



HumanAbility Ltd

Career pathways analysis for the care and support sectors

Project Reference Group

Terms of Reference

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1. Background and Purpose

- 1.1 Project Reference Groups (PRGs) may be established by HumanAbility to guide priority projects identified in the Workforce Report undertaken by HumanAbility.
- 1.2 PRGs advise HumanAbility on the stakeholder engagement and development work of a project and influence the strategic direction of projects, whilst not making decisions relating to project scope, progress and deliverables.
- 1.3 Once established a PRG will be time-limited for the duration of a specific project.
- 1.4 Members of the PRG are appointed by the CEO of HumanAbility based on their expertise and ensuring the committee membership reflects HumanAbility's commitment to a tripartite governance model with advice on membership being provided by HumanAbility's Industry Advisory Committees.
- 1.5 Workforce projects are different to Training Package Reviews undertaken by the Technical Committee as they do not develop any products that require endorsement under the Training Package Organising Framework (TPOF), therefore the TPOF requirements and submission processes do not apply.
- 1.6 These Terms of Reference apply to the *Career Pathways for the Care and Support Sectors: Aged, Disability and Veterans Care*. This project aims to help people working in these sectors find clear and rewarding career paths. (see section four (4) for more detail on the scope and duration of this project).

2. Role of the Project Reference Group

- 2.1 The role of the PRG is to draw on their expertise to advise HumanAbility on the stakeholder engagement and development work to be undertaken in this project.
- 2.2 The composition will wherever possible reflect efforts to recognise and advance gender balance, diversity and equity inclusion to align with the purpose of the project. Specific areas of focus for the PRG are included in section four (4) below.
- 2.3 The role of the PRG is exclusively related to the current Workforce project.
- 2.4 The time commitment for the PRG will be online meetings approximately three (3) to four (4) times across the project lifecycle and members will also need to be available to review materials and provide timely feedback between meetings. Timely is defined as responding within either five (5) or ten (10) working days depending on the complexity of the information to be reviewed.



2.5 Input might also be sought through email and online collaboration tools in addition to or in place of meetings.

3. Membership

3.1 The PRG will comprise no less than six (6) and no more than twelve (12) individuals. The composition will vary based on the content, level of complexity and breadth of the project.

3.2 Members are appointed based on their professional experience and expertise and are also organisational members, representing the viewpoint of their organisation, member organisations and their sector more broadly.

3.3 Proxy's may be permitted when a member will be absent. HumanAbility must be notified in advance as to the details of the Proxy.

3.4 To maintain HumanAbility's commitment to broad engagement and inclusivity, wherever possible members of a Project Reference Group will not also be a member of a HumanAbility Industry Advisory Committee.

3.5 Members of the PRG do not need to be a foundation member of HumanAbility.

3.6 The spread of PRG membership will reflect gender balance and diversity, geographical and other distributional representation to the extent possible and practical for each project and context.

3.7 The CEO of HumanAbility will appoint a Chair and Deputy Chair for each Project Reference Group.

3.8 HumanAbility will provide Secretariat support to the PRG.

4. Scope and Duration

4.1 The Scope of the PRG is limited to advice as it pertains to the specific workforce project the PRG has been established to contribute to.

4.2 The duration of the PRG is limited to the duration of the project.

5. Decision-making

5.1 A Project Reference Group will be established for each project that supports or fills gaps highlighted in the Workforce Plan.

5.2 The PRG will be overseen by the HumanAbility CEO, via the Director of Training Product Development (Director).

5.3 The Director will provide progress reports and recommendations to the CEO at key points in the project, where the CEO will decide how to proceed. These will include advice and supporting rationale from the Project Reference Group to assist the CEO's decision-making and, where



appropriate, inform the HumanAbility Board of project progress and activities that need specific Board attention.

5.4 If members of the PRG hold divergent views, the range of opinions and rationales will be provided to the CEO for consideration. The CEO will also consider stakeholder feedback for example from consultation activities.

5.5 A statement that the PRG has advised on the project or contributed to the outputs of the project will form part of the project final submission to DEWR.

6. Conflict of Interest

6.1 PRG members are required to disclose all interests so that any actual, potential, or perceived conflicts of interest can be effectively managed.

6.2 A perceived or actual conflict of interest will not exclude a person from membership of the PRG but must be declared for transparency and appropriate management.

7. Privacy and Confidentiality

7.1 The name, organisation, job title and stakeholder category of PRG members will be published on the HumanAbility website.

7.2 Stakeholder contributions made through the broader consultation on this project will be captured in a consultation tracking mechanism which may be published on the HumanAbility website.

7.3 Where virtual meetings are held, these will be recorded to assist with record keeping.

7.4 Materials shared or accessed as a direct result of being a PRG member remain the property of HumanAbility and may not be used by any PRG member for personal or professional benefit

8. Fees and Costs

8.1 PRG Members do not receive a fee or reimbursement for their role on the PRG.

8.2 Meetings will be held online to minimise financial impact on members.

8.3 Where PRG members are required/requested to attend in-person meetings, HumanAbility will cover the reasonable costs of attending.

8.4 PRG Members will need to allocate time to review materials outside of meetings, this time is also unpaid.



9. Membership of Career pathways analysis for the care and support sectors Project Reference Group

The table below sets out the proposed spread of stakeholder type and area of expertise for this PRG. The completed table with individual details will form the final ToR to be published on HumanAbility's website.



ORGANISATION	NAME	Title	LOCATION JURISDICTION	STAKEHOLDER TYPE	AREA OF EXPERTISE
National Careers Institute	Christine Healy	Director	National	Government	Industry context, skills and knowledge
National Disability Services	Louise Hillman	Workforce Consultant	National	Industry Association/ Peak Body - Disability	Industry context, skills and knowledge
Aged and Community Care Providers Association (ACCPA)	Andrew Hayward	Head of Workforce	National	Industry Association/ Peak Body – Aged Care	Industry context, skills and knowledge
NACCHO	Sarah Hayton (proxy Courtney Barker)	Executive Director	National	Industry Association/ Peak Body	Industry context, skills and knowledge
ANMF	Jodie Davis	Federal Education Officer	National	Union	Industrial issues
Health Services Union	Andie Moore	Policy & Projects Officer	National	Union	Industrial issues
DEWR	Lauren Tamburrini	Social Services Team	National	Government	Observer
DOHAC	Trish Van Dartel	Director, Strategic Policy and Projects, Aged Care Workforce Branch	National	Government	Observer
DVA	Mark Garrity	Director, Aged and Community Care Taskforce	National	Government	Observer



Declaration

I _____ have read and understood these Terms of Reference.

I acknowledge that I have read and understood my obligations in the [Jobs and Skills Council Code of Conduct](#). I understand my ethical duties as set out in the Code of Conduct, and below.

I have declared all interests so that any actual, potential, or perceived conflicts of interest can be managed by the PRG and HumanAbility.

I understand how my name will be associated with this project as set out in the privacy and confidentiality section of these Terms of Reference.

Signed _____ Date _____

Ethical Duties

- (a) act ethically, responsibly and in a manner that promotes the proper use and management of Jobs and Skills Council resources;
- (b) act in accordance with the objects of their relevant Jobs and Skills Council and objectives of the Jobs and Skills Councils Program;
- (c) act honestly, in good faith in the best interests of the Jobs and Skills Council as a whole and for a proper purpose;
- (d) act with the care and diligence that a reasonable person would exercise in their position;
- (e) do not misuse their position or any information gained from their position to:
 - (i) gain an advantage for himself or herself, or someone else; or
 - (ii) cause detriment to the Jobs and Skills Council or other industry stakeholders; Department of Employment and Workplace Relations Jobs and Skills Councils – Strengthening Australia's National Vocational Education and Training System Program Code of Conduct Page 3
- (f) comply with any obligations of confidentiality that apply to the Jobs and Skills Council, or the individual directors, advisory committee members, employees, contractors, subcontractors and agents, however they might arise;
- (g) comply with:
 - (i) all laws and regulations that apply to the Jobs and Skills Council and its operations;
 - (ii) any specific policies which the Department gives the Jobs and Skills Council notice of from time to time, which may include any Commonwealth specific policies and/or specific policy positions agreed by Skills' Ministers;
 - (iii) the requirements set out in the relevant Grant Agreement; and
 - (iv) all governing materials (including the Jobs and Skills Council's constitution and any by-laws) and any other internal policies, processes or controls of the Jobs and Skills Council; and
- (h) act in a manner that does not undermine industry trust and confidence in the Jobs and Skills Council as a steward and representative of their industry sector.