

Terms of Reference for the Water Monitoring Standardisation Technical Committee

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Version Status

Version	Revision Date	Author	Name of Document	Comment
0.1	10 Sept 2014	Bureau of Meteorology	Draft Terms of Reference	First Draft
0.2	1 Oct 2014	Bureau of Meteorology	Draft Terms of Reference	Draft incorporating some initial feedback from Forum members
0.3	4 Nov 2014	Bureau of Meteorology	Draft Terms of Reference	Draft with minor edit following final Forum meeting
1.0	12 Dec 2014	Bureau of Meteorology	Terms of Reference	Finalised version – no change from v0.3

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1 Purpose and Scope

The Water Monitoring Standardisation Technical Committee (WaMSTeC) was established in 2014 as a nationally representative committee to coordinate and foster the development, endorsement and adoption of water resource monitoring guidelines and standards. The work of the WaMSTeC carries on from activities previously undertaken through the Water Information Standards Business Forum (the Forum). This document sets out the Terms of Reference for the WaMSTeC.

2 Background

Between 2010 and 2014 the Forum operated as a collaborative committee, chaired by the Bureau of Meteorology, with membership from over 24 industry organisations. A major achievement of the Forum was the endorsement of ten national industry guidelines for hydrometric monitoring which were published in August 2013 (<http://www.bom.gov.au/water/standards/niGuidelinesHyd.shtml>).

In May 2014 the Bureau announced that, as a consequence of 2014/15 federal budget savings measures, it was no longer able to provide secretariat support for the Forum. The Forum ceased to operate in October 2014, and its primary functions and activities were transitioned to the Water Monitoring Standardisation Technical Committee.

3 Terms of Reference

The WaMSTeC's Terms of Reference & operating procedures are as follows:

- a. The WaMSTeC is a national committee, formed to coordinate and foster the development, maintenance and adoption of guidelines for hydrometric monitoring in Australia.
- b. Membership is generally open, however it should, at a minimum, include lead water agencies in each state and territory, representatives of the water data software developer community and key industry representative bodies. Observers will also be welcome at meetings by invitation.
- c. The WaMSTeC will meet bi-annually, with meeting dates aligned with Jurisdictional Reference Group for Water Information (JRGWI) meetings. The WaMSTeC will report progress to JRGWI in a standing item at JRGWI meetings.
- d. Between meetings members can participate in the WaMSTeC collaborative space on Govdex, to progress activities for which the WaMSTeC is responsible.
- e. The WaMSTeC chair and secretariat roles will be shared between member organisations and will rotate from one meeting to the next. At each meeting, WaMSTeC members will agree which organisation will fill these roles for the next 6 month period. There are no restrictions on the number of times a member organisation may fill these roles.
 - The role of the Chair is to set the agenda and run the meeting according to WaMSTeC protocols (e.g. endorsement process). The Chair will also determine the date of the next WaMSTeC meeting and nominate the next Chair.
 - The role of the Secretariat is to:
 - i. Call for meetings and seek recommendations for the agenda;
 - ii. Finalise agenda;
 - iii. Compile any required reports for the meeting;
 - iv. Liaise with the Bureau about meeting logistics (rooms, video etc);
 - v. Write and finalise meeting minutes (including any amendments to the WaMSTeC activities register); and
 - vi. Post WaMSTeC documents on Govdex

The WaMSTeC will:

- f. Review proposed standards and guidelines relating to water resource monitoring activities;

Review new draft standards and guidelines and make recommendations on changes required, prior to recommending those standards and guidelines for broader adoption.

Once deemed acceptable, the WaMSTeC will consider endorsement of a standard or guideline according to the WaMSTeC endorsement process.

- g. Endorse water resource monitoring standards and guidelines;

Endorsement by the WaMSTeC of a standard or guideline will signify it as a good document within a stated context, and against a defined checklist. This includes consideration of the extent to which community and industry consultation has occurred and to which it aligns with international best practice.

The endorsement may also note whether the standard or guideline is one of several recommended options. In this instance, the WaMSTeC may designate a particular standard or guideline as preferred.

Once a standard or guideline is endorsed, that status will be periodically reviewed by the WaMSTeC.

Once endorsed by the WaMSTeC the standard or guideline will be tabled for information at the Jurisdictional Reference Group for Water Information.

- h. Govern, maintain and update -endorsed standards and guidelines;

Where other governance arrangements do not exist or are insufficient, the WaMSTeC should, for any endorsed standard or guideline, implement a governance plan including a periodic review process.

Governance includes coordinating development, review and endorsement of amendments to guidelines.

- i. Promote the adoption and implementation of water information standards and guidelines;

Promote the adoption and implementation of water information standards and guidelines by water data managers as meeting industry recommended practice and as in the longer term increasing the efficiency of water data management and the utility of the resulting water information. Publish all endorsed standards and guidelines on the Bureau of Meteorology website.

- j. Take responsibility for various work activities between WaMSTeC meetings.

WaMSTeC members will have opportunity to participate in Technical Reference Groups that will have obligations to fulfill between meetings regarding the development, review, amendment, adoption or implementation of standards or guidelines.

- k. Maintain an activities register

An activities register will be maintained with an up to date record of short, medium and long term activities being undertaken by the WaMSTeC. The register will record key details about the activities, lead organisations responsible and target dates for completion. The register will also be used to record issues not yet addressed by WaMSTeC activities.