



# **WIOA Network Operator Development Program**

## **Terms of Reference**

### **1. Title**

The name of this Group shall be the WIOA Network Operators Development Program Advisory Group.

### **2. Objectives**

The WIOA Network Operators Development Program (NODP) Advisory Group's aim is to expand the knowledge, skillset, network of colleagues and practical experience of Network Operators by exposing them to strategic thinking and best practice initiatives across the technology, business management and leadership fields.

By being fully engaged during the program, graduates will be provided tools enabling them to learn how to identify and implement best practice approaches, increase productivity and enhance a professional culture within their respective organisations, in order to deliver an improved customer focus in their O&M related activities.

### **3. Purpose**

The purpose of the Network Operator Development Program is to identify, mentor and develop future leaders in the Network Operations sector across the Water Industry.

- 3.1. The WIOA Network Operators Development Program Advisory Group will assist WIOA to undertake a range of functions including but not limited to:
- a) Oversee the development and implementation of the WIOA Network Operator Development Program's plan and ensure alignment with the broader organisational strategy.
  - b) Identifying the types, range and scope of services and events considered appropriate for water industry operational staff.
  - c) Assisting with the organisation, promotion and staging of events.
  - d) Providing information for inclusion in WIOA publications.



#### 4. Membership & Meetings

- 4.1. The WIOA Network Operator Development Program Advisory Group will comprise of up to 8 Advisory Group members, all of whom must be WIOA Members. The group will include:
  - A Nominated WIOA Staff member that will represent WIOA
  - Up to 7 membership representatives.
- 4.2. An Expression of Interest process will be used to allow WIOA Members to nominate for consideration for a position on the Network Operator Development Program Advisory Group.
- 4.3. At the close of the Expression of Interest period, the Selection Panel comprising the WIOA NODP Advisory Group Chair, Deputy Chair and WIOA Management representative will provide a recommendation to the WIOA Nominations Committee.
- 4.4. NODP Committee members must have:
  - 4.4.1.1. Networks experience
  - 4.4.1.2. a minimum of 5 years industry experience
  - 4.4.1.3. Staff Supervision experience
- 4.5. Network Operator Development Program Advisory Group members should have a demonstrated interest in, and passion for, developing and mentoring program participants from within the water industry.
- 4.6. The Selection Panel will confirm the Network Operator Development Program Advisory Group members and they will be appointed for a two-year period. The Selection Panel will select those Members to ensure the Group can broadly represent all members.
- 4.7. Existing Advisory Group members may nominate again at the completion of their two-year term for re-election up to a maximum term of 10 years.
- 4.8. The Network Operator Development Program Advisory Group members **must** attend a minimum 5 of the scheduled 7 sessions per year.
- 4.9. The Network Operator Development Program Advisory Group members are responsible for their costs relating to travel, accommodation & meals at each session.
- 4.10. Network Operator Development Program Advisory Group Members will be assigned a participant/s to mentor throughout the program. Mentors **MUST** contact their assigned participant/s at least once between each session.

#### 5. Chair

- 5.1. If the Chair is absent from a meeting, the Deputy Chair will Chair for that meeting.

#### 6. Support of the WIOA Network Operator Development Program

- 6.1. The responsibility for recording, preparing, and disseminating agenda, minutes and all other communications arising from the WIOA Network Operator Development Program, and their meetings will be completed by a WIOA staff member.



## **7. Communications & Delegation**

- 7.1. All official correspondence on behalf of the WIOA Network Operator Development Program must be approved through the WIOA Management representative prior to circulation.
- 7.2. All financial commitments on behalf of the WIOA Network Operator Development Program must be approved in advance through the WIOA Management Representative.

## **8. Confidentiality**

- 8.1. Members of the WIOA Network Operator Development Program Advisory Group must understand and respect the importance of privacy and confidentiality.
- 8.2. Members of the WIOA Network Operator Development Program Advisory Group with access to confidential information must ensure it remains confidential, and always act in accordance with relevant legislation and policies regarding privacy.

## **9. Membership Expulsion**

- 9.1. A member of the WIOA Network Operator Development Program Advisory Group may cease to be a member of the Group if they:
  - a) Fail to attend three consecutive meetings without providing an apology
  - 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.
  - d) Cease to be a financial member of WIOA.
- 9.2. The final decision on membership expulsion will be made by both the WIOA Network Operator Development Program Committee's Chair and the WIOA Chief Executive Officer.

## **10. Amendments**

- 10.1. These Terms of Reference will be reviewed at least every two years, or on a need's basis by WIOA in conjunction with the WIOA Network Operator Development Program Advisory Group, to ensure currency and to ensure that the committee continues to deliver the prescribed outcomes.