

Irrigator Representative Committee Charter

Objective

This charter sets out the guidelines for the conduct of the Irrigator Representative Committee (**IRC**) and its members.

The IRC provides representation for water entitlement holders in TI irrigation schemes (**Representative Members**) to exchange information and provides advice or feedback on operational matters.

The advice provided by the IRC is extremely valuable but has no binding authority. However, TI has responsibility for decisions made regarding operation of these schemes as the Responsible Water Entity and may take into account any advice from the IRC where relevant.

Functions and Responsibilities of the IRC

1. Representative Member

It is the Representative Member's responsibility to represent all water entitlement holders to:

- a. Update TI on local operational matters including water delivery, supply issues, metering, and water quality;
- b. Provide a better understanding of the issues facing irrigators within the district;
- c. Use local knowledge and on-farm experience to identify opportunities for system, service, and delivery improvements;
- d. Provide input and constructive feedback on water trading, procedures, pricing, and billing arrangements;
- e. Declare any conflicts of interest which may have a perceived or actual impact on the scheme;
- f. Provide a point of contact for other entitlement holders in the irrigation scheme, including allowing contact details to be circulated for this purpose; and
- g. Provide guidance on demand profiles.

2. Chairperson

- a. The Chairperson is an IRC member and it is preferable for the Chairperson to have served on the IRC for a minimum of 12 months prior to being appointed.
- b. The Chairperson is responsible for coordinating the IRC, including:
 - i. Chairing IRC meetings;
 - ii. Working with TI to set agendas for IRC and general meetings;
 - iii. Representing the interests of the IRC at the Committee Chairs' meeting; and
 - iv. Reviewing minutes of meetings and provide feedback prior to distribution.

Election

3. Each IRC should have a minimum of three Members.
 - a. Members must hold a water entitlement in the scheme with some volume attached;

- b. Members to be elected at the general meeting with a nomination which is seconded by another entitlement holder;
 - c. Membership is for two years with half of the Members to face election every year;
 - d. Nominations for membership to be in writing prior to the general meeting, or from the floor at the general meeting;
 - e. Former Members are eligible to stand for re-election;
 - f. For new schemes, the representative committee which has been in place during construction will be the inaugural IRC; and
 - g. The Members shall appoint a Chairperson at the general meeting.
4. A vacancy on the IRC will arise when a Member:
- a. Resigns their position by giving written notice to the Chairperson;
 - b. Ceases to be a water entitlements holder;
 - c. Fails to meet their obligations as an entitlement holder; or
 - d. Is absent for 3 consecutive meetings.
5. If a Member vacates the IRC during the term, an interim Member may be elected by the remaining Members for the remainder of the term.

Voting

- 6. If the IRC is required to vote on a matter, the majority vote will carry.
- 7. Where there is a conflict of interest, the Member with the conflict must not vote.

Frequency of meetings

- 8. Extraordinary meetings of the IRC may take place as requested by the IRC Chairperson or by TI.
- 9. Standard meetings which take place each year include:
 - a. IRC meeting following the end of season: focus on scheme performance, operational issues, and preliminary pricing and budgets; and
 - b. General meeting for all entitlement holders in the month prior to the commencement of the irrigation season to announce season pricing and undertake election of members.
- 10. The Chairperson will also be invited to attend a Committee Chairs' meeting each year.
- 11. TI will endeavor to provide at least one week's notice of meetings.

Administration

- 12. IRC administration support to be provided by TI:
 - a. Schedule meetings in consultation with Chairperson;
 - b. Prepare agenda in consultation with Chairperson;
 - c. Take minutes for each meeting; and

- d. Make minutes available to the IRC Chairperson for review.
- 13. For general meetings TI will publish meeting details on the TI website and send notification by SMS, email, or mail to Representative Members.
- 14. Attendance at or travel to and from meetings by Chairpersons, Representative Members or any other attendees to any meeting is not covered by TI Insurance.

Communication with Media

- 15. Any information or comment provided to the media on behalf of the IRC shall only be undertaken by the Chairperson following consultation and agreement with TI.

Communication with TI:

Level	Description
Scheme Operator	Primary contact for operational issues.
Commercial/Operations Manager	Coordination of meetings, Chairperson primary contact, initial contact for complaints and feedback.
CEO	Escalation contact for complaints and feedback. May attend meetings to discuss strategic or policy issues which involve the scheme.
General	For questions about accounts, pricing, trading, or other general queries, please contact our office on 03 6398 8433 or email enquiries@tasirrigation.com.au

ATTACHMENT 1: Guideline for setting irrigation season dates

1. TI is responsible for setting the irrigation season dates. Water entitlement contracts set the nominal dates for an irrigation season, however in some schemes the actual dates will be set each year in consultation with the IRC.
2. If the IRC is regularly requesting a season which is significantly longer than that which is specified in the water entitlement contract, then a higher cost of resourcing (scheme operator and associated costs) will be attributed to the scheme to service the longer season.
3. TI has a legal obligation under the scheme By-Laws to announce the season opening and closing in a local newspaper at least 7 days prior to the date of the closure.
4. Considerations for opening an irrigation season:
 - a. Compliance: the time periods which TI can deliver water under the licencing or regulatory framework.
 - b. Maintenance: any winter maintenance which would interrupt full supply must be completed.
 - c. Dam fill: if the scheme is supplied from a primary dam storage, then the dam must be sufficiently full to supply the annual allocation before the season will be opened. This is to fulfil TI's contractual obligation of 95% reliability.
 - d. Dual mode: Season might be opened earlier if a dam can be filled while also delivering into the scheme. This would only take place if direct supply and remaining dam fill will be sufficient to supply a full annual allocation.
5. Resourcing: the scheme operator must have had opportunity to take any leave and undertake any required training.
6. Considerations for closing an irrigation season:
 - a. Compliance: the time periods which TI can deliver water under the licencing or regulatory framework.
 - b. Maintenance: any winter maintenance which would interrupt full supply or dam fill programs.
 - c. Dam fill: where licence conditions allow, dam fill programs may need to begin immediately to ensure lowest cost reliable supply for the following season.
 - d. Resourcing: the scheme operator must have had opportunity to take any leave and undertake any required training.