

RAIL WORKFORCE DEVELOPMENT COMMITTEE (RWDC)

Terms of Reference

The Australasian Railway Association (ARA) is driving a collaborative and coordinated approach to tackle major workforce issues and facilitate regular meetings, where key industry representatives meet, educate, benchmark and share information, knowledge and experience on workforce development matters and issues relevant to the rail industry.

1. Strategic objectives

- To promote diversity and collaboration in the rail workforce to ensure rail becomes an employer of choice for the future.
- Inform and advise the ARA Board on workforce development issues including:
 - Skills and training needs now and in the future (forecasting);
 - approaches to attract, retain and develop talent;
 - ways to improve diversity, including gender and indigenous employment; and
 - Encourage greater use of emerging technologies, including innovative approaches to training delivery.

2. Committee purpose

The purpose of the Rail Workforce Development Committee (RWDC) is to:

- Act as the functioning arm for the ARA board to implement initiatives relevant to the ARA strategic objective
- Focus on the development of an action plan(s) to address identified strategic workforce challenges. Refinement of the strategic workforce challenges will be undertaken in consultation with the ARA Board.
- Provide a forum for members to improve industry awareness, collaboration and effectiveness in workforce development for the Rail Industry.
- Act as industry voice on matters relating to competency, capability and learning & development, human resources and workplace relations.
- Provide advocacy and industry leadership across a number of initiatives that support the ongoing development and maturity of competency management systems as a tool for responsible workforce management and forecasting
- Collaborate on the development of common competency unit development and training programs to reduce costs.
- Encourage industry members to create a positive image of the industry by appealing to and encouraging wider gender, age and ethnic diversity in order for rail to draw from the broadest pool of talent and become an employer of choice.
- Provide a forum to table and progress initiatives led by the ARA and / or member organisations that enable mobility and transferability of skills and competencies and enhance the visibility of generic, domain and product competency requirements in order to 'open up' the skills profile of the rail industry across jurisdictions and sectors.

3. Membership

The RWDC will comprise Executive and/or Senior Human Resources representatives from interested ARA members companies that possess the relevant authority to make decisions on behalf of their organisation.

4. ARA's role

- Manage and facilitate initiatives and projects on behalf of the committee.
- Provide an industry broadcast / communications and feedback capture facility
- Provide linkages (as appropriate) to overseas rail jurisdictions in the interests of knowledge and experience sharing
- Secretariat support for the Committee, including progress reports and papers for meetings.
- Identify opportunities and work with relevant government and non-government agencies for broader collaboration, potential funding and cost savings to benefit the rail sector.
- Foster a positive and proactive approach to workforce planning to address areas such as skills shortages and increase diversity and female participation.

- Facilitate development of nationally agreed training materials, commencing with the National Track Safety Induction course.
- Promote rail careers and other industry programs to improve industry image and develop workforce sustainability.
- Working with industry stakeholders and service providers to expand the Rail Industry Worker (RIW) competency management system.
- Provide an update on the RWDC at each ARA Board
- Provide and facilitate an executive forum for management and decision making as required in support of the RIW contract and associated undertakings.
- Enact national RIW procurement and contracting matters as related to RIW

5. Meetings

RWDC will be chaired by a RWDC member. The Committee will meet as required. At each meeting there will be a agenda typically consisting of:

- Brief updates of activities and action items from initiatives and projects.
- Strategic Action Plan development and implementation issues
- Collaboration / information Exchange on key workforce matters
- Development of and accessing “Centres of Excellence” identified in the industry
- Standing agenda items for projects relevant to strategic objectives.
- Update on day to day workforce and HR issues such as rail careers, attraction issues, Rail Industry Worker matters, resource forecasting / shortages / mitigations and general initiatives
- Any other agenda items raised by the committee members.

The Chair of the RWDC is responsible for ensuring Minutes of meetings and Action registers are developed, maintained and provided to the ARA Board.