# THRIVE 2030

## Workforce and Skills Technical Working Group

**Terms of Reference**

### Background and Context

1. The Australian Government, in consultation with states and territories and industry, is implementing a national long-term strategy for the visitor economy, titled *THRIVE 2030* (The Re-Imagined the Visitor Economy 2030), following on from the *Reimagining the Visitor Economy Expert Panel Report*.
2. The THRIVE Implementation Advisory Group (Advisory Group) monitors implementation of *THRIVE 2030* and provides advice to the Australian Government Minister with responsibility for tourism.
3. *THRIVE 2030* recommends the establishment of a Workforce and Skills Technical Working Group (the Working Group) to identify the gaps, barriers and future needs of the visitor economy, and help develop the visitor economy workforce and skills long term strategy. The Working Group will report to Austrade. The Advisory Group will consider and incorporate the Working Group’s advice as part of its advice to the Minister for Tourism on implementation of *THRIVE 2030*.

### Purpose and structure of the working Group

1. The purpose of the Working Group is to help visitor economy businesses develop a world-class workforce with the right skills to meet the needs of visitors. Collaboration between industry and all levels of government is essential to solve this important and complex challenge.
2. The Working Group represents a selection of industries and jurisdictions and will be established for a two-year period.
3. The Working Group is a non-statutory, independent, skills-based committee. It is not a decision-making body and has no governing legislation.

#### Responsibilities of the Working Group

1. The Working Group responsibilities include:
* Identify, in partnership with industry, options to increase workforce participation, including from a broad range of under-participating cohorts within Australia such as mature workers, people living with disability, Aboriginal and Torres Strait Islander peoples and women;
* Provide advice on potential industry-led measures to improve workforce capability, which would complement work underway by governments on skills and training;
* Champion and promote the standards expected of employers within industry;
* Champion and promote the visitor economy as a career of choice; and
* Inform the development of a long-term visitor economy workforce and skills strategy to support recovery and long term growth.
1. The Working Group will provide a status update at twelve months, and its final advice no later than 24 months after its establishment.

#### Appointment and composition

1. Working Group members are appointed by Austrade’s Chief Executive Officer (CEO).
2. Appointments are fixed term of up to two years and the Working Group will be dissolved two years from its establishment, or earlier by written notice of the CEO.
3. The Working Group has up to 13 members including a Chair. The Chair is the Austrade representative. Membership will include:
	1. Four representatives from the Australian government including from Austrade, the Department of Education, Skills and Employment, the Department of Home Affairs, and the National Indigenous Australians Agency.
	2. Three members will be representatives of the Australian Standing Committee on Tourism (ASCOT) to ensure strong collaboration with state and territory governments.
	3. Six positions represents business operators; industry associations; employee representative bodies; and the VET and Tertiary education sectors.
4. Appointments consider the government’s diversity policy and endeavour to represent a cross-section of states and territories, and industries within the visitor economy.
5. The expertise and skills mix for the Working Group will be reviewed at the time of each appointment to ensure it has a wide spectrum of expertise.

**GOVERNANCE**

**Meetings**

1. A quorum for meetings will be at least half of the appointed members.
2. Austrade provides secretariat support for the Working Group.

**Remuneration and travel expenses**

1. Members of the Working Group are not be remunerated for their participation. Travel and incidental expenses are reimbursed for attendance at in-person Working Group meetings.

**Leave of absence of members**

1. The Chair or their delegate may grant leave of absence to Working Group members.

**Replacement or termination of appointment of members**

1. Members who are appointed as due to their employment/duties may have their membership withdrawn if their employment changes.
2. A member can resign from the Working Group via a written statement to the Chair. If any member is unable to continue their role, a replacement will be appointed.
3. A member’s appointment may also be terminated in accordance with their appointment conditions or where the member fails to comply with conflict of interest and disclosure requirements.

**Conduct and disclosure of interests**

1. Working Group members are expected to uphold the values of honesty and integrity and commit to the highest standards of governance and probity.
2. All members are required to disclose their interests and complete conflict of interest declarations as well as flagging any specific potential conflicts associated with each area of Working Group business. Members will be asked to declare any actual, potential or perceived conflicts of interest at each meeting.
3. Members are required to keep confidential any information provided as part of their membership unless explicitly advised otherwise.

**Amendment, modification or variation of Terms of Reference**

1. The Working Group Terms of Reference may be amended, modified or varied after consultation with Working Group members, and upon approval by the Chair.

**Dissolution of Working Group**

1. The Austrade CEO may dissolve the Working Group at any time by notice in writing to members.