

Agriculture Trade Qualification Technical Committee Terms of Reference

Members of the *Agriculture Trade Qualification Project Technical Committee* are experts in their field and have been selected for their willingness to volunteer their assistance in a project to review and develop training package products in the Agriculture, Horticulture and Conservation and Land Management (AHC) Training Package.

The Technical Committee will help shape the training package products that are developed, ensuring they meet industry needs and produce real-life job outcomes.

The Technical Committee's membership requirements and purpose in relation to developing Training Products are defined under the [Training Package Organising Framework](#) (TPOF) 2025.

Skills Insight's role in supporting the Technical Committee

Skills Insight is responsible for the process of updating training package products in accordance with the TPOF. Skills Insight must genuinely consider the advice given by the Technical Committee, while ensuring that developed training package products are compliant with the TPOF.

Skills Insight is committed to ensuring the Technical Committee membership reflects the requirements of the TPOF. The Technical Committee includes members from a cross-section of organisations and jurisdictions.

Skills Insight will provide secretarial support for all meetings.

How Technical Committee member input contributes to the project

Technical Committee members provide expert intelligence and advice to Skills Insight on the required skills and knowledge in contemporary workplaces, as well as emerging industry practices and future training requirements.

As individuals, Technical Committee members provide expert intelligence and advice to Skills Insight on areas including industry skills, the vocational educational sector, training practices, legislation and regulation and industrial relations. Individual Technical Committee members are not expected to have existing knowledge of all aspects that the Technical Committee as a whole will advise upon.

Technical Committee members may represent multiple perspectives. Where Technical Committee members represent multiple perspectives (for example, for more than one organisation/committee), these are identified under the Project Technical Committee members table in this document. Technical Committee members may be requested to clarify the perspective in the course of contributing advice to the project for accurate documentation in the consultation log.

The Technical Committee will operate under the leadership of an appointed Chair and Deputy Chair, who are responsible for providing governance oversight and ensuring the Committee fulfils its role in accordance with these Terms of Reference. The Technical Committee and Skills Insight work together to develop the Technical Committee's terms of reference and consultation strategy.

The Technical Committee and Skills Insight work together to respond appropriately to legislative and regulatory considerations; the purpose of a qualification and the application of the quality principles, training design, delivery and assessment; Australian Qualification Framework (AQF) levels; mapping of Foundation Skills to the Australian Core Skills Framework (ACSF); impacts on learners; possible implementation issues; and identify any additional stakeholders that should be included in the consultation strategy.

Technical Committee members will be asked to:

- expertise on the development of draft products.
- Provide confirmation of the draft products prior to submission for endorsement.
- Confirm that industry and licensing and regulatory requirements are met in the materials developed where applicable and advise on relevant organisations that will need to provide support for these licensing and regulatory requirements.
- Provide feedback via feedback hub, email, phone or at face-to-face meetings, workshops and webinars.
- Validate training package products so that they address current and future industry needs.

- Where required, share project materials with other experts within their networks for their input and feedback.
- Help spread the word through their networks so that other interested parties can be involved and made aware of the work taking place that may impact them.
- Identify key job roles and required skills.
- Recommend key stakeholders and consultation methods specific to the project needs.

Chair

The National Farmers Federation (NFF) has been appointed by Skills Insight as Chair of the Agricultural Trade Qualification Technical Committee, with Nathan Cox representing. Any subsequent changes to the Chair will be appointed by Skills Insight.

The Chair is responsible for providing leadership to the Technical Committee and ensuring the effective and efficient operation of the Committee in accordance with its Terms of Reference.

The Chair's responsibilities include:

- Providing strategic and procedural leadership to the Technical Committee.
- Presiding over Technical Committee meetings and ensuring meetings are conducted in a fair, inclusive, and orderly manner.
- Ensuring the Technical Committee fulfils its role and responsibilities as outlined in the Terms of Reference.
- Facilitating balanced and constructive discussion, ensuring all members have the opportunity to contribute.
- Ensuring advice and recommendations are clearly articulated and, where required, consensus-based.
- Representing the Technical Committee externally where required.

Deputy Chair

A Deputy Chair has been appointed by Skills Insight to support the Chair. The Deputy Chair is Amy Cosby.

The Deputy Chair supports the Chair in the effective functioning of the Technical Committee and acts in the Chair's capacity when the Chair is unavailable.

The Deputy Chair's responsibilities include:

- Assisting the Chair in the conduct and management of Technical Committee business.
- Acting as Chair at meetings in the absence of the Chair, with full delegated authority.
- Supporting continuity of leadership and decision-making across the life of the Technical Committee.

- Supporting the Chair in ensuring Technical Committee outputs align with project scope, timelines, and objectives.

Secretariat

The Secretariat is responsible for providing administrative, procedural, and project support to the Technical Committee to enable it to operate effectively and in accordance with its Terms of Reference. Skills Insight will fulfill the secretariat responsibilities which include:

- Providing administrative and governance support to the Chair, Deputy Chair, and Technical Committee members.
- Coordinating meeting logistics, including scheduling meetings, arranging travel and accommodation (where required), preparing and distributing agendas and papers, and managing meeting records.
- Recording accurate minutes and action items, and ensuring timely circulation and retention of Technical Committee documentation.
- Development of meeting agendas and ensuring papers align with the project scope and objectives.
- Providing procedural guidance to support compliance with TPOF and other related policies and initiatives.
- Tracking actions, milestones, and deliverables arising from Technical Committee advice.
- Supporting consultation processes and information flows between the Technical Committee, stakeholders, and relevant authorities, as required.
- Ensuring Technical Committee outputs are documented accurately in the consultation log.
- Following up with Technical Committee on responses to support project submission.

What Technical Committee members may be asked to do

- Confirm that industry and licensing/regulatory requirements are met in the materials developed where applicable and advise on relevant organisations that will need to provide support for these licensing/regulatory requirements.
- Attend meetings/workshops (either online or in person) to share input and contribute expertise on the development of draft products.
- Provide feedback via feedback hub, email, phone or at face-to-face meetings/workshops and webinars.
- Share project materials with other experts within their networks for their input and feedback.

- Help spread the word through their networks so that other interested parties can be involved and made aware of the work taking place that may impact them.
- Provide confirmation of the draft products prior to broad consultation publication and submission for endorsement.

It is acknowledged there may be instances where the technical committee is unable to come to a broad consensus on issues related to key elements of training package products. In these situations, Skills Insight may undertake further research and/or consultation with relevant stakeholders to resolve the issues, and will report any findings, insights or outcomes back to the technical committee for discussion or information.

The rules of engagement

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

- **Prepare:** review 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
- **Adhere to decisions:** support and implement Technical Committee decisions, even if their personal views differ.
- **Maintain confidentiality:** adhere to Skills Insight's [privacy policy](#) and keep all discussions and documents confidential, unless otherwise agreed by 100% agreement from the Technical Committee.

Proxies and observers

Proxies may attend Technical Committee meetings. Proxies will represent absent members and participate in decision-making. Where a member wishes to appoint a proxy, they must notify the Secretariat in writing prior to the meeting, providing the proxy's name, position title, organisation and contact details.

Observers or additional expert advisors may attend Technical Committee without participating in decisions. In this case, Technical Committee members will be notified in advance.

Decision-Making Process and Authority

Skills Insight retains responsibility for final decisions relating to training product development and related matters.

Decisions are informed by a range of inputs, including advice from the Technical Committee, stakeholder consultation outcomes, workforce data and evidence, and relevant policies and frameworks that guide training product design. Technical Committee members play an important role in contributing technical expertise, industry insight and practical perspectives to inform these discussions.

While the Technical Committee provides advice and recommendations as part of this process, it does not hold decision-making authority and is not delegated to direct the decisions of Skills Insight.

Skills Insight will communicate the rationale for decisions made, including how Technical Committee advice and other relevant inputs have been considered.

Fees and Costs

Participation on the Technical Committee is a voluntary role, and members are not provided with a fee or reimbursement.

Skills Insight will cover Technical Committee Members for travel costs associated with attending face-to-face technical committee meetings, this is in accordance with Skills Insight's guidelines. These guidelines will be provided when travel arrangements are required.

How will Technical Committee member's personal details be used?

All Technical Committee member information will be used and protected according to the Skills Insight [Privacy Policy](#).

In line with requirements under the [Training Package Organising Framework](#) (TPOF) 2025, Skills Insight is required to publish Technical Committee membership information as part of its reporting and transparency obligations. To support this, Technical Committee members will be formally asked to confirm whether they consent to their name and organisation being published on the Skills Insight website and included in relevant reporting documentation. This will be an active confirmation process, and publication will only occur where consent has been provided.

Where a member does not consent to the publication of their name, Skills Insight may publish organisation details only, or otherwise describe the expertise represented on the Committee, in accordance with reporting requirements.

In addition, Skills Insight may be required to provide Technical Committee membership details in communications with State Training Authorities, the Department of Employment and Workplace Relations, and their supporting advisory bodies, and within training package product submission documentation, identifying members as contributors to the project.

Where Committee membership changes, the published membership list will be updated as soon as practicable following the change.

Agriculture Trade Qualification Project Technical Committee members

Ref. no	Name	Organisation	Job title	Relevant Expertise	Jurisdictional Coverage	Representation as per TPOF categories
1	Nathan Cox	TasFarmers	Vice President	Peak Body State Training Authority representative Nominated to represent National Farmers Federation	Tasmania	Primary - State Training Authority representative
		Farmer	Owner/Operator	Subject matter expert: farming (potatoes & calves)		Secondary - Subject matter expert: Farming
		TasTAFE	Agricultural trainer	RTO expertise		Educational Expert
2	Sam Messina	Farmer Spring Park Farms Pty Ltd	Human Resources, WHS and General Administration	Subject matter expert: Farming State Training Authority representative	Western Australia	Subject matter expert: Farming/Broadacre cropping State Training Authority representative

3	Ric Newman	Farmer	Owner/Operator	Subject matter expert in: Broadacre cropping and Livestock (sheep) State Training Authority representative	Western Australia	Primary - Subject matter expert: Farming/Broadacre cropping and Livestock (sheep) State Training Authority representative
		Australian Sandalwood Network Inc.	Committee Member	Peak Body		
4	Melva Tyson	Dairy Australia	People Experience Lead	Peak Body Subject matter expert in: Dairy Production, workforce needs, and attraction and retention of talent	National	Subject matter expert: Dairy Production
5	Paul Sloman	Cotton Australia	Senior Policy Officer	Peak Body Subject matter expert in: Cotton	National	Subject matter expert: Cotton State Training Authority representative

				State Training Authority representative		
6	Professor Amy Cosby	CQ University Australia	Professorial Senior Research Fellow - Agri-tech Education and Extension School to industry partnerships and transition to training nationally	Subject matter expert in: Schools to Industry partnerships and career pathways State Training Authority representative	Queensland, Victoria, New South Wales, South Australia, Western Australia	Educational Expert State Training Authority representative
7	Kate Venables	TAFE Queensland	General Manager, South West Region	RTO expertise State Training Authority representative	Queensland	RTO State Training Authority representative
8	Natalie Sommerville	Windjara Ag	Business Owner and Co-Manager	Subject matter expert in: Southern Dryland cropping, fodder and	South Australia	Subject matter expert: Farming

				livestock (sheep)		
9	Samantha Dunwoody	Charlies Darwin University	Trainer	Territory Training Authority representative	Northern Territory	RTO Territory Training Authority representative
10	Robyn Verrall	South Australian Skills Commission	Chair, Agribusiness, food, wine, beverage and racing	State Training Authority representative Subject matter expert in: Livestock (Angus Cattle & Dorper Lamb)	South Australia	State Training Authority representative Educational expert Subject matter expert: Livestock (Angus Cattle & Dorper Lamb)
11	Scott Young	Victorian Farmers Federation	Livestock President	Peak Body State Training Authority representative	Victoria	State Training Authority representative Subject matter expert: Farming
12	Simon Habgood	Viridis Ag	General Manager/ Human Resources	Owner/operator of 11 broad acre cropping farms.	Western Australia, New South Wales & South Australia	Subject matter expert: Broadacre cropping

* Please note that to satisfy the TPOF requirement for 'state and territory representatives with relevant expertise', Skills Insight has presented the Technical Committee composition, including jurisdictional coverage and committee member expertise, to state training authorities for review and input.

Union representation has been invited to participate in the Technical Committee to ensure employee and workforce perspectives are considered as part of the development process. Engagement with relevant union representatives is ongoing, and membership will be confirmed subject to acceptance.

The Agriculture Trade Qualification Technical Committee has viewed these Terms of Reference on 29 April 2026.



Skills Insight is a Jobs and Skills Council funded by the Australian Government Department of Employment and Workplace Relations.