



WIOA
National Advisory Committee
Terms of Reference

1. TITLE

The name of this Committee shall be the “WIOA National Advisory Committee.”

The Water Industry Operations Association of Australia Ltd Constitution January 2024 states:

43. **National Advisory Committee**

43.1. *The role of the National Advisory Committee is to provide specialist advice to the Board.*

43.2. *The National Advisory Committee is established as a subcommittee of the Board in accordance with clause 42.2 consisting of as many members as deemed necessary by the Board, from time to time, and including a terms of reference that provides for delegated responsibilities, the appointment process, meeting and administrative requirements, and any remuneration.*

43.3. *Among other powers and functions delegated by the Board to the National Advisory Committee in its Terms of Reference, the Board may delegate to the National Advisory Committee the power to further delegate any of its functions and powers to sub-committees and individuals.*

2. OBJECTIVES

The WIOA National Advisory Committee will provide industry expertise, specialist advice, with the opportunity to represent the Association as a subject matter expert.

3. PURPOSE

The WIOA National Advisory Committee will provide feedback to the WIOA Board when requested on issues and actions relating to emerging trends, industry feedback, provision of services, events, training, as well as opportunities to recognise achievements in the operational sector of the water industry nationally.

3.1 The National Advisory Committee will assist WIOA to undertake a range of functions including, but not limited to, the following:

- a) Provide industry knowledge and expertise
- b) Represent WIOA on external committees
- c) Technical resource development
- d) Editorial support i.e., Practical Guides
- e) Assist WIOA engagement with other industries i.e., mining, hospitality,
- f) Support and develop a process for Disaster Recovery / Emergency Response.

4. WIOA EXPECTATIONS

- 4.1 The National Advisory Committee has been established to be the direct link to the WIOA Membership nationally. The primary role of Committee members is to share their water industry knowledge and expertise, along with investigating industry needs, and communicating opportunities and emerging trends back to the CEO and Board.

5. ADVISORY COMMITTEE MEMBERSHIP & STRUCTURE

- 5.1 The Committee will consist of the Diversity and Inclusion Group Chair, State/Territory Advisory Committee Chairs, and up to 6 elected National Advisory Committee members, including a Chair and Deputy Chair, all of whom must be a WIOA Individual, Corporate or Utility Member.
- 5.2 An Expression of Interest process will be used to allow WIOA Members to nominate, for consideration for appointment to a position on the National Advisory Committee. WIOA Members are only entitled to nominate for consideration for appointment to the Committee, as indicated in the WIOA Member Management System.
- 5.3 At the close of the Expression of Interest period, the Nominations Committee will review the applications received for the National Advisory Committee.
- 5.4 The Nominations Committee will confirm the preferred National Advisory Committee members, and upon confirmation they will be appointed to the committee for a two-year period. Preference will be given to WIOA Members directly employed in an operational role within the water industry. Each National Advisory Committee should be as diverse in composition as possible and should also include representatives from WIOA Corporate Member organisations.
- 5.5 Ideally, the National Advisory Committee members will be chosen to include representation across all sectors of water industry operations. Committee members should also have a demonstrated interest in, and a passion for, making a difference to the operational sector of the water industry.
- 5.6 Should any Advisory Committee member resign or be expelled before the end of their two-year appointment, the resulting vacancies will also be deemed as casual vacancies.

6. MEETINGS

- 6.1 The Committee will meet at least twice each year.
- 6.2 Meetings can be held using an online platform, by teleconference, or face to face.
- 6.3 No formal quorum will be required for a meeting to proceed; however, this must be sensibly managed at all times to ensure that any Committee decisions that are made remain inclusive and effective.
- 6.4 The National Advisory Committee Chair, in conjunction with advisory committee members and the WIOA CEO (or delegate), will determine the frequency, location, duration and format of meetings.
- 6.5 A schedule of proposed meetings, events and/or activities for the next 12-month period should be developed by all National Advisory Committees and communicated to the CEO (or delegate) for inclusion into the WIOA corporate calendar.

7. CHAIR & DEPUTY CHAIR

- 7.1 The members of the National Advisory Committee shall elect a Chair and Deputy Chair, who will hold the position for a one-year term.
- 7.2 To allow recognition of each committee Chair at the WIOA Annual General Meeting, the election of Chair should be undertaken at a National Advisory Committee meeting held between the months of October and January annually.
- 7.3 There are no limits on the number of times that a Chair can stand for election, and/or be appointed as Chair.
- 7.4 The role of the Chair is to assist in the coordination of the activities of the Committee and preside as Chair at meetings.
- 7.5 If the Chair is absent from a meeting, the Deputy Chair will preside as Chair for that meeting.

8. SUPPORT OF WIOA NATIONAL ADVISORY COMMITTEES

- 8.1 The National Advisory Committee has the option to self-manage their meetings and minute taking.
- 8.2 All Documentation, (minutes – agendas action plans or other) shall be provided to the nominated WIOA staff member for storage in WIOA's document management system.
- 8.3 A WIOA Staff member can be present at all meetings to assist the committee with administration of meetings as required, and ensure operational capacity is made available to provide support in progressing advisory committee activities (interest days, webinars etc) and marketing approved activities to members, seeking sponsorships and in the running of advisory group activities.

9. COMMUNICATIONS & DELEGATION

- 9.1 All official correspondence and events on behalf of any Advisory Committee must be approved through the WIOA CEO (or delegate) prior to circulation.
- 9.2 Under WIOA's Financial Delegation Policy, 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 CEO (or delegate) or board if anticipated expenditure is above the CEO's delegation.
- 9.3 Where appropriate, information raised or generated by an Advisory Committee 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 & CONFLICT OF INTEREST

- 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.
- 10.5 Members of all Advisory Committees must declare any conflicts of interest relating to discussions or decisions made by the Advisory Committee. In situations where an Advisory Committee member believes they may have a conflict of interest, they should not participate in any vote on that matter.
- 10.6 Members of all Advisory Committees must recognise and understand the importance of complying with both Competition Law and WIOA's expectation that all representatives on all Committees will act in an ethical and appropriate manner that avoids anti-competitive outcomes at all times.

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 or anti competition 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 If agreed by a majority vote of the Advisory Committee members, the final decision on membership expulsion will be made jointly by the Advisory Committee Chair and the WIOA CEO.

12. AMENDMENTS

- 12.1 These Terms of Reference will be reviewed at least 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.