



# **INDUSTRY CONSULTATIVE COMMITTEE**

## **TERMS OF REFERENCE**

**Endorsed 20 May 2016**

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## 1. Background

The Industry Consultative Committee was proposed by the State Training Board in its response to the Independent Review of the Vocational Education and Training (VET) Sector in Western Australia conducted by Emeritus Professor Margaret Seares during 2013-14.

The State Training Board recommended that it establish the Industry Consultative Committee under section 23 of the *Vocational Education and Training Act 1996* to formalise the relationship between the State Training Board and the Industry Training Councils and specifically:

*The role of the Industry Consultative Committee (ICC) would be to progress strategic workforce development matters that impact the workforce. It is the Board's view that the ICC would meet no more than four times a year (preferably at least twice a year) to progress items of a strategic nature. The ICC would be the first point of contact for the State Training Board to progress items of a strategic nature such as the development of strategic policy advice that will impact all industries (responsive trade training, youth unemployment, crowding out and workforce projections projects) could benefit from the insight of the Chairs of the Industry Training Councils on a more formal basis<sup>1</sup>.*

Professor Seares recommended:

*That there be a quarterly meeting convened between the Chair of the State Training Board and the Chairs of the Industry Training Councils to review the effectiveness of the flow of advice to and from industry<sup>2</sup>.*

## 2. Establishment

The Industry Consultative Committee is established as a committee of the State Training Board in accordance with section 23 of the *Vocational Education and Training Act 1996*.

## 3. Role and Function of the Industry Consultative Committee

The primary objective of the Industry Consultative Committee is to contribute to the State Training Board's role in providing advice to the Minister for Education and Training in accordance with section 21(2) of the *Vocational Education and Training Act 1996*.

Section 21(2) of the *Vocational Education and Training Act 1996* states that the Board is to provide advice to the Minister on:

- (a) the existing and anticipated supply and demand for skills in various industries, particularly expanding industries and industries which are experiencing or are expected to experience a shortage of skilled labour, and on proposed strategies to support such industries;
- (b) strategic directions, policies and priorities for the State training system;
- (c) emerging international, national and State training issues;

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<sup>1</sup> *State Training Board response to Independent Review of VET Sector, 2013, State Training Board*

<sup>2</sup> Recommendation No. 34 of the Independent Review of the VET Sector

- (d) the extent to which training services meet the current and future requirements of industry and the community, including the requirement for equal opportunity of access to those services; and
- (e) any other matters, as directed by the Minister.

The function of the Industry Consultative Committee is to:

- provide a forum for an exchange of views and information in relation to strategic or policy matters that are of mutual concern and/or which may affect industry training arrangements in Western Australia;
- consider and make recommendations to the State Training Board on strategic or policy matters relating to training and workforce development issues in Western Australia;
- consider opportunities for joint activities between the State Training Board and industry training councils for the development and improvement of industry training arrangements in Western Australia (where appropriate);
- provide an environment for the Chairs of the industry training councils and Chair of the State Training Board to discuss/share strategic information on matters impacting Western Australia's training sector;
- provide an environment for the Chairs of the industry training councils and the Chair of the State Training Board to discuss/share information on matters relating specifically to the operation and effectiveness of industry training council network;
- provide leadership in high level, strategic information and advice that informs the State Training Board on the training needs and priorities of industry in Western Australia; and
- review the effectiveness of the flow of advice to and from industry and provide advice to the State Training Board.

The Industry Consultative Committee may refer any item to the State Training Board for discussion, consideration and/or action.

### **3.1 Review of Terms of Reference**

To ensure the Industry Consultative Committee remains effective the Terms of Reference should be reviewed on an annual basis.

## **4. Membership**

The Industry Consultative Committee will comprise:

- Chair, State Training Board (Chair)
- Chair, Community Services, Health and Education Training Council
- Chair, Construction Training Council
- Chair, Electrical, Utilities and Public Administration Training Council
- Chair, Engineering and Automotive Training Council
- Chair, Financial, Administrative and Professional Services Training Council
- Chair, Food, Fibre and Timber Industries Training Council
- Chair, FutureNow: Creative and Leisure Industries Training Council
- Chair, Logistics Training Council
- Chair, Resources Industry Training Council

- Chair, Retail and Personal Services Training Council
- Chair, Utilities, Engineering, Electrical and Automotive Training Council (from 1 July 2016).

#### **4.1 Proxies**

It will be a requirement for each member to provide/nominate a proxy to attend in their absence. Where possible, a proxy should be the Deputy Chair of the training council or a member of the training council Board. It is not expected that the CEO or staff of the training council will attend in the Chair's absence.

#### **4.2 Quorum**

A quorum of six members (50% of the membership plus one) must be present before a meeting can proceed. The quorum must include the Chair of the State Training Board.

#### **4.3 Observers and Visitors**

Observers and visitors must have received the prior permission of the Chair of the State Training Board to attend the meeting. Observers and visitors must leave the meeting at the direction of the Chair of the State Training Board.

#### **4.4 Administration and Executive Support**

Administration and executive support for the Industry Consultative Committee will be provided by the Office of the State Training Board.

### **5. Principles of Participation**

The principles of participation are that:

- the committee will operate with openness, procedural fairness and equity;
- all committee members have equal opportunity to contribute;
- all committee members should dedicate sufficient time to prepare for and attend meetings, including seeking advice and views from their training council where appropriate; and
- any confidential information provided by the State Training Board for the purpose of seeking advice must not be disclosed beyond the committee without approval from the Chair of the State Training Board.

### **6. Conflicts of Interest**

Committee members are required to bring to the attention of the Chair any conflict of interest or potential conflict of interest they may have with any item on the committee's agenda.

If a committee member is deemed to have a real or perceived conflict of interest in a matter that is being considered at the meeting, he/she will be excused from Committee discussions and deliberations on the issue where a conflict of interest

exists.

## **7. Meetings**

### **7.1 Meeting Frequency**

The Industry Consultative Committee shall meet at least twice a year and no more than four times in any one calendar year. Meetings will be arranged at a time convenient to the majority of members.

### **7.2 Structure of Meetings**

A call for agenda items will be made prior to the scheduled meeting, and all agenda items are to be forwarded via email to the Director, Office of the State Training Board.

An agenda and papers will be distributed to members a minimum of three business days prior to meetings.

### **7.3 Minutes of Meetings**

Minutes of meetings will record the business of the Industry Consultative Committee and will be forwarded in draft format to all members.

The Industry Consultative Committee reports to the State Training Board and will provide minutes of meetings to the State Training Board for noting.

An update on the functions and operations of the Industry Consultative Committee will be provided by the Chair of the State Training Board to the Training Council CEO Network.