# Biosecurity Skills Review Advisory Committee

## Terms of Reference

Members of the *Biosecurity Skills Review Project Advisory Committee* are experts in their field and have been selected for their willingness to volunteer their assistance in a project to review and guide the skills review.

The Advisory Committee will help shape the project path and the final report, ensuring they meet industry needs and help deliver outcomes for the National Biosecurity Strategy.

## How Advisory Committee member input contributes to the project

Advisory 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.

Advisory Committee member input may include:

- Identifying key skills and job roles where skills may be available
- Recommending key stakeholders and consultation methods specific to the project needs
- Ensuring terminology conforms to industry, policy and strategy requirements and promotes identification of available skills.
- Validating the scope and content of the final report, as far as practically possible.

## What Advisory Committee members may be asked to do

- Attend meetings/workshops (either online or in person) to share input and contribute expertise on the development of the review report
- 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
- Share project materials with other experts within their networks for their input and feedback

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- Confirm that any licensing/regulatory requirements are considered, and advise on relevant organisations that will need to provide support for these licensing/regulatory requirements
- Provide feedback via feedback hub, email, phone or at face-to-face meetings/workshops and webinars

It is acknowledged there may be instances where the advisory committee is unable to come to a broad consensus on some issues. In these situations, Skills Insight may undertake further research and/or consultation with relevant stakeholders to resolve the issues.

## Specific requirements for the Biosecurity Skills Review

Advisory Committee members will be asked to:

- Review the biosecurity facets document to identify any gaps or work that does not need to be undertaken
- Review stakeholder engagement plans to ensure appropriate stakeholders are being consulted, and assist by identifying (and if possible, introducing) specific stakeholders
- Advise on skills gaps and further consultation needs
- Review the draft report and recommend changes prior to providing the draft to the Biosecurity Implementation Committee and further public comment
- If required, review any major changes to the proposed report

## The rules of engagement

All members of the Advisory 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 Advisory 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 the Advisory Committee.

## Proxies and observers

Proxies may attend Advisory Committee meetings. Proxies will represent absent members and participate in decision-making.

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

## How will Advisory Committee member's personal details be used?

All Advisory Committee member information will be used and protected according to the Skills Insight Privacy Policy available at https://skillsinsight.com.au/privacy-policy/.

In addition, in order to comply with JSC transparency approaches, Skills Insight will display the name of the organisation of Advisory Committee members on the relevant project webpage on the Skills Insight website and in final project documentation, identifying them as contributing to this project.

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