



WIOA
Women in Water Operations
(WiWO) Network
Terms of Reference



1. Title

The name of this Group shall be the WIOA Women in Water Operations Network (WiWO), (referred to as “the Network”).

2. Purpose

To establish a thriving network that builds an industry culture where women are empowered and celebrated, barriers are reduced, and water operations is an attractive, viable and visible career path for everyone.

3. Objectives

Our objectives will direct us toward meeting our purpose, outlined above. These objectives will be achieved under our four strategic pillars:

- CONNECT collaborators, mentors, and allies across the Women in Water Operations network
- ATTRACT and retain women to water operations careers by reducing barriers and showcasing career pathways
- CREATE partnerships and opportunities that foster diverse emerging talent and leadership
- CELEBRATE women in water operations and their value and achievements

We will work to achieve our objectives via online and in-person networking events such as webinars, workshops, and conferences, and through publications, online platforms, and promotions.

This network will be supported by the WIOA team and aims to work with other peak bodies in our sector to increase the opportunities for women in water operations

4. Network Eligibility

- 4.1. The Network will be open to all women working in operational roles, or roles that support operations, explicitly including women with a trans or gender diverse experience.
- 4.2. Allies of any gender are also welcome in the network as we acknowledge their support is valuable and integral to creating the desired culture. We note that members who do not identify as female may be excluded from some events to ensure a safe and open space for sharing.
- 4.3. A registration process will be used to allow members to join the Network.

5. WIOA Membership

- 5.1. To support consistency, engagement, and alignment, all Network members are encouraged to be financially active WIOA Members to enable access to the full suite of WIOA resources, updates, and industry information.
- 5.2. To ensure Network members are recognised contributors within WIOA’s national operations community and are aligned with WIOA’s goals of supporting, developing, and advancing the operational workforce across Australia, active WIOA membership is encouraged within 12-months from becoming a Network member.
- 5.3. WIOA will support non-financially active Network members in activating or renewing their WIOA membership.



- 5.4. The requirement of WIOA Membership will be reviewed periodically to ensure it continues to meet the needs of both Network Associates and WIOA Membership.
- 5.5. Members can cancel their membership at any time via email.

6. Meetings

- 6.1. The Network Committee will meet online on at least four occasions each year. The frequency, location, duration, and format of meetings will be determined by the Committee.

7. Chairperson

- 7.1. Co-Chairs will be appointed by the Network Committee.
- 7.2. If the Co-Chairpersons are absent from a meeting, then another committee member will take the position.
- 7.3. A Co-Chair will be appointed to represent the Committee on the National Advisory Committee

8. Representatives

The committee will be comprised of 6-8 representatives who must hold a financial WIOA membership. Ideally committee members will represent the diversity of women across the water sector. Every effort will be made to seek and include representation of women with diverse roles, seniority and experience, cultural identities, sexual orientations, disabilities, as well as ages, and locations and those who are Aboriginal and Torres Strait Islander, and across employers.

Representatives will hold a committee position for a two-year term, extendable for a further year by the nominations committee without readvertisement of the position. After a three-year period, all positions must be reopened to the Network and nominations called for. Co-chairs will be appointed for a two-year term and will be eligible for re-election at the end of this term pending a nomination process. Where possible, Co-Chair positions be filled by exiting committee members following a nomination process.

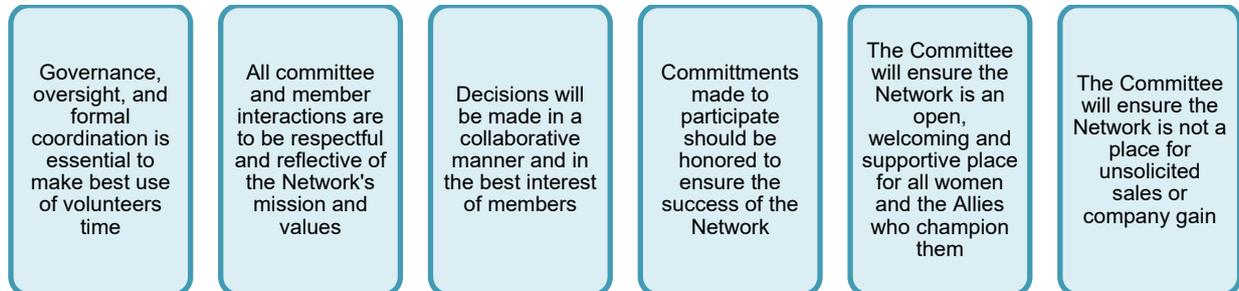
9. Authority of the Committee

- 9.1. Make recommendations to WIOA on behalf of the Network.
- 9.2. Set the frequencies and duration of meetings, ensuring the minimum meeting cadence is met per year.
- 9.3. Make decisions on the strategic direction of the Network to best benefit the members.
- 9.4. Make decisions and plan the networking events, communications, and interactions with members.
- 9.5. Make requests to WIOA for funding or required approval where it is deemed necessary.
- 9.6. Oversee the social media and webpage content, as guided by WIOA's standards and processes for approval.
- 9.7. Make recommendations to the WIOA Board on behalf of the Network and its members.
- 9.8. Represent the Network at industry events in an official capacity.
- 9.9. Make decisions pertaining to the cancellation or rejection of memberships where member behaviour is deemed to be inappropriate or not aligned with the Networks Vision and Mission.



10. Principles

These principles form the basis for how the committee will work together to deliver benefits for the members:



11. Administration

- 11.1. The committee will operate in a professional manner, including the issuing of agendas with adequate lead time, the keeping and distribution of accurate minutes and the development of key recommendations.
- 11.2. The responsibility for recording, preparing, and disseminating agenda, minutes and all other communications arising from the Network, and their meetings will be completed by a WIOA staff member.
- 11.3. The nominated Co-Chair is responsible for providing relevant Network updates to the Board of Directors and the National Advisory Committee.

12. Communications & Delegation

- 12.1. All official correspondence on behalf of the Network must be approved through a WIOA staff member prior to circulation.
- 12.2. All financial commitments from WIOA on behalf of the Network must be approved in advance via the WIOA CEO.

13. Amendments

These Terms of Reference will be reviewed every two years by the Network in conjunction with WIOA to ensure accuracy and currency to deliver the prescribed outcomes.