

Industry Advisory Committee Terms of Reference



Contents

1. Introduction	2
2. Role of Committee	2
3. Composition	2
4. Selection	3
5. Decision-making	4
6. Term	4
7. Conflict of Interest	4
8. Attendance and contribution	4
9. Connection with Technical Committees	5
10. Proxies	5
11. Reimbursement of Industry Advisory Committee Members	5
12. Powers	5
13. Reviews	5

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1. Introduction

- 1.1 The purpose of an Industry Advisory Committee (IAC) is to provide expert, tripartite advice to inform the work of HumanAbility. IAC members gather information from their industry – including challenges, opportunities, trends and industry requirements for workforce planning, relevant training packages, or in relation to projects to be undertaken by HumanAbility. IACs also identify the skills required by industry now and into the future.
- 1.2 IACs have been established in each of the following sectors:
- Aged Care and Disability services
 - Children’s Education and Care
 - Health
 - Human (community) services
 - Sport and Recreation, and
 - a cross-sector committee with representatives from each of the above.

2. Role of Committee

- 2.1 The role of the IAC is to:
- a) act as a mechanism for communication and consultation with that industry and its relevant sector(s).
 - b) advise on the vocational training and skills needed for that industry and its relevant sector(s), especially in informing HumanAbility on the development of qualifications, competencies, or skillsets/micro-credentials.
 - c) provide advice on career and educational pathways, opportunities and priorities.
 - d) provide advice to HumanAbility through the IAC Chair.
 - e) inform the development of HumanAbility’s workforce planning and related work, taking an evidence-based approach to its role and function.
 - f) oversee project work being undertaken by HumanAbility within each specific sector, including any established technical or specialist/project advisory groups.
- 2.2 The cross-sector IAC will also:
- a) support HumanAbility in strategic workforce development projects and training package updates that are relevant across sectors.
 - b) link with other IACs on issues/projects of interest to, or that have application across, multiple sectors.

3. Composition

- 3.1 The IAC will ordinarily comprise of no less than six (6) and no more than twelve (12) industry members seeking to ensure an appropriate, tripartite balance of interest within its membership.
- 3.2 There will be a minimum of two (2) ex-officio members from TAFE and/or Registered Training Organisation (RTO) per IAC.

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- 3.3 There will not be a maximum number of ex-officio (non-voting) members where the ex-officio member is also an industry association/peak body, union, or employer/enterprise. There is no cap on the number of ex-officio (non-voting) members who are also part of an industry association/body, union, or are an employer/enterprise.
 - 3.4 At least one (1) member of any IAC must be a Director of HumanAbility and appointed as Chair by the Board.
 - 3.5 State and Territory-based advisory boards will be consulted through a separately established mechanism.
 - 3.6 At least one position on each IAC will be an assigned position for a person with Aboriginal and/or Torres Strait Islander heritage.
 - 3.7 A representative of the Department of Employment and Workplace Relations (DEWR) may be invited to attend meetings of the IAC as an observer to facilitate communications between HumanAbility and DEWR.

4. Selection

- 4.1 Members of the IAC will, although in some cases nominated by key industry stakeholders, be appointed as individuals based on merit following consideration of:
 - a) relevant knowledge, skills and experience in the areas of industry relevant to the IAC.
 - b) their professional networks and spheres of influence that would assist the work of the IAC and facilitate wider engagement with industry.
 - c) their geographic and other distributional factors that would ensure the IAC is more representative of the industry at large.
 - d) their capacity and capability to deliver on the objectives outlined in these Terms of Reference
 - e) membership will be re-evaluated in the event that the individual's circumstances change in a way that impacts their eligibility based on the criteria above.
- 4.2 Nothing in 4.1 above shall prevent a member of the committee from expressing the views and positions of the organisation for which they work or represent. Indeed, this is an important function of members of the committee, as stakeholders in the industry.
- 4.3 Expressions of interest (EOI) in joining an IAC will be sought through a transparent advertisement and/or invitation process to industry organisations, businesses, unions and professional associations and, where appropriate, educational providers and regulatory bodies when ex-officio vacancies arise.
- 4.4 Diversity of membership will be a consideration in the determination of each IAC, including and specifically under-represented groups and geographic reach.
- 4.5 When casual vacancies arise, an appropriate process will be initiated, as approved by the Governance and Nominations Committee.
- 4.6 An EOI may also be instigated to broaden the representation on the IAC to reflect the diversity of services and sub-sectors.

5. Decision-making

- 5.1 IAC delegates serve as members of the IAC and do not have authority to make decisions on behalf of HumanAbility. Should the IAC be working towards informing the work of HumanAbility, any recommendation must be made by consensus.
- 5.2 Where consensus of the tripartite representatives cannot be achieved, all views will be reflected in the meeting minutes.
- 5.3 Where consensus of the tripartite representatives cannot be achieved, the IAC views will be considered by the Board to overcome a divergence of views.

6. Term

- 6.1 The initial term for all IAC members is two (2) years. The Board will review membership of the committee and determine the process at the end of the initial period.

7. Conflict of Interest

- 7.1 All committee members:
 - a) must declare to the other members of the IAC any actual, potential or perceived conflicts of interest that they have in relation to affairs of the committee (past, present and future).
 - b) must not:
 - i. be present while any matter which relates to their conflict of interest is being considered at the meeting, and
 - ii. vote on the matter (if they are a voting member).
- 7.2 The above conditions do not apply when IAC members who do not have a conflict of interest in the matter have passed a resolution that:
 - a) identifies the committee member with a conflict of interest.
 - b) outlines the nature and extent of their conflict of interest.
 - c) states that those committee members are satisfied that the interest should not disqualify the committee member from voting or being present.
- 7.3 For clarity, it shall not be a conflict of interest for a member of an IAC to express a position consistent with the views of their stakeholder organisation on matters before the committee, or to inform the committee of likely stakeholder views on the matter before it.

8. Attendance and contribution

- 8.1 There will be four (4) IAC meetings per year, with the exception of the cross-sector IAC. At least one will be in-person and the remainder will be online.
- 8.2 The cross-sector IAC will meet on an “as needs” basis.
- 8.3 Committee members are expected to attend at least half of the meetings each year.
- 8.4 Additional focused discussions may be held on topics of interest, key projects or initiatives as they arise throughout the year.

9. Connection with Technical Committees

- 9.1 Technical Committees and Project/Specialised Advisory Committees will provide regular reports of their work during each meeting to the relevant IAC.
- 9.2 Primarily, Technical Committees will report into sector specific IACs; and Project/Specialised Advisory Committees will report into the cross-sector IAC, however, reporting arrangements will be determined at the establishment of each new committee.
- 9.3 Reporting arrangements will ordinarily take the form of a written report provided for each Training Product Review, and on key research/policy projects once these are underway or updated. The relevant HumanAbility staff member overseeing the review or project will attend the IAC meeting to provide further information as requested from members, and to provide feedback to the Technical Committee.
- 9.4 For clarity, IAC members may be members of Technical Committees.
- 9.5 IAC members will also be asked to provide recommendations for Technical Committee memberships for the consideration of HumanAbility.

10. Proxies

- 10.1 As IAC membership is to an individual, proxies are not permitted to attend IAC meetings or IAC exclusive discussions.
- 10.2 In some instances, focused discussions may be open to other participants, where agreed in advance.

11. Reimbursement of Industry Advisory Committee Members

- 11.1 HumanAbility may reimburse IAC members for any reasonable expenses (including travelling and accommodation expenses):
 - a) in attending IAC meetings.
 - b) operating on the business of HumanAbility, where requested by HumanAbility.
 - c) on recognition and direct recruitment of lived and living experience where appropriate, in line with HumanAbility policy.
 - d) upon receipt of a valid, itemised invoice in respect of such expenses.

12. Powers

- 12.1 The IAC has an advisory role to assist HumanAbility and the Board and does not have any power to commit the organisation or Board to any recommendation or decision made by the IAC, except if it has express, delegated authority from the Board.

13. Reviews

- 13.1 These Terms of Reference will be reviewed and updated by the Board periodically; at a minimum every two (2) years.