



WIOA Diversity & Inclusion Group

Terms of Reference

1. Title

The name of this Group shall be the WIOA Diversity & Inclusion Group.

2. Objectives

The WIOA Diversity & Inclusion Group and its associated actions should focus on building a more inclusive culture that will embrace diversity, celebrate differences, and encourage participation to best meet our corporate goals and objectives.

WIOA members should be able to feel respected, supported, can access, and enjoy the same rewards, resources, and opportunities regardless of gender, age, culture, values, and beliefs.

We embrace diversity and inclusion and consider it is integral to our culture, values, and the way we do business.

3. Purpose

The WIOA Diversity & Inclusion Group will advise the WIOA Inc Committee, WIOA Ltd Board and WIOA staff on issues and actions relating to the provision of services, events, training, and opportunities to recognise achievements relating to the operational sector of the water industry.

- 3.1. The WIOA Diversity & Inclusion Group will assist WIOA to undertake a range of functions including but not limited to:
- a) Oversee the development and implementation of the WIOA Diversity & Inclusion 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 Diversity & Inclusion Group will be comprised of up to 12 people, all of whom must be WIOA Members. The group will include:
- 1 x WIOA management representative
 - Up to 11 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 Diversity & Inclusion Group.
- 4.3. At the close of the Expression of Interest period, the Selection Panel comprising the WIOA Diversity & Inclusion Chair, Deputy Chair and WIOA Management representative will provide a recommendation to the WIOA President and Chair.
- 4.4. The Selection Panel will confirm the Diversity and Inclusion 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.
- 4.5. Diversity and Inclusion Group members should have a demonstrated interest in, and passion for, making a difference in delivering a diverse and inclusive water industry. The Group will be composed to ensure an appropriate diversity of gender, career seniority, demographics, age, and nationality.
- 4.6. The WIOA Diversity & Inclusion Group will meet on at least two occasions each year with the frequency, location, duration, and format of meetings determined by the Group.
- 4.7. Any scheduled WIOA Diversity & Inclusion Group meeting must have a minimum of 6 members present to constitute a quorum.

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 Diversity & Inclusion Group

- 6.1. The responsibility for recording, preparing, and disseminating the agenda, minutes and all other communications arising from the WIOA Diversity & Inclusion Group, and their meetings will be completed by a WIOA staff member.

7. Communications & Delegation

- 7.1. All official correspondence on behalf of the WIOA Diversity & Inclusion Group must be approved through the WIOA Management representative prior to circulation.
- 7.2. All financial commitments on behalf of the WIOA Diversity & Inclusion Group must be approved in advance through the WIOA Management Representative.



8. Confidentiality

- 8.1. Members of the WIOA Diversity & Inclusion Group must understand and respect the importance of privacy and confidentiality
- 8.2. Confidential information must not be used to advantage any WIOA Diversity & Inclusion Group member or business
- 8.3. Members of the WIOA Diversity & Inclusion 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 Diversity & Inclusion Group may cease to be a member of the Committee 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 Group'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 Diversity & Inclusion Group 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 Diversity & Inclusion Group, to ensure currency and to ensure that the WIOA Diversity & Inclusion Group continues to deliver the prescribed outcomes.