

## Competency Benchmark Advisory Panel Meeting # 1 Summary

Held on: 20/11/2025 – 13:30 to 15:00

Chaired by: Christine Rieksen

Attendees: Advisory Panel members, Secretariat, Director

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### 1. Overview

The Chair opened the meeting with an Acknowledgement of Country and welcomed members. Introductions were provided by the Chair, Secretariat (Lisa Andersons), and Director (Michael Blackmore).

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### 2. Background

The department presented an overview of the competency benchmark, including the development process, engagement to date and key changes in the final document.

A PowerPoint presentation was shared, and members were invited to request out-of-session discussions if they wish to explore specific details of the competency benchmark.

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### 3. Role of the Advisory Panel

After the selection process was outlined, members introduced themselves and provided an overview of their organisation and relevant experience.

Draft Terms of Reference (ToR) were presented for discussion, with the following points noted:

- **Meeting frequency:** Quarterly meetings supported, with the option for additional sessions and reading/feedback as required.
- **Proxies:** Position supported that proxies should not attend meetings.
- **Confidentiality and transparency:** Discussion on level of details to publish on department's website.
- **Quorum:** Position supported for meeting quorum of 60%, including at least one member representing a local water utility and at least one member representing a registered training organisation.
- **Definition of local water utility:** Provided during the meeting and included in the ToR.

#### Actions

- Department to explore options for online collaboration (e.g. Teams chat).
- Members to review and confirm their organisation's role in competency benchmark implementation for inclusion in ToR appendix.

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### 4. Next steps and other business

Members were asked to consider pathways for career progression within the competency benchmark from Certificate III to Certificate IV and potential bridging options to allow for this. To be discussed at next meeting.

#### Actions

- Update the ToR and circulate to the members for review/endorsement.
- Distribute meeting minutes and presentation.
- Include discussion point on pathways and career progression as agenda item at next meeting.

**Next Meeting:** February (date to be confirmed).