DEFENCE PUBLIC AFFAIRS QUALIFICATIONS REVIEW

Technical Committee Terms of Reference

PUBLIC SKILLS AUSTRALIA
PUBLIC SAFETY SKILLS AUSTRALIA LTD

Jobs and Skills Councils
An Australian Government Initiative

The role of Public Skills Australia

Public Skills Australia will facilitate the process of updating training products in accordance with the *Training Package Products Development and Endorsement Process Policy (TPPDEPP).* The organisation will ensure that developed training products are compliant with the TPPDEPP, of a high standard, and incorporate in industry feedback and recommendations. Training products will then be endorsed through Public Skills Australia's established governance framework before being sent to the Department of Employment and Workplace Relations.

During Technical Committee meetings, Public Skills Australia will:

- provide meeting support and organise logistics
- manage member correspondence and mail-outs
- maintain records and document management systems
- distribute new information to group members
- share consultation feedback
- coordinate members' input on papers and seek input from external stakeholders
- implement resolutions and directives
- develop stakeholder engagement strategies and prepare communications.

The role of the Technical Committee

As per the requirements outlined in the TPPDEPP for training package product development activities, the Technical Committee will inform the process for developing and endorsing training products. During this process Technical Committee members are required to:

- provide advice based on their expertise
- declare any real or perceived conflicts of interest
- operate within the ethical obligations and expected standards outlined in the *Jobs and Skills Council (JSC) Code of Conduct* (which forms part of the *JSC Integrity Framework)*
- respect the viewpoints of others and the right for them to express their views
- genuinely contribute to the discussion by providing advice on the development of a training package product as well as on the final draft prior to submission to the Assurance Body.

Technical Committee membership

Public Skills Australia's Chief Executive Officer will appoint members to the Technical Committee, including a Chair and Deputy Chair. The Technical Committee membership may include nominated members from a cross-section of organisations, including unions, employers, educational experts, registered training organisations, state and territory representatives, or regulators with relevant expertise.

Chair and Deputy Chair

The Chair of the Technical Committee will assist Public Skills Australia to convene the Technical Committee. A Deputy Chair will also be appointed to undertake this role if the Chair is not available.

Secretariat

Public Skills Australia will appoint a Secretariat to the Technical Committee who will manage the project planning, governance and administration. This will ensure that the Technical Committee operates efficiently and meets its objectives.

General membership

Public Skills Australia will appoint general members to the Technical Committee who will provide evidence-based advice within their area of expertise in response to specific questions. They will also be required to review draft training products.

Proxies and observers

Proxies and observers may attend Technical Committee meetings with endorsement from the relevant industry peak body or organisation. Proxies will represent absent members and participate in decision-making, while observers will attend without participating in decisions.

The rules of engagement

All members of the Technical Committee are expected to engage in a professional, respectful and collaborative manner. Members should:

- Prepare thoroughly: review all relevant documents and materials prior to meetings.
- Participate actively: contribute to discussions, share expertise and provide constructive feedback.
- Respect opinions: value diverse perspectives and engage in open, respectful dialogue.
- Maintain confidentiality: keep all discussions and documents confidential unless otherwise agreed.

- Adhere to decisions: support and implement Committee decisions, even if their personal views differ.
- Follow procedures: comply with established governance and procedural guidelines.

The decision-making process

A Technical Committee will be established for each Training Product Development project and will be overseen by Public Skills Australia's CEO by way of the Director of Training Product Development. The Technical Committee provides advice and expertise during the Training Product Development process, and does not have any power to commit Public Skills Australia or its Board to any recommendations that it makes.

Frequency of Technical Committee meetings

Technical Committee meetings to be held approximately every three weeks, noting the availability of its members. Meetings will occur throughout the duration of the Training Product Development phase of the project. If project circumstances require a special meeting beyond the agreed terms, then the Technical Committee will agree on a new appropriate time to meet.

Agenda, minutes and decision papers

Depending on the needs of the project, the Technical Committee may be called on to attend in-person or online meetings, or a combination of both. In addition to meetings, some projects may seek input from members via email or collaboration on documents. If meetings are held, then agendas and meeting papers will be distributed prior to the meeting. Public Skills Australia will take minutes and disseminate to all members after the meetings. Where meetings incorporate Teams or remote access, these meetings will be recorded to assist in record keeping if it is deemed appropriate.

Conflict of interest

The terms of reference provide clear guidelines and procedures for identifying, disclosing and managing conflicts of interest that may arise during any engagement, project or undertaking within Public Skills Australia. To ensure accountability, transparency and ethical standards, Public Skills Australia will proactively address conflicts of interest. The organisation aims to maintain the trust of its stakeholders and uphold the organisation's commitment to ethical conduct and governance. Technical Committee members must declare any potential conflicts of interest (in accordance with the *JSC Code of Conduct*) for recording in the PSA Conflicts of Interests Register. If a declaration of a conflict of interest is expressed, then the member is required to complete the following document: *Conflict of Interest Declaration.*

Dispute Resolution

In instances where consensus cannot be achieved, Public Skills Australia will invoke the *Dispute Resolution Policy.*

Code of Conduct

As per the JSC Grant Agreement, Technical Committee members are required to adhere to the *JSC Code of Conduct*.

Acceptance of the terms of reference

Acceptance of the terms of reference will be captured in the minutes of the meeting.

Technical Committee Membership

Organisation	Role or Position
Military Public Affairs Officer	Lead Trainer and Assessor, Subject Matter Expert
Military Public Affairs Officer	Subject Matter Expert
Military Public Affairs Officer	Subject Matter Expert
Military Public Affairs Officer	Subject Matter Expert
Military Public Affairs Officer	Subject Matter Expert
Director National Skills Framework	Learning and Development Manager and Defence Registered Training Organisation Representative
Assistant Director National Skills Framework	Learning and Development Manager and Defence Registered Training Organisation Representative
Defence Education Learning and Training Authority Projects Officer	Senior Training Systems Officer