

# [Project/Specialised] Advisory Committee Terms of Reference



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## 1. Purpose

- 1.1 The purpose of the [PROJECT/SPECIALISED] Advisory Committee (committee) is to provide expert, tripartite advice and/or consumer and lived experience input to HumanAbility on special projects in relation to HumanAbility's core business, not governed by the Department of Employment and Workplace Relations (DEWR) Training Product Operating Framework (TPOF) guidelines. This may include Board-approved projects and activities, and cross-cutting sector projects not limited to research, policy and/or workforce and areas of focus requiring specific consumer or lived experience.
- 1.2 The committee is expected to provide strategic advice, reflecting their own knowledge and expertise, and that of their organisation, industry and/or sector, where appropriate, to support the development and implementation of projects that are aligned to sectoral, stakeholder or consumer needs.

## 2. Role of the Committee

- 2.1 The committee will review project proposals and plans, offer expert insights, advise on stakeholders or consumer groups that should be consulted for a project, as needed, connect the project team (HumanAbility staff) to relevant partners, and identify risks, including where a project may not be supported by them or others.

## 3. Membership

- 3.1 The membership of the committee will comprise balanced and diverse representation appropriate for the special project, paying attention to HumanAbility's role and purpose, with at least four (4) and no more than twelve (12) members.
- 3.2 Membership will reflect geographic and sectoral diversity, as relevant to the project, and consider tripartite engagement, except for lived experience and consumer-focused projects.
- 3.3 The Chair of the committee will be determined by the Governance and Nominations Committee of the HumanAbility Board, as recommended by the HumanAbility CEO.
- 3.4 The cross-sector Industry Advisory Committee (IAC) appointment will be approved by the Chair, unless otherwise determined by the Governance and Nominations Committee.
- 3.5 The committee will provide updates to the cross-sector IAC via the committee Chair, unless otherwise determined by the Governance and Nominations Committee.
- 3.6 Secretariat services are provided to the committee by HumanAbility staff.
- 3.7 Membership is for the duration of the project.
- 3.8 If a member is unable to attend a meeting, a proxy is not permissible.

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#### **4. Meeting Arrangements**

- 4.1 The committee will meet, at a minimum, once for each stage of the project (typically, proposal, development, implementation and evaluation).
- 4.2 Meetings will ordinarily be held online. Agendas and papers will be provided to the committee at least three (3) days prior to the meeting.

#### **5. Decision-making**

- 5.1 There is no decision-making function of the committee, it is advisory only.
- 5.2 Consensus recommendations will be recorded, along with advice provided by the committee, in the meeting minutes noted by the Secretariat.

#### **6. Reporting and Communication**

- 6.1 A summary of committee meeting discussions will be provided to the cross-sector IAC for noting/endorsement at the next available meeting of the IAC.

#### **7. Conflict of Interest and Conduct**

- 7.1 Committee members are expected to behave in a respectful manner with the project team and other members of the committee.
- 7.2 Committee members are required to disclose any actual, potential or perceived conflicts of interest in relation to the training package project under review.
- 7.3 A perceived or actual conflict of interest may not exclude a person from membership of the committee, but must be declared for transparency and appropriate management as per the HumanAbility Code of Conduct.

#### **8. Fees and Remuneration**

- 8.1 HumanAbility does not offer remuneration for participation on a Project/Specialised Advisory Committee. An exception is made for a committee member with lived or living experience who will be remunerated in accordance with the HumanAbility Lived Experience Payment Recognition for Individual Participation Policy.
- 8.2 If there are any travel costs associated with a committee meeting that is held in person, HumanAbility will reimburse committee members for any associated costs in accordance with the HumanAbility Travel Policy.