



WIOA

Diversity & Inclusion Group

Terms of Reference



1. TITLE

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

2. OBJECTIVES

The WIOA Diversity and 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 and Inclusion Group will advise the WIOA I Board and WIOA staff via the Chief Executive Officer 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 and 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 and 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. ADVISORY GROUP MEMBERSHIP & STRUCTURE

4.1 The WIOA Diversity and Inclusion Group will be comprised of a minimum of 6 people, which will include 1 x WIOA management representative

4.2 An Expression of Interest process will be used to allow WIOA Members to nominate for consideration for a position on the Diversity and Inclusion Group.



- 4.3 At the close of the Expression of Interest period, the Selection Panel comprising the WIOA Diversity and Inclusion Chair, Deputy Chair and WIOA Management representative.
- 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 and 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 and Inclusion Group meeting must have a minimum of 6 members present to constitute a quorum.

5. MEMBERSHIP AND MEETINGS

- 5.1 The WIOA Diversity and Inclusion Group will meet on at least two occasions each year with the frequency, location, duration, and format of meetings determined by the Group.
- 5.2 Any scheduled WIOA Diversity and Inclusion Group meeting must have a minimum of 6 members present to constitute a quorum.

6. CHAIR

- 6.1 If the Chair is absent from a meeting, the Deputy Chair will Chair for that meeting.



7. CHAIR & DEPUTY CHAIR

- 7.1 The members of each Advisory Committee shall elect a Chair and Deputy Chair, who will hold the position for a one-year term.
- 7.2 The Chair (or the Chair's nominated representative) of this Group is automatically included on the WIOA National Advisory Committee.
- 7.3 To allow recognition of each committee Chair at the WIOA Annual General Meeting, the election of Chair should be undertaken at an Advisory Committee meeting held in September or October annually.
- 7.4 A new Chair elected under Clause 7.3 will take up the position at the next WIOA National Advisory Committee.
- 7.5 In the event that a Chair resigns, or is replaced during course of the year, the new Chair, as appointed by the Advisory Committee, as described under Clause 7.1, will assume the position on the WIOA National Advisory Committee from the date of election as Chair.
- 7.6 There are no limits on the number of times that a Chair can stand for election, and/or be appointed as Chair.
- 7.7 The role of the Chair is to assist in the coordination of the activities of the Committee and preside as Chair at meetings.
- 7.8 If the Chair is absent from a meeting, the Deputy Chair will preside as Chair for that meeting.
- 7.9 The Advisory Committee Chair is responsible for providing state-based reports and taking any feedback and issues to the WIOA National Advisory Committee and/or CEO on behalf of the Advisory Committee.

8. SUPPORT OF THIS WIOA ADVISORY GROUP

- 8.1 This Group has the option to self-manage however, as this is a voluntary role, they can delegate back the responsibility for recording, preparing, and disseminating agenda, minutes and all other communications arising from each WIOA Advisory Group if requested by the committee to a WIOA staff member
- 8.2 All Documentation, (minutes – agendas action plans or other) shall be provided to the nominated WIOA staff member for storage in WIOA's document management system
- 8.3 A WIOA Staff member can be present at all meetings to assist the committee with administration of meetings as may be required, and ensure operational capacity is made



available to provide support in progressing advisory committee activities (interest days, webinars etc) and marketing approved activities to members, seeking sponsorships and in the running of advisory group activities.

9. COMMUNICATIONS & DELEGATION

- 9.1 All official correspondence on behalf of any Advisory Committee/Group must be approved through the WIOA CEO (or delegate) prior to circulation.
- 9.2 Under WIOA's financial delegation schedule, members of Advisory Committees are not permitted to enter into any contract or financial commitment on behalf of WIOA. Any contract or financial commitment must be undertaken through the WIOA CEO (or delegate) or board if anticipated expenditure is above the CEO's delegation.
- 9.3 Where appropriate, information raised or generated by an Advisory Committee will be included in WIOA publications and will be shared with other relevant groups identified by the Advisory Committee.
- 9.4 In certain situations, the production and distribution of "State based" communications may be considered necessary.

10. CONFIDENTIALITY & CONFLICT OF INTEREST

- 10.1 Members of all Advisory Committees must understand and respect the importance of privacy and confidentiality.
- 10.2 Confidential information must not be used to advantage any Advisory Committee member or business.
- 10.3 Those people who provide confidential information to the Advisory Committee have the right to expect this information will be treated as private and confidential.
- 10.4 Members of any Advisory Committee with access to confidential information must ensure it remains confidential, and at all times act in accordance with relevant legislation and policies regarding privacy.
- 10.5 Members of all Advisory Committees must declare any conflicts of interest relating to discussions or decisions made by the Advisory Committee. In situations where an Advisory Committee member believes they may have a conflict of interest, they should not participate in any vote on that issue.



- 10.6 Members of all Advisory Committees must recognise and understand the importance of complying with both Competition Law and WIOA's expectation that all representatives on all Committees will act in an ethical and appropriate manner that avoids anti-competitive outcomes at all times.

11. MEMBERSHIP EXPULSION

- 11.1 A member of any Advisory Committee may cease to be a member of the Committee if they:
- a) Fail to attend three consecutive meetings without providing appropriate apologies or a proxy representative;
 - b) Are deliberately obstructionist in their behaviour or actions, thereby preventing the achievement of the Committee's stated purposes; or
 - c) Breach confidentiality or anti competition conditions as set out in this Terms of Reference or WIOA's Privacy Policy.
 - d) Cease to be a financial member of WIOA.
- 11.2 If agreed by majority vote of the Advisory Committee members in that State, the final decision on membership expulsion will be made jointly by the Advisory Committee Chair and the WIOA CEO.

12. AMENDMENTS

- 12.1 These Terms of Reference will be reviewed every three years by WIOA, in conjunction with the Group Chair, to ensure they are current and that they continue to deliver the prescribed outcomes.