

Steering Committee & Technical Advisory Group Terms of Reference

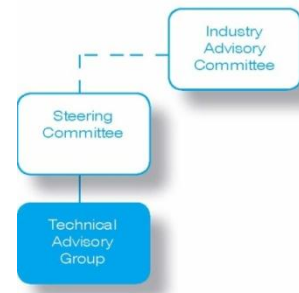


The Transport & Logistics Industry Skills Council (TLISC) will establish Steering Committees to oversee identified development and review activities of the Training Package. A Technical Advisory Group may also be established to provide technical expertise, to support the Steering Committee.

Role of the Steering Committee

The role of the steering committee is to ensure:

- Technical Advisory Groups are drawn from appropriate industry practitioners
- There is appropriate consultation with all relevant stakeholders
- TLISC project managers have industry support and advice
- The project is managed effectively and ethically
- Sub-contracted consultants are capable of the tasks and meet required timelines
- The project produces a high quality product that meets industry needs.



Management and Reporting

Overall project management and financial reporting is the responsibility of the Transport and Logistics Industry Skills Council, and the TLISC Board shall regularly receive summary financial data through the CEO so it can fulfill its monitoring and probity role.

Given the engagement of the Steering Committee in the review process the Committee would usually agree to the final version of the identified Training Package components prior to submission to the National Skills Standards Council (NSSC). However, no single Committee member is able to veto the work if other members agree it meets contractual/project requirements and has been validated nationally with the industry concerned.

Steering Committee secretariat functions are generally carried out by TLISC as part of its contractual obligations in the review.

Life of the Steering Committee

The work of a Steering Committee is limited to the time and tasks it is given by TLISC.

Observers

The attendance of Observers at Steering Committee meetings is acceptable to TLISC, provided:

- A request is made and approved in advance of the meeting
- Observers only enter into discussion where invited to do so
- It is acknowledged that Observers do not have voting rights
- All discussions and information exchanges at the meeting are treated as 'confidential'.

Technical Advisory Groups

Technical Advisory Groups are drawn from experienced industry practitioners to provide advice and guidance on the breadth and complexity of work roles in an industry sector and the relationship between skills and levels of responsibility in the workplace.

The work of the Technical Advisory Group is determined by the requirements of the Steering Committee and may include advice on regional and organisational variations in job roles or work practices.

The work of a Technical Advisory Group is limited to the time and tasks delegated to them by the Steering Committee.

