

Terms of Reference

Tasmanian Clean Energy Centre of Excellence
Advisory Committee.



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1. Background

The Australian and Tasmanian governments are investing \$26.4 million to create the Tasmanian Clean Energy Centre of Excellence (the Centre). The Centre will play a crucial role in cultivating a skilled workforce for Tasmanian industries engaged in expansion of existing renewable energy generation and capacity and investment in clean energy opportunities from new technologies.

Tasmania is Australia's leader in renewable energy and has been a forerunner in the development of renewable energy generation with over one hundred years of continued investment in renewable energy infrastructure and technology.

In response to identified and forecast electricity demand across Australia, work is currently underway in Tasmania on a number of renewable energy capacity building projects including:

- Marinus Link – a proposed electricity and telecommunications interconnector between Tasmania and Victoria, recognised by Australia's energy ministers as a transmission project of national significance.
- The Battery of a Nation project, investigating and developing a pathway of future opportunities for Tasmania to make a much greater contribution to the National Energy market. This includes new dispatchable capacity from a combination of hydropower system expansion including pumped hydro, new wind and more transmission and interconnection.
- A significant number of large-scale renewable energy projects in wind and solar and hydrogen production and export at Bell Bay and/or Burnie.
- Other opportunities identified through the Australian Energy Markets Operator's Integrated System Plan to fill the gap that the retirement of ageing coal-fired power stations on the Australian mainland will create.

For Tasmania to continue to lead the nation in renewable energy, the sector needs technically skilled workers, particularly engineers and electricians to design, install and operate renewable energy systems. It needs trades people and technicians to operate and maintain large scale wind, solar and battery assets as well as installers for home and business rooftop solar and batteries. The sector also needs highly skilled corporate professionals for community liaison, commercial trading, and project management roles.

In addition to the roles required for the clean energy sector, there is a continued need for further training and upskilling for workers within the residential and commercial construction sectors to enable the retrofitting of houses and commercial buildings solar panels and with charging stations, to support the growth in electric vehicle uptake.

The demand for a skilled electrotechnology workforce in particular, is accelerating. Tasmania is not alone in this challenge with shortages, nationally and internationally. This means that collaborating in pursuit of a local solution to workforce challenges is critical to Tasmania fully realising these opportunities.

A collaborative effort among key stakeholders in the training market is essential to increase student demand and improve training capacity and quality, and effectively address Tasmania's future electrotechnology needs.

2. Role of the Advisory Committee

The Tasmanian Clean Energy Centre of Excellence Advisory Committee (“The Advisory Committee”) is established by the Secretary of the Department of State Growth (“the Department”), pursuant to section 7 of the *Training and Workforce Development Act 2013*. The Advisory Committee will provide advice on matters pertaining to Workforce Development and Training only.

The role of the Advisory Committee is to provide advice through the Secretary to the Minister for Skills and Training (“the Minister”), on key deliverables that will inform the design and operating model of the Centre.

The Advisory Committee will oversee the development of a Quality Delivery Plan which will explore options for contemporary industry informed training that puts learners at the centre of delivery and will outline strategies to help address teacher shortages.

The Advisory Committee will also oversee the development to a Workforce Needs Assessment that will allow for a more responsive approach to training provision to accommodate future technologies and will identify priority occupations and qualifications for the region over the next 10 years.

The Advisory Committee will be guided by the Quality Delivery Plan and Workforce Needs Assessment in identifying capital investment priorities for upgrades to buildings and equipment at the Burnie TasTAFE campus to ensure alignment with industry needs. The Committee will also explore options for allowing for shared access to public facilities where this can assist in expanding the training offering available for learners in the region.

In undertaking this work, the Advisory Committee members will represent the needs of Tasmanian employers engaged in Clean Energy as they relate to their organisations. Members will also facilitate broader collaboration between key stakeholders across industry, education, and training providers and government.

It is expected that the Advisory Committee will be seen by industry and the community as an authoritative forum for skills and workforce development related to clean energy and related trades in the north west region.

Timeframe and commitment

The Advisory Committee will commence in early 2025 and operate initially until the end of 2026, with the option to extend.

The Advisory Committee will formally meet at least every 3 months or as determined by the Chairperson.

3. General

Membership

Membership of the Advisory Committee will comprise a Chairperson, to be appointed by the Secretary based on the nomination of the Minister and membership will consist of a senior representative nominated for each of the following organisations:

- Chair of the Committee
- Civil Contractors Federation
- Clean Energy Tasmania

- Department of State Growth (Skills Tasmania / RECFIT)
- Housing Industry Association Tasmania
- Hydro Tasmania
- Master Builders Tasmania
- Master Plumbers Tasmania
- National Electricians and Communications Association
- Renewable energy proponent representative
- TasNetworks
- Tasmanian Minerals, Manufacturing and Energy Council
- TasTAFE CEO
- West North West Working (Jobs Hub)

State Growth will provide a Project Director and Secretariat services to support the Advisory Committee.

To facilitate working arrangements, where a Committee member cannot attend a meeting they must request the attendance of a proxy to the Chairperson at least 14 days prior to the meeting. Approval of this request is at the discretion of the Chairperson.

The Chairperson may invite non-members to meetings as required.

Chairperson

The Chairperson will be appointed by the Secretary based on the nomination by the Minister for a period of up to two years.

The Chairperson's role is to:

- Lead development of each meeting's agenda.
- Ensure that the information (financial and non-financial) provided to the Advisory Committee is relevant, accurate, timely and sufficient.
- Facilitate open and constructive communications among Advisory Committee members and encourage their contribution to Committee discussions and advisory functions.
- Liaise with the General Manager, Skills and Workforce as the primary contact between the Advisory Committee and the Minister.
- Report to the Minister on the activities of the Advisory Committee.
- Be the first point of contact and the 'public voice' of the Advisory Committee.
- Undertake meetings with relevant stakeholders as appropriate and on the request of the Minister.

Agenda items

The agenda, with attached meeting papers, will be distributed at least five working days prior to the next scheduled meeting.

If not included on the agenda, members may raise an item under 'Other Business' if necessary and as time permits.

Agenda, Minutes & Meeting Papers

The minutes of each meeting will be prepared by the Secretariat.

Full copies of the Minutes, including attachments, shall be provided to all group members no later than ten working days following each meeting.

Remuneration and conditions of appointment

The Chairperson of the Advisory Committee is entitled to be paid such remuneration and allowances as the Minister determines, as specified in the instrument of appointment or reappointment.

A member of the Advisory Committee, who is not the Chairperson, is not entitled to any remuneration or allowances where their appointment is in connection with their employment, and they receive a regular salary or wage from their employer.

A member of the Advisory Committee, who is not the Chairperson, may be entitled to a sitting fee where they are self-employed in a renewable energy related business and they would not otherwise receive a wage or salary for their time, as determined by the Minister at their discretion. The sitting fee will be as the Minister determines, as specified in the instrument of appointment or re-appointment.

The remuneration rates where applicable are:

- Rate for Chairperson: \$8,500 per annum
- Rate for Member: \$2,615 per annum

Increases to these rates to be determined by government from time to time.

Members of the Advisory Committee who are not employees or Officers of the Tasmanian State Service or are self-employed in a renewable energy related business and they would not otherwise receive a wage or salary for their time are entitled to reimbursement of reasonable expenses required to enable their participation in meetings, such as costs relating to travel or accommodation. As a guide:

- For members travelling from regional area, travel allowance and mileage reimbursements are paid at the current State Government per kilometre travel allowance rates.
- If a member requires accommodation to attend a meeting, please contact the Secretariat who will make the booking and arrange payment.
- Meal allowance is paid in accordance with the current State Government meal allowance rate. The cost of alcoholic beverages will not be reimbursed. Please contact the Secretariat for more information.
- Members of the Advisory Committee are strongly encouraged to seek approval from the Secretariat prior to incurring any expenses.
- Members of the Advisory Committee who are employees or Officers of the Tasmanian State Service should seek reimbursement through their department's usual reimbursement claims process.

4. Conduct of Meetings

The Chairperson is to chair all meetings of the Advisory Committee. The Chairperson may nominate another member of the Committee to chair one or more meetings if the Chairperson is unavailable to participate in those meetings.

- i. The Advisory Committee shall meet as per Section 2 of this document and then at intervals agreed to by the Chairperson.
- ii. The Advisory Committee is to keep accurate minutes of its meetings, to be submitted to the next meeting for certification as a true and correct record of the proceedings.
- iii. The unauthorised recording of a meeting is against the Department of State Growth's information management policies is prohibited. Should a member of the committee wish to record the meeting or deploy AI note taking tools, they will need to discuss this with the Secretariat 72hrs prior to the meeting for it to be tabled at the start of the meeting via the Chair. For a recording to proceed, agreement must be received by all members at the beginning of the meeting. If total agreement is not received, recording shall not proceed.

If recording or AI note taking is enabled automatically at the beginning of a meeting, without a prior discussion with the Secretariat, the meeting may be paused until the recording is disabled.
- iv. At any meeting of the Advisory Committee eight (8) members shall constitute a quorum.
- v. The Chairperson will endeavour to achieve decisions by consensus however if consensus cannot be reached, this will be documented including any dissenting views.

5. Disclosure of interests

If a member of the Advisory Committee has a direct or indirect pecuniary or non-pecuniary interest in a matter being considered, or about to be considered, by the Committee, the member must, as soon as practicable disclose the nature of the interest to the Committee in line with Department of State Growth Conflict of Interest policy and guidelines.

Pecuniary interest declarations will be included as the first agenda item at all meetings.

Disclosures must be recorded and monitored by the Secretariat.

The Advisory Committee must follow the Department of State Growth Conflict of Interest policy and guidelines with respect to managing potential conflicts of interest.

6. Confidentiality

Members of the Advisory Committee are under no obligation to disclose confidential information to the Committee except where it raises an issue of conflict of interest.

If a member of the Advisory Committee does disclose information to the Committee that is identified as confidential, other members of the Committee are obliged to treat that information as confidential, except:

- to disclose the information to the Minister as part of advice
- where that member is required by law to disclose the information
- where the information becomes public.

Unless asked to undertake consultation with stakeholders, members of the Advisory Committee are to maintain confidentiality regarding all discussions within the meeting.

7. Review

These Terms of Reference will be reviewed as necessary and upon the request of the Advisory Committee, State Growth or the Minister.

The Secretary may amend these Terms of Reference from time to time by notice to the Advisory Committee.

Proposed 2025 meeting dates and agendas

Date	Location	Agenda
Monday 24 March	Hobart	<ul style="list-style-type: none">• Terms of Reference• Project Overview and approach to early consultancies• Strategic outcomes session facilitated by WLF Accounting & Advisory
Monday 23 June	Burnie	<ul style="list-style-type: none">• Review of Stakeholder Engagement Plan• Update on Quality Delivery Plan• Update on Workforce Needs Assessment Report• Site Visit: TasTAFE Burnie Campus
Monday 8 September	Hobart	<ul style="list-style-type: none">• Endorsement of the Quality Delivery Plan• Update on Workforce Needs Assessment• Capital Works scoping discussion• Site Visit: TasTAFE Water and Energy Trades Centre of Excellence
Monday 24 November	Burnie	<ul style="list-style-type: none">• Commission of Capital Works Plans• Discuss Electrotechnology Trainer Strategy• Discuss STEM Careers Hub



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