Outdoor Recreation and Leadership Qualification Review. Technical Committee Terms of Reference

HumanAbility

Version	Date	Rationale	Next Review Date
1.0	May 2026	Project Extension	June 2026
2.0	June 2026	Member Update	Nov 2026
3.0	Nov 2026	Member Update	As required

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1. Background and Purpose

1.1 The nationally-endorsed Training Package Organising Framework (TPOF) requires HumanAbility to establish a Technical Committee for each training product project undertaken.

1.2 The 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 HumanAbility CEO based on their individual expertise.

1.4 The TPOF sets out the requirements for the development of nationally endorsed training packages.

1.5 An induction meeting will be provided for each new Technical Committee member with a focus on the TPOF. Additional information about the TPOF is also below at 8.1.

2. Role of the Committee

2.1 The role of Technical Committee members is to draw on their expertise to advise HumanAbility on training design, delivery and assessment, Australian Qualifications Framework levels, impacts on learners, possible implementation issues, and identify any additional stakeholders that should be included in the consultation strategy.

2.2 The scope of the Technical Committee is limited to delivery of the Outdoor Recreation and Leadership Qualification Review.

2.3 Members of the Technical Committee will draw on their individual experience and expertise to inform the project, 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 It is expected the Technical Committee will meet online several times during the project. Members 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. For larger projects, response time will be stipulated, and a timely response would usually be within ten (10) working days.

2.6 Input may be sought through email and collaboration tools in addition to meetings.

3. Function and Appointment of Membership

3.1 The Technical Committee will ordinarily 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 industry, unions, educational experts, state and territory government representatives with relevant expertise, RTOs and regulators (where relevant).

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, even though they may have been nominated by a key stakeholder organisation, are appointed on the basis of their expertise and experience. If a member is unable to attend a meeting, they are unable to appoint a proxy.

3.5 Diversity of membership will be a consideration in the determination of each Technical Committee, including specifically under-represented groups and geographic distribution.

3.6 HumanAbility will conduct an open Expression of Interest (EOI) and invitation process seeking nominations for Technical Committee membership. 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.

3.7 The CEO will recommend the appointment of a Chair of the Technical Committee to the Governance and Nominations Committee.

3.8 Secretariat services are provided by HumanAbility staff.

3.9 Members will be required to sign a 'Technical Committee Member Agreement' to confirm their agreement to comply with HumanAbility's Code of Conduct and to have their name listed on the HumanAbility website as a member of the Technical Committee.

3.10 Members will also be required to disclose any potential, actual and/or perceived conflicts of interest (see also section 6).

3.11 A representative of the Department of Employment and Workplace Relations (DEWR) may be invited to attend meetings of the Technical Committee as an observer to facilitate communications between HumanAbility and DEWR.

4. Scope and Duration

4.1 The scope of the Technical Committee is limited to advice as it pertains to Outdoor Recreation and Leadership Qualification Review.. The project scope includes research, consultation, development work and implementation support in relation to:

4.1.1
SIS20419 Certificate II in Outdoor Recreation
SIS30619 Certificate III in Outdoor Leadership
SIS40621 Certificate IV in Outdoor Leadership
SIS50421 Diploma of Outdoor Leadership

4.2 The duration of the Technical Committee is limited to the duration of the project. The project is due to be completed in December 2026.

5. Authority of the Technical Committee

5.1 Technical Committees are established as advisory mechanisms, not decision-making bodies, and are overseen by the HumanAbility CEO, usually via the Director, Training Package Development (Director) oversighting secretariat services, in support of the allocated Chair.

5.2 The HumanAbility Board will be provided with periodic updates on the advice provided by the Technical Committee and project status, through the HumanAbility CEO.

5.3 The relevant Industry Advisory Committee (IAC) will be provided with an update of training reviews underway within their sub-sector at each IAC meeting including, but not limited to, any reviews taking place in their sector.

5.4 If members of the Technical Committee hold divergent views, the range of opinions and rationales will be considered alongside stakeholder feedback received throughout the project, for example from consultation activities, at CEO level where required.

5.5 A statement that the Technical Committee has provided advice and reviewed the draft training products will form part of the submission to the training package assurance body, led by DEWR. A draft submission will be provided to the Chair of the relevant IAC who will have the role of endorsing that it accurately represents the views and advice of the Technical Committee, before it is sent 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 may not exclude a person from membership of the committee but must be declared for transparency and appropriate management as per the HumanAbility Code of Conduct.

6.3 For clarity, it shall not be a conflict of interest for a member of a Technical Committee to express a position consistent with the views of their stakeholder organisation on matters before the committee or to inform the committee of likely stakeholder views on the matters before it.

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 the 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 Technical 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 TPOF outlines the product and process requirements for the development and endorsement of all national training package products in Australia. 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.

8.2 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 generally receive a fee or reimbursement for their role on the committee.

9.2 Meetings will ordinarily 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

10.1 Technical Committee membership may change throughout a project. This table shows Technical Committee membership as at: 6 May 2026

Name	Organisation	Location/ Jurisdiction	Stakeholder Type	Start & End Date
Andrew Govan*	Outdoors South Australia, The Wilderness Group, The Outdoor Education Consultants	SA	RTO/ Subject Matter Expert /Peak	23/10/2024 -
Matthew Cox	Victoria University	VIC	Education Expert	23/10/2024-
Peter Ljubic	TAFE NSW	NSW	RTO/Education Expert	24/10/2024-
Parrish Hull	Scouts Australia	National	RTO/Subject Matter Expert	24/10/2024-
Aaron Hosking	Box Hill Institute	VIC	RTO/Education Expert	25/10/2024-
Dwight Hulme	Australian Camps Association	National	Peak	25/10/2024-
David Payne	Paramount Adventure Centres	QLD	RTO/Subject Matter Expert	28/10/2024-
Brendon Harris	Kiama Community College	NSW	RTO/Education Expert	29/10/2024-20/05/2026
Helene de Lagillardaie	Outward Bound Australia	ACT	Subject Matter Expert	30/10/2024-02/11/2026
Matt Wescott	South Metropolitian TAFE	WA	RTO/Education Expert	30/10/2024-
Bryce Herbert	YMCA Camping	VIC	Subject Matter Expert	30/10/2024-

Name	Organisation	Location/ Jurisdiction	Stakeholder Type	Start & End Date
Amanda Lloyd	Greater Sydney Parklands	NSW	Subject Matter Expert	30/10/2024-
Michael Hall	Belgravia Outdoor Education	National	RTO/Subject Matter Expert	3/11/2024-
Graham Sharpe	Department of Local Government, Sport and Cultural Industries	WA	Subject Matter Expert	21/11/2024-
Peter Kent	Outdoors NSW/ACT, Outdoor Education Australia	NSW/ACT, National	Peak	25/03/2025-
Rebecca Andrews	Fairbridge WA	WA	Subject Matter Expert	19/06/2026
Tim Hassel	IVET	VIC, National	RTO/Education Expert	19/06/2026
Katie Brown	Outdoors WA	WA	Peak	19/06/2026

*Technical Committee Member nominated by the South Australian Skills Commission as the state or territory representative with relevant expertise.