



Australian Government

**Department of Infrastructure, Transport,
Regional Development and Local Government**

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Mr Martin Riordan
Chief Executive Officer
TAFE Directors Australia
National Secretariat

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Dear Mr Riordan

I would like to invite you to participate in the first National Transport and Logistics Workforce Planning and Skills Forum (the Forum). The Forum is being held in the Victorian Government's conference facility, level 27, 121 Exhibition Street, Melbourne on Wednesday 18 August 2010. The Forum will commence at 9.00 am and conclude around 4.30 pm. The Forum's draft Agenda is attached for your information.

The Forum is being held as part of the implementation of the National Workforce Planning and Skills Strategic Action Plan as endorsed by the Australian Transport Council (ATC). The Plan can be downloaded from the ATC web site http://www.atcouncil.gov.au/documents/workforce_planning_and_skills.aspx.

The Forum will provide an opportunity for stakeholders in the transport and logistics industry to identify national workforce priorities and projects to be the focus for the ensuing year. The identified national priorities will be reported to ATC for consideration by Australian governments.

To ensure the Forum can meet all participants' needs, I invite you to identify up to three relevant current priorities for your jurisdiction. We will endeavour to incorporate your priorities into discussion items during the Global Cafés.

I would welcome your or your representatives attendance at the Forum. As numbers will be limited, please provide attendees details together with your current priorities to Ms Jeannie Southgate by **8 July 2010** at WorkforceForum@infrastructure.gov.au or by fax to (02) 6275 1381. Please include any dietary or special needs with your nomination.

National Transport and Logistics Workforce Planning and Skills Forum

18 August 2010

8.30 am	Registration and Coffee
9.00 am	Opening and Welcome - Confirmation of Agenda and outline of the day The National Workforce Planning and Skills Strategic Action Plan Mr Mike Mrdak, Secretary, Department of Infrastructure, Transport, Regional Development and Local Government
9.30 am	Skills Supply and Labour Market Robin Shreeve – Chief Executive Officer, Skills Australia
10.00 am	Good News Stories – recent successes - what is happening around the country 1) Trial Pre-Employment Program – Ms Sue Hakala, Senior Transport Analyst, Department of Lands and Planning, Northern Territory 2) Cadetship Program – Mr Ian McMillan, Chief Executive Officer, Transport and Distribution Training, Victoria 3) Get into Transport and Logistics – Road Transport – Ms Louise Perram-Fisk, Director, Industry Capability, Department of Transport and Main Road, Queensland
10.45 am	Morning Tea
11.00 am	Ministerial Address and Questions – Securing a Skilled Workforce for the Transport and Logistics Industry into the 21st Century The Hon Anthony Albanese MP, Minister for Infrastructure, Transport, Regional Development and Local Government
11.30 am	Victorian Government Representative - A State perspective Minister or Department Secretary
11.50 am	Education, Training and Qualifications - current trends Ms Jennifer Taylor, General Manager, Tertiary Skills and Productivity, Department of Education, Employment and Workplace Relations; and Mr Geoff Gwilym, Chief Executive Officer, Transport & Logistics Industry Skills Councils
12.30 pm	Lunch
1.15 pm	Summary of morning sessions and introduction to Global Cafe session Ms Lyn O'Connell, Deputy Secretary, Department of Infrastructure, Transport, Regional Development and Local Government
1.30 pm	Global Café This session style allows participants to gather and share information concerning identified priorities. Each Café has a designated Speaker who remains with the Café, while other participants rotate in 25 min blocks. Participants join a Global Café focused on 1 of the 4 workforce themes. The Speaker focuses the group discussion on this theme. Each Café will last approx 25 minutes, and then the groups mix and change Cafés. The four Cafés are: <ol style="list-style-type: none"> 1) Skills Supply and Labor Market 2) Education, Training and Qualifications 3) Careers 4) Safety and Security
3.20 pm	Afternoon Tea
3.35 pm	Plenary session – What have we found? Ms O'Connell, Chair and 4-8 panel members.
4.15 pm	Closing Comments – Where to from here (including how information will be shared) Ms O'Connell
4.30 pm	Close