



CHC Mental Health and Alcohol and Other Drugs: Qualification Review

Technical Committee: Terms of Reference & Members

Contents

1. Background and Purpose	2
2. Role of the Committee	2
3. Function and Appointment of Membership	3
4. Scope and Duration	4
5. Decision-making.....	4
6. Conflict of Interest.....	4
7. Privacy and Confidentiality	4
8. Training Package Organising Framework	5
9. Fees and Costs.....	5
10. Technical Committee Members	6

Version	Status	Release date	Summary of changes
V1	Archived	18 th October 2024	Document published
V2	Archived	2 nd February 2025	Sarah Davidson resigned from her position as a committee member on 3 January 2025. Fiona McLean has joined the committee with experience with vocational education training experience of the mental health and alcohol and other drug qualifications.
V3	Current	30 th June 2025	Following consultation with the Lived Experience sector, Lisa Gott and Shannon Harwood joined the committee, contributing expertise to strengthen the technical committee's support and advisory capacity for the lived experience workforce.

1. Background and Purpose

- 1.1 Technical Committees are required to be established by HumanAbility, as a Jobs and Skills Council (JSC) for each training product project undertaken by HumanAbility.
- 1.2 Technical Committees advise HumanAbility on training product design, development, delivery, assessment, and consultation strategy.
- 1.3 Members of the Technical Committee are appointed by the CEO of HumanAbility based on their individual expertise and ensuring the committee membership reflects HumanAbility's commitment to a tripartite governance model.
- 1.4 Technical Committees are guided by the training package product development rules, set out in the Training Package Organising Framework (see section eight (8) for more detail).
- 1.5 The Training Package Organising Framework sets out the rules and requirements for the development and content of nationally endorsed training packages.
- 1.6 These Terms of Reference relate to the project: 25-005-CHC Mental Health and Alcohol and Other Drugs Qualification Review (see section four (4) for more detail on the scope and duration of this project).

2. Role of the Committee

- 2.1 The role of the Technical Committee is to draw on their expertise to advise HumanAbility on training design, delivery and assessment, AQF levels, impacts on learners, possible implementation issues, and identify any additional stakeholders that should be included in the consultation strategy.
- 2.2 The role of the Technical Committee is exclusively related to training product development.



- 2.3 The role of members of the committee will be to draw on their experience and expertise, not to represent their organisation (organisational representatives will be consulted outside of Technical Committees).
- 2.4 Members should genuinely contribute to discussion and respect the viewpoints of others and the right for them to express their views.
- 2.5 The expectation is that the committee will meet online approximately three (3) to four (4) times across the project and will also need to be available to review materials and provide timely feedback. Timely is defined as responding within five (5) working days for an average project. Where there is a larger project, this will be stipulated when a response is requested, and a timely response would be within ten (10) working days.
- 2.6 Input might be sought through email and collaboration tools in place of meetings.

3. Function and Appointment of Membership

- 3.1. The Technical Committee will comprise no less than eight (8) and no more than eighteen (18) individuals. The composition will vary based on the level of complexity and breadth of the project.
- 3.2. The Technical Committee must be tripartite with membership from union, government and employers.
- 3.3 Membership must include individuals with the technical / specialist and/or industry sector knowledge to be able to contribute to the package development.
- 3.4 Members are appointed on the basis of their expertise and experience, not as representatives of their organisation. If a member is unable to attend a meeting, they are unable to appoint a proxy.
- 3.5 To maintain HumanAbility's commitment to broad engagement and inclusivity, wherever possible members of a Technical Committee will not also be a member of a HumanAbility Industry Advisory Committee.
- 3.6 Members of the Technical Committee do not need to be a member of HumanAbility.
- 3.7 The spread of Technical Committee membership will reflect geographical and other distributional representation to the extent possible for each project and context.
- 3.8 Following a request for nominations sent by HumanAbility to IAC members, STA, Industry Advisory Training Boards and Councils and other relevant stakeholders, HumanAbility will determine a proposed Committee reflecting the criteria set out in this section. HumanAbility will then invite those nominees to become members of the Technical Committee.
- 3.9 The CEO will appoint a Chair and Deputy Chair of each Technical Committee.
- 3.10 Secretariat services are provided by HumanAbility staff.
- 3.11 Members of the Committee must read and agree to adhere to the [Jobs and Skills Council Code of Conduct](#).
- 3.12 Observers may be invited to a Technical Committee meeting to foster collaboration or knowledge sharing on critical issues. Observers do not have voting rights nor decision-making authority and must adhere to the rules of conduct set out in the Terms of Reference. Observer status is for the specific meeting specified in the invitation. HumanAbility may extend or revoke observer status based on Members' feedback on the value of the observer participation.

- 3.13 The Department of Employment and Workplace Relations may attend a committee meeting at any time.

4. Scope and Duration

- 4.1 The Scope of the Technical Committee is limited to advice as it pertains to the project/s listed in 4.1.1. The project scope includes research, consultation, development work and implementation support in relation to:

4.1.1 Project: 25-005-CHC Mental Health and Alcohol and Other Drugs Qualification Review

- 4.2 The duration of the committee is limited to the duration of the project. The project is due to be completed in February 2026.

5. Decision-making

- 5.1 A Technical Committee will be established for each training product project.
- 5.2 The Technical Committee will be overseen by HumanAbility CEO via the Director, Training Product Development (Director).
- 5.3 The Director will provide progress reports and recommendations to the CEO at key points in the project, where the CEO will decide how to proceed, considering all advice received from the members of the Technical Committee. These reports and updates will include advice and supporting rationale from the Technical Committee to assist the CEO's decision-making.
- 5.4 The HumanAbility Board will be provided periodic updates on the advice provided by the Technical Committee and project progress through the standard CEO reports to the Board.
- 5.5 As the Technical Committee is not a decision-making body, if members of the Technical Committee hold divergent views, the range of opinions and rationales will be provided to the CEO for consideration alongside stakeholder feedback received throughout the project, for example from consultation activities.
- 5.6 A statement that the Technical Committee has provided advice and reviewed the draft training products will form part of the submission to the Assurance Body.

6. Conflict of Interest

- 6.1 Committee members are required to disclose any actual, potential, or perceived conflicts of interest in relation to the training package project under review.
- 6.2 A perceived or actual conflict of interest will not exclude a person from membership of the Committee but must be declared for transparency and appropriate management as per the JSC Code of Conduct.

7. Privacy and Confidentiality

- 7.1 The name, organisation, job title and stakeholder category of Technical Committee members will be published on the HumanAbility website.
- 7.2 Stakeholder contributions made through the broader consultation on this project will be captured in the Consultation Log which will also be published on the website.
- 7.3 Where virtual meetings are held; these will be recorded to assist with record keeping.



- 7.4 All Committee Members are required to maintain strict confidentiality regarding any time-sensitive, commercial-in-confidence or restricted information discussed or shared during Committee activities and meetings.

8. Training Package Organising Framework

- 8.1 The Training Package Organising Framework (TPOF) outlines the product and process requirements for the development and endorsement of all national training package products in Australia. These guidelines, known as the Training Package Organising Framework (TPOF), establish a new, purpose-driven approach to designing qualifications.

The TPOF outlines:

- Product Requirements – defining the overarching principles for designing and developing training package products that are submitted for endorsement by Skills Ministers. It also specifies the design rules that must be followed when creating or updating a training package product.
- Process Requirements – detailing the procedures for developing and obtaining endorsement for nationally recognised training package products.

Further details can be found on the [Department of Employment and Workplace Relations](#) website.

9. Fees and Costs

- 9.1 Technical Committee Members do not receive a fee or reimbursement for their role on the committee. There will be remuneration for Lived Experience Members of the Committee, in line with the HumanAbility Lived Experience Payment Recognition Policy. The policy applies to individuals who are not representatives of an organisation, group, or council that already receives funding or remuneration for their participation.
- 9.2 Meetings will be held online so should not incur additional costs to the committee members.
- 9.3 Where any face-to-face meetings are arranged for the purpose of the technical committee only, this will be at the expense of HumanAbility.
- 9.4 Committee Members will need to allocate time to review materials outside of meetings.

10. Technical Committee Members

Technical Committee membership may change throughout a project. This table shows Technical Committee membership as at: **30 June 2025**.

Organisation	Name	Role	Jurisdiction	Stakeholder Type
Charles Darwin University TAFE	Danielle Doughty	Team Leader – Health & Community Services Remote Area Registered Nurse	NT	RTO / Educational expert
Australian Institute of Professional Counsellors	Hayley Wood	Head of VET and Operations	National	RTO / educational expert
HACSU Vic	Kim Gallaher	Mental Health & Policy Officer	VIC	Union
Aboriginal Health & Medical Research Council AH&MRC	Sylvia Akusah	Teacher – Cultural Education	NSW	Peak / Educational and subject matter expert
Lived Experience Australia	Liz Asser	Lived Experience Training Officer	National	Industry Association / Subject matter expert
LGBTIQ+ Health Australia	Nicole Jenkins	Deputy CEO	National	Peak Left February 2025
The Network of Alcohol and other Drugs Agencies (NADA)	Michele Campbell	Clinical Director	NSW	Peak
SA Network of Drug and Alcohol Services (SANDAS)	Sam Raven	Senior Policy and Project Officer	SA	Peak
Insight: Centre for AOD Training and Workforce Development	Jeff Buckley	Director	QLD	Subject matter expert
Community Skills WA	Caroline Thompson	Executive Director	WA	Subject matter expert



eMHprac	Jennifer Connolly	Clinical Psychologist	National	Subject matter expert
RMIT University	Fiona McLean	Program Coordinator: Community Services Programs	VIC	RTO / Educational expert
Flourish Australia	Lisa Gott	Executive Director, Lived Experience Leadership	QLD	Lived Experience expert
Lived Experience Consultant	Shannon Harwood	Lived Experience Mental Health Research Project coordination	TAS	Lived Experience expert

** Technical Committee Member nominated by the Queensland Department of Trade, Employment and Training as the state or territory representative with relevant expertise.*