member means:

- a. abstaining from involvement in decisions and actions that could reasonably be seen as being compromised by the committee member's private or other business; or community interests and affiliations.
- b. avoiding private action in which the committee member could be seen to have an improper advantage from inside information they might have access to because of their official duties.

### 9.2 What is conflict of interest?

9.2.1 The Victorian model Conflict of Interest Policy (2016) Defines conflict of interest as conflicts between public duties and private interests. These conflicts can be:

- **actual:** a real conflict between a committee member's public duties and responsibilities and their private interests.

- **potential:** Committee member's private interests that could conflict with their public duties.
- **perceived:** a third party could form the view that a committee member's private interest could improperly influence the performance of their duties, now or in the future.

9.2.2 A private interest can be:

- **direct:** a direct interest is held by the committee member.
- **indirect:** an interest is held by a relative or close associate, for example:
  - a. a committee member's immediate family (e.g., spouse, partner, parent, sibling, child) or an immediate member of their household.
  - b. another person with whom they are closely associated (e.g., friend, relative, business associate, rival/enemy).

9.2.3 Conflict of interest with official duties may arise for various reasons. It is not possible to define all potential areas of conflict of interest. If an individual is in doubt as to whether a conflict exists, they should raise the matter with the committee Chair and/or LMW Manager Community and Communications.

### 9.3 Managing conflicts of interest

9.3.1 There are several options available for managing conflict of interest in a transparent fashion:

- **register:** details of the existence of a possible or potential conflict of interest are formally advised and noted
- **restrict:** restrictions are placed on the committee member's involvement in the matter
- **remove:** a committee member does not participate at all in the matter

- **relinquish:** a committee member relinquishes the private interest
- **resign:** a committee member steps down from the position they hold on a temporary or permanent basis.

9.3.2 Conflicts of interest are to be avoided where possible. Where a conflict exists, it must be declared and managed in the public interest.

## 10. Removal

### 10.1 LMW Board right to remove:

10.1.1 The LMW Board, in accordance with section 122C of the Water Act 1989, may at any time remove a member or members from the committee.

10.1.2 Where the Board so removes a member or members, a letter will be provided to the member/s which sets out the reasons for the removal

### 10.2 Reasons for removal include:

10.2.1 A member or members of a committee may be removed by the Board if the Board has determined that the committee member/s have not complied with the terms and conditions set out in:

- a. these Operating Rules; and/or
- b. the committee member/s letter of appointment, and/or
- c. has brought, or it is likely if continued will bring, either or both the committee or LMW into disrepute.

10.2.2 LMW Board may:

- a. create, amalgamate or terminate a committee or committees; or
- b. establish special rules for and manage the conduct of any or all its committees. These may occur for reasons unrelated to disciplinary actions.

I, \_\_\_\_\_  
Full Name

of \_\_\_\_\_  
Address

do solemnly and sincerely declare

1. That I have read and understood the Lower Murray Water Customer Committee Terms of Reference and Operating Rules;
2. That upon appointment, I will comply with the Terms of Reference and Operating Rules.

AND I make this solemn declaration, conscientiously believing the same to be true, and by virtue of the provisions of an Act of the Parliament of Victoria rendering persons making a false declaration punishable for wilful and corrupt perjury.

Declared at \_\_\_\_\_ )  
In the State of Victoria )  
This day of \_\_\_\_\_ )  
Two thousand and twenty four )

Before Me

\_\_\_\_\_  
Name

\_\_\_\_\_  
Capacity in which authorised to witness statutory declaration

\_\_\_\_\_  
Address

In accordance with the Victorian *Public Administration Act 2004*, a Victorian Public Sector committee member must:

- take reasonable steps to avoid any conflict of interest (real or apparent) in connection with the committee members role, and
- disclose details of any material personal interest of the committee member in connection with the committee members role.

This form should be completed having regard to the Victorian Public Sector Commission's guidance on declarations of interests. [Conflict of interest - VPSC](#)

## Part A: Committee members declaration of material personal interests

Please list any material personal interests which could influence, or could reasonably be seen to influence, the decisions you take or the advice you give.

Signature		Date	
Surname		First names	

Your personal information is being collected and will be used for the purpose of identifying material personal interests that could influence, or could be seen to influence, your decisions or the advice you give. Your information will be handled in accordance with the Lower Murray Water Privacy Policy

## Part B: Declaration of consent - family member

This declaration is to be completed by the immediate family member/s of the committee member should circumstances arise in which the committee member considers that material personal interests of the family member/s could influence, or could reasonably be seen to influence, the decisions they take or the advice they give.

I declare that:

- I am aware that my information is being collected for the purpose of identifying material personal interests that could influence, or could be seen to influence, the decisions that the committee member covered by the declarations policy takes or the advice they give. I am aware of the Australian Privacy Principles set out in the *Privacy Act 1988* which authorise the collection and the third parties to whom my personal information may be disclosed.
- I consent to the collection of my personal information by Lower Murray Water.
- The list at **Part C** below of my material personal interests has been prepared on that basis.

Signature		Date	
Surname		First names	
Relationship to committee member			

## Part C: Declaration of material personal interests - family member

Please list any material personal interests you have which could influence, or could reasonably be seen to influence, the decisions that the committee member covered by the declaration policy takes or the advice they give.

Signature		Date	
Surname		First names	



2024 Application for Appointment to a  
Lower Murray Water Customer Committee

Appendix 3



Full Name

LMW Assessment Number

Address

Mobile Number

Email

I hereby apply for appointment as a committee member of the following Lower Murray Water Customer Committee: (Please select the committee and where applicable, the district category you represent)

☐ **Strategic Advisory Committee (SAC)**

**Representing the following:**  
Merbein Irrigation District  
Mildura Irrigation District  
Millewa Rural District  
Red Cliffs Irrigation District  
Robinvale Irrigation District  
Private Diverters

☐ **Millewa Customer Service Advisory Committee**

☐ **Rural Customer Service Advisory Committee**

**Representing the following:**  
Merbein Irrigation District  
Mildura Irrigation District  
Red Cliffs Irrigation District  
Robinvale Irrigation District

☐ **Private Diverters Customer Service Advisory Committee**

Applicants may apply for membership of both their district CSAC and the SAC

In support of your application, please answer the following questions:

1. Please explain why you would like to be a member of the selected committee.

2. What skills and knowledge will you bring to the committee.

3. What is it you want to achieve in your first 12 months on the committee.

Signed

Date

Please return this completed and signed Application Form, along with completed copies of Appendix 1 and Appendix 2, to the Lower Murray Water Mildura Office at 741—759 Fourteenth Street, Mildura, or by email at [comms@lmw.vic.gov.au](mailto:comms@lmw.vic.gov.au)