

MANUFACTURING AND ENGINEERING TRAINING PACKAGE (MEM) BOARD COMMITTEE CHARTER

1. Introduction

The Manufacturing and Engineering Training Package (MEM) covers a significant percentage of the Manufacturing Industry employer and employees. It is significant and complex due to:

- the broad coverage
- the importance of those sectors to the Australian economy and defense
- the interest by State governments in school-based technical learning programs
- the direct connection between the MEM training package and qualifications and wages
- the broader use of MEM by industry including:
 - recognition and assessment of skill
 - work organisation reviews and change management
 - licensing, legislative or certification requirements
 - job design & redesign
 - identification of skills gaps and training requirements
 - credit transfer and articulation
 - core Units to drive Work Health & Safety, Planning, Computer Applications, Quality and Communication
 - training delivery strategy (for production, trade and technical work)
- the link to award classification structures and wage relatives across multiple awards and industries (beyond Manufacturing)
- the Training Package Organising Framework is complex.

The MEM Committee Charter ('Charter') sets out the composition, role and responsibilities of the MEM Committee (the 'Committee'). The Committee is a committee of the Board of Directors (Board) of MANUFACTURING INDUSTRY SKILLS ALLIANCE LTD (the Manufacturing Alliance' or the 'Company').

2. Purpose

The MEM Committee is responsible for providing oversight and stewardship of the MEM Training Package, and for such other functions as determined by the Board from time to time.

3. Role

The role of the Committee is to operate as a Board Committee to enable efficient and effective governance in relations to the MEM Training Package by providing oversight and stewardship of the MEM Training Package.

This will include:

- Considering advice from General Manufacturing and Engineering Standing Committee and the Technical Committee and Manufacturing Alliance staff
 - including reviewing any advice from the Strategic Industry Taskforce
- Ensuring the Manufacturing Alliance follows the frameworks for the progress of Training Packages including the Training Package Organising Framework (TPOF) including:
 - Product Requirements
 - Process Requirements
- Ensure the training package:
 - supports life-long learning, and the development of practical and highly technical skills industry and employers need now and in the future.
 - delivers world-class skills, promotes labour mobility, and works well for all users—including

- learners, employers, and industry
 - supports workforce development and a stronger, more resilient and productive Manufacturing industry
 - is high-performing, easy to navigate, and meets the needs of employers and learners now and into the future
 - supports innovation and excellence in training delivery and assessment
 - supports safety and quality in training outcomes
 - delivers an adaptable skilled workforce resilient to structural changes
 - is anchored in good design
 - is user centric
 - support quality delivery and assessment
 - aligns with related policy—especially with the Australian Qualifications Framework (AQF) and the Qualifications Development Quality Principles.
 - is progressed efficiently
- Assist in addressing roadblocks to progress
 - Monitor dispute resolution
 - Advises the Board on resource or other issues that affect the efficient progress of the training package

4. Composition and Term

The MEM Committee will be comprised of one Director who has been nominated by Foundation Member (AiGroup) and one Director who has been nominated by Foundation Member (AMWU).

Appointment to the Committee will be for 3 years or the remaining term of the Director or as determined by the Board.

The duties and responsibilities of a member of the Committee will be in addition to those duties set out for a Director of the Board.

5. Meetings

The Committee will hold meetings at least twice a year and additionally as it considers necessary. A quorum will be at least two members of the Committee.

The members of the Committee present at the meeting will select a chair for that meeting.

Meetings of the Committee may be held face-to-face or by any technological means by which members can participate in a discussion.

The notice and agenda of the meeting will include relevant supporting documentation as appropriate.

Committee members are required to:

- (a) disclose any actual, potential or perceived conflicts of interest they have in relation to affairs of the Committee to the other members of the Committee; and
- (b) must not:
 - (i) be present while any matter which relates to their conflict of interest is being considered at the meeting; or
 - (ii) vote on the matter,
unless those Committee members who do not have a conflict of interest in the matter have passed a resolution that:
 - identifies the Committee member;
 - the nature and extent of their conflict of interest; and
 - states that those Committee members are satisfied that the interest should not disqualify the Committee member from voting or being present

The Committee may invite other people to attend as it sees fit and consult with other people or seek any information it considers necessary to fulfil its responsibilities, including but not limited to the Chief Executive Officer and the Company Secretary.

Directors who do not form part of the Committee may also be invited to attend Committee Meetings. The Chair may attend any meeting but will not vote.

The Committee will communicate the decisions of the Committee to the Board after each meeting within a reasonable period.

6. Secretary

The Manager Committee and Taskforce Operations will act as secretary for the Committee.

The Manager Committee and Taskforce Operations, or a person nominated by the Committee, is responsible for taking minutes of each meeting and distributing them to the Committee Chair as soon as practicable after the close of the meeting. The minutes should ordinarily be included in the papers for the next full Board meeting after each Committee meeting.

The Manager Committee and Taskforce Operations will undertake the administrative duties, as specified by the Committee.

7. Reporting to the Board

The Committee will update the Board and provide the Minutes of each Committee meeting. The update should report on the proceedings of the Committee meeting, the outcomes and any other relevant issues.

The Committee will provide an oral report to the Board should a Board meeting be scheduled before the minutes can be prepared and circulated.

8. Access and Public Disclosure

The MEM Board Committee Charter will be made accessible to the Members of the Company through the Manufacturing Alliance's website.

The Committee has the right to access:

- (a) relevant books, records and documents for the Manufacturing Alliance; and
- (b) the appropriate internal resources to carry out its duties, including travel costs.

9. Voting

Any matters requiring a decision will be decided by a majority of votes of members present. The Chair of the Committee will not have a casting vote.

10. Committee Performance

The Committee will review its performance biennially, including the extent to which it has met its responsibilities under this charter.

11. Review of Charter

The Committee will review the Charter at least annually and recommend to the Board any changes for approval.

The Charter may be amended by resolution of the Board.

Adopted by the Board on 26 March 2025