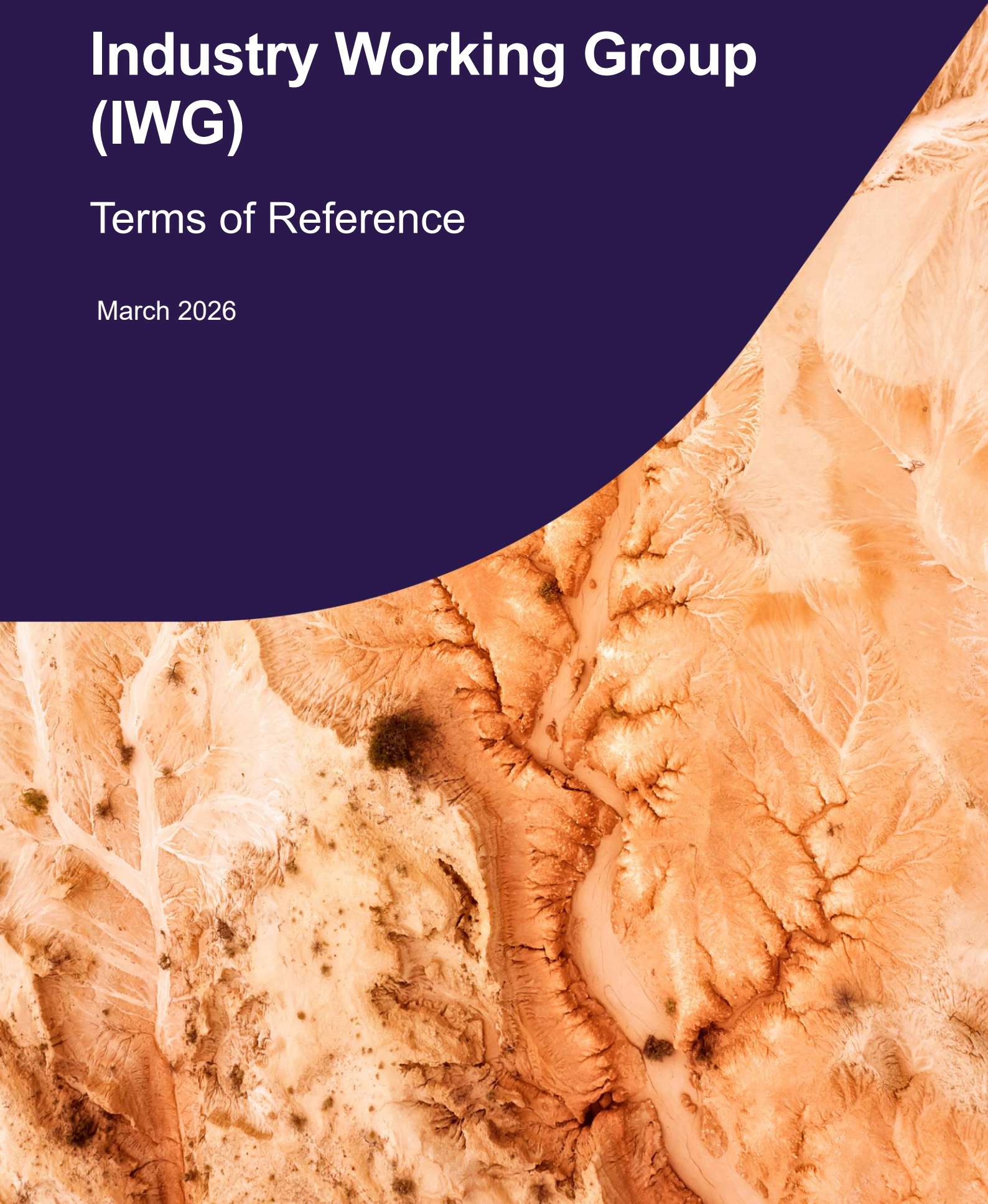


Industry Working Group (IWG)

Terms of Reference

March 2026



The Mining & Automotive Skills Alliance is an independent, industry-led organisation established by the Australian Government to provide industry with a stronger, more strategic voice in ensuring Australia's vocational education and training (VET) sector delivers better outcomes for learners and employees across the mining and automotive industries.

1. Purpose

The IWGs are established as working groups to collaboratively identify and address workforce training challenges across key sectors of the **mining** and **automotive** industries. They provide a platform for operational-level staff, industry leaders, training providers, and subject matter experts to identify industry issues and develop projects that improve the relevance, accessibility, and effectiveness of vocational education and training.

IWGs ensure that workforce development is grounded in lived experience, responsive to emerging technologies, and aligned with industry's current and future needs.

2. Objectives

- Identify critical training challenges faced by operational and front-line workers.
- Inform the design and improvement of training products.
- Share insights into current and future skill demands across sectors.
- Promote industry-led alignment across the training sector.
- Enable AUSMASA to engage with a wide stakeholder group that are experts in their field.

3. Scope of Work

Each IWG focuses on a specific domain identified through industry and stakeholder engagement and research, with the scope to address both broad and niche training issues within that domain.

4. IWG Structure

4.1 Composition

Each IWG consists of **5–15 members**, bringing together a cross-section of the following:

- Operational and front-line staff
- Industry employers and managers
- Workforce and training practitioners
- Industry associations or peak bodies
- Technology and innovation experts

- Regional or remote sector representatives (as applicable)

4.2 Selection Criteria

- Practical experience in the IWG's focus area
- Willingness to contribute constructively to collaborative problem-solving
- Commitment to industry-wide improvements in training and workforce development
- Representation across roles, regions, business sizes, and perspectives

5. Selection and Term of IWG Members

AUSMASA will call for Expressions of Interest (EOI) (stating the number of vacant positions) for IWG members via the AUSMASA website, an email to stakeholders, and other methods of direct communication deemed appropriate by AUSMASA. Expressions of Interest will be submitted via an Expression of Interest form. The call for Expressions of Interest will be open for (a minimum of) two weeks. All IWG nominations are managed in alignment with the Industry Working Group (IWG) Nomination and Selection Process.

5.1 Expressions of Interest

Expressions of Interest will be assessed by AUSMASA according to the following criteria:

- Knowledge, skills, and industry experience in specific domain of IWG.
- Years of experience in the industry
- Ability to commit time to the role (4 meetings per year).

Representatives can serve a maximum of two years on the IWG.

Terms will commence immediately following the date of appointment (as notified by AUSMASA in writing/email).

Should a nominated representative step down from the position during their term of appointment, they will have the option to nominate a replacement from their organisation with similar expertise and relevance to complete the duration of the term of appointment. If an IWG member is replaced from the same organisation, the replacement IWG member's term will end on the date of the original representative's term.

Should a IWG member's employment or industry involvement status change, AUSMASA may, at its discretion, require that member to relinquish their position and call for fresh nominations to fill the vacancy. AUSMASA will only exercise this option if the change in employment or industry engagement status is deemed to diminish the strategic impact and insights from the applicable IWG member.

6. Roles and Responsibilities

6.1 IWG Members

- Attend and actively engage in meetings and between-meeting communication with a minimum of 75% attendance
- Share sector-specific challenges and contribute to solution-building
- Promote insights and outputs within their networks and organisations

If a member fails to meet the expectations set out above, AUSMASA can request that the representative stand down from the IWG.

6.2 IWG Facilitator (AUSMASA Staff)

- Lead meetings and keep discussions focused and inclusive
- Encourage participation from all voices
- Liaise with Strategic Workforce Advisory Panels and AUSMASA staff to ensure a follow through on actions and reporting

6.3 Secretariat (AUSMASA Staff)

- Provide meeting support (agenda, minutes, coordination)
- Manage the IWG communication platform (e.g., MS Teams)
- Maintain an issue/insight log and track progress
- Synthesise outputs for inclusion in workforce reports and recommendations

7. Meeting Structure and Communication

7.1 Meetings

- **Quarterly IWG Meetings:** Structured discussions with agenda and documentation
- **Monthly Check-Ins:** Optional shorter sessions for progress updates and responsiveness
- **Format:** Primarily virtual via Microsoft Teams; in-person sessions where relevant

7.2 Ongoing Engagement

- **Teams Channel:** Dedicated group for continuous collaboration and knowledge-sharing

- **Issue and Feedback Log:** Maintained between meetings to capture ideas, concerns, and updates
- **Agendas:** Shaped by member input and emerging sector developments

8. Deliverables and Outcomes

Each IWG will contribute to:

- Documented training gaps and workforce challenges
- Recommendations for training product development or revision
- Input into broader workforce strategy
- Case studies or exemplars from operational environments
- Continuous feedback loops into relevant policy or program structures
- Information leading into the AUSMASA workforce plan

9. Reporting and Escalation

- IWGs report through the Secretariat to the AAS Steering Committee and Strategic Workforce Advisory Panels where appropriate.
- Key issues and recommendations will be documented and escalated where strategic input is needed.
- IWGs will receive updates on how their input is acted upon within the broader program.

10. Review and Duration

- IWGs will be reviewed every **6 months** to assess:
 - Relevance of the focus area
 - Participation and engagement levels
 - Outputs and impact
- IWGs may be restructured, merged, closed, or expanded based on industry need and feedback.
- Membership of IWG may evolve and be subject to change over time to maintain effectiveness and diversity.

11. Conduct and Expectations

All members agree to:

- Engage constructively, respectfully, and collaboratively
- Value diversity of experience, geography, and perspective
- Maintain confidentiality when required
- Declare conflicts of interest where applicable
- Contribute toward solutions that benefit the wider industry
- Meet AUSMASA's Code of Conduct, Conflict of Interest, Anti-corruption and Bribery, Gifts, Benefits and Hospitality, and Alcohol and Drugs policies.

12. Privacy

All IWG representatives must respect the privacy of individuals and organisations involved in the work of the IWG. Personal and sensitive information shared or collected during IWG activities must be handled in accordance with the Privacy Act 1988 (Cth) and any relevant AUSMASA privacy policies.

This includes but is not limited to:

- Respecting the confidentiality of discussions, stakeholder feedback, and consultation findings.
- Not disclosing any personal information obtained through IWG participation without explicit consent, unless required by law.
- Ensuring that all data collected and shared for the purposes of consultation, analysis, or reporting is de-identified where appropriate.
- Taking reasonable steps to protect information from misuse, loss, unauthorised access, or disclosure.

IWG members who have access to confidential or personal information during their role must acknowledge and comply with AUSMASA's privacy standards and may be required to complete a confidentiality and privacy agreement.

13. Conflict of Interest

All IWG representatives must be aware of and comply with the Jobs and Skills Council Conflict of Interest Policy. They must also declare any actual potential or perceived conflicts to AUSMASA as soon as they arise.

14. Intellectual Property

AUSMASA retains all intellectual property associated with and developed by the IWG.

If required, representatives will be requested to provide permission for the use of firm logos or acknowledgements as part of any publications that may be produced by AUSMASA because of the work of the IWGs. Any attribution of authorship or support by individual representatives will be accompanied by an appropriate disclaimer noting that such information does not necessarily represent the views of individual contributors or their respective firms.

15. Social media protocol

All IWG representatives will abide by AUSMASA social media protocol as outlined below.

- Matters discussed by the IWGs are confidential.
- No social media content regarding AUSMASA and/or the SWAPs is to be posted without prior consent from AUSMASA.
- No discriminatory or inflammatory remarks on posts related to AUSMASA will be accepted.

16. Declaration (to be completed once appointment is confirmed)

I have read and understood the documents noted below (please indicate your acknowledgement).

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Job and Skills Council Code of Conduct (<https://www.dewr.gov.au/download/15432/jobs-and-skills-councils-code-conduct/33473/jobs-and-skills-councils-code-conduct/pdf>)

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AUSMASA Conflict of Interest Policy ([AUSMASA Conflict of Interest Policy](#))

17. Acceptance of Terms of Reference

Signature – IWG Member

Print Name – IWG Member

Date: DD/MM/YYYY

The Mining and Automotive Skills Alliance (AUSMASA)
is a Jobs and Skills Council funded by the
Australian Government Department of Employment and Workplace Relations.

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