



**Aged & Community Services
SA & NT Inc**

Workforce Committee 2010

Terms of Reference

Purpose

Reporting to and working with the ACS Board, the Workforce Committee will:

- Monitor and identify key initiatives that relate to workforce matters.
- Develop policy positions, submissions strategies and/or other initiatives on behalf of the ACS membership in regard to the key matters that are identified.
- Provide leadership, policy direction and industry intelligence in regard to issues that relate to workforce matters.

Objectives

- Ensure that the committee work is aligned with the ACS strategic plan and the committee's key initiatives take into account the ACSA strategic directions.
- Ensure that the views of members are considered and represented in the work of the committee.
- Keep the ACS membership informed of the key directions, actions and outcomes of the workforce committee.
- Provide input to the ACS Board regarding implementing ACS strategic directions that relate to workforce matters.
- Identify issues that relate to the work of other ACS committees, and ensure referral where necessary.

In fulfilling the objectives the committee will:

- Engage in liaison or consultation with appropriate external stakeholders in the pursuit of committee activities.

- Prepare an annual ‘action plan,’ including success indicators, for endorsement by the ACS Board which identifies the specific projects that the committee intends to work on in the forthcoming 12 months (financial year)
- Review regularly the directions/initiatives of the committee to ensure they are pertinent, and proactively address the dynamics of the industry’s workforce and the emerging needs of members.
- Prepare submissions, provide comment and recommend solutions to discussion papers, draft policies and enquiries where relevant to workforce matters.

Proposed Key Initiatives

- Sustaining the mature workforce
- School student engagement
- Better learning and employment outcomes for students and graduates
- Supporting middle managers

This document must be read in conjunction with the ACS SA&NT *Explanatory Memorandum – Roles, Function and Structure*