

TERMS OF REFERENCE

Volleyball WA Disability Inclusion Working Group (VWARWG)

1. Purpose

The Volleyball WA Disability Inclusion Working Group is established by the CEO of Volleyball WA (VWA) to assist in providing appropriate advice and guidance to VWA and their appointed staff in relation to the Adaptive Volley program, and more broadly the inclusion of people with disability within volleyball in Western Australia (WA). The Working Group will also provide opportunities for affiliated clubs to connect with and learn from VWA partner organisations operating in the disability and inclusion space.

2. Roles and Responsibilities

The working group contributes specialist knowledge, stakeholder perspectives, and operational insights to assist management. Responsibilities may include reviewing plans or processes, identifying risks or opportunities, testing implementation feasibility, or providing feedback on proposed initiatives. Specific responsibilities may include:

- To provide the VWA CEO with recommendations that will promote volleyball for people with disability.
- To brainstorm ideas to improve Adaptive Volley initiatives in WA.
- To empower clubs and external providers to coordinate and deliver their own disability inclusion programs under the Adaptive Volley banner.
- To provide partner organisations and people with disability, a platform to share their knowledge and lived experience with the wider volleyball community.
- Review existing Adaptive Volley program and initiatives, share and reflect on key learnings.

3. Authority

Within the scope of its responsibilities, the working group is authorised to:

- Undertake the duties and responsibilities outlined in this Terms of Reference.
- Access internal or external advice to inform planning or decision-making:
 - where VWA staff are consulted, the CEO will be notified in advance;
 - where any cost is incurred, prior management approval is required.
- Make recommendations to management but not binding decisions.
- Engage or invite subject-matter experts, consultants or stakeholders to contribute to meetings or sub-tasks (non-voting).

The Working Group has no financial delegation or authority to commit the organisation to external agreements.

4. Disability Inclusion Working Group Composition and Structure

- The Disability Inclusion Working Group is an operational working group with all appointments approved by the CEO.
- The working group shall comprise of members that provide the following skills, experience or roles:
 - VWA Senior Staff Member
 - Minimum 2 representatives from clubs delivering programs and activities for people with disability
 - Minimum 2 people with disability
 - Minimum 3 representatives from partner organisations (LGAs, NDIS providers etc.)
 - VWA Support Officer as appointed by the CEO
- The CEO may attend meetings in an ex-officio capacity
- In appointing committee members, consideration will be given to achieving an appropriate mix of skills, experience, backgrounds and perspectives, including diversity.

5. Chair Appointment and Responsibilities

- The CEO will appoint one of the members of the working group to be the Chair.

6. Membership and Appointment

- The term of appointment of working group Members shall be decided by the CEO.
- Members are appointed for two (2) years, and the appointment may be reviewed earlier if circumstances dictate.
- Expressions of Interest will be sought by the CEO at appropriate times to support the circumstances of the working group including when vacancies arise and be appointed on a skills-based selection process.
- Working group members should not exceed a maximum tenure of four terms (eight years total).

7. Member Expectations

Members will:

- Act in the best interests of VWA at all times.
- Prepare thoroughly for meetings and actively contribute.
- Engage collaboratively and professionally, respecting diverse views.
- Adhere to all organisational policies including integrity, child safeguarding, member protection, privacy, behaviour standards and Codes of Conduct.
- Maintain confidentiality of all working group matters unless authorised to disclose.
- Avoid using membership for personal or organisational advantage.
- Support agreed working group positions once adopted.

8. Meetings

- The working group will meet at least two times per year and additionally as required.
- A quorum will consist of not less than half of the working group members.
- The calling of meetings and agendas will be determined by the Chair/Secretariat, in consultation with management to support operational needs.
- The working group may invite other people to attend as it sees fit and consult with other people or seek any information which will help it to fulfil its responsibilities.
- The working group may meet face-to-face or online.

9. Reporting

- Secretariat support will be provided by a VWA staff member identified by the CEO
- The Secretariat will prepare agendas, circulate papers, take Meeting Minutes and support follow-up action items.
- Minutes will be ratified and signed by the Working Group Chair following the approval of the Minutes at the next meeting.

10. Conflicts of Interest

- Members must declare any real, potential, or perceived conflicts at appointment and at each meeting.
- The working group will determine management actions consistent with VWA's Conflict of Interest Policy.
- All conflicts and actions taken must be recorded.

11. Review of Working Group

- Terms of Reference will be reviewed every two years with recommended amendments submitted to the CEO.
- The working group will conduct an annual self-assessment of performance.

12. Document Control

- Approved by: CEO
- Version: V3
- Date Approved: 31st March 2026
- Review Date: (every 2 years)