



## **WIOA Advisory Committee**

### **Draft Terms of Reference**

#### **1. Title**

The name of this Committee shall be the “WIOA <State> Advisory Committee”.  
The WIOA General Committee has approved the creation of separate Advisory Committees in

- Tasmania,
- Queensland,
- Victoria,
- New South Wales and
- South Australia.

Other States and Territories can be included at the discretion of the WIOA General Committee, subject to demonstration of an appropriate Member base along with a commitment and proven ability to meet the Advisory Committee objectives and purpose.

#### **2. Objectives**

Each WIOA Advisory Committee and its associated actions should be in accordance with the WIOA strategic and business plan.

A key driver will be a desire to facilitate improvement, and to strive for best practice in all operational aspects of the water industry in each State.

#### **3. Purpose**

Each WIOA Advisory Committee will advise the WIOA General Committee on issues and actions relating to the provision of services, events, training and opportunities to recognise achievements in the operational sector of the water industry in each State.

3.1. Each Advisory Committee will assist WIOA to undertake a range of functions including but not limited to:

- a) Identifying the types, range and scope of services and events considered appropriate for water industry operational staff in each State;
- b) Assisting with the organisation, promotion and staging of events;

- c) Providing information with a State based flavour for inclusion in WIOA publications;
- d) Encouraging participation and knowledge sharing with water industry related personnel employed across both the private and public sector;
- e) Informing WIOA of training and development issues and needs specific to water industry operational staff.

#### **4. WIOA Expectations**

- 4.1. Advisory Committees have been established to be the direct link to the WIOA Members in each State. The primary role of Committee members is to share their water industry knowledge and expertise, along with investigating the needs and communicating opportunities to provide appropriate support to WIOA Members and water industry stakeholders in each State.
- 4.2. Advisory Committee members are not expected to attend every event held in their respective State, nor are they intended to be a free workforce for WIOA conferences events. WIOA does however, appreciate any physical or operational support that any Committee members can provide at events.
- 4.3. Advisory Committee members are expected to contribute at meetings and follow through by undertaking or delivering on any tasks assigned including assisting with the sort of tasks as noted in Section 3.1 above.

#### **5. Advisory Committee Membership & Structure**

- 5.1. To be eligible to join an Advisory Committee, each person must be an Individual Member, the nominated representative of either a Corporate or Utility Corporate Member, or an Associate Corporate Member.
- 5.2. Each State based Advisory Committee will comprise of up to 11 persons including the Chair, all of whom must be WIOA Individual Members.
- 5.3. Other than the Advisory Committee Chair, the WIOA General Committee or Board members are not included in the Advisory Committee numbers, but can participate in any meetings.
- 5.4. An Expression of Interest process will be used to allow WIOA Members to nominate for consideration for a position on each Advisory Committee. WIOA Members are only entitled to nominate for consideration for the Committee in their current State of residence, as indicated in the WIOA Member Register.
- 5.5. At the close of the Expression of Interest period, the selection panel comprising the WIOA President, the WIOA Managing Director, the Advisory Committee Chair along with the General Committee members from each State will review the applications received.
- 5.6. The Selection Panel will confirm the preferred Advisory Committee members and they will be appointed for a two year period. Preference will be given to WIOA Members directly employed in an operational role within the water industry. Each Committee should also include representative/s from WIOA Corporate Member organisations.
- 5.7. Ideally, the Advisory Committee members will be chosen to include representation across water treatment operations, wastewater treatment and reticulation & maintenance (water and/or wastewater) sectors. Advisory Committee members should also have a demonstrated interest in, and passion for, making a difference in the operational side of the water industry.
- 5.8. Should the number of nominees received from the Expressions of Interest process be less than the number of positions available for any Advisory Committee, all nominees will be deemed elected and the positions not filled shall be deemed

casual vacancies. Additionally, should any Advisory Committee member resign or be expelled before the end of their two year appointment, these will also be deemed casual vacancies.

- 5.9. The Advisory Committee Chair with the approval of the WIOA Managing Director may appoint an eligible WIOA Member to fill a casual vacancy on any Advisory Committee.

## **6. Meetings**

- 6.1. Each Advisory Committee will meet at least twice each year.
- 6.2. Meetings can be held using an online platform, by teleconference, or face to face, depending on the preferences of each Committee.
- 6.3. No formal quorum will be required for a meeting to proceed, but this must be managed sensibly at all times to ensure that Committee decisions remain inclusive and effective.
- 6.4. The Advisory Committee Chair in conjunction with the WIOA Managing Director (or delegate) will determine the frequency, location, duration and format of meetings.
- 6.5. If any Advisory Committee member is unable to attend a scheduled meeting, they are encouraged to send another WIOA Individual Member as a proxy.
- 6.6. A schedule of proposed meetings, events and/or activities for the next 12 month period should be developed by all Advisory Committees and communicated to the Managing Director (or delegate) for inclusion into the WIOA corporate calendar.

## **7. Chair**

- 7.1. The members of each Advisory Committee shall elect a Chair who will hold the position for a one year term.
- 7.2. The Chair (or the Chair's nominated representative) of each State based Advisory Committee as listed in Section 1 above, is automatically included on the WIOA General Committee.
- 7.3. To allow endorsement at the WIOA Annual General Meeting, the election of Chair should be undertaken at an Advisory Committee meeting between the months of October and January annually.
- 7.4. There are no limits on the number of times that a Chair can stand for election.
- 7.5. The role of the Chair is to assist in coordination of the activities of the Committee and preside as Chair at meetings.
- 7.6. If the Chair is absent from a meeting, the members present will elect one of their number to preside as Chair for that meeting.
- 7.7. The Advisory Committee Chair is responsible for taking any feedback and issues to the WIOA General Committee and/or Managing Director on behalf of the Advisory Committee.

## **8. Support of WIOA Advisory Committees**

- 8.1. The responsibility for recording, preparing and disseminating agenda, minutes and all other communications arising from each WIOA Advisory Committee and their meetings will be completed by a WIOA staff member, a representative of the WIOA Board or any other party by agreement.

## **9. Communications & Delegation**

- 9.1. All official correspondence on behalf of any Advisory Committee must be approved through the WIOA Managing Director (or delegate) prior to circulation.

- 9.2. Under WIOA's financial delegation schedule, members of Advisory Committees are not permitted to enter into any contract or financial commitment on behalf of WIOA. Any contract or financial commitment must be undertaken through the WIOA Managing Director (or delegate).
- 9.3. Where appropriate, information will be included in WIOA publications and will be shared with other relevant groups identified by the Advisory Committee.
- 9.4. In certain situations, the production and distribution of "State based" communications may be considered necessary.

## **10. Confidentiality**

- 10.1. Members of all Advisory Committees must understand and respect the importance of privacy and confidentiality.
- 10.2. Confidential information must not be used to advantage any Advisory Committee member or business.
- 10.3. Those people who provide confidential information to the Advisory Committee have the right to expect this information will be treated as private and confidential.
- 10.4. Members of any Advisory Committee with access to confidential information must ensure it remains confidential, and at all times act in accordance with relevant legislation and policies regarding privacy.

## **11. Membership Expulsion**

- 11.1. A member of any Advisory Committee may cease to be a member of the Committee if they:
  - a) Fail to attend three consecutive meetings without providing appropriate apologies or a proxy representative;
  - b) Are deliberately obstructionist in their behaviour or actions thereby preventing the achievement of the Committee's stated purposes; or
  - c) Breach confidentiality conditions as set out in this Terms of Reference or WIOA's Privacy Policy.
  - d) Cease to be a financial member of WIOA.
- 11.2. The final decision on membership expulsion will be made by both the Advisory Committee Chair and the WIOA Managing Director.

## **12. Amendments**

- 12.1. This Terms of Reference will be reviewed every three years by WIOA in conjunction with the Advisory Committees and Chairs to ensure they are current and that they continue to deliver the prescribed outcomes.
- 12.2. Changes to Individual sections or clauses of this Terms of Reference can be made at any time, provided that they are endorsed by all Advisory Committee Chairs and the WIOA Managing Director.