

---

# The RAPAD Water & Sewerage Alliance

## *Constitution*

*V4, 18 January 2018*

---

# RAPAD Water & Sewerage Alliance (RAPADWSA) Constitution

<b>PREAMBLE</b> .....	<b>3</b>
<b>PART 1 - RAPADWSA</b> .....	<b>4</b>
1.1 <i>Vision</i> .....	4
1.2 <i>Key Functions</i> .....	4
<b>PART 2 - GOVERNANCE STRUCTURES OF THE RAPADWSA AND RAPADWSATC</b> .....	<b>4</b>
2.1 <i>Membership</i> .....	4
• Local Government Members .....	4
• Non-Local Government Members.....	4
The RAPADWSA non-local government membership comprises of: .....	4
• Admission .....	5
• Withdrawal .....	5
• Observers .....	5
• Non-Member Local Government Observers .....	5
2.2 <i>Office Bearers</i> .....	5
• Chairperson .....	5
• Deputy Chairperson .....	5
• Filling of vacancies .....	5
• Term of office.....	6
2.3 <i>Meetings</i> .....	6
• Frequency.....	6
• Dates .....	6
• Agenda .....	6
• Notices .....	6
• Minutes .....	6
2.4 <i>Decision Making</i> .....	6
• Consensus .....	6
• Voting .....	6
• Issue Resolution.....	6
2.5 <i>RAPAD Water &amp; Sewerage Alliance (RAPADWSA)</i> .....	7
• Role .....	7
2.6 <i>RAPAD Water &amp; Sewerage Alliance Technical Group (RAPADWSATC)</i> .....	7
• Role.....	7
2.7 <i>Regional Coordinator</i> .....	8
• Role .....	8
• Appointment .....	8
• Term .....	8
2.8 <i>Secretarial Services</i> .....	8
• Role .....	8
• Appointment .....	8
• Term .....	9
2.9 <i>Funding arrangements</i> .....	9
• Administration of funding .....	9
2.10 <i>Performance and Reporting</i> .....	9
2.11 <i>Communication</i> .....	9
<b>PART 3 - ALTERATION OF RULES</b> .....	<b>9</b>
<b>AMENDMENTS REGISTER</b> .....	<b>10</b>

## Preamble

The Outback Regional Water Group (ORWG) evolved from the Remote Area and Planning Development Board (RAPAD) and its member local government's decision to collaborate on urban water and waste water services.

The ORWG was based on existing RAPAD, Central West Queensland local government and stakeholder relationships taking into consideration the economic, social, environmental and geographic characteristics of the region, which serves to influence the planning and management of the urban water supply services in each of the local government communities.

The ORWG Councils generally recognised that they are faced with a number of significant issues in delivering urban water services including: skill shortages, drinking water quality management and human health protection, aging infrastructure and funding shortfalls, financial sustainability concerns, increasing regulatory requirements, climate variability and affordability concerns.

Guided by *qldwater and* under the Queensland Water Regional Alliances Program (QWRAP) the ORWG became a pilot region and following a detailed review of risks, gaps and strengths and governance arrangements and new business models the ORWG has agreed to proceed to trial the Outback Regional Water Alliance (ORWA) for an initial period of three (3) years, the first of its kind in Queensland. A minimum of three (3) Local Government members are required in order for the Alliance to remain active.

In November 2017, the Strategic Group agreed to rename the Outback Regional Water Alliance (ORWA) to RAPAD Water & Sewerage Alliance (RAPADWSA).

This document represents the strategic and operational guidelines of the RAPADWSA. It outlines information in relation to the responsibilities of the RAPADWSA, and RAPADWSA Technical Committee (RAPADWSATC) and the Regional Coordinator (if appointed), membership and member nominees, chairperson, observers, decision-making and meetings.

## Part 1 - RAPADWSA

### 1.1 Vision

RAPADWSA will take a leadership and advocacy role in the safe, secure and sustainable urban water and waste water services of the local government areas of the RAPADWSA member Councils.

### 1.2 Key Functions

The RAPADWSA will be responsible for assisting the participating Councils to achieve the following functions:

- i) Strategic planning.
- ii) Regional advocacy and inter-government relations
- iii) Promoting the region with State and Federal Agencies
- iv) Technical knowledge sharing
- v) Joint procurement initiatives
- vi) Skill Development

## Part 2 - Governance Structures of the RAPADWSA and RAPADWSATC

### 2.1 Membership

- Local Government Members

The RAPADWSA Local Government membership comprises:

- Barcaldine Regional Council (BRC)
- Barcoo Shire Council (BaSC)
- Blackall - Tambo Regional Council (BTRC)
- Boulia Shire Council (BoSC)
- Diamantina Shire Council (DSC)
- Longreach Regional Council (LRC)
- Winton Shire Council (WSC)

Each local government who is a member of the RAPADWSA is entitled to nominate one (1) elected member as their delegate on the RAPADWSA. If the nominated elected member is unable to attend meetings of the RAPADWSA, the local government may appoint another elected member or the Chief Executive Officer (or his/her delegate) as their alternate delegate. Notification of the proxy must be provided to the secretariat prior to the meetings commencement.

- Non-Local Government Members

The RAPADWSA non-local government membership comprises of:

- Department of Energy and Water Supply (DEWS)
- Qld Water Directorate (QWD)
- Institute of Public Works Engineering Australia Qld Division Inc. (IPWEAQ)
- Local Government Association of Qld (LGAQ)

The non-local government members are entitled to nominate a representative to the RAPADWSA.

Non local government members are not entitled to a vote.

- Admission

All applications for membership must be in writing and directed to the chairperson of the RAPADWSA.

The RAPADWSA is responsible for approving applications for membership.

The RAPADWSA at its discretion may write to non-member local governments offering membership of the Alliance.

- Withdrawal

A member council may withdraw at any time from the RAPADWSA, however, the withdrawing member must honour any commitments previously made by that member.

A minimum number of three (3) Local Government members are required in order for the Alliance to remain active.

- Observers

All members of the RAPADWSA shall be entitled to have a maximum of two (2) observers to act as advisors in attendance at each meeting of the RAPADWSA.

- Non-Member Local Government Observers

Non-member local governments may attend RAPADWSA meetings in observer status with the agreement of the local government members.

Observers are not entitled to vote but may address the RAPADWSA with the agreement of members.

## 2.2 Office Bearers

- Chairperson

The RAPADWSA will elect a chairperson to conduct RAPADWSA meeting procedures and to control and arrange the affairs of the RAPADWSA.

- Deputy Chairperson

Where the elected chairperson is unable to attend an RAPADWSA meeting, a deputy chairperson should be elected to conduct proceedings in the chairperson's absence.

- Filling of vacancies

Where a vacancy of office occurs, the RAPADWSA at its next meeting subsequent to the vacancy occurring, will by resolution appoint a delegate to fill the vacancy.

- Term of office

Office Bearers will be appointed for a twelve (12) month term.

### 2.3 Meetings

- Frequency

Meetings are to be held at least quarterly. Any local government member may call additional meetings. The Chairperson with the agreement of the Deputy Chairperson is able to call additional meetings where there is sufficient business.

- Dates

A schedule of meeting dates is to be agreed to by RAPADWSA members.

- Agenda

A meeting agenda is to be set 7 days prior to the date of the meeting.

- Notices

A meeting notice is to be sent to all members one month prior to the meeting date.

- Minutes

Minutes of meetings are to be prepared by the secretariat and sent to all members within 7 days of each meeting.

### 2.4 Decision Making

- Consensus

All decisions in the first instance should be achieved via consensus. Where a consensus is not reached the RAPADWSA will vote to resolve the issue.

- Voting

Each member in attendance at the meeting of the RAPADWSA is entitled to one (1) vote. In the event of an equality of votes on any issues, the Chairperson may exercise a second or casting vote.

- Issue Resolution

Issues, where they arise, should be resolved at the RAPADWSA level.

2.5 RAPAD Water & Sewerage Alliance (RAPADWSA)

- Role

The RAPADWSA will retain primary responsibility for:

- i) Leadership, coordination, providing strategic direction and recommending priorities to the ORWTG, with regards to:
  - a. sustainability of supply and quality,
  - b. asset management & infrastructure,
  - c. regulatory and compliance,
  - d. advocacy specifically funding from Federal and State sources,
  - e. human resources,
  - f. future planning and research;
- ii) Supporting the technical group in managing the RAPADWSA;
- iii) Appointment of the Regional Coordinator;
- iv) Adoption of the Memorandum of Understanding (MoU); and
- v) Monitoring the performance of the RAPADWSA and Regional Coordinator (if appointed) through agreed KRA and reporting to its members.

2.6 RAPAD Water & Sewerage Alliance Technical Group (RAPADWSATC)

The RAPADWSATC shall consist of a technical representative, responsible for the provision of urban water services, nominated by each RAPADWSA member local government.

Technical representatives from non-member local government observers may attend RAPADWSATC meetings in observer status with the agreement of the chairperson of the ORWTG. Observers may address the RAPADWSATC with the agreement of chairperson of the RAPADWSATC.

- Role

The RAPADWSATC responsibilities, as delegated by the RAPADWSA, include but are not limited to:

- i) Appointment of a Chairperson and a deputy Chairperson;
- ii) Recruitment of a Regional Coordinator as directed by the RAPADWSA;
- iii) Management of the operations of the Alliance and the Regional Coordinator as directed by the RAPADWSA,
- iv) Development (for adoption by the RAPADWSA) and implementation of the MoU;
- v) Development and implementation of RAPADWSA Operations and Projects Plan;
- vi) Reporting on the benefits of the operations of the Alliance and the performance of the Regional Coordinator (if appointed) against agreed Key Results Areas (KRAs),
- vii) Continued auditing of existing LG water activities and
- viii) Making recommendations and provision of technical advice to the RAPADWSA.

The RAPADWSA will review the benefits of the operations of the Alliance and the performance of the Regional Coordinator (if appointed) through agreed KRA.

## 2.7 Regional Coordinator

- Role

The RAPADWSA may appoint a Regional Coordinator to complement and extend the strategic and technical skills of the RAPADWSATC. The role, responsibility and any authority of the Regional Coordinator will be outlined in their terms of engagement, however the Chairperson of the RAPADWSATC may from time to time delegate additional responsibility as required to perform the role.

The Regional Coordinator will report to and take direction from the Chairperson of the RAPADWSATC or others as appointed by the Chairperson from time to time.

- Appointment

The RAPADWSA may appoint a Regional Coordinator by resolution.

- Term

The Regional Coordinator, if appointed, will be appointed for the initial three (3) year trial of the RAPADWSA subject to performance against agreed KRA.

## 2.8 Secretarial Services

- Role

The RAPADWSA will appoint a secretariat whose responsibilities are to:

- i. Minute and record appointment of chairpersons and members of the RAPADWSA & RAPADWSATC,
- ii. Keep minutes and records of the names of members of the RAPADWSA & RAPADWSATC present at meetings,
- iii. Prepare agendas for meetings of the RAPADWSA & RAPADWSATC,
- iv. Make necessary arrangements for meetings of the RAPADWSA & RAPADWSATC,
- v. Enter into such correspondence as may be required from time to time by the RAPADWSA & RAPADWSATC,
- vi. Undertake the general administration of the business of the RAPADWSA & RAPADWSATC,
- vii. Perform such duties and functions as determined by the RAPADWSA & RAPADWSATC in accordance with these rules; and inform the chairperson regularly of all relevant activities.

- Appointment

The RAPADWSA will appoint a secretariat by resolution.

- Term

The secretariat will be appointed for a twelve (12) month term.

#### 2.9 Funding arrangements

The governance, administration and operations of the RAPADWSA are to be self-funded from its member local governments.

Cost sharing arrangements will be as agreed in the MoU.

- Administration of funding

The RAPADWSA on an ongoing basis, will nominate an organisation responsible for the management and administration of funds.

#### 2.10 Performance and Reporting

The benefits of the operations of the RAPADWSA and the performance of the Regional Coordinator (if appointed) will be measured against agreed KRA and reported to the local government members on an annual basis as detailed in the RAPADWSA MoU.

#### 2.11 Communication

The chairperson of the RAPADWSA is the official spokesperson for the Alliance.

Where there is an announcement of funding of a state and or federal related issue then the Chair will make a statement in consultation with that respective agency.

Where there is an announcement of funding of a local government nature, the relevant local government will issue the statement.

### Part 3 - Alteration of Rules

- 3.1 These rules may be repealed, altered, amended or added to from time to time at an RAPADWSA meeting by resolution.
- 3.2 A resolution must be passed by votes equal to 75% of the total voting entitlement of all members (present or not). In the event of absence, members may give notification of their vote to the chairperson and/or nominate another member as their proxy.
- 3.3 Notice of the proposed repeal, alteration, amendment or addition must be given to the chairperson and distributed to members with the agenda for the next meeting of the RAPADWSA.

## Amendments Register

<b>Version No.</b>	<b>Amendment</b>	<b>Endorsed</b>
	Original endorsed version	13 April 2012
2	Change State Govt' department name as a result of changes in State government.	23 November 2012
3	Addition of ORWA, Regional Coordinator and changes to funding arrangements including amendments following agreement during the ORWG's meeting on 6 August 2014.	21 June 2014