

Meeting Summary

Competency Benchmark Advisory Panel Meeting # 2 Summary

Held on: 25/02/2026 – 10:00 to 11:30

Chaired by: Christine Rieksen

Attendees: Advisory Panel members, Secretariat, Director

1. Acknowledgment of Country

Acknowledgement of Country provided.

2. Welcome and apologies

The Chair welcomed panel members.

Previous meeting minutes was confirmed.

Overview of key actions and matters arising:

- Information about the Panel was published on the website.
- A collaborative Teams channel was established.
- The Terms of Reference was updated and circulated.

3. Terms of Reference (ToR) endorsement

The feedback provided during and since last meeting was confirmed:

- the position of proxies was discussed
- the ToR will be updated and re-distributed for comments with the view of endorsing at May meeting.

4. Draft Implementation Plan

An overview of the draft Implementation Plan was presented.

The discussion was focused on:

- training rollout approach
- readiness of Registered Training Organisations (RTOs) to deliver
- practicality for local water utilities to adopt and implement the Competency Benchmark
- identification of key risks, dependencies and implementation considerations

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- feedback captured with Slido questions
- circulation of Slido results
- draft implementation plan update incorporating panel feedback.

5. Explore ideas for progression from foundational to advanced training program

There was discussion around current challenges in transitioning employees from Certificate III to Certificate IV.

The options explored included:

- bridging course
- targeted skill sets alignment to operational progression
- alternative structured pathways.

Chair confirmed that successful completion of the foundational training program will result in Certificate III Water Industry Operations.

Slido was used to gather feedback on preferred progression models from foundational to advanced training.

6. General business

Panel member raised the topic of training delivered in Fiji through Water Authority Fiji.

This topic was carried forward to next meeting.

7. Next steps

- RTO meeting – 11 March 2026
- Advisory Panel meeting – 20 May 2026

The May meeting agenda will include:

- formal endorsement of the ToR
- discussion on training at Water Authority Fiji
- change management plan for implementation.