



HumanAbility Ltd

Advisory Committee Terms of Reference

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1. Introduction

- 1.1. The purpose of an Advisory Committee is to provide advice in relation to training packages and workforce development project(s). Advisory Committees gathers information from their industry sector - including challenges, opportunities, trends and industry requirements for the training packages or in relation to projects to be undertaken by HumanAbility. Advisory Committees also identifies the skills required by industry now and the future.
- 1.2. Advisory Committees will be established in each of the following subsectors:
 - Children's Education and Care
 - Health and Human Services
 - Aged Care and Disability Support
 - Sport and Recreation; as well as a
 - Cross Industry Committee.

2. Role of the Committee

- 2.1. The role of the Advisory Committee is to:
 - a) communicate with, and consult with, that industry sector and those related members/ participants
 - b) represent the vocational training and skills needs of that industry sector, especially in advising the Board on approval of qualifications, competencies, or skillsets/micro credentials
 - c) provide advice on career and educational pathways, opportunities and priorities
 - d) elect an Advisory Committee Chair from the Advisory Committee members (voting members only)
 - e) communicate with and consult with the HumanAbility Ltd (HumanAbility) Board on behalf of that Advisory Committee membership through the Advisory Committee Chair
 - f) link with other Advisory Committees on issues/projects of interest or application in multiple sectors; and
 - g) draw on the expertise and data of Jobs and Skills Australia, the work of the National Careers Institute and the HumanAbility's workforce planning to take an evidence-based approach to its role and function.



3. Composition

- 3.1. The Advisory Committee will comprise of no less than six (6) and no more than 12 individuals.
- 3.2. The members of the Advisory Committee do not need to be a member of HumanAbility.
- 3.3. At least one (1) member of any Advisory Committee must be a Director.

4. Selection

- 4.1. Members of the Advisory Committee will be selected on merit based on:
 - a) Relevant knowledge skills and experience in the areas of industry relevant to the Advisory Committee
 - b) Their networks and spheres of influence which would assist the work of the Advisory Committees and improve engagement with industry more widely
 - c) The geographic and other distributional factors that would make the Advisory Committee more representative of the industry at large; and
 - d) Their capacity and capability to deliver on the objectives outlined in their Terms of Reference, which will be developed and endorsed by the Board.
- 4.2. Expressions of interest in participation in an Advisory Committees will be sought from members of the company and through a transparent advertisement process to industry organisations, businesses, employee and professional associations and, where appropriate, educational providers and regulatory bodies.

5. Voting

- 5.1. Only Voting Members can vote on matters within the Advisory Committee. Where possible, decision making in Advisory Committees will be made by consensus rather than by majority decision.
- 5.2. Where a consensus cannot be achieved by the majority view, it will be recorded by the majority decision, but the minority views will also be recorded consistent with the need to manage all feedback in our work.
- 5.3. Decisions that are made by majority should be reviewed by the Board to ensure that groups of stakeholders have not been unfairly treated in the decision-making process.



6. Term

- 6.1. The Board will confirm membership of the Committee every two (2) years.

7. Conflict of Interest

- 7.1. Committee members are required to:

- a) Disclose any actual, potential or perceived conflicts of interest that they have in relation to affairs of the Committee to the other members of the Committee; and
- b) Must not:
 - I. Be present while any matter which relates to their conflict of interest is being considered at the meeting; or
 - II. Vote on the matter,

unless those Committee members who do not have a conflict of interest in the matter have passed a resolution that:

- a) Identifies the Committee member
- b) The nature and extent of their conflict of interest; and
- c) States that those Committee members are satisfied that the interest should not disqualify the Committee member from voting or being present.

8. Reimbursement of Advisory Committee Members

- 8.1. HumanAbility may reimburse an Advisory Committee member for any reasonable expenses (including travelling and accommodation expenses) incurred by the Advisory Committee member:
- a) In attending Advisory Committee meetings
 - b) On the business of HumanAbility; or
 - c) In carrying out duties as an Advisory Committee member, upon receipt of a valid, itemised invoice in respect of such expenses.



9. Powers

- 9.1. The Committee 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 it, except if it has express, delegated authority from the Board.

10. Reviews

- 10.1. These Terms of Reference will be reviewed, and, if appropriate, updated by the Board on recommendation from the Advisory Committee every two (2) years.