



# **WIOA Advisory Committee Terms of Reference**

May 2024



## 1. TITLE

The name of this Committee shall be the “WIOA State/Territory Advisory Committee”.

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

### 44. **State Advisory Committees**

44.1. *The role of the State Advisory Committees is to provide State or Territory specific advice and events on behalf of their State or Territory.*

44.2. *A State Advisory Committee representing a particular State or Territory may be established by the Board as a sub-committee of the Board in accordance with clause 43.3, 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.*

The WIOA Board has approved the creation of separate Advisory Committees in the following states:

- Tasmania,
- Queensland,
- Victoria,
- New South Wales,
- South Australia,
- Western Australia,
- Northern Territory.

Advisory Committees may be formed in other States and Territories at the discretion of the WIOA Board, subject to demonstration of an appropriate Member base, along with a commitment and proven ability to meet the Advisory Committee objectives and purpose, as set out in this Terms of Reference.

## 2. OBJECTIVES

Each WIOA Advisory Committee and its associated action plan shall be in accordance with the WIOA strategic and business plan. A key driver for the formation of Advisory Committee is the 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 Board as required on issues and actions relating to the provision of services, events, and training, as well as opportunities to recognise achievements in the operational sector of the water industry within State that the Advisory Committee operates.

- 3.1 Each Advisory Committee will assist WIOA to undertake a range of functions including, but not limited to, the following:
- a) Identifying the types, range and scope of services and events considered appropriate for water industry operational staff in their 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 who are employed in both the private and public sector organisations;
  - 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 Membership 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 their 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 Committee members can provide at events.
- 4.3 Advisory Committee members are expected to contribute at advisory committee meetings and follow through on undertaking or delivering on any tasks that they are assigned, including assisting with the sort of tasks as noted in Section 3.1 above.

## **5. ADVISORY COMMITTEE MEMBERSHIP & STRUCTURE**

- 5.1 Each State-based Advisory Committee will comprise of between 6 and 15 persons, including the Chair and Deputy Chair, all of whom must be WIOA Individual, Corporate or Utility Members.

- 5.2 Other than the Advisory Committee Chair, neither members of the WIOA National Advisory Committee, nor Board members, are required to be included in the Advisory Committee numbers but can participate in any meetings of a State Advisory Committee.
- 5.3 An Expression of Interest process will be used to allow WIOA Members to nominate, for consideration, for appointment to a position on each Advisory Committee. WIOA Members are only entitled to nominate for consideration for appointment to the Committee in their current State of residence, and if they are a financial member as indicated in the WIOA Member Management System.
- 5.4 At the close of the Expression of Interest period, the Nominations Committee will review the applications received for that State's committee.
- 5.5 The Nominations Committee will confirm the preferred Advisory Committee members for each State, 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 Advisory Committee should be as diverse in composition as possible and should also include representative/s from WIOA Corporate Member organisations.
- 5.6 Ideally, the Advisory Committee members will be chosen to include representation across all sectors of water industry operations. Advisory Committee members should also have a demonstrated interest in, and a passion for, making a difference to the operational side of the water industry.
- 5.7 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, the resulting vacancies will also be deemed as casual vacancies.
- 5.8 The Advisory Committee Chair, with the approval of the WIOA CEO, 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 sensibly managed at all times to ensure that any Committee decisions that are made remain inclusive and effective.
- 6.4 The 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 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 CEO (or delegate) for inclusion into the WIOA corporate calendar.

## **7. CHAIR & DEPUTY CHAIR**

- 7.1 The members of each Advisory Committee shall elect a Chair and Deputy 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 National Advisory Committee.
- 7.3 To allow recognition of each committee Chair at the WIOA Annual General Meeting, the election of Chair should be undertaken at an Advisory Committee meeting held between the months of October and January annually.
- 7.4 A new Chair elected under Clause 7.3 will take up the position at the next WIOA National Advisory Committee.
- 7.5 In the event that a Chair resigns, or is replaced during course of the year, the new Chair, as appointed by the Advisory Committee, as described under Clause 7.1, will assume the position on the WIOA National Advisory Committee from the date of election as Chair.
- 7.6 There are no limits on the number of times that a Chair can stand for election, and/or be appointed as Chair.
- 7.7 The role of the Chair is to assist in the coordination of the activities of the Committee and preside as Chair at meetings.
- 7.8 If the Chair is absent from a meeting, the Deputy Chair will preside as Chair for that meeting.

- 7.9 The Advisory Committee Chair is responsible for providing state-based reports and taking any feedback and issues to the WIOA National Advisory Committee and/or CEO on behalf of the Advisory Committee.

## **8. SUPPORT OF WIOA STATE ADVISORY COMMITTEES**

- 8.1 The State Advisory Committee have the option to self-manage however, as this is a voluntary role, they can delegate back the responsibility for recording, preparing, and disseminating agenda, minutes and all other communications arising from each WIOA Advisory Committee if requested by the committee to a WIOA staff member
- 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 may be 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 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 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 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 issue.
- 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 majority vote of the Advisory Committee members in that State, the final decision on membership expulsion will be made jointly by the Advisory Committee Chair and the WIOA CEO.



## 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.