



TERMS OF REFERENCE

HINCHINBROOK EMPLOYMENT AND SKILLS DEVELOPMENT REFERENCE GROUP

1. Purpose

The Hinchinbrook Employment and Skills Development Reference Group (HEASDRG) has been established to provide a forum for training providers, employment service providers and organisations across the Hinchinbrook Shire to communicate in a collaborative manner with a common focus on filling employment and skills gaps, retaining youth in skilled and un-skilled employment, and facilitating pathways for emerging business and employment opportunities to reach those who need it across the Hinchinbrook Shire.

2. Scope

The Reference Group is empowered to do the following:

- Develop and champion actions that will lead to improved employment and skilled employees in the Shire;
- Collaborate and facilitate pathways for employees, employers, training providers and trainees and apprentices; and
- Communicate and engage with the community in relation to employment and skills development issues.

3. Membership

The Reference Group consists of:

- Hinchinbrook Shire Council; and
- Any other member of the Hinchinbrook community, individual or representative of an Organisation with an interest in employment, youth retention, skills development and training delivery.

Alternative Representatives

As required, alternative representatives may attend meetings on behalf of the named representative.

Specialist Advice

Individuals and groups may be invited to attend Reference Group meetings to provide specialist advice.

4. Roles and Responsibilities

Attendance at Meetings

Members are strongly encouraged to attend all meetings. In the event of a member missing a meeting they should contact the Chairperson with notice of their absence, and this will be recorded in the minutes.

Confidentiality

Information discussed, received, used or created by the Reference Group may be confidential. A member must not disclose, discuss or otherwise make public confidential information, unless authorised by the Officer supporting the Group.

The Chairperson may terminate a member's appointment if they have been found to breach confidentiality requirements.



5. Operating Procedures

Meetings

Reference Group meetings may be held monthly.

Quorum and Decision Making

The quorum is a minimum of the Chairperson and two other representatives.

Formal decisions are not required of the group. However, actions may be agreed upon.

Recommendations and Actions

The Council Officer assisting the Reference Group will collate actions and recommendations from the Reference Group meetings and each individual member of the group is responsible for actioning those assigned actions.

6. Evaluation and Review

Review

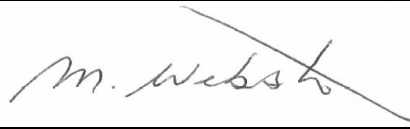
The composition, activities and Terms of Reference of the Reference Group will be reviewed at least every two years, or as required.

The report shall consider:

- The Reference Groups achievements;
- The Purpose and Responsibilities of the Reference Group;
- Composition of the Reference Group; and
- Any other relevant matter.

Cessation

Council may disband the Reference Group following a review or at any time during its operation.

DOCUMENT HISTORY AND STATUS					
Action	Name		Position	Signed	Date
Approved by Council	Michelle Webster		A/CEO		02/08/2023
Version	1	Initial Version Adopted	22/11/2022	Current Version Adopted	22/11/2022
Maintained By	Corporate and Financial Services			Next Review Date	31/11/2024
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