

# CLEAN ENERGY WORKFORCE REFERENCE GROUP

---

## Charter

---

### Introduction

This Charter governs the operations of the Clean Energy Workforce Reference Group (CEWRG).

The purpose of the CEWRG is to discuss and determine norms and standards of practice in the employment of Australian clean energy workforces.

The establishment of the CEWRG was agreed at a roundtable hosted by the CEC on 2 June 2020 that brought together 12 leaders from across renewable energy businesses and broader industry, unions, education/training institutions, skills forecasting agencies, and academia to explore the challenges facing the clean energy workforce.

---

### Purpose

The CEWRG's role is to generate information exchange on workforce issues between various stakeholder groups to establish a shared view of best practice across the industry by:

- Identifying problems and practical opportunities to improve workforce development and employment outcomes
  - Developing common positions on the future of the Australian clean energy workforce and actions needed to secure that future
  - Informing policy, advocacy, regulatory reform, programs and communications strategies as they relate to the Australian clean energy workforce
- 

### Membership

The CEWRG consists of individuals and organisations with interests and expertise that align with the purpose of the group. It may include representatives from the following stakeholder groups:

- CEC Corporate and Sponsoring Members
- Unions
- Clean energy financial investors
- Electrical safety regulators
- Aboriginal and Torres Strait Islanders
- Peak industry bodies relevant to clean energy construction or operation
- Interests groups supporting diversity and equal opportunity in employment

The composition of the group ensures a gender balance, diversity in the types of renewable energy businesses, and inclusion of at least one wholly Australian-owned renewable energy industry participant.

Participation of CEC Members is determined by a selection panel on assessment of expressions of interest. The selection panel considers the applicants' stated interests, potential contributions, and

ability to represent the interests of their stakeholder groups. The selection panel consists of the Chair, the CEC CEO, and the CEC Director of Workforce Development.

Participation of non-CEC members is determined by the Chair. The Chair considers whether either the individual, or the organisation plus its nominated representative, has interests and expertise that align with the purpose of the group, and their capacity to represent the interests of stakeholders.

Membership is limited to a maximum of 15 people and is reviewed annually. A Member that resigns from the group before that time may recommend a replacement for consideration by the group, but final nomination is a decision of the Chair.

The position of the Chair is also reviewed annually and is discussed within the group. The group can nominate candidates, but the final nomination is a decision of the CEC.

---

## Meetings

The group will meet in person or by video/teleconference as frequently as agreed by the group. This frequency will be reviewed annually. On occasion, meetings with distinguished guests, elected officials or government representatives will be scheduled internally or externally to the CEC.

---

## Roles and responsibilities

- **Chair:** The Chair drives agenda setting, chairs meetings, and represents the group as spokesperson.
- **Participants:** Participants attend and participate in meetings; contribute skills, knowledge and experience; represent their organisation and/or stakeholder group and report back to their organisation and/or stakeholder group on progress; help to create an authorising environment within their organisations and/or stakeholder groups for implementation of the groups proposals; and where applicable and possible, obtain relevant data or evidence from organisations to assist in the deliberations of the group.
- **CEC:** The CEC appoints the Chair, participates in the selection of participants, and provides secretarial support to draft meeting agenda in consultation with the Chair, follow-up action items, manage meeting logistics, record and disseminate minutes, and manage reporting, communications and record-keeping.

---

## Process

The group endeavours to create an environment for productive discussions held in a respectful manner. Discussions focus on issues of relevance to employment practices or outcomes, and seek to advance the interests of the industry rather than that of any individual or organisation.

The Chair manages the meetings in line with these tenets of mutual respect and productive outcomes.

---

## Confidentiality

Minutes of meetings of the CEWRG are drafted to respect Chatham House rules. Minutes are distributed only to members of the group or more widely with the approval of the group.

---

## **Sub Committees and Working Groups**

Sub committees or working groups are formed at the discretion of the CEWRG Chair. The Chair may nominate themselves to chair a working group(s) or they may seek nominations from members of the CEWRG.

---

## **Corporate Governance and Risk Management**

The CEWRG is accountable to the CEC. This Charter can be amended by the CEC Executive in consultation with the CEWRG as required.