

YOUTH JOBS AND PARTICIPATION MINISTERIAL TASKFORCE

Terms of Reference

BACKGROUND

The Youth Jobs Strategy 2024-2030 (the Strategy) provides the strategic direction for the Tasmanian Government's approach to creating the conditions where:

- *all young Tasmanians feel empowered and are supported to access meaningful training or employment opportunities; and*
- *employers and industry can attract, develop and retain skilled young employees for a thriving community and productive economy.*

Both the education and the skills and training systems are vital in improving youth participation in education, training and/or work:

- The education system provides the foundational skills development, career education and vocational learning to build young people's aspirations and ensure they are equipped to make informed decisions about education, training and employment pathways.
- The skills and training system delivers vocational education and training (VET) and wrap-around supports that are accessible and relevant to young learners and aligned to the skills and attributes needed to support Tasmanian industries, communities, and the economy, now and into the future.

Delivery of the Strategy also relies on key partners in the delivery of learning for life including the higher education sector, employers and employer peak bodies, youth services, Regional Jobs Hubs and intermediaries in youth employment and related issues.

ROLE OF THE TASKFORCE

1. Purpose

1.1. The Youth Jobs and Participation Ministerial Taskforce (the Taskforce) is established to provide advice to the Minister for Skills and Training and Minister for Education on the implementation of the Strategy. It will ensure government, industry and the Tasmanian community are aligned and share accountability for the Strategy's ambition for improving youth employment and participation in Tasmania, as defined by the five key targets for measuring the Strategy's success.

1.2. To achieve this purpose, the Taskforce will:

- 1.2.1. support the development and provide endorsement of the Strategy's successive two-year action plans
- 1.2.2. monitor the effective and timely implementation of the action plans and provide advice on any remedial action(s) as required
- 1.2.3. utilise robust and accountable governance to ensure effective and practical design and implementation of activity across the different streams of work under the strategy
- 1.2.4. ensure that industry, community and youth perspectives are actively represented through the development and implementation of action plans
- 1.2.5. leverage the networks, knowledge and influence of members to champion, advocate and build support across the community and a commitment to the Strategy's ambition to increase youth attainment and participation in education, training and/or work.

2. Taskforce Membership

2.1. The Taskforce is Chaired by the Minister for Skills and Training.

2.2. Membership will comprise:

- 2.2.1. Two industry representatives
- 2.2.2. One community sector representative
- 2.2.3. One Regional Jobs Hub Network representative
- 2.2.4. One youth sector representative
- 2.2.5. Up to two other nominees with expertise in youth employment and related issues
- 2.2.6. Three 'system enablers' representing the secondary education, higher education, and Vocational Education and Training (VET) sectors
- 2.2.7. Two youth representatives.

2.3. Membership is determined by invitation of the Minister for Skills and Training in consultation with the Minister for Education.

2.4. In determining the membership, the Minister will ensure that final composition of the Taskforce comprises representation from across the state and meets the Tasmanian Government's *Women on Boards Strategy* target of 50 per cent representation.

2.5. Members are appointed for an initial period of 24 months and can be reappointed for another term (two term maximum).

2.6. Re-appointment of a member is determined at the discretion and agreement of the Chair.

2.7. Additional members may be invited at the discretion and agreement of the Chair either for a fixed-term period or for the duration of these Terms of Reference.

3. Proxies and Guests

3.1. Members of the Taskforce may nominate a proxy to attend a meeting if the member is unable to attend.

3.2. The Chair must be informed of the substitution at least three working days prior to the scheduled nominated meeting.

3.3. The nominated proxy shall provide relevant comments/feedback of the member they are representing, at the attended meeting.

3.4. Guests may attend at the invitation of the Chair.

4. Cross Agency Steering Committee

4.1. A senior level Cross Agency Steering Committee (Department and State Growth, Department for Education, Children and Youth People) will both report to and take direction from the Taskforce on matters within scope of these terms of reference.

5. Sub-committees

5.1. The Taskforce will form sub-committees and/or working groups to facilitate the development of specific initiatives and projects, or to respond to specific challenges or opportunities, as it sees fit.

OPERATION OF THE TASKFORCE

6. Meeting Protocol

6.1. Jobs Tasmania (Department of State Growth) will fulfill Secretariat functions and will:

6.1.1. arrange all meetings, including scheduling and other administrative requirements

6.1.2. prepare and distribute the agenda and meeting papers at least five working days prior to the next scheduled meeting

6.1.3. prepare and distribute draft meeting minutes no more than ten working days following the meeting.

6.2. The Taskforce will meet on quarterly basis, or more frequently if deemed necessary.

6.3. Attendance in person is preferred, however a virtual option will be available for all meetings.

6.4. Members may be asked to consider items out of session if a decision is required prior to the next scheduled meeting.

7. Quorum

7.1. A quorum is attained when seven members are present at a meeting.

7.2. While unanimous position is the strong preference, when necessary, decisions will require a two-thirds majority, with the Chairs having the deciding vote if required.

8. Reporting

8.1. The Taskforce will release a short public communique, endorsed by members as per the rules outlined in section 7, subsequent to every meeting and pertinent to out of session decisions as agreed.

9. Disclosure of interests

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

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

9.3. Disclosures must be recorded and monitored by the Secretariat.

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

10. Public Statements

10.1. Any public statements or reports will be issued and/or authorised through the Chair and be agreed subject to the meeting rules outlined in these terms of reference.

10.2. The Chair should be consulted, at least three working days, prior to any media interviews or public statements where members make reference to work of the Taskforce.

11. Confidentiality

11.1. Any information, whether written, verbal, or otherwise disclosed during meetings, communications, or shared materials of the Taskforce that is not

publicly available is considered confidential. This includes, but is not limited to, discussions, proposals, draft documents, research data, strategic plans, or any other information shared within the Taskforce.

12. Amendment and Review of Terms of Reference

12.1. The Minister may amend these Terms of Reference from time to time by notice to the Taskforce.

12.2. These Terms of Reference will be reviewed after 12 months of operation through a process established by the Minister.