

# Agency Sector Forum Workforce Strategy Reference Group

## Terms of Reference

### Background

Workforce strategy was recognised by the Agency Sector Forum as a key issue to be progressed during 2008.

The Office for the Community Sector, which was formed in April 2008, has included workforce strategy as a priority in their Strategic Plan, published in October 2008.

In addition to the existing range of supply, recruitment and retention issues that impact on all community sector organisations, the reforms being implemented in health and human services will require significantly different skill sets in the community sector workforce at all levels in organisations.

It is therefore important that there is a strong strategic focus on workforce that spans the entire community sector, and draws all elements of workforce development together. The focus should encompass all elements of the care delivery system, including the funding department, service providers, training organisations, and industrial organisations.

### Purpose

- The purpose of the ASF Workforce Strategy Reference Group is to undertake a process of consultations with members of the ASF and through them, the broader community sector.
- In the context of the Tasmanian Community Sector Industry Plan 2009 - 2012 and the Office for the Community Sector Strategic Plan 2008 - 2010, the Reference group purpose will be:
  - Develop a workforce strategy and implementation plan by June 2009.
  - Coordinate activity across all stakeholders aimed at achieving the strategic objectives of the plan.
  - Provide ongoing advice to the Agency Sector Forum on workforce strategy in Tasmania.

### Role and Function

The role and function of the Workforce Strategy Reference Group members is:

1. to actively engage representatives of the community sector in consultation on workforce strategy issues.
2. to provide an analysis of the information gathered from the consultation, develop a strategic approach to workforce, and an associated implementation plan.

## Membership

The Workforce Strategy Reference Group is:

Des Graham (Chair)	Office for the Community Sector (OCS), Human Services	<a href="mailto:desmond.graham@dhhs.tas.gov.au">desmond.graham@dhhs.tas.gov.au</a>
Robert Gavin	Manager, Strategic Development, Office for the Community Sector	<a href="mailto:robert.gavin@dhhs.tas.gov.au">robert.gavin@dhhs.tas.gov.au</a>
Gabrielle Peacock	Director, Human Resources	<a href="mailto:gabrielle.peacock@dhhs.tas.gov.au">gabrielle.peacock@dhhs.tas.gov.au</a>
DHHS Operational Unit Director		
Peak Body		
Peak Body		
Community Sector organisation		
Community Sector organisation		
Mark Sayer	Director, Skills Tasmania	
Registered Training Organisation		
Industrial Organisation		

## Member Roles

The Role of the individual members of the Agency Sector Forum Workforce Strategy Reference Group includes:

- Foster cooperation and encourage engagement;
- Actively participate in the consultation process;
- Provide input and feedback relevant to area of expertise and background;
- Understand the workforce issues impacting community sector organisations, particularly in relation to the current reform being implemented in Health and Human Services;

In practice, this means the Agency Sector Forum Workforce Strategy Reference Group members will:

- monitor the progress of the consultation process;
- Provide analysis of the information gathered and develop a strategic approach to workforce issues;
- Develop an implementation plan;
- Assist in identifying future sector related needs;

- Advise and inform the Agency Sector Forum of progress and issues.

## **Convenor/Chair**

- The Chair, Director for Office for the Community Sector, will convene the Workforce Strategy Reference Group.
- The Chair is responsible for determining need for “out of session” recommendations or actions of the Workforce Strategy Reference Group and the process for such recommendations to be made.

## **Agenda Items**

The Chair has the right to refuse to list an item on the formal agenda, but members may raise an item under ‘Other Business’ if necessary and as time permits.

Standing Agenda Items are:

1. Action List – A list of actions arising from previous meetings, items remain on the list until the meeting after they are completed.
2. Project Status Report.

## **Minutes & Meeting Papers**

The Chair will be responsible for the administration activities in relation to these meetings.

## **Frequency of Meetings**

To be determined by the members.

## **Proxies to Meetings**

Members may nominate a proxy as required.

## **Quorum Requirements**

The Director plus three full members of the Workforce Strategy Reference Group.

## **Dispute Resolution**

The Chair has responsibility for dispute resolution.

## **Review of Terms of Reference**

The Agency Sector Forum Workforce Strategy Reference Group will be convened for a fixed term period for the purpose of this review. Any review of the Terms of Reference will be undertaken as required.