

**NATIONAL CENTRE FOR FARMER HEALTH**

**SHIFTING GEARS: GEAR UP FOR AG CONTENT REDEVELOPMENT STEERING COMMITTEE**

**TERMS OF REFERENCE**

## **Overview**

The NCFH provides leadership in improving the health, wellbeing and safety of farm men, women and families in rural communities, with education one of its primary aims. The Centre provides a range of unique education and training opportunities, including the Gear Up for Ag Health & Safety program to secondary school students—underlining the importance of farm safety to create a sustainable future for Australian agriculture.

The NCFH has been delivering the Gear Up for Ag program across south-east Australia since 2018. During this time, they have identified a lack of contemporary and nationally-relevant farm health and safety content, particularly for teenagers.

## **Committee purpose**

The Shifting Gears Steering Committee (‘the Committee’) will be comprised of representatives Australia-wide with expertise in education and training, health, occupational safety, research and primary industries. This Committee will support and assist in the redevelopment of Gear Up for Ag resources and content to create interchangeable online educational modules and teacher resources. These tools will supplement and extend the current face-to-face delivery of Gear Up for Ag program and complement agriculture education curriculums.

## **Definitions**

In this terms of reference document, unless a contrary intention is apparent:

* **NCFH** refers to the National Centre for Farmer Health
* **Gear Up for Ag** refers to the Gear Up for Ag Health & Safety program delivered by the NCFH

## **Functions and Responsibilities**

## *Authority*

The Committee has the authority to advise and make recommendations related to the design, functionality, content, resources and requirements of the online education modules and teacher resources.

## *Reports to*

The Committee will report to the Project Manager.

## *Roles and Responsibilities*

Specific Committee member responsibilities include:

* Serving as a trusted advisor to the Project Team in the co-design and development of education materials and teacher resources.
* Advise on possible functionalities, appeal, features, design ideas and requirements for online platform.
* Trial and test online content as it comes online for user friendliness and provide feedback.
* Provide advice and feedback on future needs and possible trends in information dissemination.
* Explore opportunities and provide input on ways to expand the national roll out of the education modules to Australia’s rural farming communities.

## **Membership**

The Committee is to be made up of between 8-15 representatives comprising:

* 2 representatives from the NCFH
* 2-3 educators with experience in agriculture, horticulture, wool handling or similar vocational background
* 2-3 farmer representatives
* 1-2 Occupational Health & Safety representative
* 1 representative having completed the Deakin University Graduate Certificate in Agricultural Health & Medicine
* 3-4 representatives from State or Federal government departments, industry or agency bodies such as:
	+ 1 representative from a peak body (ie VFF, FarmSafe, Dairy Australia, etc.)
	+ 1 representative from KidSafe
	+ 1 representative from Department of Agriculture
	+ 1 representative from Department of Education

## **Chair**

To be advised.

The role of Chair is to:

* Provide effective leadership.
* Approve agenda prior to circulation.
* Approve minutes prior to circulation.
* Ensure equitable group discussions.

## **Executive Sponsor**

Dr Jacquie Cotton

National Centre Farmer Health

The role of the Executive Sponsor is to:

* Present and sell the vision of the new future and motivate people to work towards the project objectives.
* To act as a facilitator and resolve any conflict that may impact on the Committee’s objectives.
* Be actively involved in the co-design and development of the new content and oversee the implementation of online education modules.

## **Secretary**

To be advised.

The role of Secretary is to:

* Call for agenda items approximately 5 business days prior to date to meeting.
* Prepare the agenda and appropriate supporting documentation and notify members 3 business days prior to each meeting.
* Record and circulate minutes.

## **Quorum**

N/A

## **Meeting schedule**

* Monthly meetings will be held between July-December 2022 for a maximum of 1.5 hours.
* From January to June 2023, meetings will be held bi-monthly or as needed.
* Meetings will be held via video/zoom teleconferencing facilities.
* Testing of the hosting platform for the education modules and teacher resources is to be undertaken during November-December 2022.
* Completion and launch of the platform is due for February 2023.

In accepting the role, the incumbent agrees to attend a minimum of 80% of the scheduled meetings.

## **Term of Committee**

Committee members will serve a 12-month term.

## **Communication**

The agenda, minutes and associated documentation will be distributed at least three (3) business days prior to the scheduled meeting.

## **Reporting**

Committee members will be provided with regular Project updates, during Committee meetings.

A final report providing a detailed record of the Project and outcomes achieved will be provided to the Committee members on completion of the Project (expected September 2023). The report will include a summary of:

* + data collected
	+ issues and risks that emerged and how these were managed
	+ lessons learnt from the Project
	+ recommendations for implementation.

## **Values and behaviour**

Committee members need to reflect the values of integrity, innovation, collaboration, accountability, respect and empathy whilst being passionate about making a difference to farmers’ lives, in particular the health and safety of young people living and working on farms. They must also:

* Have a passion for educating young people.
* Recognise each other’s worth and acknowledge each other’s contributions both within the Committee and with our external clients and stakeholders.
* Actively embrace and value the input and collaboration of colleagues.
* Foster a culture of information, knowledge and skill sharing between our respective organisations.
* Support each other to resolve difficulties.
* Communicate in an open and honest manner.
* Give feedback and ask questions in a constructive manner.
* Demonstrate professional behaviours to our colleagues and stakeholders.

## **Remuneration**

* Representatives may be renumerated for their time.
* Service on the Committee is without remuneration for employees of government, universities or representatives of peak body industry or agencies.