

## Policy Title – Terms of Reference: Project Advisory Committees

<b>Version:</b> 1.1	<b>Approved by:</b> CEO
<b>Effective Date:</b> 1 <sup>st</sup> July 2013	<b>Administered by:</b> General Manager - Research
<b>Review Date:</b> 1 <sup>st</sup> July 2015	

### 1. Role and Responsibilities

1.1 The role of the Project Advisory Committee (PAC) is to provide strategic advice to WaterRA to:

- Ensure the objectives of the project are met
- Ensure quality and rigour in the execution of the project
- Ensure project outcomes are practical and meet the needs of the industry stakeholders

1.2 The responsibilities of the PAC are to:

- Provide recommendations to the Project Leader and WaterRA in relation to the execution of the project plan
- Review project milestones in a timely manner providing feedback to Project Leader and WaterRA
- Review Project Status Reports and provide comment if necessary
- Provide guidance to WaterRA for the Project Leader during the preparation of the Final Report
- Notify WaterRA of issues regarding the execution of the project and provide recommendations to recover or terminate the project as appropriate
- Take on responsibility as defined by the Project Leader or WaterRA relating to the project
- Promote the project within the individual's organisation
- Promote adoption of the project outcomes more generally
- Participate in project assessment at Project Completion

### 2. Membership

2.1 Membership includes WaterRA members' best placed to provide advice on the project.

2.2 PAC's typically contain between 2 to 5 members, although this varies depending on the individual project circumstances.

2.3 A research member may be included on the PAC after the project has been approved.

### 3. PAC Chair

3.1 The PAC shall be agreed at the first meeting.

3.2 The role of the Chair is to conduct the meeting, ensure the requirements of the project are met and ensure recommendations to the WaterRA Board reflect the views of the PAC.

3.3 WaterRA will provide administrative support to the Chair.

#### 4. PAC Management

- 4.1 A record of all project related PAC meeting dates shall be kept by WaterRA.
- 4.2 Key decisions, including attendance, shall be minuted for all PAC meetings.
- 4.3 Key decisions as circulated via 'out-of-session' email relating to the project shall be kept in the 'correspondence' folder relating to the project.
- 4.4 The PAC shall meet on an as needs basis for the duration of the project.

Approved on behalf of the A/CEO



David Halliwell

Date 23 December 2013

A/CEO