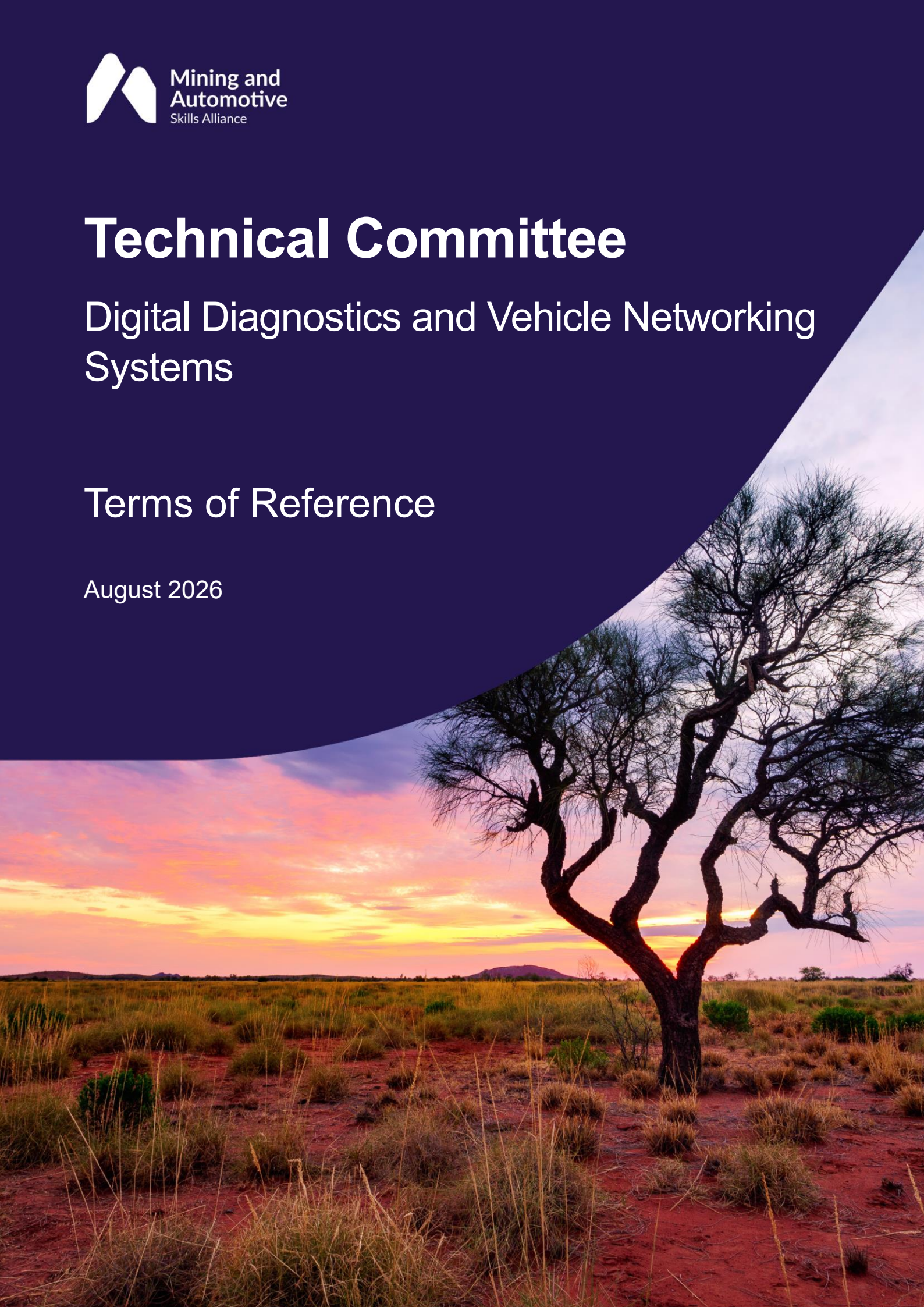
Mining and Automotive Skills Alliance

Technical Committee

Digital Diagnostics and Vehicle Networking Systems

Terms of Reference

August 2026



Mining and Automotive Skills Alliance

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Mining and Automotive Skills Alliance

Technical Committee | Terms of Reference

Context

The Mining and Automotive Skills Alliance (AUSMASA) is one of 10 Australian Government Jobs and Skills Councils (JSC) 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 employers.

The Training Package Organising Framework (TPOF) sets out the rules for developing and endorsing VET qualifications in Australia. These rules incorporate the new, purpose-driven approach to designing qualifications and are designed to ensure JSCs produce high-quality training products.

A Technical Committee (TC) is established for each training product project undertaken by AUSMASA. Members will be appointed based on their individual expertise appropriate to the project.

AUSMASA will stand up a TC to complete projects as outlined in the Annual Training Product Development Plan.

1. Purpose of the Technical Committee

The primary role of the TC is to advise AUSMASA on the training product design, development, delivery, assessment, and consultation strategy for the project. This includes:

- Providing technical advice and expertise to inform the development of nationally accredited training products addressing skills and knowledge required.
- Ensuring the training products:
    - are of high quality
    - meet the workforce development needs of industry, enterprises, and individuals
    - satisfy the requirements of the TPOF.

Members of the TC are responsible for:

- Providing expert advice on technical issues related to the development of training products.
- assisting in identifying suitable subject matter experts to guide the development of the training product content.
- Reviewing and evaluating technical issues and recommending solutions or improvements.
- Identifying emerging trends and technologies that may impact the project or industries and making recommendations on how to respond.
- Providing guidance where applicable, on the application of technical standards and best practice.
- Providing advice and guidance on the implementation of training products from state and territory and Registered Training Organisation (RTO) perspectives.
- Facilitating communication between technical and non-technical stakeholders.
- Reviewing and providing feedback on draft products prior to national consultation.

- Considering public and government feedback received and assist in forming decisions on requested revisions to draft training products.
- Ensuring all feedback documented in the project Consultation Log has been considered and a response formed and documented.

2. Technical Committee structure

The size of the TC takes into consideration the size and complexity of the project. The TC will have a minimum of 6 members. This does not include the Chair (see section 5 for details regarding the Chair).

In accordance with the TPOF, the TC will comprise stakeholders with current subject matter experts in the relevant industry across a breadth of jurisdictions, educational experts, state and territory representatives with relevant expertise and RTOs.

Members of the TC are appointed by the AUSMASA Chief Executive Officer (CEO) based on the following:

- skills, knowledge, and expertise relevant to the project
- skills and knowledge of related emerging technologies.

The union representative will be appointed to a TC based on the following:

- representation of workers in a field relevant to the project.

Regulatory body or state training authority representatives will be appointed to a TC based on the following:

- representation of a body or authority with responsibility relevant to the project
- representation of a jurisdiction where the project is particularly relevant.

RTO representatives will be appointed to a TC based on the following:

- representation of the public or private provider sector (1 of each where possible), and
- skills and knowledge of training and assessment provision in a field relevant to the project.

3. Term of Technical Committee Representatives

In accordance with the TPOF, AUSMASA will publish details of the TC including its membership and terms of reference, on the AUSMASA website.

TC members serve for the duration of the project as outlined on the project pages on the AUSMASA website.

3.1 Expectations of Technical Committee members

At all times, TC members will be required to act in accordance with the AUSMASA Code of Conduct.

TC members are expected to:

- Attend and participate constructively and positively in all TC meetings.

- Contribute actively to TC functions, including reviewing stakeholder feedback on draft training products and making informed decisions about implementing that feedback.
- Uphold the reputation of AUSMASA and the TC by avoiding conduct that could bring either into disrepute.
- Take an apolitical and impartial approach to all matters related to AUSMASA and TC activities, respect the viewpoints of others and the right for them to express their views.
- Respect the views of fellow members and support a safe and inclusive environment for open and respectful discussion.
- Attend additional meetings when reasonably requested by AUSMASA to ensure the timely progress of training product development.
- Represent the TC, when requested and agreed upon with AUSMASA, at relevant events such as conferences, forums, or stakeholder briefings.

3.1.1 Dispute resolution

In case of a disagreement or conflict among TC members, AUSMASA will make all reasonable efforts to resolve such matters in line with AUSMASA's dispute resolution policy.

During the dispute resolution process, all parties are expected to continue fulfilling their obligations under the Terms of Reference laid out herewith, except where the obligation is directly related to the matter in dispute.

3.1.2 Breach of Code of Conduct

Any breach of the AUSMASA Code of Conduct may result in disciplinary action. This includes potential removal from the TC, following a fair and transparent process that ensures the member has an opportunity to respond to concerns raised.

3.1.3 TC resignation

Should a TC member step down from the position before the end of the project, they will have the option to nominate a replacement from their organisation. The project representative will assess the nomination based on the standard criteria for TC members. If a suitable representative has not been nominated, the Chair may identify another suitable representative.

If required, the Chair will arrange for a call for Expressions of Interest (EOI) for the vacant position. The call for EOI would be open for a minimum of 2 weeks.

3.2 Governance and reporting

Meetings will be conducted primarily online, in accordance with project requirements, with an indicative schedule established during the first meeting. Meetings will initially follow a monthly cadence and may increase in frequency as the project progresses.

An agenda will be distributed prior to each meeting, with an AUSMASA representative recording minutes during the meeting and circulating to all participants afterwards. The minutes recorded during the meeting will be included in the training product submission to the Assurance Body.

The TC will be required to provide advice on the development of the training products and confirm they have reviewed the final draft training package products.

3.3 Remuneration of members

Membership of the TC is unpaid. If members are required to attend face-to-face meetings (at the request of, and by prior agreement with the Chair) they may be reimbursed for reasonable travel and other expenses incurred.

4. Meetings

Based on project needs, the TC may participate in meetings either in person, online, or through a mix of both. In some cases, input may be provided by email as well as collaborative document review.

A meeting quorum will be 5 TC members, if the quorum is not met the meeting will be rescheduled.

AUSMASA will record meetings for note taking purposes, as such external AI note takers will not be permitted.

5. Chair

The appointed Chair of the TC for the duration of the project will be:

- an employee of AUSMASA, or
- an external contractor engaged by AUSMASA to manage the project, or
- an appropriate person identified through the TC recruitment/EOI process.

Should the meeting identify any real or perceived conflicts of interest, the Chair will take appropriate action.

- Ensure the effective operation of the regular meetings, namely by:
  - following the agenda and keeping meetings focused on agenda items
  - summarising key decisions and actions
  - managing how people work together in the meeting
  - starting and finishing meetings on time.
- Effectively communicate, support, and promote the activities of the TC as required.
- Support the prioritisation and deliverables of the TC.
- Leverage the TC representatives' expertise; and for important or technical issues, or when time is limited, establish a sub-committee to support the work of the TC.

The Chair can delegate any of their tasks to any TC or sub-committee member if required for the effective and efficient functioning of the TC.

6. Decision making

The TC acts in an advisory capacity, providing feedback and support to ensure the training products are robust and ready for finalisation, noting that decision-making rests with AUSMASA.

If a consensus position cannot be reached on any issue, the project Consultation Log, and meeting minutes will be updated to reflect the outcome of any discussion, the Chair will determine the appropriate course of action.

Options open to the Chair include, but are not limited to:

- Recommending further consultation be undertaken and evidence gathered to assist the TC members to form a majority view.
- Referring to a Senior Manager within AUSMASA.
- Calling for a sub-committee to be established to review and advise on the issue.

7. Role of sub-committees

The Chair may establish one or more sub-committees as required to support the work of a TC which could include investigating, informing, advising on, or resolving a specific matter on behalf of the TC.

The TC must provide clear instruction to the sub-committee on the reason/s for the sub-committee and the question or issue it is being formed to answer or resolve for the TC. The TC decides which recommendations or options it accepts and must outline a rationale for any decision it takes. The TC may ask the sub-committee to investigate further options and recommendations.

A sub-committee will typically have a minimum of 3 members and no more than 6 members with relevant and current expertise on the topic.

7.1 Selection and term of sub-committee representatives

The sub-committee will be led by:

- an employee of AUSMASA, or
- an external contractor engaged by AUSMASA to manage the project.

The sub-committee will be formed by the Chair of the TC who will identify people holding the required skills and knowledge for the work the sub-committee is to undertake. The Chair of the TC will appoint a Sub-committee Lead. A sub-committee is not designed to replicate the composition of the TC but rather to be comprised of representatives able to respond to, and support the work assigned to it.

The sub-committee may include:

- TC members
- people with the required technical skills and knowledge
- people with relevant lived experience.

Sub-committee representatives serve for the life of the sub-committee.

Sub-committee representative roles are unpaid. If representatives are required to attend face-to-face meetings (at the request of, and by prior agreement with the Chair) they may be reimbursed for reasonable travel and other expenses incurred.

Should a sub-committee representative step down from their position the Chair of the TC will identify and appoint a replacement if required.

When the TC is satisfied that the sub-committee has completed its work and has provided the required advice and/or recommendations the sub-committee will be stood down.

7.2 Sub-committee meetings

Sub-committees will meet as scheduled by the Chair.

7.3 Role of the Sub-committee Lead

The Sub-committee Lead will:

- effectively communicate and support the activities of the sub-committee as required
- support the prioritisation and deliverables of the sub-committee
- present the findings and/or recommendations of the sub-committee to the TC.

When the TC has determined that the subcommittee's work is complete, the Sub-committee Lead will advise all subcommittee representatives that the subcommittee is being stood down.

8. Conflict of interest

All TC and sub-committee members must be aware of and comply with the AUSMASA Conflict of Interest Policy. All representatives must declare any actual, potential, or perceived conflicts to AUSMASA as soon as they arise.

The AUSMASA CEO retains discretion to determine whether a conflict of interest requires the removal or replacement of a TC member.

9. Intellectual property

AUSMASA retains all intellectual property associated with and developed by the TC and sub-committees. If required, TC and sub-committee members may be asked for permission to use organisational logos or acknowledgements in any publications that may be produced by AUSMASA based on the work of the TCs and sub-committees. 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 organisations.

10. Media protocol

All TC and sub-committee members must abide by AUSMASA's media protocol as outlined below.

- Matters discussed by the TC, and sub-committees are confidential.
- No media content, including on social platforms, regarding AUSMASA and/or the TC/sub-committees, is to be posted without prior consent from AUSMASA.
- No discriminatory or inflammatory remarks on posts related to AUSMASA are accepted.

A breach of the media protocol will be subject to AUSMASAs Code of Conduct Policy and may result in disciplinary action including but not limited to removal from the TC or sub-committee.

11. Privacy and confidentiality

TC and sub-committee members must treat as private and confidential all discussions, recommendations and advice of the TC unless permitted by AUSMASA.

The AUSMASA CEO has authority to take any action against a member of the TC who breaches their privacy and confidentiality responsibilities.

Mining and Automotive Skills Alliance

12. Declaration and acceptance

Declaration and acceptance of Digital Diagnostics and Vehicle Networking Systems Technical Committee Terms of Reference

(To be completed once the appointment is confirmed)

I agree to comply with the following AUSMASA policies.

☐ AUSMASA Code of Conduct

☐ AUSMASA Conflict of Interest Policy

I have read and understood these terms of reference.

_____

Print name – Technical Committee/Sub-committee representative

_____

Signature – Technical Committee /Sub-committee representative

_____

Date *(DD/MM/YYYY)*